



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 23 April 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 22 April 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: 16 April 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 26 March 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 March to 31 March 2024: Decision required.	Attach. 3
7	Parish Council Winter Support Scheme: Decision required	Attach. 4
8	Undercroft Hire Request from Deal Music & Arts Festival: Decision required	Attach. 5
9	Review of Town Council Policies: Decision required	Attach. 6
10	Review of Representation to Outside Bodies and Liaison List: Decision required	Attach. 7
11	Mayoral Engagements: Information to note	Attach. 8
12	Deal Town Council Committee Minutes: Information to note. (a) The minutes of the Finance & General Purposes Committee meeting held on 23.01.24. (b) The minutes of the Planning committee held on 04.03.24.	Attach. 9
	Date of meetings: Annual Town Meeting 30 April 2024 Annual Meeting of the Council 28 May 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 26 March 2024 at 7.15pm.

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

Officers: Mrs L Crow (Town Clerk) Others: None present
 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.	Chairperson
2	Apologies for absence received: Apologies were received from Cllr M Cronk due to work commitments and Cllr S Brookfield due to a prior commitment.	
3	Declarations of interest: None received.	
4	The minutes of the Full Council meeting held on Tuesday 27 February 2024 for approval and signing: Members RESOLVED: To accept the minutes of the Full Council meeting held on Tuesday 27 February 2024 as a true and accurate record. (P) Cllr A Friend (S) Cllr M Walters. 12 For, 1 Abstention. Motion carried. The Chairperson duly signed the minutes.	Chairperson
5	Public participation and Statements received: A statement was received from a member of the public in reference to agenda item 7. This was emailed to all Councillors prior to the meeting.	
6	List of payments including payments exceeding £500 for approval and signing from the 1 February to 29 February 2024: Members RESOLVED: To accept the list of payments made between 1 February 2024 to 29 February 2024 including payments exceeding £500 for approval and signing. (P) Cllr D Cronk (S) Cllr A Friend. All agreed.	
7	Recommendation from the Transport & Infrastructure Committee: Following lengthy discussion Cllr B Bano proposed an amendment to remove the words "To close this Town Plan Action Plan from the recommendation". (P) Cllr B Bano (S) Cllr S Cullen. 6 For, 7 Against. Motion failed. Members RESOLVED: To accept the recommendation from the Transport & Infrastructure committee - That based upon the several crucial points and factors that may have an impact of 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. (P) Cllr P Jull (S) Cllr S Beer. 8 For, 5 Against. Motion carried.	

8	<p>Climate Learning Day Update: Members considered the report and possible Purdah implications. The Chairperson received the following proposals.</p> <p>Cllr Jull proposed to move the Climate Day Event to fall between 2nd half of February and 1st half of March, this was not seconded.</p> <p>Cllr Bond proposed to keep the Climate Day Event on 16 November 2024 this was seconded by Cllr Eddy.</p> <p>Cllr Beer proposed to move the event forward to July – September 2024, this was seconded by Cllr Parks.</p> <p>Cllr Walters proposed to keep the date flexible and to allow the Town Clerk to choose a suitable date, this was not seconded.</p> <p>The Chairperson decided the order to hear the proposals that had also been seconded.</p> <p>Members RESOLVED: To continue to hold the Climate Learning Day Event on Saturday 16 November 2024. (P) Cllr T Bond (S) Cllr M Eddy. 8 For, 4 Against, 1 Abstention. Agreed.</p>	
9	<p>Review of Town Council Policies: Following discussion Members RESOLVED: To move to vote the policies on block. (P) Cllr D Cronk (S) Cllr S Beer All agreed.</p> <p>Members further RESOLVED: To accept and approve the reviewed policies and to thank the Town Clerk and team for their work on this. (P) Cllr D Cronk (S) Cllr S Beer. All agreed.</p>	Town Clerk
10	<p>International Women’s Day 2024 Update: Members RESOLVED: To note the report. (P) Cllr S Beer (S) Cllr A Friend. All agreed.</p>	
11	<p>Deal Town Council Committee Minutes: Members RESOLVED: To note the following committee meeting minutes;</p> <p>(a) The minutes of the Environment committee meeting held on 12.12.23.</p> <p>(b) The minutes of the Transport & Infrastructure committee meeting held on 17.01.23.</p> <p>(c) The minutes of the Planning committee meeting held on 05.02.24. (P) Cllr D Cronk (S) Cllr A Friend. All agreed.</p>	
	<p>The Chairperson closed the meeting at 8.22pm.</p>	

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

List of Payments made between 01/03/2024 and 31/03/2024

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/03/2024	SCREWFIX ACCOUNT	FEB ACCOUNT	£ 323.89
01/03/2024	VIC YOUNG S S LTD	OFFICIAL CAR LEASE	£ 390.89
04/03/2024	SSE ELECTRIC	ELECTRICITY TOWN HALL	£ 1,661.84
04/03/2024	BRITISH TELECOM	BROADBAND TOWN HALL	£ 53.94
06/03/2024	SSE SWALEC GAS	GAS TOWN HALL	£ 1,678.98
06/03/2024	RYAN ROGERS GARDEN	ALLOT MAINT PA	£ 176.00
06/03/2024	RYAN ROGERS GARDEN	ALLOT MAINT MR	£ 176.00
06/03/2024	RYAN ROGERS GARDEN	ALLOT MAINT GR	£ 176.00
06/03/2024	FCS CLEANING	CLEANING PAVEMENTS TH	£ 220.00
06/03/2024	FCS CLEANING	CLEANING WINDOWS T H	£ 190.00
06/03/2024	TIMPSONS	C TURNER PLAQUE	£ 14.00
07/03/2024	VODAFONE BUSINESS	WORK MOBILE PHONES	£ 99.76
08/03/2024	CAFFYNS ASHFORD	OFFICIAL CAR SERVICE	£ 130.00
08/03/2024	WALKER HIGHWAYS	ROAD CLOSURES S M	£ 1,320.00
11/03/2024	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 186.04
14/03/2024	GUIDELINE LIFT SERV	LIFT MAINTENANCE TH	£ 164.82
14/03/2024	MARC - ONE SECURITY	SAT MKT STEWARD	£ 138.60
15/03/2024	ADT FIRE & SECURITY	FIRE ALARM MAINT	£ 775.99
15/03/2024	BANK CHARGES	BANK CHARGES	£ 36.45
18/03/2024	PENSION BACS	EE's PENSION	£ 1,412.56
18/03/2024	PENSION BACS	ER's PENSION	£ 5,636.02
19/03/2024	WORLDPAY (UK)LIMITED	CARD MACHINE & PAPER ROLLS	£ 82.04
19/03/2024	STAFF NET SALARIES	STAFF NET SALARIES	£ 19,839.47
20/03/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 155.40
20/03/2024	ADM COMPUTER SERV	IT SUPPORT TOWN HALL	£ 819.54
21/03/2024	PHOENIX H&S	IOSH TRAINING	£ 474.00
21/03/2024	RYAN ROGERS GARDEN	TREE WORK MR ALLOTS	£ 1,140.00
22/03/2024	MICHAEL BENNETT	SCULPTURE VAT	£ 4,500.00
22/03/2024	PAYE	EE's PAYE	£ 3,192.94
22/03/2024	PAYE	EE's NI	£ 1,066.07
22/03/2024	PAYE	ER's NI	£ 2,403.24
28/03/2024	SUEZ RECYCLING AND	WASTE AND RECYCLING TH	£ 227.02
28/03/2024	MARC - ONE SECURITY	SAT MKT STEWARD	£ 138.60
28/03/2024	HIRER	REFUND OF DEPOSIT	£ 100.00
28/03/2024	ROTARY CLUB OF DEAL	ANNUAL GRANT MAR 24	£ 121.00
28/03/2024	3 CASTLES OF DEAL	ANNUAL GRANT MAR 24	£ 250.00
28/03/2024	3 CASTLES OF DEAL	GREEN GRANT MAR 24	£ 300.00
28/03/2024	WALMER& DEAL ACTION	GREEN GRANT MAR 24	£ 443.43
28/03/2024	DEAL ROWING CLUB	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	THE DEAL SOCIETY	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	THE DEAL SOCIETY	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	DEAL & WALMER ALLOT	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	DEAL PRIDE	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	DEAL TANG SOO DO	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	BRIGHT SPARKS CCC	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	WALMER CRICKET CLUB	GREEN GRANT MAR 24	£ 1,000.00
28/03/2024	NABMA	ANNUAL SUBSCRIPTION	£ 384.00

28/03/2024	KENT FARMERS MARKET	ANNUAL SUBSCRIPTION	£	60.00
28/03/2024	SOUTH EAST TRAINS	DEAL STATION ACCESS	£	6,000.00
28/03/2024	MARC - ONE SECURITY	SAT MKT STEWARD	£	138.60
28/03/2024	DEAL MARITIME & LOCAL	REFUND OF U/C PYMT	£	5.00
28/03/2024	RYAN ROGERS GARDEN	MAIN AT MR ALLOTS	£	176.00
28/03/2024	RYAN ROGERS GARDEN	MAINT AT PA ALLOTS	£	176.00
28/03/2024	RYAN ROGERS GARDEN	MAINT AT GR ALLOTS	£	176.00
28/03/2024	DOVER D BEEKEEPERS	GREEN GRANT MAR 24	£	100.00
28/03/2024	BANK CHARGES	BANK CHARGES	£	65.71

£ 61,634.44

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

List of Payments over £500 made between 01/03/2024 and 31/03/2024

Date Paid	Payee Name	Transaction Detail	Amount Paid
04/03/2024	SSE ELECTRIC	ELECTRICITY TOWN HALL	£ 1,661.84
06/03/2024	SSE SWALEC GAS	GAS TOWN HALL	£ 1,678.98
08/03/2024	WALKER HIGHWAYS	ROAD CLOSURES S M	£ 1,320.00
15/03/2024	ADT FIRE & SECURITY	FIRE ALARM MAINT	£ 775.99
18/03/2024	PENSION BACS	EE's PENSION	£ 1,412.56
18/03/2024	PENSION BACS	ER's PENSION	£ 5,636.02
19/03/2024	STAFF NET SALARIES	STAFF NET SALARIES	£ 19,839.47
20/03/2024	ADM COMPUTER SERV	IT SUPPORT TOWN HALL	£ 819.54
21/03/2024	RYAN ROGERS GARDEN	TREE WORK MR ALLOTS	£ 1,140.00
22/03/2024	MICHAEL BENNETT	SCULPTURE VAT	£ 4,500.00
22/03/2024	PAYE	EE's PAYE	£ 3,192.94
22/03/2024	PAYE	EE's NI	£ 1,066.07
22/03/2024	PAYE	ER's NI	£ 2,403.24
28/03/2024	DEAL ROWING CLUB	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	THE DEAL SOCIETY	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	DEAL & WALMER ALLOT	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	DEAL TANG SOO DO	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	BRIGHT SPARKS CCC	ANNUAL GRANT MAR 24	£ 500.00
28/03/2024	WALMER CRICKET CLUB	GREEN GRANT MAR 24	£ 1,000.00
28/03/2024	SOUTH EAST TRAINS	DEAL STATION ACCESS	£ 6,000.00

£ 55,446.65

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr Oliver Richardson Chairperson of Deal Town Council and all Members
From: Mr Paul Bone – Responsible Finance Officer
Date: 16 April 2024
Subject: Parish Council Winter Support Scheme

During February, KALC advised Town & Parish Clerks of an initiative from KCC to deliver a Grant Scheme for Parish Councils in Kent that allows them to access funding to deliver local initiatives supporting people in financial hardship.

Due to the very tight deadlines for application to the scheme, the R.F.O. applied for the maximum grant applicable of £2,000.

Based on the guidance in the application and the items highlighted in the Deal Warm Welcome meetings that would prove beneficial, the application gave the following examples of things that could be purchased.

- Air fryers £700
- Slow cookers £700
- Low energy light bulbs £200
- Draft excluders £200
- 'Warm packs' £200

Note: *The above list was provided as an example and the funds are not restricted to being used for those items.*

Following the application, the scheme coordinator asked for more detail on what DTC had already provided with the council's 'Deal Warm Welcome'.

A response came back indicating that they felt the 'Deal Warm Welcome' scheme fitted well with the criteria and the maximum grant was awarded and paid to DTC.

Within the application process it was identified that all the elements of support that had already been given by DTC were applicable for the scheme, and if required, could be funded from the grant received if the grant is not spent on new items of support. It was also confirmed that the grant can be used retrospectively to fund a project that has already been started provided that the grant criteria are met.

Any grant funds not used by 30th June must be repaid to KCC by 31st July. Officers will also need to complete a report of how the money was spent with copy receipts and confirmation of payments made to Deal Warm Welcome partners.

Recommendation

To delegate authority to the Town Clerk and R.F.O. working in liaison with the Climate Change and Communications Officer and the Chairperson of the Council, to work with the existing Deal Warm Welcome partners to make best use of these funds to provide additional energy saving products for distribution by the Deal Warm Welcome partners with any unused funds being retrospectively charged to the Deal Warm Welcome scheme 2023-24.

Decision required

Members to consider the above recommendation.

DEAL TOWN COUNCIL
MEMORANDUM

To: Cllr Oliver Richardson – Chairperson of Deal Town council.
All Council members.

From: Mr Gary Simpson, Facilities Manager

Date: 8th April 2024

Subject: Undercroft Hire Request – Deal Music & Arts Festival

We have received a request from the local Deal Music & Arts Festival to hire the Undercroft on Friday 5th and Saturday 6th of July 2024. This is to allow musicians to play as part of the festival. They wish to use it between 1030-1300hrs on both days. Although these requests would usually go to the F&GP committee, due to the limited time before the event the organisation needs an early response which is why the request is being brought to Full Council.

The current guidelines state that the Undercroft is only available to be hired by local organisations and charities for table-top sales on Saturdays between 08.00hrs and 13.00hrs for a fee of £25.00.

This request does not fit into the free use guidelines, but the council may wish to consider this as an exception due to the nature of the charity event.

For information, we do have weddings on both afternoons, and so will have to insist on the 1300hrs finish. Also, on Saturday, the roads will be closed for the market, but on Friday, they won't be, the risk factors for this must be considered.

Recommendation:

That Deal Music and Arts Festival are permitted to hire the Undercroft on Friday 5 and Saturday 6 July 2024 from 1030-1300hrs subject to the Facilities Manager receiving a robust Risk Assessment from them.

To consider granting free use for this booking.

Decisions 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 Lorna Crow – Town Clerk
Date: 15 April 2024
Subject: Review of Town Council Policies

Following on from last month’s report on this, please see below the next set of policies that have been reviewed and updated to reflect the current council practices.

The current policies are in the Councillor Shared Drive and on the Council’s website.

Reviewed Council Policies		
1	Representation on Outside Bodies	New format and updates
2	Records Management	Minor update
3	Delegation to Officers	Minor updates

Recommendation: To approve the above-listed policies.

Decision required: Members to consider the above recommendation.

Council Representation on Outside Bodies

Introduction

Deal Town Council has representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as:

- The work of the outside body or group directly affects council business, services, and property.
- The body or group has specifically requested a council representative.
- It being considered key that the council is aware of the work the body or group is undertaking due to its impact on the town, its residents, or visitors.
- The body or group being an opportunity to liaise with other external stakeholders or authorities in the interest of the town, its residents, or visitors.
- The council having a financial interest or commitment within the body or group and/or its function.

The role of the Council representative

- A Town Council representative on an outside body is exactly that: they represent the Council as a body rather than acting in a personal capacity. This means that the appointed Councillor must always act in accordance with Council policies and procedures, the Member's Code of Conduct, and bear in mind the limitations of the Council as a corporate body.
- The Town Council representatives allow those bodies to tap into the expertise and knowledge of the Council and councillors' links with other public sector organisations, such as the County and District Councils and the Police.
- Town Council representatives should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend a meeting.
- Councillors have an important role to fulfil in supporting and advising outside bodies. However, this can give rise to conflicts of interest, particularly where the organisation is seeking or receiving funding from the council. Councillors must always be clear about their roles and alert to potential conflicts of interest in order to ensure transparency and public confidence in local democracy.
- Councillors appointed to serve on outside bodies should be mindful of their legal obligations regarding disclosure of confidential information and in case of doubt should seek advice from the Town Clerk. Councillors are not at liberty to divulge any Deal Town Council matters of a confidential nature to any individuals or outside body irrespective of their representative role.
- Councillors should not commit Council resources or support, whether financial or 'in kind', to an outside body but should bring all such requests back to Council in writing from the Outside Body for consideration.

Reporting

- In order for both the outside body and council to benefit from the representation it is important that regular updates are reported back to council by the Councillor. This should be done by the Councillor providing quarterly reports to Full Council meetings.
- Any minutes of meetings received by the representative should be sent to the Town Clerk for forwarding on to all councillors (unless they are considered confidential).
- Updates to Full Council and/or committee meetings – if the representative feels there is a matter that needs to be considered by Full Council, then they must submit a report to the Town Clerk for consideration.
- Email updates – representatives should forward the Town Clerk any email updates from the outside body, for forwarding to Councillors.
- The Council expects its representatives to be kept informed of all meetings of outside bodies in a timely fashion and expects that all paperwork will be shared with them.

Appointment and Administration

- Under the Council's Constitution, appointments to outside bodies will be made annually at the Annual General meeting of the Council or when required.
- It is recommended that the appointed Councillor should have a particular interest in or possess knowledge of the responsibilities of the outside body.
- Following Council decision, the Town Clerk will write to the outside body/group and advise them of Deal Town Council's representative and provide them with the direct Councillor contact details. The Councillor will not attend any of the organisation's meetings until the organisation has confirmed to the Town Clerk they agree to the Councillor appointment.
- Any outside body is free to reject a specific Council representative on the understanding that their replacement will be nominated by Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Council representative.
- All outside bodies and groups are free to inform the Council at any time that Council representatives are no longer required, if their constitution so allows.
- A representative wishing to stand down from their role should first inform the Town Clerk and then the outside body. A replacement representative will be decided at the next meeting of Full Council.
- Administrative support by Council staff is not available to outside bodies nor to Town Council representatives on outside bodies. Town Council representatives are responsible for carrying out the administration to support their own role.

General Advice to Councillor Representatives on Outside Bodies

- Do not vote on any matters unless the council has requested you to vote on their behalf.
- Ensure that you know the legal status of the organisation - read their constitution.
- Make any general declarations of interest at the first board meeting.
- Act with integrity and make reasonable enquiries.
- Discuss any new activities with relevant Deal Town Council officers.
- Take advice from the Monitoring Officer, and the Town Clerk as appropriate.

Reviewed: F/C 23.04.24

Agreed:

Deal Town Council Records Management Policy and Procedure

This policy details the minimum retention time for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme.

Certain documents need to be kept indefinitely.

KEY: P = Preserve permanently, R = Review, D = Destroy

DTC = Deal Town Council

Document	Action	Minimum Retention Period	Reason
Signed minutes	P	Indefinite	DTC Archive
Agendas	P	Indefinite	DTC Archive
Councillors' Declaration of office	P	Indefinite	DTC Archive
Councillors' DPI forms	D	Term of office + 3 additional years	Management
Employee records	D	7 years after termination of contract	Limitation period
Recruitment application forms/interview notes	D	1 year	Management
Invitations/tickets/booking forms/mayoral correspondence	D	While still current	Management
Correspondence files concerning major events and activities/photographs	P	Indefinite	DTC Archive
Clerk's handwritten records and draft minutes	D	Until minutes signed and approved by council	Management
Agenda for council meetings unless minutes have not survived	D	Until there is no longer an administrative requirement	Management
Circulars, routine correspondence etc	D	While still current	Management
Documents of title etc. to sites and buildings owned by the council	P	Indefinite	DTC Archive
Files relating to major town projects	P	Indefinite	DTC Archive
Policy documents	P	Indefinite	DTC Archive
Title Deeds/Leases	P	Indefinite	DTC Archive
Quotations & Tenders	R	6 years/indefinite	Statute of limitations
Quotations & Tenders for minor works	D	6 years	Statute of limitations
Unsuccessful tenders	D	3 years	Challenge
Annual budget	P	Indefinite	DTC Archive
Financial returns income/expenditure accounts	P	Indefinite	DTC Archive
Grant application forms received	R	2 years	Challenge
Receipt books	D	6 years	VAT
Bank statements/deposit books	D	6 years	TAX, VAT, Audit
Cheque book stubs paid	D	6 years	TAX, VAT, Audit
Petty cash books	D	6 years	TAX,VAT, Limitation period
Postage books	D	6 years	TAX,VAT, Limitation period

Document	Action	Minimum Retention Period	Reason
Paid invoices	D	6 years + current	VAT
VAT records	D	6 years	VAT
Paid cheques	D	6 years	Limitation period
Time sheets	D	Last audit year	Audit
Expenses book	D	6 years	Tax/Audit
Insurance policies	D	Current	Audit
Certificates for Insurance against liability for employees	D	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Payroll records	D	12 years	Limitation period
Investments (other than bank account)	P	Indefinite	Audit, Management

Reviewed: F/C 23.04.24

Agreed:

Deal Town Council Delegation to Officers Policy

Town Clerk

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer. In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the council:

- Day to day administration services, together with routine inspection and control.
- Delegated powers to manage the council staff in accordance with the council's policies, procedures and budget, including;
The appointment and dismissal of all staff
The employment of temporary employees
- Day to day supervision and control of all staff employed by the council.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the council, but not correspondence requiring an opinion by the council.
- Authorisation of routine recurring expenditure within an agreed budget.
- Authorisation of expenditure on works up to a maximum of £500 normally or up to £5,000 in an emergency situation.
- To decide arrangements for the closure of the council office In the Christmas New Year period, subject to consultation with the Mayor.
- To act on behalf of the council in cases of urgency or emergency. Any such action or expenditure to be reported to the next meeting of the council or relevant committee. If time allows the Mayor and the Chairperson of any relevant committee are to be consulted before such action is taken.
- To act as the councils designated officer for the purposes of the Freedom of Information Act 2000.
- Should a meeting of the planning committee be inquorate, or an extension for a response cannot be secured, the Town Clerk is authorised to respond to planning applications on the council's behalf after consultation with the Chairperson and Vice Chairperson of the Planning committee when possible.
- To respond to consultations on behalf of the council in liaison with the Chairperson of the council, and Chairperson of any relevant committee only if an extension is unable to be secured for council to consider a response before the consultation closes and it is in the interest of the council to contribute.
- To authorise payments for KALC and SLCC renewal memberships.
- To authorise advertising for town council services/events/projects/ provided that they are within the council's budget.

Responsible Finance Officer

- To recommend to the relevant council/committee quotations or tenders for work supplies or services (where tenders are required by the council's financial regulations, subject to:-
The cost not exceeding the amount of the approved budget.
The tender being the lowest or the one showing best added value to the council according to the criteria set out in the tender documentation.
- To compile, approve or vary lists of approved contractors subject to the requirements of the council's financial regulations.

- To recommend to the relevant council/committee on investing monies held by the council with a view to obtaining the optimum financial return.
- Debt monitoring.
- To liaise with the Mayor to ensure staff resources and expenses required to facilitate Mayoral events and visits fall within budget and contractual allocations.

Facilities Manager

- To make decisions on the condition of individual allotments plots in agreement with the R.F.O and Town Clerk.
- To schedule contractor work as appropriate within the allotment budget, in agreement with the R.F.O. To report back to the Finance and General Purposes committee.
- Following council procedure to consider and authorise Free Use of the Town Hall requests in agreement with the Town Clerk and R.F.O.
- To receive and allocate requests to book the Undercroft for Charity Tabletop sales in agreement with the Town Clerk and Chairperson of Council.

Planning Clerk

- Should a meeting of the planning committee be inquorate, or an extension for response cannot be secured, the Planning Clerk and Town Clerk are both authorised to respond to planning applications on the council's behalf after consultation with the Chairperson and Vice Chairperson of the Planning committee when possible.

Reviewed: F/C 23.04.24

Agreed:

DEAL TOWN COUNCIL – MEMORANDUM

To: Chairperson of Deal Town Council, all Council members
From: Mrs L Crow, Town Clerk
Date: 15 April 2024
Subject: Review of Representation to Outside Bodies and Liaison List

As members will be aware the council has an agreed list of Organisations that they provide Council representatives for, subject to the agreement of the organisation. The Council will decide who will be the representatives at the Annual meeting of the Council in May for the current municipal year.

The representative role is to represent the Council as a body rather than acting in a personal capacity. This enables organisations to tap into the expertise and knowledge of the Council and councillors' links with other public sector organisations, such as the County and District councils and the Police (The Role of Deal Town Council Representatives on Outside Bodies policy refers).

The current list of Organisations is now due for review before the May meeting.

Please see below list with links to the Organisations websites.

Organisation	Website	Usual Number of Councillor(s)	Councillor Rep 2023/24
Deal/St Omer Twinning Association To note: This association has the following written in its constitution: Deal Town Council will appoint two of its members to serve on the Management Committee, with the addition of the Mayor and Deputy Mayor as ex officio members. These members are additional to those described.	DEAL / SAINT - OMER TWINNING SOCIETY - Home (weebly.com)	The Mayor and Deputy Mayor + 2 councillors	Cllr Richardson Cllr Friend
Dover District Cycle Forum	Forum closed	1 Councillor	Cllr Craggs
North Deal Community Company	North Deal Community Company CIO Golf Road Community Centre (golfroadcentre.co.uk)	1 Councillor	Cllr Beer
Chamber of Trade liaison	Welcome to the Deal and Walmer Chamber in East Kent Website (dwchamber.co.uk)	1 Councillor	Cllr Walters
Deal Music and Arts Ltd	Festival - Deal Music and Arts	1 Councillor	Cllr D Cronk
White Cliffs Country Tourism Association	White Cliffs Country Tourism Association (wccta.org.uk)	1 Councillor	Cllr Eddy
Dover Joint Transportation Board	Councillors and Elections (dover.gov.uk)	1 Councillor + 1 Reserve Councillor	Primary: Cllr Walters Reserve: Cllr Bano
Deal Memorial Bandstand Trust	Deal Bandstand – Memorial Trust	The Mayor	Cllr Richardson

Astor Theatre liaison	The Astor Theatre	1 Councillor + Responsible Finance Officer	Cllr Craggs
Citizens Advice Bureau	Citizens Advice	1 Councillor	No representative
Deal With It	dealwithit.org.uk	1 Councillor	Primary: Cllr Beer Reserve: Cllr Cullen
Deal Town Fairtrade Network	Deal Town Fairtrade Network Facebook	2 Councillors	Cllr M Cronk & Cllr Findley
KALC area committee meetings	Home - KALC (kentalc.gov.uk)	2 Councillors	Cllr Bano & Cllr Ricardson
White Cliffs Community Rail Partnership & Southeastern Railway Stakeholder Meetings	White Cliffs Community Rail Partnership (dover.gov.uk)	1 Councillor + 1 Reserve Councillor	Cllr Walters & Cllr Bano
Cinque Ports Champion To note: No Reserve is required as the Mayor is in place for the Confederation.	Promotion – Cinque Ports	1 Councillor for a 4-year election term	Cllr D Cronk from 2023 until 2027
Deal Speaking Up Group	The Deal Speaking Up Group	1 Councillor	Cllr Bano
East Kent Network of Sanctuary	Home - East Kent Network of Sanctuary (cityofsanctuary.org)	2 Councillors	Cllr Brookfield
East Kent Climate Action	East Kent Climate Action Deal Facebook	2 Councillors	Cllr S Beer & Cllr S Cullen
Deal Area Refugee Aid (D.A.R.A)	DARA Facebook	1 Councillor + 1 Reserve Councillor	Cllr Bano
Deal History Museum	Home - Deal Museum	1 Councillor	Cllr D Cronk

Recommendations:

- Members to consider removing Dover District Cycle Forum from the list to be reviewed if/when the Forum restarts.
- Members to consider including a reserve councillor for the organisations above except for the Cinque Ports Champion.
- Members to consider any additions or deductions to the list of outside body organisations and liaison for 2024/25.

Decision required: Members to consider the above recommendations.

MAYORAL ENGAGEMENT LIST – January - April 2024

DATE	EVENT	LOCATION	MAYOR/ DEPUTY MAYOR
January			
3.1.24	Rotary Pirates Charity Ball	Deal	Mayor
7.1.24	Blessing of the Seas	Margate/Westgate	Mayor
18.1.24	Charity Brewery Tour	Faversham	Mayor
20.1.24	Royal Marines Panto	Deal	Mayor
27.1.24	Holocaust Memorial Day	Deal	Mayor
February			
4.2.24	Carnival Selection Evening	Deal	Mayor
6.2.24	Canterbury Civic Service	Canterbury	Mayor
9.2.24	Scouts District Event	Sandwich	Mayor
12.2.24	Channel Dash Memorial Event	Dover	Mayor
March			
7.3.24	Hedge Pledge Planting	Golf Rd. Allotment	Mayor
8.3.24	Duke of Gloucester Visit	Deal	Mayor
11.3.24	Commonwealth Day Event	New Romney	Mayor
14.3.24	Sea Scouts Event	Deal	Mayor
21.3.24	Distribute Fem. Hygiene Items	Deal	Mayor
April			
1.4.24	Winchelsea Mayor Making	Winchelsea	Mayor
6.4.24	Dover Transport Museum	Whitfield	Mayor
12.4.24	Choral Society Event	Guston	Mayor
20.4.24	Folkestone Charity Event	Folkestone	Mayor
21.4.24	Scouts St George's Day Svc.	Walmer	Mayor
28.4.24	Faversham 50 th Anniversary	Faversham	Mayor

Minutes - approved by Committee and signed by Chairperson 19/03/2024

Deal Town Council Town Hall, High Street, Deal, Kent, CT14 6TR.**Tel: 01304 361999. Email: deal.town.council@deal.gov.uk**

The minutes of the Finance and General Purposes Committee Meeting held on Tuesday 23 January 2024 in Deal Town Hall Chamber starting at 7.15pm.

Present:

Cllr D Parks (Chairperson)	Cllr O Richardson (Ex-Officio)
Cllr M Eddy	Cllr B Bano
Cllr S Beer	Cllr P Jull
Cllr S Cullen (From 7:20pm)	

Officers in attendance:

Responsible Finance Officer: Paul Bone
Asst. to the Town Clerk: Joanne Harper

Others: None

1.	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and advised of the fire evacuation procedures.	Chairperson
2.	Apologies for absence: Apologies received from Cllr T Bond as he was delayed in London and from Cllr D Cronk & Cllr M Cronk whose car had broken down.	R.F.O
3.	Declarations of interest: None Received.	
4.	Public Participation: None.	
5.	The minutes of the previous Finance & General Purposes Committee meeting held on 21st November 2023 for approval and signing: RESOLVED: To accept the minutes of the previous meeting held on 21st November 2023 as a true and accurate record. (P) Cllr M Eddy (S) Cllr P Jull. All Agreed. The Chairperson then duly signed the minutes.	Chairperson
6.	Finance: Income & Expenditure Figures and Full Bank reconciliation to 31st December 2023: Members RESOLVED: To note the Income & Expenditure Figures and Full Bank reconciliation to 31st December 2023. (P) Cllr S Beer (S) Cllr P Jull. All Agreed.	
7.	Free Use Request from the RNLI: Members RESOLVED: To accept the recommendation to allow the free use of the Undercroft on Saturday 9 th March 2024 between 09.00-18.00hrs for a charity multi-discipline triathlon event to celebrate 200 years of the RNLI Charity, subject to submission of a satisfactory full risk assessment that includes details of how the flagstones in the Undercroft will be protected from the machines. (P) Cllr B Bano (S) Cllr S Beer. All Agreed. Cllr Cullen joined the meeting 7.20pm	Facilities Manager
8.	Recommendations for Braderie 2024: Following discussion Cllr Beer proposed an amendment to offer charities a concession in line with the shopkeepers at £30.00 for their first pitch. Members RESOLVED: To add to the recommendations that charities are charged £30 for their first pitch. (P) Cllr S Beer (S) Cllr O Richardson. 6 For, 0 Against, 1 Abstention. Agreed. Members RESOLVED: 1. To hold the Braderie on Sunday 15 th September 2024. 2. To reduce the number of stalls to 81 stalls.	R.F.O Market Officer Town Clerk

	<p>3. To charge a stall price at £40.00 per pitch, Charities to be charged a reduced rate of £30 for their first stall and £40 for any additional stalls.</p> <p>4. To charge a stall price of £30 per stall for shopkeepers with stalls outside their own shops.</p> <p>5. To provide an advertising budget of up to £300 funded from Braderie income.</p> <p>6. To have up to 2 Street food and drink van at a charge of £200 each.</p> <p>7. To delegate authority to the R.F.O and Market Officer in liaison with the Town Clerk the selection of suitable providers for road closures, toilet supplier, first aid cover, stewards, and food/drink vendors within the agreed Braderie budget of £2,400.</p> <p>(P) Cllr S Beer (S) Cllr B Bano. 6 For, 0 Against, 1 Abstention.</p>	
9.	<p>DDC Service Level Agreement for Deal Public Conveniences 2024-25: Following discussion Members RESOLVED: The R.F.O to respond to DDC and offer the same level of support funding as in the 2 previous years at £35,000 and as per the agreed draft budget for 2024/25. Also to obtain 3 quotes from local cleaning contractors when exploring options within the Town Plan for the provision of toilets in Deal. (P) Cllr S Beer (S) Cllr M Eddy. All Agreed.</p>	R.F.O
	<p>Resolution to exclude the public: Public Bodies (Admission to Meetings) Act 1960 s1(2) – on the grounds that the information to be discussed is of a confidential nature. Cllr Bano proposed that the public are not excluded from the following agenda item as he felt it was not confidential information. Members RESOLVED: Not to exclude the public from agenda item 10. (P) Cllr B Bano (S) Cllr S Beer. All agreed.</p>	
10.	<p>Draft Precept Demand 2024: The R.F.O. tabled a proposal for funding the 2024/25 budget using existing reserves that are no longer required supported by a 2.5% increase in the Precept. Following debate members RESOLVED: To make the following recommendations to Full Council-</p> <ol style="list-style-type: none"> 1) That the Environment Fund, Transport & Infrastructure Fund and Carbon Roadmap Fund Earmarked reserves are returned to the General Revenue Reserve as the funds are no longer needed for the purpose that the Earmarked reserves were created. 2) To allocate £35,000 from the General Revenue Reserve to the Project Fund Earmarked reserve to allow Full Council to fund approved projects. 3) To increase the Precept by 2.5%. <p>(P) Cllr S Beer. (S) Cllr B Bano. 5 for, 1 against, 1 abstention. Agreed. Cllr P Jull requested that his vote against be recorded and Cllr M Eddy requested that his abstention from voting be recorded.</p>	R.F.O
	The Chairman closed the meeting at 7:57pm	

Deal Town Council Town Hall, High Street, Deal, Kent, CT14 6TR.
Tel: 01304 361999. Email: deal.town.council@deal.gov.uk

The Minutes of the Planning Committee held on Monday 4th March 2024 at the
Town Hall at 7.15pm

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

Officers: Mrs L Marney – Committee Clerk Others: 1

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: Mr R Green, co-opted member of The Deal Society due to a prior commitment.	Committee Clerk																									
3	Declarations of interest: None received.																										
4	Public Participation and Statements received: None received	Committee Clerk																									
5	The minutes of the planning committee meeting held on 5th February 2024 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 5 th February 2024 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr L Craggs (S) Cllr T Bond. 4 For, 1 Abstention. Motion carried.	Chairperson																									
6	<p>Planning applications received:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">DDC Ref</th> <th style="width: 10%;">Ward</th> <th style="width: 20%;">Address</th> <th style="width: 25%;">Proposal</th> <th style="width: 30%;">Decision</th> </tr> </thead> <tbody> <tr> <td>24/00096</td> <td>MD</td> <td>20 Darracott Close Deal CT14 9PU</td> <td><u>Erection of single storey rear and side extension (existing garage to be demolished).</u></td> <td>Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.</td> </tr> <tr> <td>24/00143</td> <td>ND</td> <td>Alfred Mews 17 Alfred Square Deal CT14 6LR</td> <td><u>Replacement windows.</u></td> <td>Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.</td> </tr> <tr> <td>24/00047</td> <td>ND</td> <td>4 Broad Street Deal CT14 6EP.</td> <td><u>Change of use from Class E(c)(i) to E(e) dental practice and insertion of window.</u></td> <td>Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr M Eddy. All Agreed.</td> </tr> <tr> <td>24/00138</td> <td>ND</td> <td>The Old Exchange, 25</td> <td><u>Erection of rear second floor extension, side</u></td> <td>Members RESOLVED: No Objection.</td> </tr> </tbody> </table>	DDC Ref	Ward	Address	Proposal	Decision	24/00096	MD	20 Darracott Close Deal CT14 9PU	<u>Erection of single storey rear and side extension (existing garage to be demolished).</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.	24/00143	ND	Alfred Mews 17 Alfred Square Deal CT14 6LR	<u>Replacement windows.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.	24/00047	ND	4 Broad Street Deal CT14 6EP.	<u>Change of use from Class E(c)(i) to E(e) dental practice and insertion of window.</u>	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr M Eddy. All Agreed.	24/00138	ND	The Old Exchange, 25	<u>Erection of rear second floor extension, side</u>	Members RESOLVED: No Objection.	Committee Clerk
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24/00138	ND	The Old Exchange, 25	<u>Erection of rear second floor extension, side</u>	Members RESOLVED: No Objection.																							

		Stanhope Road, Deal CT14 6AD.	<u>extension and external alterations. Installation of glass screen to the front first floor flat roof to facilitate an external amenity space.</u>	(P) Cllr L Craggs (S) Cllr M Walters. All Agreed.
24/00166	ND	3 Lloyd Court High Street Deal CT14 6BN.	<u>Replacement windows.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.
23/01382	MH	14 Lydia Road Deal CT14 9JX	<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>	Members RESOLVED: No Objection. (P) Cllr P Findley (S) Cllr L Craggs. All Agreed.
24/00192	MH	34 Wilson Avenue Deal Kent CT14 9NL.	<u>Conversion of existing garage to habitable accommodation for ancillary use.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Walters. All Agreed.
7	Committee Clerk Report: Members RESOLVED: To note the information. (P) Cllr M Eddy (S) Cllr T Bond. All Agreed.			
8	DDC decisions: Members RESOLVED: To note the information. (P) Cllr T Bond (S) Cllr P Findley. All Agreed.			
	Date of next meeting 8th April 2024.			
	The Chairperson closed the meeting at 7.40pm.			