



Deal Town Council, Town Hall, High Street, Deal, CT14 6TR.

To all Councillors: You are hereby summoned to attend a meeting of Full Council at the Town Hall on Tuesday 26 March 2024 at 7.15pm to transact the business shown on the agenda below.

Members of the public and press are welcome to attend.

Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 25 March 2024 by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all councillors present at the meeting and become part of the public record of the meeting, names will be redacted.

Mrs. L Crow - Town Clerk

Date: 19 March 2024

AGENDA

1	Chairperson's opening remarks:	Chairperson
2	Apologies for absence received:	Town Clerk
3	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	The minutes of the Full Council meeting held on Tuesday 27 February 2024 for approval and signing: Decision required.	Attach. 2
5	Public Participation and Statements received: For councillor information: Members of the public may make representations, answer questions, and give evidence at the meeting in respect of the business on the agenda. This shall not exceed 15 minutes.	Town Clerk
6	List of payments including payments exceeding £500 for approval and signing from the 1 February to 29 February 2024: Decision required.	Attach. 3
7	Recommendation from the Transport & Infrastructure Committee: Decision required	Attach. 4
8	Climate Learning Day Update: Decision required	Attach. 5
9	Review of Town Council Policies: Decision required	Attach. 6
10	International Womens Day 2024 update: Information to note	Attach. 7
11	Deal Town Council Committee Minutes: Information to note. (a) The minutes of the Environment committee meeting held on 13.12.23. (b) The minutes of the Transport & Infrastructure committee meeting held on 17.01.24. (c) The minutes of the Planning committee held on 05.02.24.	Attach. 8
	Date of next Full Council meeting: 23 April 2024	

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc. OR an application made by a Member, relative, close associate, employer, etc. would both probably constitute either an OSI or in some cases a DPI.

Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR

The Minutes of the Full Council meeting held at the Town Hall on Tuesday 27 February 2024 at 7.15pm.

Present: Cllr O Richardson (Chairperson) Cllr A Friend (Vice Chairperson)
 Cllr S Beer Cllr B Bano
 Cllr S Brookfield Cllr M Eddy
 Cllr P Jull Cllr P Findley
 Cllr M Walters Cllr S Cullen
 Cllr T Bond Cllr L Craggs

Officers: Mrs L Crow (Town Clerk) Others: 1 member of the public
 Mr P Bone (Responsible Finance Officer)
 Miss J Harper (Asst. to the Town Clerk)

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read the fire evacuation procedures. He gave a short update on mayoral duties during February and reminded members that it was the 80 th anniversary of the D-Day Landings this year and that the RBL were planning for this.	Chairperson
2	Apologies for absence received: Apologies were received from Cllr D Parks due to carer commitments and Cllr D Cronk due to illness. Cllr M Cronk was absent.	
3	Declarations of interest: None received.	
4	The minutes of the Full Council meeting held on Tuesday 30 January 2024 for approval and signing: Members RESOLVED: To accept the minutes of the Full Council meeting held on Tuesday 30 January 2024 as a true and accurate record. (P) Cllr A Friend (S) Cllr M Eddy. All agreed. The Chairperson duly signed the minutes.	Chairperson
5	Public participation and Statements received: None received	
6	List of payments including payments exceeding £500 for approval and signing from the 1 January to 31 January 2024: Members RESOLVED: To accept the list of payments made between 1 January 2024 to 31 January 2024 including payments exceeding £500 for approval and signing. (P) Cllr A Friend (S) Cllr M Eddy. All agreed.	Chairperson
7	Project Fund Update: Following discussion Members RESOLVED: 1. That the council notes the information on the current projects. (P) Cllr M Eddy (S) Cllr A Friend. All agreed. 2. Members RESOLVED: To approve the New Projects Procedure with the following amendment: The Council will normally consider new project proposals twice a year, in June and October. It will be at the Town Clerk's discretion if a project proposal is brought forward outside of these two months in liaison with the Chairperson of the relevant committee or Chairperson of the Council. (P) Cllr M Eddy (S) Cllr S Beer. All agreed.	Town Clerk
8	Meeting Schedule 2024-25: The Town Clerk advised members that they may want to change the date of the Transport and Infrastructure meeting in January to 16 January due to a clash of dates with Walmer Town Council.	

	<p>Cllr P Jull proposed to adopt the draft meeting schedule for 2024/25 with the amended date of the Transport and Infrastructure meeting to 16 January 2025.</p> <p>Cllr S Beer proposed the following amendment, to add an extra meeting of the Finance & General Purposed Committee in December 2024 to discuss the budget. This was seconded by Cllr T Bond</p> <p>Members RESOLVED: to add an extra meeting of the Finance & General Purposed Committee to the meetings schedule in December 2024 to discuss the budget. (P) Cllr S Beer (S) Cllr T Bond. 9 For, 1 Against, 2 Abstentions. Motion Carried.</p> <p>Members RESOLVED: To adopt the meeting schedule for 2024/25 with the amended date of the Transport & infrastructure meeting on January 16, 2025. (P) Cllr P Jull (S) Cllr M Eddy. All agreed.</p> <p>Members RESOLVED: To delegate authority to the Town Clerk in liaison with the Chairperson of the Council to amend a meeting date on the schedule if absolutely necessary. (P) Cllr M Eddy (S) Cllr M Walters. All agreed.</p>	<p>R.F.O</p> <p>R.F.O</p> <p>Town Clerk</p>
9	<p>City Of Sanctuary Grant Application: Following discussion Members RESOLVED: To move this item to the end of the agenda in private session due to its confidential nature. (P) Cllr A Friend (S) Cllr S Beer. All agreed.</p>	
10	<p>Deal Town Council Annual Events Update: Members RESOLVED: To note the Annual Events Update. (P) Cllr A Friend (S) Cllr M Eddy. All agreed.</p>	
11	<p>Warm Welcome Update: Following lengthy discussion Members RESOLVED: To note the report. (P) Cllr M Eddy (S) Cllr B Bano. All Agreed.</p>	
12	<p>Deal Town Council Committee Minutes: Members RESOLVED: To note: (a) The minutes of the Planning committee meeting held on 10.01.24. (b) The minutes of the Transport & Infrastructure committee meeting held on 15.11.23. (P) Cllr A Friend (S) Cllr M Eddy. All agreed.</p>	
	<p>Members RESOLVED: To exclude the public on the grounds that the information to be discussed is of a confidential nature. (P) Cllr A Friend (S) Cllr S Beer. All agreed. The public left the meeting</p>	
9	<p>City Of Sanctuary Grant Application: Following discussion Members RESOLVED: To accept the grant application for the City of Sanctuary Grant. (P) Cllr M Eddy (S) Cllr S Cullen. 6 For, 4 Against, 2 Abstentions. Motion carried.</p>	R.F.O
	<p>The Chairperson closed the meeting at 8.28pm.</p>	Chairperson

Deal Town Council
Nat West Combined A/C's

List of Payments made between 01/02/2024 and 29/02/2024

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/02/2024	SCREWFIX	MAINTENANCE TOWN HALL	£ 276.13
01/02/2024	VIC YOUNG LTD	OFFICIAL CAR LEASE	£ 390.89
05/02/2024	RYAN ROGERS	MAINT GR ALLOT	£ 176.00
05/02/2024	RYAN ROGERS	ALLOT MAINT MR	£ 176.00
05/02/2024	RYAN ROGERS	MAINT PA ALLOT	£ 176.00
05/02/2024	RG WILLIAMS	SERVICE AND CERT TH	£ 167.00
05/02/2024	FCS CLEANING	CLEANING WINDOWS TH	£ 40.00
05/02/2024	STICH IN TIME	REPAIR TO FLAG	£ 30.00
05/02/2024	BRITISH TELECOM	BROAD BAND TOWN HALL	£ 53.94
07/02/2024	VODAFONE BUSINESS	WORK MOBILES	£ 99.76
08/02/2024	WOODLAND TRUST	HEDGEROW GR ALLOT	£ 630.00
08/02/2024	WOODLAND TRUST	HEDGEROW MR ALLOTS	£ 756.00
09/02/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 138.60
09/02/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 138.60
09/02/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 138.60
09/02/2024	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£ 1,320.00
09/02/2024	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 185.63
12/02/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 138.60
12/02/2024	GDPR INFO LTD	TRAINING	£ 525.00
15/02/2024	HUTCHINGS	SHELVING FOR TOWN HALL	£ 276.72
15/02/2024	SIDEWAYS MEDIA	LISTING KENTISH CEREMONY	£ 108.00
15/02/2024	KALC	TRAINING ADMISSION	£ 60.00
15/02/2024	MAYOR NEW ROMNEY	INT WOMENS DAY INVITE CIVIC	£ 46.00
15/02/2024	BANK CHARGES	BANK CHARGES	£ 31.95
16/02/2024	HIGH PROFILE	DRONE WINTER LIGHT	£ 438.00
16/02/2024	BUSINESS STREAM	WATER TOWN HALL	£ 142.43
16/02/2024	PENSION BACS	PENSION BACS EE	£ 1,412.56
16/02/2024	PENSION BACS ER	PENSION BACS ER	£ 5,636.02
19/02/2024	BACS STAFF SALARIES	BACS STAFF SALARIES	£ 20,269.10
20/02/2024	VIKING OFFICE DEPOT	STATIONERY TOWN HALL	£ 206.03
20/02/2024	WORLDPAY	CARD MACHINE VIC	£ 54.00
20/02/2024	SSE SWALEC GAS	GAS TOWN HALL	£ 1,548.50
22/02/2024	HMRC	PAYE TAX	£ 3,192.94
22/02/2024	HMRC	PAYE EE NI	£ 1,066.07
22/02/2024	HMRC	PAYE ER NI	£ 2,403.82
23/02/2024	TRINITY CHURCH DEAL	WARM WELC FEB -APRIL	£ 288.00
23/02/2024	UPPER DEAL AND GT	WARM WELCOME FEB	£ 432.00
23/02/2024	NORTH DEAL COMM	WARM WELC FEB-APRIL	£ 1,092.00
23/02/2024	SATCO	WARM WELC FEB-APRIL	£ 420.00
23/02/2024	ST ANDREWS PCC	WARM WELC FEB-APRIL	£ 270.00
23/02/2024	ST GEORGES PAR'L	WARM WELCOME FEB-APR	£ 270.00
23/02/2024	TALK IT OUT	WARM WELCOME FEB	£ 120.00
23/02/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 151.20
23/02/2024	ADM COMPUTER SERS	IT SUPPORT	£ 819.30
23/02/2024	BUSINESS STREAM	WATER PA ALLOTS	£ 122.76
26/02/2024	DOVER TOWN COUNCIL	CIVIC BIKE EVENT 2024	£ 60.00

26/02/2024	MR SCOTT CRAIG	COMPOSTING WC PA ALLOT	£	1,800.00
26/02/2024	MR SCOTT CRAIG	COMPOSTING WC GR ALLOT	£	1,800.00
26/02/2024	MR SCOTT CRAIG	COMPOSTING WC MR ALLOT	£	1,800.00
26/02/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£	138.60
28/02/2024	WWW ART 4 BIZ	CLLR TURNER PICTURE	£	12.20
28/02/2024	ADM COMPUTER SERS	IT SUPPORT ANNUAL FEE	£	5,136.48
28/02/2024	VISION ICT LTD	WEB EDITING TRAINING	£	60.00
29/02/2024	SUEZ RECYCLING AND	WASTE & RECYCLING TH	£	229.39
29/02/2024	BANK CHARGES	BANK CHARGES	£	77.43
			£	57,548.25

**Deal Town Council
Nat West Combined A/C's**

List of Payments over £500 made between 01/02/2024 and 29/02/2024

Date Paid	Payee Name	Transaction Detail	Amount Paid	
08/02/2024	WOODLAND TRUST	HEDGEROW GR ALLOT	£	630.00
08/02/2024	WOODLAND TRUST	HEDGEROW MR ALLOTS	£	756.00
09/02/2024	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£	1,320.00
12/02/2024	GDPR INFO LTD	TRAINING	£	525.00
16/02/2024	PENSION BACS	PENSION BACS EE	£	1,412.56
16/02/2024	PENSION BACS ER	PENSION BACS ER	£	5,636.02
19/02/2024	BACS STAFF SALARIES	BACS STAFF SALARIES	£	20,269.10
20/02/2024	SSE SWALEC GAS	GAS TOWN HALL	£	1,548.50
22/02/2024	HMRC	PAYE TAX	£	3,192.94
22/02/2024	HMRC	PAYE EE NI	£	1,066.07
22/02/2024	HMRC	PAYE ER NI	£	2,403.82
23/02/2024	NORTH DEAL COMM	WARM WELC FEB-APRIL	£	1,092.00
23/02/2024	ADM COMPUTER SERS	IT SUPPORT	£	819.30
26/02/2024	MR SCOTT CRAIG	COMPOSTING WC PA ALLOT	£	1,800.00
26/02/2024	MR SCOTT CRAIG	COMPOSTING WC GR ALLOT	£	1,800.00
26/02/2024	MR SCOTT CRAIG	COMPOSTING WC MR ALLOT	£	1,800.00
28/02/2024	ADM COMPUTER SERVS	IT SUPPORT ANNUAL FEE	£	5,136.48
			£	51,207.79

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr Oliver Richardson – Chairperson of Deal Town Council;
All Council members
From: Mrs L Marney – Committee Clerk, and Mr P Bone – Deputy Town Clerk
Date: 19th March 2024
Subject: **Recommendation from the Transport & Infrastructure Committee**

At the Transport & Infrastructure Committee meeting held on 13th March 2024, members considered a report from the Deputy Town Clerk and Committee Clerk relating to the permanent pedestrianisation of the North End of Deal High Street.

Following debate, members **RESOLVED:** *To recommend to Full Council that, based upon the 'several crucial points and factors that may have an impact on the effectiveness and public support of a Pedestrianisation' as raised by KCC, a scheme for the permanent Pedestrianisation of the North part of the High Street is not viable at this time and to close this Town Plan action.*

Please see attached copy of the memo that the Transport & Infrastructure Committee considered and based their recommendation on.

Decision Required:

Members to consider the above recommendation from the Transport & Infrastructure Committee.

Copy of Transport & Infrastructure Committee agenda item considered by the committee on 13th March 2024

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr B Bano, Chairman of the Transport & Infrastructure Committee; Members of the Transport & Infrastructure Committee
From: Mr P Bone – Deputy Town Clerk & Mrs L Marney – Committee Clerk
Date: 1st March 2024
Subject: **Permanent Pedestrianisation of the North End of Deal High Street**

As members will be aware, the second largest number of comments from Deal residents of the Deal Town Plan survey was the proposal for the permanent pedestrianisation of the High Street. This was included in the Town Plan Priority Action Plan 2023/24 as an action for the Transport & Infrastructure Committee.

The action identified by the Town Plan was: **‘Deal Town Council to consult on the permanent Pedestrianisation of the North part of the High Street.’**

The Committee Clerk and Deputy Town Clerk has had meetings with the Planning and Advice team at Kent County Council. These have been to discuss the viability of permanent pedestrianisation of the north part of the High Street and the expansion of the existing Traffic Regulation Order. It is clear that without KCC support, such a scheme could not be considered. The Officers also supplied KCC with all the relevant details collated from the Town Plan.

KCC have now considered this information and advised that:

Following a meeting with our Planning & Advice Team to further investigate the feasibility of extending the pedestrianisation of High Street, Deal, it has raised several crucial points and factors that may have an impact on the effectiveness and public support of a pedestrianisation.

The ideal scenario in making the High Street pedestrianised would be to exclude all vehicles entirely from the zone within the restricted hours making it safe for pedestrians to use the space freely. Doing this would exclude busses which use this route, access to residential dwellings, deliveries to the many businesses, including shops, bars, pubs, along with permit holder and disabled parking. I am quite sure that this would not gain full support for the proposition of the scheme.

Exclusions could be made, ie. Allow the bus route to continue and permit holders to continue parking but this makes the scheme more difficult to manage and would also give pedestrians a false sense of safety and security when there is still the possibility of vehicles using the carriageway. With the hours of proposed vehicle exclusion, ideally this would need to be managed by signage and it is feared this would be ignored by other road users should the permitted vehicles be seen to access the pedestrianised zone. Police or civil enforcement could also be considered in the management of this.

In order for this scheme to progress for further feasibility assessments, we would request that an informal engagement is carried out with all residents and businesses in the proposed pedestrianised area, clearly stating the proposed scheme and the measures being taken to mitigate the issues that they would face, and subsequent feedback provided to KCC. Deal Town Council would also need to provide evidence from Dover District Council, County Councillors, and any other key stakeholder support of the pedestrianisation.

Officer Guidance:

Before Deal Town Council could consider consultation with the residents of the Deal Wards, as it did for the Saturday closures, the Council would need the support of the KCC planning and advice team.

The first stage of the consultation process has now taken place with KCC as reported above.

Looking at the many concerns raised by KCC, it would be very unlikely that the scheme would gain support from the shopkeepers and residents who live/work in the immediate area as identified by KCC.

Any scheme that included 'a shared space' would also be potentially dangerous and extremely difficult to be policed as managed as identified in the report from KCC.

Recommendation:

To recommend to Full Council that, based upon the '*several crucial points and factors that may have an impact on the effectiveness and public support of a Pedestrianisation*' as raised by KCC, a scheme for the permanent Pedestrianisation of the North part of the High Street is not viable at this time and to close this Town Plan action.

Decision required:

Members to consider the above recommendation.

DEAL TOWN COUNCIL

MEMORANDUM

To: Cllr Oliver Richardson – Chairperson of Deal Town Council
and All Members

From: Mrs L Crow – Town Clerk

Date: 15 March 2024

Subject: Climate Learning Day Update

At the Full Council meeting in January the new Climate Action Plan was agreed. This included the Climate Learning Day, an event planned to be held on Saturday 16 November 2024.

This event will be an exhibition showcasing how we think globally by acting locally. Local groups and organisations, including Deal Town Council, will discuss their work, how it makes a positive impact and to share how people can get involved.

However, now that it has become clear there will not be a general election called in May and it is more likely it will be held later in year, January 2025 at the latest, it would be advisable to move the Climate Learning Day date due to Purdah restrictions.

It is highly possibly that during November the council will be in Purdah. The implication of this would restrict the advertising and promotions in the run up to the event and this could seriously affect the success of the day.

Recommendation:

That the Climate Learning Day is moved to March 2025 to coincide with Earth Hour.

Decision required:

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr Oliver Richardson – Chairperson of Deal Town Council
and All Members
From: Mrs L Crow – Town Clerk
Date: 18 March 2024
Subject: Council Policy Review

Deal Town Council's policies and procedures are reviewed every two years unless an urgent update is required.

The policies can be found in the Councillor Shared Drive and on Deal Town Council's website.

As in previous years I am currently reviewing the policies, updating where required and I have shared them with the Staff Liaison Panel for their feedback before presenting the final drafts to council for decision. I have also included a new Safeguarding policy.

Here is the first block of reviewed policies and procedures for consideration. All have been amended to reflect the Council's decision to have a Chairperson instead of a Chairman and updated to current council practice, these are listed as minor updates.

Reviewed Council Policies		
1	Complaints Policy & Procedure	Minor updates
2	Environmental Policy	Minor updates.
3	Flag Policy	Minor updates as there are now two flag poles on the building
4	Guidelines for the Mayor's Cadet	Minor updates
5	Protocols and Procedures for the Mayor/Chairperson of the Council	Minor updates
6	Training and Development	Minor updates
7	Protocol on recording at meetings	Minor updates
8	Safeguarding policy	New policy

Recommendation: To approve the above listed policies.

Decision required: Members to consider the above recommendation.

Deal Town Council Complaints Procedure and Policy

Introduction: Deal Town Council welcomes comments and contributions about the services we deliver and recognises that complaints are a useful way of alerting us to ways in which we can improve.

Policy: The council recognises that mistakes and misunderstandings occur and that such instances can consume a disproportionate amount of time and can have an adverse effect on the council's reputation. The approach adopted in this policy and procedure is about complaint rectification, resolution and learning.

The Policy Objectives:

- Provide a fair complaints' procedure which is clear and easy to use.
- Publicise the existence of its complaints' procedure so that people know how to contact us to make a complaint.
- Make sure that everyone in the council knows what to do if a complaint is received.
- Make sure complaints are investigated fairly and in a timely way.
- Make sure that complaints are, wherever possible, resolved and that relationships are repaired.
- Gather and use information to help us improve what we do.

The Definition: A complaint is defined as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:

- We have done something wrong.
- We have not done something we should have done.
- We have not treated someone in a professional or civil manner.
- We have not achieved a standard that we have set for ourselves

Complaints that are excluded:

- A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures.
- Complaints against councillors; these are dealt with by Dover District Council's monitoring officer.
- If it is a year or more since the complainant became aware of the issue
- A previous or similar complaint has been made and considered.
- It is a persistent or vexatious complaint with no grounds.
- The complaint is being made to cause disruption or annoyance.
- Consequently, if issues can be dealt with outside this policy to the satisfaction of a complainant, then this procedure should not be deployed.

Procedure: The procedure isn't a substitute mechanism for resolving relatively minor issues: these should be addressed as part of the day-to-day operation of the council. It is a mechanism for addressing major service failures, persistent service deficiencies, and poor attitude.

Complaints should normally be addressed to the Town Clerk. The Town Clerk will decide who should consider and respond to the complaint: this will normally be the Communications Officer, Deputy Town Clerk, or the Town Clerk.

If the complaint is specifically about the Town Clerk, the complaint should be addressed to the Chairperson of the Staff Liaison panel. The Chairperson of this panel will decide how the complaint should be investigated.

On receipt of a written complaint the Town Clerk (except where the complaint is about their own actions), shall try to settle the complaint directly with the complainant. This shall not be done

without first notifying the person complained against and giving them an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.

Acknowledgement of all complaints will take place within ten working days.

The Town Clerk shall report to the next meeting of the Council any written complaint resolved by direct action with the complainant and will also notify of any complaints not yet resolved.

If the Council wishes to discuss any outstanding complaints, due regard must be paid to any proceedings in hand by the Grievance Panel to ensure this is not compromised in any way.

The Chairperson of the Council will consider whether the circumstances warrant the complaint being discussed in the absence of the press and the public as Exempt Business. However, any decision on a complaint shall be made public.

Once any decision is made it will be communicated as soon as possible in writing to the complainant along with notification of any intended action to be taken.

Contact Details:

For further information or clarification regarding a complaint please contact:

The Town Clerk
Deal Town Council
Town Hall
High Street
Deal
Kent.
CT14 6TR

Tel: 01304 361999

E-mail: townclerk@deal.gov.uk

Review

This policy will be reviewed annually or sooner if there are changes in legislation or best practice.

Reviewed and agreed: 2024

Deal Town Council Environmental Policy

Deal Town Council recognises that we face an unprecedented climate and environmental emergency and have committed to becoming a net zero carbon emitter in our own operations by 2025. We will use our power and influence to protect and improve the environment and encourage and support others to do the same, in addition to fulfilling our statutory environmental responsibilities and complying with all legal and other requirements.

We are committed to transforming Deal into a cleaner, greener and a healthier and more active town - with a high quality built and natural environment. This Environmental Policy supports these goals. It covers all of our activities and estate. Through it we will use our power and influence to protect and improve the environment and make continual improvements in our own environmental performance, as set out below.

We will:

- Promote environmental awareness within the community and work with the local community in partnerships to achieve environmental change.
- Reduce the consumption of energy and water across all of our activities.
- Minimise the impact of our travel by developing sustainable travel solutions both in our own operations and for the benefit of the people of Deal, in collaboration with other stakeholders.
- Continue to improve our performance to prevent all types of pollution and reduce CO2 and other harmful emissions from our activities.
- Work to improve the health and wellbeing of the people of Deal through the provision of information and the promotion of home energy efficiency measures, to keep people warm and well, in addition to reducing carbon emissions.
- Continue to develop safe walking and cycle and mobility scooter routes and to promote cycling, scooting and walking around the town, for health as well as the positive environmental benefits.
- Work closely with our suppliers and contractors to reduce the social and environmental impact of goods and services by considering such issues as carbon footprint, single use plastics, and fair trade goods.
- Use products and materials such as paper efficiently and specify goods that, wherever possible, have a minimal environmental impact in the extraction or sourcing of materials, manufacture, use and disposal.
- Minimise the production of waste from our own activities and adhere to the principles of the waste hierarchy - reducing, reusing, recycling, or composting wherever possible.
- Encourage and support installation and use of renewable energy, battery storage and low carbon technologies in the town.

- Protect, conserve, and enhance Deal's built environment and distinctive heritage by ensuring that any development is sustainable, with sufficient infrastructure to support it and that all development meets the highest environmental standards.
- Protect, conserve, and enhance Deal's natural environment and its biodiversity whilst improving our open spaces, public rights of ways and green corridors.

Scope of the Policy

We affect the environment through our services and policies, enforcement of laws and regulations, the choices we make when buying goods and services – as well as our role as a community leader. In recognising the climate and environmental emergency we acknowledge that environmental concerns have primacy over other matters and that radical action is needed to facilitate the change required to avoid the worst impacts of climate change.

Environmental Management

We will set objectives and implement programmes of action to minimise the negative environmental effects and increase the positive effects of our activities. We will take steps to understand, control and mitigate any risks of harm to the environment resulting from our activities.

Involvement

We will enable the full involvement of Councillors and employees by providing information, training, and other support. We will work with our contractors and suppliers to help them improve their environmental performance and ensure that, when working for Deal Town Council, they adopt equivalent environmental standards.

We will encourage the local community and other partners and stakeholders to take action too, through the provision of information and support, as well as by advocacy.

Deal Town Council Flag Policy 2024

General policy

1. The Union Flag will be flown continuously.
2. The Deal Town Flag will be flown continuously except for the events/dates noted below.
3. For these events the appropriate flag will be flown for a period of up to 48 hours, from noon the previous day to noon the following day unless specified below.
4. The Deal Town Flag will be flown at half-mast for the following: Death of Councillors, Mayors, or Past Mayors
5. Ribbons may be attached to the flag in exceptional circumstances.

Decision making powers

6. The Town Clerk in liaison with the Chairperson of the Council will decide on when the flag should be flown at half-mast, and when ribbons should be added, taking into account guidance from the College of Arms and Dover District Council.
7. The Town Clerk will make the decision on what is an exceptional circumstance.

Events		
Date	Event	Flag
27 January	Holocaust Memorial Day	United Nations Flag
14 March	Commonwealth Day	Commonwealth Flag
June	Pride	Pride Flag
3 September	Merchant Navy Day	Red Ensign
24 October	United Nations Day	United Nations Flag

Deal Town Council Guidelines for the Mayor's Cadets

1. Selection

Following the election of the new council (every 4 years) the Mayor's Secretary will write to the four military youth organisations in Deal, which are Dover & Deal Sea Cadets, Marine Cadets, Army Cadets, and Air Cadets to ask if they would like to be included on an annual rota for Deal Town Council's Mayoral Cadet.

The rota will run in order of longevity of the organisation. The Mayor's Secretary will then follow this rota and will ask the commanding officer to nominate an outstanding young person to become the Mayor's Cadet.

2. Installation

The Cadet will be installed at the Mayoral Ceremonial evening by the incoming Mayor and presented with a mace brooch. The installation of the Cadet is shown as an item on the agenda.

The previous year's Cadet will be thanked by the Mayor for their service and presented with a term of service certificate. and a Town crest plaque.

3. Procession Order & Duties

The Cadet will process after the Town Sergeant, Town Clerk, Chaplain, and Mayor but before Councillors.

The Cadet will only attend civic engagements within the Town when the Mayor is present.

The duties of the Cadets are mainly to carry the Mayor's wreath on civic occasions within the Town.

Annual civic events that the cadet will be expected to attend are;

Mayor Making: May

Battle of Britain: September

Charter Day: October

Trafalgar Day: October

Remembrance Service at Deal Memorial Hospital: November

The Cadet may also be invited to attend the following annual events if the Mayor is in attendance; Holocaust Memorial Day, Kingsdown and Deal Regatta and Carnival, Christmas light switch on.

4. Welfare

The Cadet will be the responsibility of the cadet's parents/guardian/staff member of the organisation who will be always with them.

CIVIC CEREMONIAL POLICY

Protocols and Procedures for the Mayor/Chairperson of the Council

For the purpose of these policies references to the Mayor and Deputy Mayor shall mean The Chairperson and Deputy Chairperson of the Council, and references to the Town Clerk shall mean the Proper Officer.

This policy has been prepared to provide guidance for the incoming Mayor and Deputy Mayor in their role and on procedures whilst undertaking approved Town Council duties, Civic functions and attending meetings of full council. The information in this document is not exhaustive and only covers key points. Advice can be sought from the Town Clerk and the Mayors secretary as appropriate at any time.

Status and Legal Background: The Mayor and Deputy Mayor must be an elected councillor of the council and they remain in office until the election of their successor, unless they resign, cease to be qualified or become disqualified from holding office with the town council. The Mayor represents the town council at all ceremonial functions within the town council's boundaries or elsewhere. The Mayor, unless through resignation, disqualification, or death, continues in office throughout the municipal year and continues in post until the next Annual meeting of the council when the successor is elected and the appropriate Declarations of Appointment to Office have been signed.

Requirements of the Office – Duties and Roles:

Chairperson to the council: The Mayor is elected by the members of the council at the Annual Council meeting and serves for twelve months (Section 15 (1) of the Local Government Act 1972). Their main duty is to Chair full council meetings. They can suggest the items to be included on the agenda to the Town Clerk, but it is the Town Clerk's responsibility to produce the agenda. As legal signatory the Town Clerk will make the final decision on the content of the agenda.

The Mayor is responsible for ensuring that effective and lawful decisions are taken at meetings of the council. During the meeting they are also responsible for involving all councillors in the discussion and ensures the agenda is followed. The Mayor summarises the debate and facilitates the making of clear resolutions, taking responsibility to observe and abide by the Procedural Standing Orders.

At full council meetings the Mayor has a casting vote. Their first vote is a personal vote as a member of the council. If there is a tied vote, the Mayor can choose to use a second, casting vote.

The Chairperson/Mayor cannot legally make a decision on behalf of the council

A symbol of the authority: The Mayor is clearly seen as a symbol of the council and its area, with the insignia, the civic mace, robes, and chains of office etc. The Mayor will often be the public face of the council and will represent the council at official events. They may be asked to speak on behalf of the council, to the public or press and in such circumstances should only express the agreed views of the council and not their own personal views and at all times must advise the Town Clerk of their actions.

A symbol of open society: A modern role for the Mayor is that the office symbolises an open society with the appointment being made from any qualifying Councillor as the town's first citizen. The Town Clerk is the second citizen.

An expression of social cohesion: The many and varied social engagements that are undertaken by the Mayor are a way of giving cohesion to life within the town, linking various bodies and organisations they visit. In this way the council's aims and objectives can be conveyed to those bodies, achieving the council's social, community, educational and economic aims.

Support for the Mayor: Day to day support for the Mayor and Deputy is provided by the Mayor's Secretary under the direction of the Town Clerk.

The Mayor's Secretary and Town Clerk will arrange an induction meeting with the new Mayor and Deputy Mayor, once elected at the Annual General Meeting of the Town Council, to review the civic year, discuss lines of communication, diary management, and specific support required. Each Mayor may have different needs or preferences in how they wish to be supported and these must be agreed with the Town Clerk.

Invitations/Events: Invitations to functions must not be sent to, or solicited by, the Mayor. The Mayor or Deputy Mayor must not wear any civic insignia in another Town, District or Parish areas without prior permission from that Council. The Mayor's Secretary will formally apply for this through the correct channels.

Priority must be given to local events within a 15-mile radius of Deal and to Cinque Ports Mayoral events. For any that fall outside this area excluding KCC Chairman events, the Mayor must first receive permission from the Town Council to attend.

The Mayor's Secretary receives invitations for the Mayor via post or email at the Town Hall. The Mayor will be notified of the invitations and will decide on which ones to accept in liaison with the Town Clerk. A programme of confirmed events will be added to the Mayoral Shared drive that can be accessed by the Mayor, Deputy Mayor, Town Clerk and Town Sergeant. On occasions the Mayor may be personally approached to attend an event, these requests must always be directed to the Mayor's Secretary.

If the Mayor cannot attend an event the Town Clerk in consultation with the Mayor may request the Deputy Mayor or the Immediate Past Mayor attends on the Town Council behalf if appropriate.

Once it has been confirmed who, if anyone, is attending, an appropriate response will be sent to the host by the Mayor's Secretary, who will also check on any details regarding the event, e.g. if a speech or any specific duty is required, dress code, insignia preferred, transport, parking arrangements etc.

All correspondence for the Mayoralty is kept in the Town Hall.

The Town Sergeant will liaise with the Town Clerk and the Mayor's Secretary regarding the details for civic events, carrying out their duties as the council Mace Bearer, Mayor's, Deputy Mayor's, and Town Clerk's driver and caring for the civic regalia. It should be remembered that the Town Sergeant will be collecting the Mayor and Deputy Mayor and their consorts from their home addresses or Town Hall when appropriate, but as with all council staff, both the Mayor's Secretary and Town Sergeant are responsible to the Town Clerk, not an individual councillor including the Mayor.

Transport/Town Sergeant & Deputy Town Sergeant: The Town Sergeant and Deputy Town Sergeant will use the official Deal Town Council vehicle and has the required insurance to drive the Mayor, Deputy Mayor and Town Clerk when requested to attend appropriate civic events, engagements, and functions. Most engagements will be local with occasional visits to other Cinque Ports.

The Town Clerk will make the decision if the Town Sergeant/Deputy Town Sergeant is required on duty but will liaise with the Mayor's Secretary and the Mayor. The Mayoral Chains will usually only be worn if the Town Sergeant, Deputy Town Sergeant, or Deal Town Council officer is in attendance. Alternatively, if required, the Mayor or Deputy Mayor can make their own travel arrangements, with any travel costs being charged to the Mayoral travel and subsistence allowance.

Deputy Chairperson/Deputy Mayor: The Deputy Mayor only has a civic legal and royal status in the absence of the Mayor, therefore:

Invitations: Invitations to functions should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor must not attend functions in their own right, but only when deputising for the Mayor. Invitations must be sent to the Mayor's Secretary for processing through the correct channels.

Civic Events: When attending civic events at which Deal Town Councillors are present, the Deputy Mayor will head the group of Deal Town councillors in appropriate robes.

Full Council meetings: The Deputy Mayor will chair meetings of Full Council in the Mayor's absence.

Mayoral Certificates/Awards: If the Mayor wishes to hand out certificates and/or awards it must be remembered that this is being done on behalf of the Town Council. For this reason, the certificates, awards and the recipients must first be agreed at a meeting of full council before action.

Civic Insignia, Robes, Chain and Mace: The Mayor and Deputy Mayor each have separate robes of office, chains, and badges. The Deputy Mayor may not wear the Mayor's robes or chain, when undertaking civic events. The Deputy Mayor may only wear civic insignia with the Town Clerk's and Mayor's approval.

Civic Allowances and expenses: Deal Town Council has agreed a Civic Allowance of £1,100. This allowance covers the Mayor, Deputy Mayor and Mayoress. The split between the Mayor, Deputy Mayor and Mayoress is decided by the Mayor.

These allowances may be used to meet related expenses for the costs of being in office including:

- Clothing
- Sending Flowers
- Partner's Clothing
- Donations to Charities
- Purchase of Raffle Tickets (any prizes are the property of Deal Town Council and must be re-circulated in raffles.
- Purchase of Tickets for Mayoralty Events (limited to one guest)
- Personal Hospitality (inc. drinks, lunches, and dinners)
- One off civic events to meet travel costs or fund raising events tickets

In addition to the Civic Allowance, Deal Town Council has agreed a Hospitality Budget of £1,500. This allowance covers the cost of the Mayor, Deputy Mayor and Mayoress attending Civic and other events as detailed above.

Where transport is provided by the Town Sergeant or Deputy Town Sergeant, the cost of this travel is charged to a separate Mayoral Travel and car fuel budget of £100.

Charter Day Civic Service: The Mayor will hold an annual civic Charter Day service on the 13 October (the date the Charter was given to Deal) or a day near this date. The usual practice is to hold the service at the Mayor's Chaplain's church, alternatively the Mayor can choose to hold a

non-religious ceremony. The Mayor will decide with the Town Clerk and the Mayor's Secretary in liaison with the Event Manager the format for the day.

Ceremonial Evening: The council will hold a ceremonial mayoral evening shortly after the annual meeting of the council; business of this evening shall include, the announcement of the Incoming Mayoress/Consort, Deputy Mayoress/Deputy Consort, outgoing Mayor and Deputy Mayor speeches, incoming Mayor and Deputy Mayor speeches, and the announcement of the Mayor's Chaplain (if applicable) and Mayoral Cadet.

The maximum number of places to be allocated for this evening at the Town Hall is 60. Invites to be sent as follows.

Incoming Mayor	1
Incoming Deputy Mayor	1
Outgoing Mayor	1
Outgoing Deputy Mayor	1
Lord Warden of the Cinque Ports	0
Local MP	1
Chairman of Dover District Council	1
Cinque Port Mayors & Consorts (not inc Tsgts)	32
Chairman of Walmer Town Council	1
Deal Town Councillors excluding partners	11
Mayors Cadet incoming & escort	2
Mayors Cadet outgoing & escort	2
Incoming Mayors Chaplain	1
Outgoing Mayors Chaplain	1
Incoming Mayoress/Consort	1
Outgoing Mayoress/Consort	1
Incoming Deputy Mayoress/Consort	1
Outgoing Deputy Mayoress/Consort	1
TOTAL	60

Any remaining seat allocation shall be decided by the Town Clerk in liaison with the incoming Mayor.

Reviewed and agreed: 2024

Deal Town Council Training and Development Policy

STAFF TRAINING: The skills and knowledge of Council employees are fundamental to the success of its service delivery and development. Accordingly, it is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.

Each member of staff has a staff appraisal once a year. During this appraisal training needs are discussed, and training action plans are put together. Employees are required to notify the Town Clerk of any areas of work in which they feel they require training whenever the need arises. Any weaknesses in staff skills identified will be addressed by suitable training.

The Town Clerk will make the decision and book suitable training courses/workshops for all staff when required.

COUNCILLORS' TRAINING: The Council values the time given by its elected members to their community. Continuing development of elected members ensures they understand and enjoy the role they undertake in their community and can discharge that role effectively.

Councillors are asked to notify the Town Clerk of their training needs.

All Councillors have the opportunity to attend relevant training courses offered by various service providers.

When a training opportunity arises Councillors should notify the Town Clerk that they wish to attend. The Town Clerk will discuss all requests with the Chairperson of the Council and confirm that funding is available. Councillors must be aware that the Councillors' training budget is limited and there may be times when the request for training must be turned down, which decision will be made by the Town Clerk in liaison with the Chairperson of the Council.

Informal training can be provided by the officers of the council by arrangement.

TRAINING BUDGETS: The Council has set aside specific budgets for staff training and for councillors' training.

TRAINING COURSE FEEDBACK: All employees and members are required to evaluate their training so that the council can monitor value for money.

Staff will report back to the Town Clerk on the training course attended, including what they have learned from the training, and when appropriate provide a written report. The Town Clerk will disseminate shared learning points to staff as required.

Councillors will evaluate the training course they have attended and will share learning points with other members and the Town Clerk. This will be by way of a written report. Members' attendance at training sessions and the use of the training budget will be reported by the Responsible Finance Officer to council at regular intervals.

PROTOCOL ON RECORDING AT MEETINGS

Filming and audio recording of Town Council meetings, by representatives of the media and by members of the public using small media tools, is permitted. Any such recording equipment would need to be portable, and battery powered as mains connections would involve 'PAT' testing and could cause trip hazards.

There is no requirement to notify the Town Council in advance, but the Chairperson of a meeting reserves the right to suspend recording, where in their opinion the recording could interfere with the proceedings of the meeting. This could include:

- If the recording was disrupting the meeting
- The meeting had agreed to move into closed session due to the confidential nature of the business being discussed.

The Council asks those recording proceedings not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed, and that they respect the wishes of other members of the public who request not to be filmed.

The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

No restrictions will be placed on any member of the public at a meeting in relation to the use of twitter, blogs, Facebook and still photography, provided that the Chairperson does not consider their actions are disrupting the proceedings of the meeting.

At the beginning of each meeting, the Chairperson will make an announcement that the meeting may be filmed or recorded. Meeting agendas will also carry this message.

Reviewed and agreed: 2024

Deal Town Council Safeguarding Policy

SECTION 1

1.1 Introduction

Everyone has a duty to safeguard children, young people, and vulnerable adults. This policy promotes good practice in safeguarding those using Town Council facilities.

1.2 Definitions

Children and young people: Anyone under the age of 18 years.

Vulnerable Adult: Anyone 18 or over who is:

- Unable to care for themselves.
- Unable to protect themselves from significant harm or exploitation.
- Or may be in need of or in receipt of community care services.

1.3 To whom this policy applies:

- This policy applies to anyone working for, or on behalf of, the Town Council, whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.
- It also applies to any individual using the Town Council facilities for the purpose of delivering any service to children, young people, or vulnerable adults.

SECTION 2

2.1 Promoting a safe environment.

In order to promote a safe environment for children, young people and vulnerable adults, the Town Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors, and leaders of activities in/on Town Council facilities are aware of the safeguarding expectations.
- Ensure that the policy for users of the Town Council facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. (e.g. any adults who have regular unsupervised contact with children, young people, or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks)
- Ensure that attendees at functions and events, i.e. the Braderie, are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Display on noticeboards the relevant safeguarding contacts for advice and help.

2.2 Use of facilities by groups for use with children, young people or vulnerable adults.

e.g. clubs, organisations who may regularly use the Town Hall, Deal Town Council will require the leaders to:

- Have public liability insurance
- Have a suitable safeguarding children, young people and vulnerable adult policy and/or agree to work to the Town Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Town Council Policy and ensure that it is followed whilst using Town Council facilities.

- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

SECTION 3

3.1 Safe working practice

All uses of Town Council Facilities must follow the safeguarding of children, young people and vulnerable adults' policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8s must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without permission from parents/carers.
- Ensure they have access to a first aid kit and telephone and know the fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

3.2 Expectations of behaviour

All users of Town Council facilities should:

- Ensure that communications, behaviour, and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition report any instances of such behaviour to group leaders, Town Councillors, the Town Clerk, parents, and carers as appropriate.

SECTION 4

4.1 Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Town Clerk who is the Safeguarding Lead, or the Deputy Town Clerk, as Safeguarding Deputy Lead.
- The Town Council should follow the Kent SCB (Safeguarding Children's Board) procedures for managing allegations against staff/volunteers on the Kent SCB website.
<https://www.kscmp.org.uk/> No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

4.2 Whistleblowing

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

4.3 What should be a cause for concern.

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child or vulnerable adult. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Free introductory online training or more specific face to face safeguarding training can be booked at www.kscmp.org.uk. All agencies working with children are recommended to follow the multi-agency procedures at: www.kscmp.

4.4 Useful Safeguarding Contact Details

Contact	Email	Telephone
Multi-Agency Safeguarding Hub (MASH)	kscmp@kent.gov.uk	03000 42 11 26

Contact	Email	Telephone
Local Authority Designated Officer To report an allegation against a person in a position of trust	kentchildrenslado@kent.gov.uk	03000 41 08 88 If a call is urgent i.e. a child is in immediate danger and requires safeguarding, call 03000 41 11 11. If a call is urgent and outside of office hours call 03000 41 91 91

4.5 Kent Safeguarding Children Board (KSCB)

For general safeguarding issues and training please contact the KSCB team

Contact	Email	Telephone
Kent Safeguarding Children Board Website: www.kscmp.org.uk/	kscmp@kent.gov.uk	03000 41 85 03

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr O Richardson, Chairperson of Deal Town Council
All council members
From: Joanne Harper, Events Manager
Date: 15th March 2024
Re: International Women's Day 8th March 2024

Information To Note

Deal Town Council marked International Women's Day on Friday 8 March with a 'sold out' Sparkling Reception at the Town Hall.

Tickets were free but needed to be booked in advance and the event was fully registered within a week.

International Women's Day is a global day celebrating the social, economic, cultural, and political achievements of women and also marks a call to action for accelerating women's equality.

Period poverty affects those who are unable to afford period or hygiene products. This can prevent them going to school or to work, thereby missing out on education or income.

The average cost across a person's lifetime for a period is £4,800 and recent research suggests that the number of people who menstruate struggling with that cost has risen from 12% to 21%.

Guests attending our Sparkling Reception were encouraged to donate gifts of either period products or hygiene products as a gesture of support to help local people struggling with period poverty and more than 100 items were donated.

The kindly donated products will be given to Goodwin Academy to support their students and United Families who will distribute them to Deal residents who would otherwise struggle to afford them.

The Sparkling Reception was an opportunity for women to network. On the night we shared further information about period poverty, International Women's Day and drew attention to the Elect Her campaign, a national movement encouraging women to get involved politics and stand for election at all levels.

Information To Note

Minutes - approved by Committee and signed by Chairperson 21/02/2024

The Minutes of the Environment Committee Meeting held on Wednesday 13th December 2023 at Deal Town Hall at 7.15pm.

Present: Cllr S Beer (Chairperson) Cllr S Brookfield
 Cllr M Cronk (Vice Chairperson) Cllr P Findley
 Cllr D Cronk Cllr L Craggs
 Cllr B Bano Cllr M Eddy
 Mr D Carey (Co-opted Member)

Officers: Paul Bone (R.F.O) Other: 1
 Joanne Harper (Asst. to the Town Clerk)
 Nadine Miller Climate Change Officer

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and advised of the fire evacuation instructions.	Chairperson
2	Apologies for absence: Cllr S Cullen. Cllr Eddy noted that Co-opted Member Ms B Brooks was on holiday.	R.F.O
3	Declarations of interest: None received.	
4	Public Participation: A member of public gave in-depth information about the different sources of litter in reference to item 9.	
5	The minutes of the Environment Committee meeting held on Wednesday 11th October 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Environment Committee meeting held on Wednesday 11 th October 2023 as a true and accurate record. Cllr D Cronk thanked the Vice-Chair for chairing the last meeting and doing an excellent job. (P) Cllr D Cronk (S) Cllr P Findley. All Agreed. The Chairperson duly signed the minutes.	Chairperson
6	Climate Action Plan 2024: Following lengthy discussion Cllr D Cronk thanked officers for the report. Members RESOLVED: To accept an amendment for the Community Garden Project to start in Autumn. (P) Cllr S Beer (S) Cllr M Eddy. All Agreed. Members considered and agreed with the content of the Climate Action Plan 2024 with no additions or amendments and then further RESOLVED: To recommend that Full Council agree and adopt the Climate Action Plan 2024. (P) Cllr D Cronk (S) Cllr M Eddy. All Agreed.	Committee Clerk
7	Declaration of Ecological Emergency: Following a discussion, Members RESOLVED: To accept the recommendation for Members to submit their project plans to the February Environment Committee. (P) Cllr P Findley (S) Cllr M Eddy. All Agreed.	Committee Clerk
8	The Sea Link Project – Statutory Consultation : Following discussion Members RESOLVED: To accept the following recommendation: 2. Members to complete the consultation questions on the National Grid Sealink feedback form individually. (P) Cllr D Cronk (S) Cllr L Craggs. All Agreed.	
9	Action on Litter Project Update: Members RESOLVED: To note the report. (P)Cllr M Eddy (S)Cllr D Cronk. All Agreed.	
10	Cowdray Square Play Area- Damaged Trees: Co-opted member Mr D Carey informed members that although the trees had been vandalised the DDC Contractors had not planted the trees correctly. Members RESOLVED: To note the report. (P) Cllr S Beer (S) Cllr L Craggs.	
	Chairperson closed the meeting at 20.35.	

Minutes - approved by Committee and signed by Chairperson 13/03/2024

The Minutes of the Transport & Infrastructure Committee meeting held on
Wednesday 17th January 2024 at Deal Town Hall.

Present: Cllr B Bano (Chairperson) Cllr M Walters (Vice Chairperson)
Cllr D Cronk Cllr P Jull

Officers: Mrs L Marney (Committee Clerk) Other: None
Ms J Harper (Asst to the Town Clerk)

1	Chairman's opening remarks: The Chairperson welcomed everyone to the meeting and read the fire evacuation procedures.	Chairperson
2	Apologies for absence: Cllr M Eddy, Cllr S Brookfield, Cllr T Bond, Cllr D Parks and Ms C Dubber (Co-opted Member) due to prior commitments	Committee Clerk
3	Declarations of interest: None received.	
4	Public Participation and Statements received: None received	Committee Clerk
5	The minutes of the Transport & Infrastructure Committee meeting held on Wednesday 15th November 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Transport & Infrastructure Committee meeting held on Wednesday 15 th November 2023 as a true and accurate record. (P) Cllr D Cronk (S) Cllr P Jull. All Agreed.	Chairperson
6	KCC Cycling & Walking Consultation: Following discussion Members RESOLVED: Cllr P Jull proposed to add a cycling route from Deal to the Discovery Park and to amend improvement 2 to read "improved shared space and signage for cycling/walking from Deal Castle to the North side of the Royal Hotel seafront promenade. (P) Cllr P Jull (S) Cllr D Cronk. All Agreed.	Committee Clerk
7	HIP 2nd Draft Update: Members RESOLVED: To note that the Mill Hill accessibility report will be delayed and defer any further suggestions for the 2 nd HIP application to the next meeting. (P) Cllr D Cronk (S) Cllr P Jull. All Agreed.	
8	Mill Hill History Boards Update: Cllr B Bano updated members on his investigations and identified that further work needs to be done for the project plan, as advised. Following discussion Members RESOLVED: To defer the item to the next meeting. (P) Cllr B Bano (S) Cllr D Cronk. All Agreed.	Councillor Bano
9	Cycle Friendly Deal 2: Following discussion Members RESOLVED: To accept the recommendation to consider further Cycle projects that they would like the committee to consider, by producing associated project plans and submitting them to future meetings of the Committee for consideration. (P) Cllr D Cronk (S) Cllr P Jull. All Agreed.	Committee Members
10	Correspondence received: 1. Douglas Rd – Road markings: Members RESOLVED: The Chairperson writes to KCC Highways to ask them to re-paint the white lines in Douglas Road.	Chairperson

	<p>The Committee Clerk responds to the resident advising that the Chairperson will be contacting KCC Highways. (P) Cllr P Jull (S) Cllr D Cronk. All Agreed.</p> <p>2. Dossett Court Bus Stop: Cllr M Walters declared a VAOI for this item as he is a resident of Dossett Court. Following discussion Members RESOLVED: The Vice Chairperson to write to the bus company requesting signage. (P) Cllr P Jull (S) Cllr M Walters. All Agreed.</p>	<p>Committee Clerk</p> <p>Vice Chairperson</p>
11	<p>Committee Clerk Report: The Committee Clerk informed members that the new Welcome to Deal signage including “A Fairtrade Town” has now been installed. Members RESOLVED: To note the report. (P) Cllr D Cronk (S) Cllr M Walters. All Agreed.</p>	<p>Committee Clerk</p>
	<p>Date of next meeting: 13th March 2024.</p>	
	<p>The Chairperson closed the meeting at 20.00.</p>	

Minutes - approved by Committee and signed by Chairperson 04/03/2024

The minutes of the Planning Committee held on Monday 5th February 2024 at the Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson) Cllr L Craggs
 Cllr P Findley (Vice Chairperson) Mrs E Fogarty (FOND)
 Cllr T Bond

Officers: Mrs L Marney – Committee Clerk Others: 0

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.				Chairperson
2	Apologies for absence: Cllr M Walters and Mr Robin Green (Co-opted member).				Committee Clerk
3	Declarations of interest: Cllr M Eddy declared a DPI on planning application 24/00053, as this is his neighbours' property and proposed to move this item to the end of the meeting.				
4	Public Participation and Statements received: None received.				Committee Clerk
5	The minutes of the planning committee meeting held on 9th January 2024 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 9 th January 2024 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr P Findley (S) Cllr L Craggs. 3 For, 1 Abstention. Motion carried.				Chairperson
6	Planning applications received: Decisions required.				Committee Clerk
	DDC Ref	Ward	Address	Proposal	Decision
	23/01449	MD	56 Church Path Deal CT14 9TH	<u>Erection of single and two storey front, side and rear extensions and detached garage (existing side extension and garage to be demolished).</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
	24/00007	ND	11 Silver Street Deal Kent CT14 6LB	<u>Variation of condition 2 (approved plans) of DOV/23/01083 (Erection of a single storey rear extension, insertion of a basement window to front, reinstate front door opening, replacement roofs with 2 rooflights to both single storey side extensions,</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.

			<u>new rainwater goods) to allow alterations to rear extension doors/fenestration.</u>	
24/00008	ND	11 Silver Street Deal Kent CT14 6LB	<u>Variation of condition 2 (approved plans) of DOV/23/01084 (External works to incl extension of existing single storey addition to rear; replacement of polycarbonate roof to existing side additions with slate to incl. provision of rooflights; blocking of existing opening at parapet level & reopening front door to No. 12 & insertion of basement window to No.11. Internal works to incl. removal of walls to ground floor to No.12; insert ensuites to all floors; infill existing opening & form new to 2nd floor to No.11.) to allow alterations to rear extension doors/fenestration.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
23/01457	MD	Grove Villa 28 Mill Road Deal CT14 9AD	<u>Erection of 13 dwellings with associated landscaping and parking (Existing care facility to be demolished).</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
23/01234	MD	51 Church Path Deal CT14 9TH	<u>Erection of a detached dwelling.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr T Bond. All Agreed. Committee Clerk to write to DDC

				<p>Planning and ask for comment on closeness of development to the west side property and is this covered by building regulation issue.</p> <p>(P) Cllr L Craggs (S) Cllr T Bond. All Agreed.</p>
24/00038	ND	11A The Marina Deal CT14 6NF	<p><u>Erection of a second floor roof extension with front terrace and balustrade, replacement doors/windows and alterations to external finishes.</u></p>	<p>Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.</p>
23/01382	MH	14 Lydia Road Deal CT14 9JX	<p><u>Erection of two storey side extension, single storey rear extension, rear dormer window and alterations to roof to facilitate conversion to 2 self-contained apartments (re-advertised, amended description).</u></p>	<p>Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.</p>
24/00060	ND	123 Beach Street Deal CT14 6JJ	<p><u>Overhaul roof to include insertion of breather membrane & replacement of felt with lead to bay window & valley. Replace 2no windows to rear. Install 2no flat rooflights to rear. Replace railings and surface to rear balcony. Replace weatherboarding to rear to include insertion of insulation and breather membrane.</u></p>	<p>Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.</p>

	24/00061	ND	123 Beach Street Deal CT14 6JJ	<u>Overhaul roof to include insertion of breather membrane & replacement of felt with lead to bay window & valley. Replace 2no windows to rear. Install 2no flat rooflights to rear. Replace railings and surface to rear balcony. Replace weatherboarding to rear to include insertion of insulation and breather membrane.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
	24/00053	MH	26 St Richards Road Deal CT14 9JR	<u>Erection of a 2 storey rear extension (existing extension to be demolished).</u>	Chairperson declared a DPI on this item and asked that it be moved to the end of the meeting for committee to make decision.
	24/00074	ND	20A Queen Street Deal Kent CT14 6ET	<u>Variation of condition 2 (approved plans) of DOV/22/00387 (Erection of a first floor rear extension over shop and insertion of window in west elevation) to remove brickwork from the side elevations and replace with weatherboard cladding, replace the insulated roof panel system on the pitched roof to traditional slate tiles.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.
7	Committee Clerk Report: : Members RESOLVED: To note the information. (P) Cllr T Bond (S) Cllr L Craggs. All Agreed.				
8	DDC decisions: Members RESOLVED: To note the information. (P) Cllr P Findley (S) Cllr L Craggs. All Agreed.				

	Cllr M Eddy left the meeting at 7.55pm and members discussed planning application 24/00053 (No. 10) and RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr T Bond. All Agreed.	Committee Members
	Date of next meeting: 4th March 2024.	
	The Vice Chairperson ended the meeting at 8.00pm	