



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 25 June 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 24 June 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: 18 June 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 annual meeting of the Council meeting held on Tuesday 28 May 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	Town Clerk's report: Information to note	Attach. 3
7	Annual Governance and Accountability Return 2023/24: Decisions required (a) Annual Governance Statement 2023/24: For approval and signing. (b) Accounting Statement 2023/24: For approval and signing	Attach. 4
8	List of payments including payments exceeding £500 for approval and signing from the 1 April to 31 May 2024: Decision required.	Attach. 5
9	Deal Warm Welcome 2023/24 – final report: Information to note	Attach. 6
10	Deal Town Council project plans received: Decisions required a) Recommended project plans from the Environment Committee b) Youth Engagement project plan c) Deal Warm Welcome project plan	Attach. 7
11	Recommendation from the Environment Committee for alternative Council search engine: Decision required	Attach. 8
12	KALC Dover Area draft Parish Charter: Decision required	Attach. 9
13	Deal Town Council Committee Minutes: Information to note. (a) The minutes of the Finance & General Purposes committee meeting held on 19.3.24. (b) The minutes of the Planning Committee meeting held on 7.5.2024.	Attach. 10
	Date of next meeting: 30 July 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 Annual Meeting of the Council held at Deal Town Hall on Tuesday 27th May 2024 at 7.15pm

Present:	Cllr O Richardson	Cllr A Friend
	Cllr S Beer	Cllr B Bano
	Cllr T Bond	Cllr D Cronk
	Cllr M Eddy	Cllr D Parks
	Cllr P Findley	Cllr S Cullen
	Cllr M Waters	Cllr L Craggs
	Cllr S Brookfield	Cllr P Jull (From 7:58pm)

Officers:	Mr P Bone (Deputy Town Clerk)	Others: 9 Members of the Public
	Ms J Harper Asst. to the Town Clerk	

1	Chairperson's opening remarks: The Chairperson Cllr O Richardson welcomed everyone to the meeting, advised of the fire evacuation instructions and to switch phones off or to silent. He spoke about his Mayoral Year.	Chairperson
2	Call for nominations for Chairperson/Town Mayor 2023-2024: The Chairperson called for nominations for Chairperson/Town Mayor 2024-2025. 2 Nominations were received. Cllr S Beer (P) Cllr D Cronk (S) Cllr L Craggs. 6 For, 6 Against, 1 Abstention. Cllr O Richardson (P) Cllr T Bond (S) Cllr A Friend. 7 For, 5 Against, 1 Abstention. Members RESOLVED: To elect Cllr O Richardson as Chairperson/Town Mayor 2024-2025.	
3	Newly elected Chairperson/Town Mayor will read out the Declaration of Acceptance of Office and announce their Mayoress/Consort: Cllr O Richardson signed his declaration of acceptance of office which was witnessed by the Deputy Town Clerk. Cllr Richardson advised that his Mayoress would be Mrs MaryAnn Richardson.	Chairperson Deputy Town Clerk
4	Call for nominations for Vice-Chairperson/Deputy Mayor for 2024-2025: The Chairperson called for nominations for Vice-Chairperson/Deputy Mayor 2024-2025. 2 nominations were received for Cllr M Eddy and Cllr L Craggs. Cllr Craggs withdrew his nomination. Members RESOLVED: To elect Cllr M Eddy as Vice-Chairperson/Deputy Mayor 2024-2025. (P) Cllr A Friend (S) Cllr T Bond. 8 For, 3 Against, 2 Abstentions.	
5	Newly elected Vice-Chairperson/Deputy Mayor will read out the Declaration of Acceptance of Office and announce their Deputy Mayoress/Consort: Cllr M Eddy signed his declaration of acceptance of office which was witnessed by the Deputy Town Clerk. Cllr M Eddy advised that the Deputy Mayoress/Consort would be advised at a later date.	Deputy Chairperson Deputy Town Clerk
6	Apologies for absence: Cllr M Cronk due to work commitments. Cllr P Jull had advised that he would be arriving late due to travel delays.	Deputy Town Clerk
7	Declarations of interest: None received.	
8	Chairperson of the Council to announce the appointment of the Honorary Chaplin if required: Cllr Richardson advised that he would be deferring the decision to the next meeting.	Chairperson

9	The minutes of the previous Full Council meeting held on 23rd April 2024 for approval and signing: Members RESOLVED: To accept the minutes of the Full Council meeting held on 23 rd April 2024 as a true and accurate record. (P) Cllr A Friend (S) Cllr D Cronk. All agreed. The Chairperson duly signed the minutes.		Chairperson
10	Public Participation and Statements received: 4 members of the public spoke giving their support to the Mayor and his involvement with the community.		
11	Appointment of Members to Deal Town Council Committees:		
	Environment Committee	Membership: RESOLVED: Cllr S Brookfield Cllr B Bano Cllr D Cronk Cllr M Cronk Cllr L Craggs Cllr P Findley Cllr S Cullen Cllr M Eddy	(P) Cllr D Cronk (S) Cllr B Bano All agreed
		Chairperson: 2 Nominations were received. Cllr S Brookfield (P) Cllr A Friend (S) Cllr M Eddy. 7 For, 5 Against, 1 Abstention. Cllr B Bano (P) Cllr D Cronk (S) Cllr M Walters. 6 For, 6 Against, 1 Abstention. RESOLVED: Cllr S Brookfield is elected as Chairperson of the Environment Committee for 2024-2025.	
		Vice Chairperson: 2 nominations were received. Cllr B Bano (P) Cllr S Beer (S) Cllr L Craggs. 6 For, 7 Against. Cllr M Eddy (P) Cllr T Bond (S) Cllr A Friend 7 For, 5 Against, 1 Abstention. RESOLVED: Cllr M Eddy is elected as Vice Chairperson of the Environment Committee for 2024-2025.	
		Co-opted members: East Kent Climate Action Kent Tree & Pond Partnership	
	Finance & General Purposes Committee	Membership: RESOLVED: Cllr M Cronk Cllr D Cronk Cllr D Parks Cllr S Beer Cllr B Bano Cllr T Bond Cllr M Eddy Cllr L Craggs	(P) Cllr D Cronk (S) M Eddy All Agreed
		Chairperson: 2 Nominations were received. Cllr S Beer. (P) Cllr D Cronk (S) Cllr L Craggs. 6 For, 7 Against. Cllr T Bond. (P) Cllr A Friend (S) Cllr M Eddy. 7 For, 5 Against, 1 Abstention. RESOLVED: Cllr T Bond was elected as the Chairperson of the Finance & General Purposes Committee for 2024-2025.	
		Vice Chairperson: RESOLVED: Cllr D Parks is as Vice Chairperson of the Finance & General Purposes Committee for 2024-2025 (P) Cllr S Beer (S) Cllr D Cronk. All agreed.	

	Grants Sub-Committee	Membership: RESOLVED: Cllr A Friend Cllr M Walters Cllr M Cronk Cllr D Parks Cllr S Cullen Cllr T Bond	(P) Cllr O Richardson (S) Cllr M Eddy All agreed
		Chairperson: RESOLVED: Cllr A Friend is elected as Chairperson of the Grants Sub-Committee for 2024-2025 (P) Cllr M Walters (S) Cllr T Bond 9 For, 4 Against. Agreed	
		Vice Chairperson: RESOLVED: Cllr D Parks is elected as Vice Chairperson of the Grants Sub-Committee for 2024-2025 (P) Cllr M Eddy (S) Cllr O Richardson. All agreed.	
	Planning Committee	Membership: RESOLVED: Cllr L Craggs Cllr M Walters Cllr M Eddy Cllr P Findley Cllr T Bond	(P) Cllr O Richardson (S) Cllr A Friend All agreed
		Chairperson: 2 Nominations were received. Cllr L Craggs (P) Cllr S Beer (S) Cllr D Cronk. 6 For, 6 Against, 1 Abstention. Cllr M Eddy (P) Cllr A Friend (S) Cllr T Bond 7 For, 5 Against, 1 Abstention. RESOLVED: Cllr M Eddy is elected as Chairperson of the Planning Committee for 2024-2025.	
		Vice Chairperson: 2 Nominations were received. Cllr M Walters (P) Cllr L Craggs (S) Cllr D Cronk. 6 For 7 Against. Cllr P Findley (P) Cllr M Eddy (S) Cllr A Friend. 7 For, 4 Against, 1 Abstention. RESOLVED: Cllr P Findley is elected as Vice Chairperson of the Planning Committee for 2024-2025.	
		Co-opted members: Deal Society FOND	
	Transport & Infrastructure Committee	Membership: RESOLVED: Cllr D Parks Cllr B Bano Cllr D Cronk Cllr M Cronk Cllr M Walters Cllr M Eddy Cllr T Bond Cllr S Brookfield	(P) Cllr D Cronk (S) Cllr A Friend. All agreed
		Chairperson: 2 Nominations were received. Cllr D Cronk. (P) Cllr L Craggs (S) Cllr S Beer. 6 For, 4 Against, 3 Abstentions. Cllr M Walters (P) Cllr A Friend (S) Cllr E Eddy. 8 For, 3 Against, 2 Abstentions. RESOLVED: Cllr M Walters is elected as Chairperson of the Transport & Infrastructure Committee for 2024-2025.	
		Vice Chairperson: RESOLVED: Cllr B Bano is elected as Vice Chairperson of the Transport & infrastructure Committee for 2024-2025.	

		(P) Cllr A Friend (S) Cllr S Beer. All agreed.		
		Co-opted members: Deal Speaking Up Group		
	Staff Liaison Panel	Membership: RESOLVED: Cllr O Richardson Cllr M Eddy Cllr S Beer Cllr D Cronk	(P) Cllr A Friend (S) Cllr T Bond All agreed	
		Chairperson: RESOLVED: Cllr D Cronk is elected a Chairperson of the Staff Liaison Panel for 2024-2025. (P) Cllr D Cronk (S) Cllr S Beer. 11 For, 1 Abstention.		
		Vice Chairperson: RESOLVED: Cllr S Beer is elected as the Vice-Chairperson of the Staff Liaison Panel for 2024-2025 P) Cllr D Cronk (S) Cllr O Richardson. All agreed.		
	Grievance and Appeal Panel	Membership: RESOLVED: Cllr A Friend Cllr T Bond Cllr P Jull	(P) Cllr S Beer (S) Cllr M Walters All agreed	
12	Outside Bodies and Liaison Representation:			
	Organisation	Councillor Representation (May 2024-Apr 2025)		
	Deal/St Omer Twinning Association	Cllr O Richardson (Mayor) Cllr M Eddy (Deputy Mayor) Cllr S Beer Cllr L Craggs	RESOLVED: (P) Cllr A Friend (S) Cllr M Eddy. All agreed	
	North Deal Community Company	Cllr S Beer Reserve Cllr A Friend.	RESOLVED: (P) Cllr S Beer (S) Cllr L Craggs All agreed	
	Chamber of Trade liaison	Cllr M Walters Reserve Cllr A Friend.	RESOLVED: (P) Cllr M Eddy (S) Cllr B Bano All agreed	
	Deal Music and Arts Ltd	Cllr D Cronk Reserve: Cllr O Richardson	RESOLVED: (P) Cllr A Friend (S) Cllr T Bond All agreed	
	Cllr P Jull joined the meeting 7.58pm			
	Dover Joint Transport Advisory Committee	Cllr M Walters Reserve: Cllr M Eddy	RESOLVED: (P) Cllr A Friend (S) Cllr T Bond All agreed	
	Deal Memorial Bandstand Trust	Cllr O Richardson (Mayor)		
	Astor Theatre liaison	Cllr L Craggs Responsible Finance Officer	RESOLVED: (P) Cllr A Friend (S) Cllr T Bond All agreed	

	Citizens Advice Bureau	Cllr S Brookfield No Reserve	RESOLVED: (P) Cllr O Richardson (S) Cllr A Friend All agreed
	Deal With It	Following discussion Members RESOLVED: To remove Deal With It from the outside body representation list that was being considered at this time (P) Cllr S Beer (S) Cllr A Friend. 8 For, 1 Against, 3 Abstentions. Agreed.	
	Deal Town Fairtrade Network	Cllr L Craggs Cllr P Findley	RESOLVED: (P) Cllr A Friend (S) Cllr T Bond All agreed
	KALC area committee meetings	Cllr O Richardson Cllr B Bano	RESOLVED: (P) Cllr B Bano (S) Cllr A Friend All agreed
	White Cliffs Community Rail Partnership & Southeastern Railway Stakeholder Meetings	Cllr Bano Reserve: Cllr D Parks	RESOLVED: Bano (P) Cllr M Walters (S) Cllr P Findley. All Agreed. (P) Cllr A Friend (S) Cllr T Bond All agreed.
	Deal Speaking Up Group	Cllr B Bano Reserve: Cllr S Beer	RESOLVED: (P) Cllr M Walters (S) Cllr S Beer All agreed
	East Kent Network of Sanctuary	Cllr S Brookfield Cllr L Craggs Cllr B Bano	RESOLVED: (P) Cllr O Richardson (S) Cllr A Friend All agreed
	East Kent Climate Action	Cllr S Cullen Cllr S Beer	RESOLVED: (P) Cllr A Friend (S) Cllr L Craggs All agreed.
	DARA	Cllr S Brookfield Cllr L Craggs Cllr B Bano	RESOLVED: (P) Cllr O Richardson (S) Cllr A Friend All agreed
	Cliffs Of Sanctuary	Cllr S Brookfield Cllr L Craggs Cllr B Bano	RESOLVED: (P) Cllr O Richardson (S) Cllr A Friend. All agreed
	Deal History Museum	Cllr M Eddy Reserve: Cllr M Walters	RESOLVED: (P) Cllr P Findley (S) Cllr T Bond All agreed

13	<p>Committee Minutes: The minutes of the Planning committee meeting held on 3 April 2023. Members RESOLVED: To note</p> <p>(a) The minutes of the Environment Committee meeting held on 21 February 2024 as a true and accurate record.</p> <p>(b) The minutes of the Transport & Infrastructure meeting held on 13th March 2024 as a true and accurate record.</p> <p>(c) The minutes of the Planning Committee meeting held on 8th April 2024.</p> <p>(P) Cllr M Eddy (S) Cllr A Friend. All agreed.</p>	
	The Chairperson closed the meeting at 8.22pm.	

Town Clerk's Report June 2024

Mayoral Update: The Mayor has advised that his Chaplain will be Rev Chris Penfold from St Georges Church and Cadet is Grace Harmes from the Dover and Deal Sea Cadets for this municipal year.

The Deputy Mayor has advised that Mrs. Christine Oliver will be his Deputy Mayoress.

Committee Update: Cllr D Cronk and Cllr M Cronk have advised that they will be stepping down from the Transport and Infrastructure committee. The committee list has been updated accordingly.

Staff update: The staff continue to work steadily through actions from the Town Plan as well as their standard duties.

There will be a Deal Town Council presence at the Deal Pride Festival this year which is being held on Saturday 13 July. Staff will be manning a DTC gazebo on the green and will promote the council's Town Plan actions and commitments. Councillors will be contacted nearer the time by our Communications Officer to ask if any would like to support during the day.

Policy Updates: I am currently reviewing the Communications policy. My aim is to make this policy as easy to follow as possible to assist Councillors and Staff in following the procedures required. When I have a draft ready, I will meet with the Staff Liaison Panel to discuss any changes/amendments that may be required. The final draft will be presented to Full Council for a decision.

Following the council's decision to change the council's HR/H&S providers I am in the process of sending all required information over to the new provider Neathouse. This is taking some time and the R.F.O and I are working together on this.

Sound Mirror: I have been advised by the R.F.O that this project is progressing steadily. I am liaising with the executor of Bill Elliott's will to agree the wording that will be included on the mirror about Bill. Councillors will continue to receive updates from the Communications officer and information can also be found on our website on this link [Sculpture for the Town of Deal - Deal Town Council](#).

Annual Reports: I have been working with the Communications Officer on the Annual Report for 2023/24. It will soon be finalised and will then be emailed to all councillors for information and uploaded onto the council's website. Work will then commence on the Annual Report for 2024/25 which will be finalised by May 2025.

Equipment Loan: I received a request from Jenkinson's to borrow some of the display ropes/posts for the opening of their new shop on the high street. I agreed to this request on the condition that the organisation sign a letter on collection of the posts/chains to confirm that they are in good repair and that they agree to replace any posts/chains that get damaged or lost whilst in their possession.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr O Richardson - Chairperson of Deal Town Council,
All Council Members
From: Paul Bone. Responsible Finance Officer
Date: 11th June 2024
Subject: Annual Governance & Accountability Return 2023/24

Deal Town Council's Annual Return must be approved and published by 1st July 2024. Due to the timing of meetings the approval of the Annual Governance Statement and Accounting Statements are being brought directly to Full Council by the Responsible Finance Officer.

Please see attached documents:

- i) Annual Internal Audit Report 2023/24.
- ii) Covering letter from Deal Town Council's Internal Auditor regarding the Annual Internal Audit Report 2023/24
- iii) Copy of Deal Town Council's Internal Audit Control Checklist.
- iv) Annual Return Section 1 - Annual Governance Statement 2023/24
- v) Annual Return Section 2 - Accounting Statements 2023/24

a) Annual Internal Audit Report 2023/24

Members to receive the Annual Internal Audit Report 2023/24, the covering letter from Deal Town Council's Internal Auditor regarding the Annual Internal Audit Report 2023/24, and the copy of Deal Town Council's Internal Audit Control Checklist.

Decision Required:

Members to note the Annual Internal Audit Report 2023/24

NOTE: The Annual Governance Statement below must be considered and voted on **BEFORE** the Accounting Statements

b) Annual Governance Statement 2023/24

Recommendation:

That assertions 1, 2, 3, 4, 5, 6, 7 & 8 are answered 'YES'

That assertion 9 is answered 'N/A'

That the Chairperson of the Council and Town Clerk are authorised to sign Section 1 - Annual Governance Statement 2023/24 for Deal Town Council

Decision Required:

Members to consider and agree the above recommendations

c) Accounting Statements 2023/24

Recommendation:

To agree the Accounting Statements 2023/24

That the Chairperson of the Council is authorised to sign Section 2 – Annual Accounting Statements 2023/24 for Deal Town Council

Decision Required:

Members to consider and agree the above recommendations.

Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY
Deal Town Council

https://www.deal.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

29/05/2024

DD/MM/YYYY

DD/MM/YYYY

Jonathan Fullarton FCA

Signature of person who carried out the internal audit



Date

06/06/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



McCabe Ford Williams

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Town Clerk
Deal Town Council
Town Hall
High Street
DEAL
Kent
CT14 6BB

DEA2/JDS/ES

6 June 2024

Dear Madam

We have recently carried out our internal audit for the year ended 31 March 2024. During the audit, we checked the following:

1. The accounting software is kept up to date.
2. The bank reconciliation at 31 March 2024 was checked and agreed to the underlying records at that date.
3. Debtors and creditors at 31 March 2024.
4. Payroll procedures.
5. Ascertained the financial systems in place.
6. Sample checked the procedures surrounding income and bankings for the period from 1 April 2023 to 31 March 2024.
7. Sample checked the procedures surrounding purchase order requests, purchase invoices and payments for the period from 1 April 2023 to 31 March 2024.
8. Minutes from Full Town Council and Finance and General Purposes Committee meetings were reviewed to ensure that correct financial procedures appear to have been followed and that financial effects of decisions reached were accurately recorded in the Council's records.
9. That the period for the exercise of public rights and publication requirements for 2022/23 were correctly complied with.
10. That the required information is published on a website up to date at the time of the internal audit in accordance with relevant legislation.
11. The figures on the annual return were checked back to the accounting records and other supporting documentation.

The following matters are brought to your attention:

1. The invoice relating to alarm maintenance was posted to code 4355 whereas the prepayment was posted to code 4500. This makes no difference to the figures on the AGAR.
2. The employers' national insurance of £19.60 relating to councillors' allowances should have been moved to code 4200. It would then be included in box 4 rather than box 6. Due to the trivial amount involved we do not propose insisting that the adjustment is made.

Yours faithfully

McCabe Ford Williams

McCabe Ford Williams

Deal Town Council 2022/23
Internal Audit Control Checklist

Dates checked
 17/05/2024 06/06/2024

Internal Control	What is tested	RFO	McCabe Ford Williams
Proper Bookkeeping	Is the cashbook maintained and up to date? Is the cashbook arithmetic correct? Is the cashbook regularly balanced?	✓ ✓ ✓	✓ ✓ ✓
Standing Orders & payment control	Has the council formally adopted standing orders & financial regs? Has an RFO been appointed with specific duties? Have items or services above £500 been purchased in accordance with financial regs? Are payments in the cashbook supported by invoices, authorised & minuted? Has VAT on payments been identified, recorded and reclaimed? Is s137 expenditure separately recorded and within statutory limits?	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓
Risk management arrangements	Would a review of the minutes identify any unusual financial activity? Do minutes record the council carrying out an annual risk assessment Is insurance cover appropriate and adequate? Are internal financial controls documented and regularly reviewed?	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
Budgetary Controls	Has the Council prepared an annual budget in support of its Precept Is actual expenditure against the budget regularly reported to the council? Are there any significant unexplained variances from budget?	✓ ✓ No	✓ ✓ No
Income Controls	Is income properly recorded and promptly banked? Does the Precept recorded agree to the Council Tax authority's notification? Are security controls over cash and near cash adequate and effective?	✓ ✓ ✓	✓ ✓ ✓
Petty cash Control	Is all petty cash spent recorded and supported by VAT invoices/receipts? Is all petty cash expenditure reported to F&GP committee? Is petty cash reimbursement carried out regularly?	✓ ✓ ✓	✓ ✓ ✓
Payroll Controls	Do all employees have contracts of employment with clear terms & conditions? Do salaries paid agree with those approved by the council? Are other payments to employees reasonable and approved by council? Have PAYE/NIC been properly operated by the council as an employer?	✓ ✓ ✓ ✓(Capita)	✓ ✓ ✓ ✓
Assets Controls	Does the council maintain a register of all material assets owned or in its care? Are the assets and investments registers up to date? Do asset insurance valuations agree with those in the asset register?	✓ ✓ ✓	✓ ✓ ✓

Internal Control		What is tested	RFO	McCabe Ford Williams
Bank reconciliation	Is there a bank reconciliation for each account?		✓	✓
	Is a bank reconciliation carried out in a timely fashion?		✓	✓
	No unexplained balancing entries are recorded in any reconciliation		✓	✓
	Is the value of investments held summarised on the reconciliation?		✓	✓
Year-end procedures	Are year-end accounts prepared on the correct accounting basis		✓	✓
	Are accounts Prepared on an Income and Expenditure?		✓	✓
	Do accounts agree with the cashbook?		✓	✓
	Is there an audit trail from underlying financial records to the accounts?		✓	✓
	Where appropriate, have debtors and creditors been properly recorded?		✓	✓

Checked by:-

Responsible Finance Officer

Paul Bone

Signed



Outside internal Auditors

McCabe Ford Williams

Signed

McCabe Ford Williams

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTEDeal Town CouncilORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.deal.gov.uk> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

Deal Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	507,905	473,856	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	475,261	475,932	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	69,090	85,005	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	315,711	393,606	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	262,689	335,942	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	473,856	305,245	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	442,085	287,122	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	570,834	591,371	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

18/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Deal Town Council - Nat West Combined A/C's
List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Transaction Detail	Amount Paid
02/04/2024	VIC YOUNG S S LTD	OFFICIAL CAR LEASE	£ 390.89
03/04/2024	SCREWFIX ACCOUNT	MAINTENANCE TH	£ 1,243.24
03/04/2024	SSE SWALEC GAS	GAS TOWN HALL	£ 1,500.68
04/04/2024	NEATHOUSE PARTNERS	H&S and HR SUPPORT	£ 366.00
04/04/2024	BRITISH TELECOM	INTERNET TOWN HALL	£ 53.94
05/04/2024	RIALTAS BUS SOLUTIONS	RBS OMEGA LICENCES	£ 1,198.80
05/04/2024	RIALTAS BUS SOLUTIONS	ALLOTS LICENCE RBS	£ 132.00
05/04/2024	RIALTAS BUS SOLUTIONS	ALLOTS SUPPORT & MAINT	£ 298.80
05/04/2024	VODAFONE BUSINESS	WORK MOBILES	£ 99.76
08/04/2024	TOTAL SUPPLIES	BLUE ROLL FOR TH	£ 45.60
09/04/2024	VIKING OFFICE DEPOT	STATIONERY TOWN HALL	£ 148.50
10/04/2024	CURRYS BUSINESS	IT EQUIPMENT FOR TH	£ 1,094.96
10/04/2024	INDIVIDUAL	SANCTUARY GRANT	£ 500.00
10/04/2024	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 199.44
12/04/2024	FCS EXT CLEANING	CLEANING WINDOWS TH	£ 40.00
12/04/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 138.60
12/04/2024	KALC	SUBSCRIPTION TOWN HALL	£ 2,118.00
15/04/2024	NATWEST	BANK CHARGES	£ 50.55
15/04/2024	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,650.00
15/04/2024	VISION ICT LTD	SSL CERTIFICATE	£ 60.00
15/04/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 158.40
15/04/2024	MAYORESS OF FOLK'S	MAYOR EVENT	£ 44.00
15/04/2024	DEAL AREA REFUGEE AID	GRANT APRIL 24	£ 800.00
16/04/2024	KCS PROFESSIONAL	COPY CHARGES TH	£ 26.51
17/04/2024	ADM COMPUTER SERV	IT SUPPORT TOWN HALL	£ 822.54
18/04/2024	PENSION BACS	EE'S PENSION	£ 1,384.59
18/04/2024	PENSION BACS	ER'S PENSION	£ 5,501.78
19/04/2024	DEAL TC BACS SALARIES	DEAL TC BACS SALARIES	£ 19,045.60
19/04/2024	K & N GARDENING	PLANTING ALLOTS GR	£ 200.00
19/04/2024	K & N GARDENING	PLANTING ALLOTS MR	£ 280.00
19/04/2024	DOVER DISTRICT C	RATES APRIL 2024	£ 1,276.50
19/04/2024	WORLDPAY (UK)LIMITED	CARD MACHINE VIC	£ 54.00
22/04/2024	HMRC	ER's NI	£ 2,364.73
22/04/2024	HMRC	EE's NI	£ 1,053.87
22/04/2024	HMRC	EE's PAYE	£ 3,083.74
24/04/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 158.40
24/04/2024	K & N GARDENING	GROUND WORKS GR	£ 49.28
24/04/2024	K & N GARDENING	GROUND WORKS MR	£ 49.28
24/04/2024	K & N GARDENING	GROUND WORKS PA	£ 49.28
24/04/2024	K & N GARDENING	WEEDING GR BANK	£ 59.16
24/04/2024	ELEC-SEC LTD	ELECTRICAL WORK TH	£ 11,520.00
25/04/2024	TRADER	REF OF SAT MKT PYMT	£ 37.50
25/04/2024	THE ALTERATION STUDIO	UNIFORM ALTERATION	£ 142.50
25/04/2024	DEAL SPEAKING UP GRP	GRANT APRIL 24	£ 900.00
26/04/2024	FCS EXT CLEANING	CLEANING PAVEMENT UC	£ 220.00
26/04/2024	FCS EXT CLEANING	CLEANING WINDOWS TH	£ 190.00
26/04/2024	RK GRAPHICS	BUSINESS CARDS TH	£ 240.00
26/04/2024	DEAL & WALMER C O T	GRANT APRIL 2024	£ 500.00

30/04/2024	NATWEST	BANK CHARGES	£ 62.56
30/04/2024	KENT FARMERS M	MARKET SUBSCRIPTION	£ 103.00
30/04/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 158.40
30/04/2024	SUEZ RECYCLING AND	WASTE & RECYCLING TH	£ 227.02
			£ 62,092.40

Deal Town Council - Nat West Combined A/C's
List of Payments over £500 made between 01/04/2024 and 30/04/2024

03/04/2024	SCREWFIX ACCOUNT	TOWN HALL MAINTENANCE	£ 1,243.24
03/04/2024	SSE SWALEC GAS	GAS TOWN HALL	£ 1,500.68
05/04/2024	RIALTAS BUSSOLUTIONS	RBS OMEGA LICENCES	£ 1,198.80
10/04/2024	CURRY'S BUSINESS	IT EQUIPMENT FOR TH	£ 1,094.96
10/04/2024	INDIVIDUAL	SANCTUARY GRANT	£ 500.00
12/04/2024	KALC	SUBSCRIPTION TOWN HALL	£ 2,118.00
15/04/2024	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,650.00
15/04/2024	DEAL AREA REFUGEE AID	GRANT APRIL 24	£ 800.00
17/04/2024	ADM COMPUTER SER	IT SUPPORT TOWN HALL	£ 822.54
18/04/2024	PENSION BACS	PENSION EE'S PENSION	£ 1,384.59
18/04/2024	PENSION BACS	PENSION ERS PENSION	£ 5,501.78
19/04/2024	DEAL TC BACS SALARIES	DEAL TC BACS SALARIES	£ 19,045.60
19/04/2024	DOVER DISTRICT C	RATES APRIL 2024	£ 1,276.50
22/04/2024	HMRC	ER's NI	£ 2,364.73
22/04/2024	HMRC	EE's NI	£ 1,053.87
22/04/2024	HMRC	EE's PAYE	£ 3,083.74
24/04/2024	ELEC-SEC LTD	ELECTRICAL WORK TH	£ 11,520.00
25/04/2024	DEAL SPEAKING UP GRP	GRANT APRIL 24	£ 900.00
26/04/2024	DEAL & WALMER C O T	GRANT APRIL 2024	£ 500.00
			£ 57,559.03

Deal Town Council - Nat West Combined A/C's
List of Payments made between 01/05/2024 and 31/05/2024

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/05/2024	SCREWFIX ACCOUNT	MAINTENANCE TH	£ 99.28
01/05/2024	VIC YOUNG S S LTD	OFFICIAL CAR LEASE	£ 390.89
02/05/2024	SSE SWALEC GAS	GAS TOWN HALL	£ 1,418.23
03/05/2024	JANUS RIDGEWAY LTD	GAZEBO LEG WEIGHTS	£ 762.48
03/05/2024	NEATHOUSE PARTNERS	H&S and HR SUPPORT	£ 366.00
03/05/2024	DEAL & WALMER C O T	MEMBERSHIP 2024	£ 30.00
03/05/2024	FOREST WOODCRAFT	REPLACEMENT WINDOW TH	£ 2,796.00
07/05/2024	BRITISH TELECOM	INTERNET TOWN HALL	£ 58.68
08/05/2024	WORLD PAY	TERMINAL CHARGE	£ 9.41
08/05/2024	WORLD PAY	TERMINAL CHARGE	£ 54.22
09/05/2024	VODAFONE BUSINESS	WORK MOBILES	£ 104.59
09/05/2024	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 199.34
09/05/2024	MARC- ONE SECURITY	SAT MKT STEWARD	£ 124.80
09/05/2024	CONEXIA LTD	PAYROLL PROCESSING	£ 631.15
09/05/2024	MATTHEW MORRIS	CARBON STRATEGY REVIEW	£ 770.00
15/05/2024	VIKING OFFICE DEPOT	STATIONERY TH	£ 81.23
15/05/2024	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,320.00
15/05/2024	SIDEWAYS MEDIA	WEDDING ADVERT	£ 108.00
15/05/2024	NAT WEST	BANK CHARGES	£ 45.80
16/05/2024	SANDWICH TC	CIVIC INVITATION	£ 12.00
16/05/2024	KALC	CLLR TRAINING	£ 60.00

17/05/2024	STAFF SALARIES	STAFF SALARIES	£ 19,498.87
17/05/2024	CLLR ALLOWANCES	CLLR ALLOWANCES	£ 1,950.00
17/05/2024	PENSION	EE's PENSION	£ 1,347.66
17/05/2024	PENSION	ER's PENSION	£ 5,324.48
20/05/2024	BUSINESS STREAM	WATER TOWN HALL	£ 99.85
20/05/2024	DOVER DISTRICT COUNCIL	BUSINESS RATES MAY 24	£ 1,272.00
20/05/2024	K & N GARDENING	ALLOT MAINT	£ 206.66
20/05/2024	K & N GARDENING	ALLOTS MAINT	£ 206.66
20/05/2024	K & N GARDENING	ALLOTS MAINT	£ 206.68
20/05/2024	ADM COMPUTER SERV	IT SUPPORT TOWN HALL	£ 823.74
21/05/2024	ASTOR THEATRE	DDC GRANT	£ 5,000.00
22/05/2024	GDPR INFO LTD	DATA PROTECTION OFFICER	£ 840.00
22/05/2024	RIALTAS BUS SOLUTIONS	YEAR END SUPPORT	£ 990.00
22/05/2024	SSE	ELECTRIC TOWN HALL	£ 922.90
22/05/2024	HMRC	EE's PAYE	£ 3,219.52
22/05/2024	HMRC	EE's NI	£ 885.07
22/05/2024	HMRC	ER's NI	£ 2,413.55
23/05/2024	BUSINESS STREAM	WATER PARK AVENUE ALLOTS	£ 257.79
28/05/2024	WORLDPAY	TERMINAL CHARGES	£ 2.15
31/05/2024	BRIGHTLINGSEA CPL	MAYOR EVENT	£ 50.00
31/05/2024	SUEZ RECYCLING AND	WASTE AND RECYCLING TH	£ 225.72
31/05/2024	NAT WEST	BANK CHARGES	£ 96.54
			£ 55,281.94

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

List of Payments over £500 made between 01/05/2024 and 31/05/2024

Date Paid	Payee Name	Transaction Detail	Amount Paid
02/05/2024	SSE SWALEC GAS	GAS TOWN HALL	£ 1,418.23
03/05/2024	JANUS RIDGEWAY LTD	GAZEBO LEG WEIGHTS	£ 762.48
03/05/2024	FOREST WOODCRAFT	REPLACEMENT WINDOW TH	£ 2,796.00
09/05/2024	CONEXIA LTD	PAYROLL PROCESSING	£ 631.15
09/05/2024	MATTHEW MORRIS	CARBON STRATEGY REVIEW	£ 770.00
15/05/2024	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,320.00
17/05/2024	STAFF SALARIES	STAFF SALARIES	£ 19,498.87
17/05/2024	CLLR ALLOWANCES	CLLR ALLOWANCES	£ 1,950.00
17/05/2024	PENSION	EE's PENSION	£ 1,347.66
17/05/2024	PENSION	ER's PENSION	£ 5,324.48
20/05/2024	DOVER DISTRICT C	BUSINESS RATES MAY 24	£ 1,272.00
20/05/2024	ADM COMPUTER SERV	IT SUPPORT TOWN HALL	£ 823.74
21/05/2024	ASTOR THEATRE	DDC GRANT	£ 5,000.00
22/05/2024	GDPR INFO LTD	DATA PROTECTION OFFICER	£ 840.00
22/05/2024	RIALTAS BUS SOLUTIONS	YEAR END SUPPORT	£ 990.00
22/05/2024	SSE	ELECTRIC TOWN HALL	£ 922.90
22/05/2024	HMRC	EE's PAYE	£ 3,219.52
22/05/2024	HMRC	EE's NI	£ 885.07
22/05/2024	HMRC	ER's NI	£ 2,413.55
			£ 52,185.65

DEAL TOWN COUNCIL MEMORANDUM

TO: Councillor O Richardson, Chairperson of Deal Town Council
Deal Town Councillors

FROM: Nadine Miller, Climate Change & Communications Officer and Paul Bone R.F.O

SUBJECT: Deal Warm Welcome 2023/24 – final report

DATE: 04 June 2024

Information to note

Deal Warm Welcome 2023/2024 drew to a close at the beginning of April after providing four months of support, warmth, friendship and shelter this winter.

Seven venues provided welcome across six days a week in locations across the town and this winter the scheme started a month later in December. Here are the attendance figures for Deal Warm Welcome with last year's figures for comparison.

	2022/2023	2023/2024
December	379	377
January	455	511
February	512	499
March	389	511
April	51	30
Total attendance	1,786	1,928

It was the first year Deal Warm Welcome included direct funding, giving money to United Families and Deal Foodbank to help residents in urgent need. Both have the expertise and infrastructure to be able to directly support people and families in Deal who are unable to afford food and energy bills.

Here is a breakdown of the £1,000 they each received.

United families	quantity	cost	total
8L twin draw air fryer	1	£89	£89
Air fryer 6L – family size	8	£39.88	£319.04
4L air fryer – easy use	5	£39.99	£199.95
Energy Top-up vouchers	10	£40	£400
Households helped	24	Total cost	£1007.99

Deal Area Foodbank	quantity	cost	total
Slow cooker	5	£29.99	£149.95
Heated throws	5	£39.99	£349.95
Food grant	1	£10	£10
Heating grants	10	£20 - £75	£505
Households helped	21	Total cost	£1014.90

Direct funding allowed us to reach people in a new way, supporting people and families in their own homes. In the interim report that went to Full Council in February 2024, Deal Foodbank praised the scheme as a 'brilliant success' and United Families fully recommended and supported the project.

The feedback we continue to receive from our guests and the venues is that the scheme not only addresses an immediate need for warmth and refreshment, but Deal Warm Welcome continues to build communities and gives people a sense of belonging, family and support. Indeed, this year two of our guests, who met and have thrived through attending the Deal Warm Welcome, were married in March.

The total for Deal Warm Welcome 23/24 was £7,784 of the £10,000 allocated from the Warm Spaces budget (£5,634 supporting venues, £150 for marketing and £2,000 for direct funding). We continue to receive positive feedback from our venues and although the total attendance is higher than last winter, it is apparent that some venues saw considerably more guests than others. The scheme was again supported online, and each venue was given a suite of promotional materials in November 2023 to promote their warm spaces.

Despite additional marketing there were lower than expected visitor numbers at three of the venues but in order to offer welcome across the town, they kept their doors open, just in case help was needed and volunteers continued to give their time, always ready to welcome people and offer warmth, refreshment and support.

Venues in 23/24 were chosen due to their previous experience with Deal Warm Welcome, available volunteer support, opening times and geographical location. Should Deal Warm Welcome continue, previous attendance figures will now be a criteria and this is outlined in the project proposal for winter 24/25 that has been submitted to Full Council.

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr Oliver Richardson – Chairperson of Deal Town Council; All Council members
From: Mrs L Crow, Town Clerk
Date: 17 June 2024
Subject: Deal Town Council project plans received

As members will be aware, the council agreed that new project proposals would be considered twice a year, in June and October and that it would be at the Town Clerk's discretion if a project proposal was brought forward outside of these two months in liaison with the Chairperson of the relevant committee or Chairperson of the Council.

The project proposals have now been received for this month and they are all mindful of the Town Council Commitments which are as follows.

The Town Plan Action List
 The Council's Climate Change Declaration
 The Council's Declaration of Ecological Emergency
 The City of Sanctuary Strategy

The Council currently has a Project Fund with a budget of £35,000, and a Warm Spaces Fund with a budget of £10,000.

A summary of each proposed project plan is listed below, full project plans are attached.

A) Recommended from the Environment Committee

1. Deal Tree Guardians Project: Deal Town Council will recruit and support of group of volunteer tree guardians who will take responsibility for either one or a small number of trees near their homes. DTC will work with the Tree Guardians to take care of existing trees and to get new trees planted. This will lead to increased tree cover in Deal.

2. Hedgehog Friendly Deal Project: The aim of the project is to make Deal a hedgehog friendly Town, raise awareness with local residents and distribute hedgehog friendly fencing to households in Deal. Hedgehogs help balance insect populations that would normally damage crops and garden plants. Since 2002 hedgehog numbers have been in decline in the UK by more than 30%.

3. Hedge Pledge 2 Project: This project aims to lead on the success of Hedge Pledge, which was part of the Climate Action Plan 2024 accepted by Full Council. The aim of Hedge Pledge 2 is to increase the number of hedgerows and trees across the town, which can also provide safe corridors for birds and other wildlife. Many residents remain unaware of the ecological crisis and the decline in wildlife.

Budget: The Responsible Finance Officer recommends that funding for these three projects would come from the Project Fund.

B) Youth Engagement Plan

To have a workable, sustainable plan on how the council can increase its engagement with young people, and provide sustainable links with local schools, key youth organisations and stakeholders.

Budget: The Responsible Finance Officer recommends that funding for this project would come from the Project Fund.

C) Deal Warm Welcome Project

Deal Warm Welcome was established in October 2022 by Deal Town Council to support residents who may struggle to manage their budget through the winter. Venues were established across the town, providing a food offer, offering hot and cold drinks, a warm, friendly environment, support and signposting to additional services.

Each year the project has evolved in response to the feedback from guests, partners and attendance information that is gathered from each venue.

This year, Deal Warm Welcome will work in partnership with four existing venues and help establish a new venue to offer two sessions a week. Direct funding will continue to give immediate financial support for residents struggling to pay food and fuel bills and this winter the project will contribute towards the engagement of a Citizen's Advice officer, equipping people with the knowledge they need to find their way forward.

Budget: The Responsible Finance Officer recommends that funding for this project would come from the Warm Spaces Budget.

Decisions required:

Members to consider the attached Project Plans and agree which ones they want to approve.

Members to consider delegating authority to the Lead Person named in section two of the project templates in liaison with the Town Clerk to action and make decisions on the approved plans.

PROJECT PROPOSAL	
Project Title: Deal Tree Guardians	
1 PROJECT AIM <i>(A short statement - What changes do you want to see? What will the wider impact be?)</i> Deal Town Council will recruit and support a group of volunteer tree guardians who will take responsibility for either one or a small number of trees near their homes. We will work with the tree guardians to get new trees planted and to take care of the trees, leading to increased tree cover in the town.	
2. LEAD BODY: Deal Town Council Officer	LEAD PERSON: Climate Change
POTENTIAL PARTNERS: Deal TC members, Tree Wardens, KCC, DDC, and Walmer TC.	
3.PROJECT SUMMARY <i>(A longer explanation - What will happen? How will it be done? Who will benefit?)</i> One of the problems which arises with new tree planting is the extra care of the tree required in its first year. People who live near the trees are the best people to check if they need watering, watch for damage etc. I have anecdotal evidence that this is already happening on a small scale. A scaling up and regularisation of this activity will benefit the town. The project will be led by the Climate Change Officer and a member working group. We will invite the volunteer tree wardens in the area to take part in the planning and operation, so we have their expertise from the beginning. We will engage with DDC green spaces officers and KCC tree officers to see what support they can offer in training and networking for the new guardians. A social media communications campaign plus a mailout to local organisations will help create interest. Two information sessions will take place for interested persons and the launch will happen after this. Three events will be held to train and support the guardians followed by quarterly networking events. (this part will eventually be run by the guardians themselves.) Tree planting (native species only) and necessary equipment will be supported with project funds.	
4. PROJECT PERIOD <i>(How long will the project run? When do you want it to start?)</i> This project should run for a minimum of two years, starting Spring 2025. After this thought should be given to whether this could become a standalone group, eligible for grant funding.	
5. EVIDENCE OF NEED: <i>(Why is it needed? How do you know?)</i> The Tree survey carried out by councillors and volunteers in 2020/21 showed that Deal has insufficient tree cover. Deal Town Council's Town Plan includes an ambition to provide extra tree cover and our recent Biodiversity declaration is also served by this project. This project could support provision of trees in public spaces or could include private property, with the right risk assessments and safeguards.	
6. TARGETS <i>(What will have happened by the end? NB your targets must be measurable.)</i> At least five tree guardians will be recruited and supported as a team by December 2025. There will be at least ten new trees in the town as a result of this project. A communications campaign will promote the team and stimulate further volunteer action on trees and hedges in Deal.	

7. SUSTAINABILITY (*Will the actions carry on after the project closes? Will it end and close down?*)

Thought should be given to whether this could become a standalone group, eligible for grant funding. The impact will be long term, as the trees will grow even if the group did not continue.

8. ESTIMATED BUDGET (*How much do you think it will cost? Where will this come from?*)

Trees £2000, Trainer fees £500, Events £250, Equipment such as water barrels & hoses £250.

Total = £3000 from Deal TC Project fund.

OTHER RESOURCES (*Will it need staff time? Volunteer support?*)

Staff time – about one day a week in the recruitment stage, over 3 months, minimal after this.

EXTRA INFORMATION

See similar projects below:

<https://www.charltonkingsparishcouncil.gov.uk/tree-guardians>

<https://www.colchester.gov.uk/better-colchester/colchesterwoodlandbiodiversity/?page=become--a--tree--guardian>

<https://saveourstreettrees.org/northampton-tree-guardians/>

Please complete the ACTION PLAN below if a detailed plan is available.

9. PROJECT ACTION PLAN: *To be completed after initial discussion with members and tree wardens.*

ACTION REQUIRED	WHEN BY	WHO	NOTES

PROJECT PROPOSAL TEMPLATE (Sections 1 – 8 must be completed. Section 9, over, is to be completed if a detailed plan is available.)

Project Title: Hedgehog Friendly Deal

1. PROJECT AIM (A short statement - What changes do you want to see? What will the wider impact be?)

Project aims to make Deal a hedgehog friendly town by raising awareness amongst residents and distributing hedgehog-friendly fence gravel boards to households.

2. LEAD BODY: Deal Town Council

LEAD PERSON: Climate Change Officer in liaison with Cllr Craggs and Cllr Brookfield.

OTHERS: Committee Clerk

POTENTIAL PARTNERS: East Kent Climate Action, Kent Wildlife Trust, Peoples Trust for Endangered Species, Hedgehog Street, Hedgehog Rescue Deal and Ash.

3. PROJECT SUMMARY (A longer explanation - What will happen? How will it be done? Who will benefit?)

1. This project aims to distribute hedgehog friendly gravel boards to residents in order to establish 'hedgehog highways' throughout the town. Residents register to receive one of 100 free hedgehog friendly gravel board, funded by Deal Town Council.
2. Interested residents found via initial stall at the Deal Saturday Market in partnership with a group that campaigns for wildlife, but mostly through a rolling communications campaign on council ran social media. The Campaign will highlight population decline, the ecological importance of hedgehogs, what residents can do to help them in their gardens, and signpost to local hedgehog rescues.

4.PROJECT PERIOD (How long will the project run? When do you want it to start?)

Preparation should start in autumn 2024, with project going public in Spring 2025 with the distribution of fences concluding by August 2025, and communications campaign ending at the end of September 2025.

How to gather baseline information of hedgehog numbers/extent of existing Hedgehog Highway will be explored.

5. EVIDENCE OF NEED: (Why is it needed? How do you know?)

Town Plan: Deal Town Council to work with local groups on a campaign to promote planting and maintaining hedges, keeping front gardens green, rewilding etc.

CARBON REDUCTION STRATEGY: Priority Area 5 – Carbon Emission Balancing

- Green the urban area to improve the environment for people, birds, animals and insects.

DTC Declaration of Ecological Emergency - implementing actions on local nature protection and recovery, including community engagement and partnership working.

Since 2002, Hedgehog numbers across the UK have declined by more than 30%, and number fewer than a million This decline is uneven, and population losses are more severe in rural regions than in cities (up to 75%)- [National Biodiversity Network](#). [37% of British children](#) have never seen a living hedgehog, and so we risk shrinking awareness and general interest in the wellbeing of the species. Hedgehogs aren't just an iconic British species but are insectivores helping to balance insect populations that would otherwise damage agricultural crops and garden plants.

6. TARGETS (*What will have happened by the end? NB your targets must be measurable.*)

- a) By the end of the project 100 hedgehog friendly fences will have been distributed amongst residents.
- b) To raise awareness of our local wildlife and what we can do to protect and encourage it. Residents will become more engaged on the issue (can clicks on our social media pages be monitored over time)?
- c) To bring this and other DTC and local projects together for an ecological summit at the Town Hall in November 2025, underlying our Declaration of Ecological Emergency.

7. SUSTAINABILITY (*Will the actions carry on after the project closes? Will it end and close down?*)

Typical fences can remain in place for between 10-15 years, and so the provision of hedgehog friendly gravel boards will provide a long term legacy that will benefit the species for years to come. Alongside a communications campaign with our community partners, this has the potential to bring awareness amongst residents about the decline of hedgehogs and arm them with the knowledge to enact minor changes that can have a significant impact.

8. ESTIMATED BUDGET (*How much do you think it will cost? Where will this come from?*)

£1450

100 Hedgehog friendly gravel boards at roughly £12-£14 each.

Resources for stall = £50.

OTHER RESOURCES (*Will it need staff time? Volunteer support?*)

- Officer Time as part of the 2025 Climate Action Plan.
- Volunteer Time from Councilor time, community group - 30 days.

Please complete the ACTION PLAN below if a detailed plan is available.

9. PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES
Foster links with local community partners + maintain these.	Ongoing and strengthened throughout the project period.	Cllr Project Leads Climate Change & Comms Officer	Create links with local and national groups and businesses
Submit Hedgehog Friendly Town Project to Full Council to approve budget.	To be advised	Cllr Project Leads Climate Change & Comms Officer	Funding needs to be agreed before the project can be launched.
Source educational material in preparation for communications campaign, including a presence at the Saturday Market.	Spring 2025	Climate Change & Comms Officer	Ongoing - local and national online resources will be shared on social media in line with our Declaration of Ecological Emergency.
Quotations from local or national companies on Hedgehog gravel boards.	Supplies needed from Spring 2025	Committee Clerk	Hedgehog streets has a list of suppliers in each region, found here .
Project publicised to public, beginning of	Spring 2025	Climate Change & Comms Officer	Project opens via social media announcement and a

communications campaign.		Councillors	stall at deal Saturday market alongside EKCA or KWT, providing register of interest for gravel boards, registration to be a Hedgehog Champion (via Hedgehog Street). Regular Posts made on social media.
Residents sign up for hedgehog gravel boards. (Sourcing and delivery of the boards to be explored further).	Spring/Summer 2025	Climate Change & Comms Officer Committee Clerk	Registration and delivery to be confirmed. Residents send pictures of installed panels for publicisation.

PROJECT PROPOSAL TEMPLATE

Project Title: Hedge Pledge 2 and Tree Jamboree

1. PROJECT AIM *(A short statement - What changes do you want to see? What will the wider impact be?)*

An increase in the number of hedgerows and hedgerow trees across the town and possibly beyond, which will in turn provide safe corridors for birds and other wildlife.

The aim is to build on the success expected of the current and ongoing Deal Climate Action Project ("Hedge Pledge") wherein we seek to extend the hedgerows within and around the allotments and beyond.

NB Clearly a hedge can be of variable dimensions; its height has some legal definition in terms of causing nuisance by being too tall for abutting neighbours but a reasonable understanding of the width of a hedge is three feet. This project will operate with a degree of flexibility in determining how "big" a hedge should be.

2. LEAD BODY: Deal Town Council

LEAD PERSON: Climate Change Officer in liaison with Cllrs Brookfield and Craggs

OTHERS: Committee Clerk and R.F.O.

POTENTIAL PARTNERS: Tree Council, The Woodland Trust, Soil Association, East Kent Climate Action, CPRE, DDC.

3. PROJECT SUMMARY *(A longer explanation - What will happen? How will it be done? Who will benefit?)*

- a) **Awareness Raising:** many residents remain unaware of the ecological crisis looming and the benefits of maintaining environments that will help combat the decline of wildlife that has been for so long part of the joy of living in Deal. A major programme of communication and education is needed.
- b) Given how finite resources are - both to residents and to the Council itself - **Partnership Working** will be the hall-mark of this project wherein the Council plays a facilitative role, leveraging in resources to the town and aiding collaboration between assorted parties.
- c) **Leadership and Incentivisation:** despite (b) above, the Council will play an important role in enabling those with limited understanding of what the issues are and how their actions can help relieve the crisis by setting up a number of small projects and events to bring residents and others on board, not least apropos the predicted success of the current *Hedge Pledge* project.

4 PROJECT PERIOD *(How long will the project run? When do you want it to start?)*

Summer 2025/26 onwards

5. EVIDENCE OF NEED: *(Why is it needed? How do you know?)*

DTC Declaration of Ecological Emergency - implementing actions on local nature protection and recovery, including community engagement and partnership working.

CARBON REDUCTION STRATEGY:

Priority Area 4 – External Activities Management: Scope 3

- Continue to help allotment holders to minimise their environmental impact

Priority Area 5 – Carbon Emission Balancing

- Green the urban area to improve the environment for people, birds, animals and insects

6. TARGETS (*What will have happened by the end? NB your targets must be measurable.*)

- a) By September 2026, our Partners (See above) will have formally recorded their appreciation of the initiative taken by DTC through this project.
- b) By September 2026, at least 100 new or replacement hedges will have been planted.
- c) By September 2026, via SurveyMonkey consultation, Deal residents will have demonstrated their support for this project.

7 SUSTAINABILITY (*Will the actions carry on after the project closes? Will it end and close down?*)

- a) Having met Target © above, it is hoped that the project will continue into a second year, extending hedgerows further and tree cover in and around Deal.
- b) Through the monitoring work of partners, we will see an increase in birdlife in Deal and of other wildlife, including data from events like the RSPB's "Big Count"

8 ESTIMATED BUDGET (*How much do you think it will cost? Where will this come from?*)

£1200 from the Environment Committee

OTHER RESOURCES (*Will it need staff time? Volunteer support?*)

- a) Officer Time - 30 days
- b) Volunteer/Councillor Time - 25 days

Please complete the ACTION PLAN below if a detailed plan is available.

9 PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES
Via website and local media, celebrate the success of the current "Hedge Pledge" Project	Summer 2025	Climate Change & Comms Officer	
Forge strong relationships with potential partners and be clear about the resources that might be thus called upon for hedge and tree planting.	Summer 2025	Cllr Project Leads Climate Change & Comms Officer	Tree Council, The Woodland Trust, Soil Association, East Kent Climate Action, CPRE, DDC.

<p>Raise awareness of the need for planting additional trees and hedges in and around Deal by linking with:</p> <ul style="list-style-type: none"> * residents - eg Market stall and other comms * builders engaged in major developments in Deal * Nurseries and Garden Centres * Local schools, scout and guide groups * the Farming Community * Neighbouring Councils 	Summer 2025	<p>Cllr Project Leads</p> <p>Climate Change & Comms Officer</p> <p>Committee Clerk</p>	
<p>To explore options to purchase 100 Hedgerow packs from eg the Woodland Trust and distribute these via the Saturday Market stall in return for a resident's own "Hedge Pledge"</p>	Autumn 2025	<p>Cllr Project Leads</p> <p>Climate Change & Comms Officer</p> <p>Committee Clerk</p>	
<p>Plan celebratory events that highlight the benefits for both wildlife and the environment, such as a photograph competition or hedgefund prize.</p>	Autumn/Winter 2025	<p>Cllr Project Leads</p> <p>Climate Change & Comms Officer</p>	
<p>Interim evaluation, through survey and using all extant data, consider the success and development points from the first year of this project</p>	Spring 2026	<p>Climate Change & Comms Officer</p> <p>Committee Clerk</p>	

Deal Town Council PROJECT PROPOSAL

The Council will 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.

Project proposals must demonstrate how the project fits with Deal Town Council Policies or Commitments.

The following to be completed in detail by all Councillors and Officers bringing forward a new project for consideration. (Sections 1 – 9 must be completed. Section 10 is to be completed if a detailed plan is available.)

Project Title: Youth Engagement

1

PROJECT AIM *(A short statement – about 100 words. What would be the key activities? What changes do you want to see? What will the wider impact be?)*

To present to the Council a workable, sustainable plan on how the council can increase its engagement with young people.

To provide sustainable links with local schools, youth organisations and stakeholders.

2

LEAD BODY: Deal Town Council

LEAD PERSON: Town Clerk

POTENTIAL PARTNERS: Local schools and youth organisations

Schools for phase one will be those that are local to Deal Town Council: Sandown Primary School, Warden House Primary School, Hornbeam Primary School, St Mary's Catholic Primary School and Goodwin Academy. If this is successful, the council could consider phase two and reaching out to other schools in the surrounding area which have a significant number of Deal Town pupils.

We will approach scout groups, cadets etc when the resources are ready.

3

PROJECT SUMMARY *(A longer explanation - What will happen? How will it be done? Who will benefit?)*

A)

Learning Packs: DTC to make available learning packs (PDF to download) to Primary and Senior schools and youth organisations.

Learning packs to be compiled by a small task and finish group that include DTC officers and councillors who are current or retired teachers. Participating schools will be consulted at an early stage as to the content of the learning packs.

B)

The Mayor and Town Sergeant to attend an assembly of the participating schools in Deal, if invited, once a year and give a presentation on the Mayor's role.

The Mayor and a DTC Officer to attend one school assembly of each school to give a presentation on the Town Plan, including the Climate Change projects and the councils City of Sanctuary strategy and an age-appropriate film to be produced inhouse by the Communications Officer

The Mayor with a DTC Officer to attend an appropriate school club/group i.e. youth council, Eco warrior, meetings once a year if agreeable to the schools.

C)

A DTC Officer to maintain links with the Primary and Senior Schools as appropriate.

D)

A page on DTC website to be added to contain the learning packs that will be free to download.

E)

Local Schools will be welcome to arrange a visit to the Town Hall through DTCs Event Manager. This will be a tour of the Town Hall with an age-appropriate History of the Town Hall/worksheet and refreshments.

4**PROJECT PERIOD** (*How long will the project run? When do you want it to start?*)

July 2024 onwards

5**EVIDENCE OF NEED:** (*Why is it needed? How do you know?*)

The public response in the Town Plan consultation was that 51% of the electors of Deal wanted the council to seek ways to engage and involve young people.

This was then added to the Town Plan Action list.

The aim of this project is to complete the Town Plan Action point: Deal Town Council to seek ways to engage and involve young people.

The Town Clerk and officers have met with schools that have a significant number of Deal pupils. The schools have all indicated they would like to strengthen contacts with the council, but it is understood that the teaching staff time is very limited, and a light touch is required.

6**OBJECTIVES AND TARGETS** (*What will have happened by the end? NB your targets must be measurable*).

To have produced learning packs by June 2025.

To have a Youth page on the DTC website by June 2025.

To have produced a short film/presentation on the council's projects and purpose, including Climate Change, Ecological emergency aims and City of Sanctuary work by March 2025

To have an age-appropriate History of the Town Hall worksheet for school visits to the Town Hall by December 2024.

7

SUSTAINABILITY (*Will the actions carry on after the project closes? Will it end and close down?*)

These actions will be ongoing and updated when required. The Learning Packs and worksheets will be reviewed after two years based on feedback from users.

8

ESTIMATED BUDGET

How much do you think it will cost: £1,000 over two years for school visits to the Town Hall

Where will this come from: Project Fund

How does it represent Value for Money? Very little outlay for significant benefits in terms of youth engagement.

OTHER RESOURCES (*Will it need staff time? Volunteer support?*)

Staff time: Communications Officer, Event Manager, Committee Clerk and Town Sergeant. Approx 100hours over two years within normal roles.

Councillor time: Volunteer Councillors on the learning resources pack task and finish group. Approx 45hours.

The Mayor to attend schools as part of Mayoral duties.

9

How does the project fit with the existing commitments or policies of Deal Town Council?

Policy/Commitment	FIT Yes/No	Comments
The Town Plan Action	YES	Listed in Town Plan, action point 3
The Climate Change Declaration	YES	Promote Council's work on climate change
The Declaration of Ecological Emergency	YES	Promote Council's work on the declaration of ecological emergency
The City of Sanctuary Strategy	YES	Promote Council's work on their City of Sanctuary Strategy.

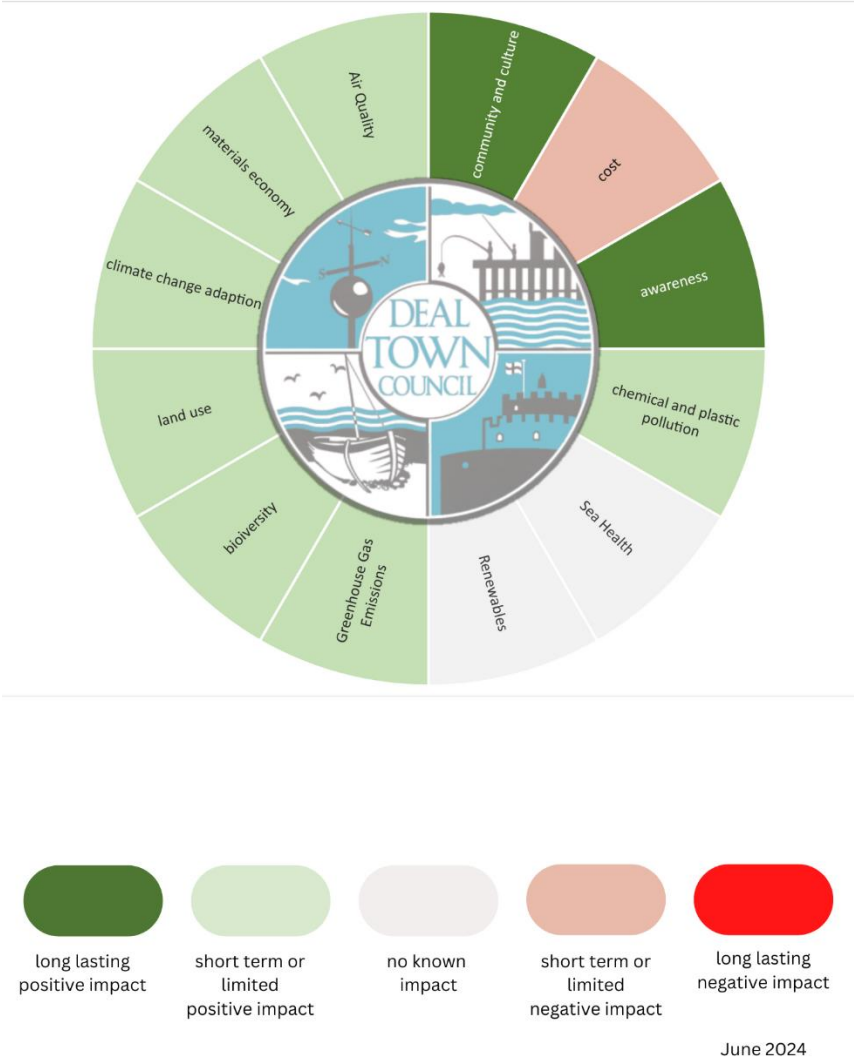
Please complete the ACTION PLAN below if a detailed plan is available.

10

PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES

Youth Engagement



Deal Town Council PROJECT PROPOSAL

The Council will 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.

Project proposals must demonstrate how the project fits with Deal Town Council Policies or Commitments.

The following to be completed in detail by all Councillors and Officers bringing forward a new project for consideration. *(Sections 1 – 9 must be completed. Section 10 is to be completed if a detailed plan is available.)*

Project Title:

Deal Warm Welcome – 2024/25

1 PROJECT AIM

Deal Warm Welcome was established in October 2022 by Deal Town Council to support residents who may struggle to manage their budget through the winter. It has evolved each year to ensure as many people as possible are able to access the help given

This year it is proposed that Deal Warm Welcome will:

- continue with Direct Funding
- invite four existing venues to participate again
- help establish a new venue to offer two sessions a week
- contribute towards the engagement of a Citizen's Advice officer

2 LEAD BODY: Deal Town Council

LEAD PERSON: Climate Change & Communications Officer

POTENTIAL PARTNERS: St Richard's Church, Trinity Church, St Andrew's Church, St George's Church, Deal Area Foodbank, Deal Area Foodbank Pantry, United Families & Citizen's Advice

3 PROJECT SUMMARY

Last winter seven venues offered warmth and hospitality to residents across the town for four months from December to April. In a bid to help more people, Direct Funding was introduced, allowing immediate financial support so people could buy food and energy in a crisis.

A review of the attendance figures for winter 23/24 will see a reduction in existing venues being asked to participate in the 24/25 project. Four of the existing seven venues will be asked to continue (collectively they greeted 1,589 of the 1,928 we welcomed across the winter)

Direct Funding helped 43 Deal households providing help with heating and eating. This funding will continue to be part of the project.

Deal Area Foodbank's new Pantry project will be launched at the Deal Welfare Club (Cowdray Square) this year. It is proposed that two new warm spaces are hosted there each week in the winter – one to be a traditional Deal Warm Welcome, the second to also be a warm space but with the addition of an officer from Citizen's Advice to give free guidance to residents in need.

The additional support and guidance is an opportunity for people to receive professional help, strengthen the Deal Warm Welcome offer and give extended provision across the town and across the week.

By supporting the Pantry in its infancy this winter, it is hoped to help build the community they hope to establish there.

4

PROJECT PERIOD

Monday 2 December 2024 to Friday 4 April 2025

5

EVIDENCE OF NEED: (Why is it needed? How do you know?)

Originally the project grew from the cost of living crisis that was borne out of escalating energy bills and an increase in food prices.

The continued rise in attendance and need for community and support shows the need for Deal Warm Welcome and the project continues to learn and evolve to give the best service and value it can.

The feedback we continue to receive from our guests and the venues is that the scheme not only addresses an immediate need for warmth and refreshment but Deal Warm Welcome continues to build communities and gives people a sense of belonging, family and support.

6

OBJECTIVES AND TARGETS

Our venues and partners will continue to record how many people are given welcome and support.

To extend our reach to help more people and offer face-to-face support too. Citizen's Advice "give people the knowledge and the confidence they need to find their way forward - whoever they are, and whatever their problem." (www.citizensadvice.org.uk)

With an extended provision, an increase in those who will benefit from Deal Warm Welcome is anticipated.

7

SUSTAINABILITY

All venues and the Council's online resources will continue to signpost for further help.

The addition of a new centre that will also provide specific access to Citizen's Advice means people will be able to get direct access to assistance and support.

Citizen's Advice say "We help people find a way forward. We can all face problems that seem complicated or intimidating. At Citizens Advice we believe no one should have to face these problems without good quality, independent advice.

"That's why we're here: to give people the knowledge and the confidence they need to find their way forward - whoever they are, and whatever their problem."

8 ESTIMATED BUDGET

How much do you think it will cost? £9,550

Where will this come from: £10,000 Warm Spaces budget (Budget approved Full Council January 2024)

£2,400 for four existing venues to host a Deal Warm Welcome for winter 24/25

£2,000 for Direct Funding for United Families and Deal Area Food bank to provided immediate support for help with heating and eating (£1,000 each)

£5,000 – the creation of two new weekly Deal Warm Welcomes at the Pantry and to contribute towards the cost of a Citizen's Advice Officer

£150 – Marketing materials to be printed to launch the project and signpost to out-of-hours help available during the Christmas break when many services are closed

How does it represent Value for Money? Thanks to the support of the venues and their volunteers, year on year the number of people who receive help as grown. The next step in the evolution of Deal Warm Welcome will allow the project to reach and help even more people.

OTHER RESOURCES

Staff time (RFO and Communications Officer 130 hours – 3½ weeks across 8 months) has been factored in as in previous years, the time allocated reduces each year as the project becomes more established and venues and partners promote their own welcomes. The venues are responsible for their volunteers, training, insurance and safeguarding provisions. The project is supported each year by Kent Coast Volunteering (KCV) who help recruit volunteers for each venue.

9 How does the project fit with the existing commitments or policies of Deal Town Council?

Policy/Commitment	FIT Yes/No	Comments
The Town Plan Action	Yes	to seek ways to engage better and make people feel they are listened to. to review how voluntary and community groups are supported by the Council and establish what their needs are and how best to support them. to support and promote local events and activities.
The Climate Change Declaration	no	

The Declaration of Ecological Emergency	no	
The City of Sanctuary Strategy	yes	<p>The relief of financial hardship amongst those granted and seeking refugee status and their dependants living (temporarily or permanently) in Deal and the surrounding area.</p> <p>To develop the capacity and skills of the members of the refugee community of Deal in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society</p>

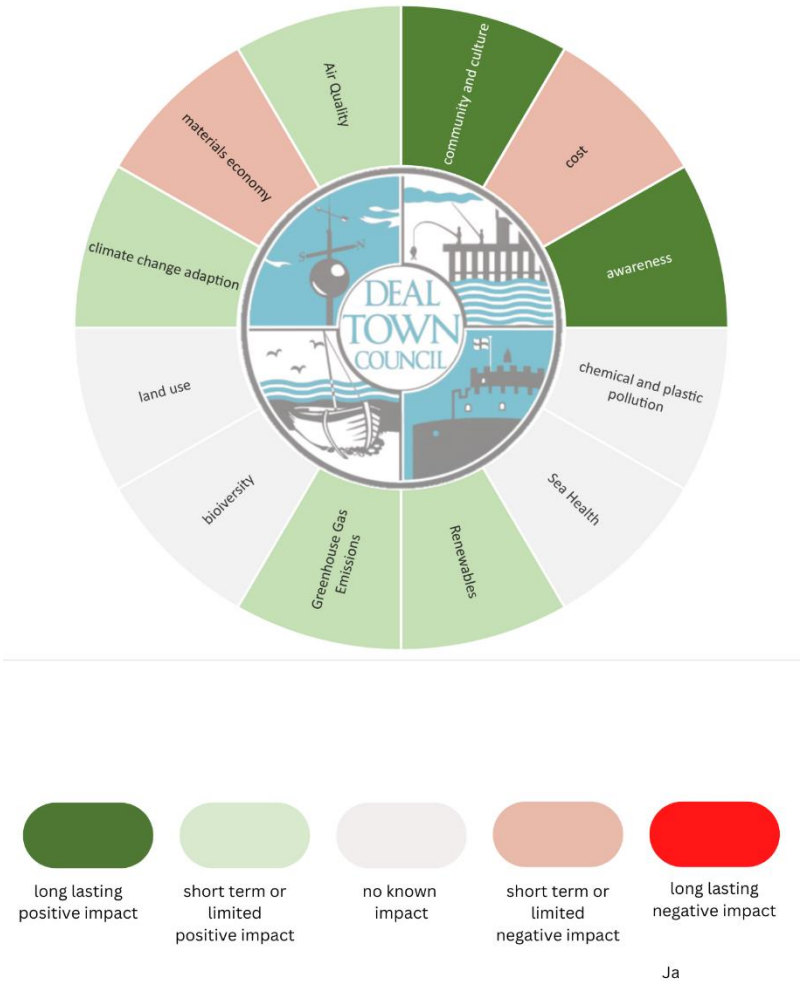
Please complete the ACTION PLAN below if a detailed plan is available.

10 PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES
Confirmation dates and times with the Pantry for the new Deal Warm Welcomes (including Citizen's Advice sessions)	September 2024	Communications Officer & RFO	Investigating provision for Thursdays and Fridays
Confirm four venues to provide provision for winter 24/25. Draft, send and receive new contracts (to include payments subject to satisfactory monitoring reports)	October 2024	Communications Officer & RFO	
Confirm provision for direct funding . Draft, send and receive new contracts (to include payments subject to satisfactory monitoring reports)	October 2024	Communications Officer & RFO	
Prepare marketing materials to be shared with venues, direct funders and the Pantry	November 2024	Communications Officer	
First payment to venues	November 2024	Communications Officer & RFO	

Deal Warm Welcome 2024/25 begins	Monday 2 December 2024	Deal Warm Welcome team	Marketing campaign will begin alongside this
Site visits to each Warm Welcome and partner meetings begin	December onwards	Communications Officer	
Second payment to venues (subject to satisfactory monitoring reports)	Monday 10 February	Communications Officer & RFO	
Interim report to Full Council	Tuesday 25 February 2025	Communications Officer	
Deal Warm Welcome ends	Friday 4 April 2025	Deal Warm Welcome team	
Final report to Full Council	Tuesday June 24 2025	Communications Officer	

Deal Warm Welcome 2024/25



**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr Oliver Richardson, Chairperson of the Council; All Council members
From: Mrs L Marney – Committee Clerk
Date: 11th June 2024
Subject: **Recommendation from the Environment Committee for alternative Council search engine**

At the Environment Committee meeting held on the 17th April 2024, the information below was considered, and following a discussion Members RESOLVED: *To recommend to Full Council that the default search engine is set as "Ecosia" on all DTC computer devices including the laptops issued to Cllrs.*

Request received from Councillor Cullen:

- *All Councillors and DTC Officers to set default search engine as 'Ecosia' - Ecosia is a search engine and performs the same role as Google etc.*
- *All Councillors and DTC Officers to install 'TreeTab' as a Chrome extension. -Treetab provides a nice picture every time a new tab is opened on Google Chrome.*
- *Both Ecosia and TreeTab use their advertising revenue to plant trees.*
- *Officers to promote these changes on social media.*

The Responsible Finance Officer sent this request to the Council's IT support company ADM for their comment.

ADM advised that it is there is no issue in using the Ecosia search engine, and Ecosia is reputable and uses the same data as Bing (and Google if they give consent). They also only allow connections over secured SSL/HTTPS. However, they recommended against the use of Treetab as they do not have a wide user base (1,000 users) and their domain has been suspended so it's possible they don't actually plant trees. ADM were not able to confirm what data Treetab collect and what sort of ads will be displayed.

The Climate Change Officer understands that Ecosia is widely recognised as an eco-friendly search engine option. Ecosia say "we have always campaigned for a fairer, more sustainable internet. We're the only search engine that gives all profits to the planet".

Ecosia have planting projects across the World, and they began a UK campaign in 2020, planting trees around NHS hospital sites in the #GrowYourLove campaign.
(<https://blog.ecosia.org/growyourloveforthenhs/>). The Climate Change Officer has no objection to this recommendation however it will be kept under review.

Recommendation:

Full Council to agree with the Environment Committee decision, that all DTC computer devices including laptops issued to Cllrs are set to the default search engine 'Ecosia'.

Decision Required: Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr Oliver Richardson, Chairperson of the Council;
All Council members
From: Mrs L Crow, Town Clerk
Date: 17th June 2024
Subject: **KALC Dover Area Committee draft Parish Charter**

The Kent Association of Local Councils (KALC) Dover Area Committee meet quarterly to discuss issues arising in the area.

The Dover Membership consists of Alkham, Ash, Aylesham, Capel-Le-Ferne, Deal, Denton with Wootton, Dover, Eastry, Eythorne, Goodnestone, Great Mongeham, Guston, Hougham Without, Landon, Lydden, Nonington, Northbourne, Preston, Ringwould-with Kingsdown, Ripple, River, Sandwich, Shepherdswell with Coldred, Sholden, St Margarets at Cliffe, Staple, Stourmouth, Sutton by Dover, Temple Ewell, Tilmanstone, Walmer, Whitfield, Wingham, Woodnesborough and Worth.

Cllr Oliver Richardson and Cllr Ben Bano are the Council's representatives at these meetings.

The Area Committee has decided to update the Dover District Parish Charter. They advise that this Charter was originally put in place as a means for Local Councils and the Local Authority to work harmoniously together but is in need of updating as it is very old. The original Charter can be read on KALC's website, and I have also uploaded it onto the Councillor Shared Drive.

Please see attached the new draft Charter that has been sent to the member councils for their views. Currently the Area Committee advise they have received positive feedback and are planning to submit the final draft to DDC for consideration.

Decision required: Members to review the draft Dover District Parish Charter

Parish Charter

Between Dover District Council and Dover District Town and Parish Councils

Introduction

This charter has been jointly agreed by Dover District Council (DDC) and the local councils (Towns and Parishes) within the district, through KALC, to ensure that all parties work together as efficiently as possible for the benefit of local people. This charter represents a mutual agreement between Dover District Council and each local council within the district. It is a statement of intent, but not a legally binding document.

Aims of The Charter

- To clearly define the expectations that Council and the local councils have of each other.
- To set out what both parties can do to develop, maintain and improve good relationships.
- To acknowledge the vital roles played by both parties in local government.

Note: Dover District Council will normally communicate with the local councils through their clerks. It is recognised that some clerks work part-time. Clerks should inform DDC of their normal availability. Dover District Council to regularly produce and make available to local councils, a current list of officers and their responsibilities.

Areas of collaboration

1. Communication and Information Sharing

Dover District Council undertakes to:	Local Councils undertake to:
Make effective use of websites and e-mails for timeliness, efficiency and environmental reasons.	Make effective use of websites and emails for timeliness, efficiency, and environmental reasons.
Hold a publicly accessible up-to-date list of local council clerks and links to local council webpages on the District Council's website: www.dover.gov.uk	Promptly inform Dover District Council of any changes to this information.
Use plain English and avoid, where possible, using jargon.	Use plain English, avoid, where possible, using jargon.
Have public links on its website for compliments, complaints, and other feedback.	Have public links on their websites for compliments, complaints, and other feedback.

Both sides to acknowledge that maximum communication between them is necessary for the smooth and effective operation of this charter.

2. Consultation

Dover District Council undertakes to:	Local councils undertake to:
Where possible provide a minimum of six weeks for consultation on any district wide or specific issues that affect local council areas other than in cases where the council is bound by other statutory requirements e.g. planning applications	Actively respond to consultations or put mechanisms in place to deal with issues/consultations that cannot be dealt with within prescribed timescales.
Always acknowledge receipt of correspondence, provide an estimate of when a formal response will be forthcoming, and inform local councils of outcomes.	Always acknowledge receipt of correspondence and consultations.

3. Service Delivery

Local Councils and Dover District Council share a number of statutory functions and also share the desire to deliver joined up, effective and efficient local government services to the public.

Dover District Council undertakes to:	Local Councils undertake to:
Deliver services on behalf of, and to, its residents that are value for money and follow the Council's Contract Standing Orders to procure the best services at the right cost.	Continue to ensure value for money when delivering local services and where appropriate, consider alternative providers and collaboration with other local councils to deliver those services.
Both DDC and Local Councils will ensure that all service providers meet the required health and safety standards with appropriate public liability insurance and risk assessments.	

4. Democracy and Community Leadership

Dover District Council undertakes to:	Local Councils undertake to:
Dover District Councillors will try to regularly attend local council meetings.	Provide, in advance, District Councillors with any relevant papers for local council meetings.
Hold, every six months a decision-making meeting to facilitate partnership working between the local councils and DDC and to agree beforehand the agenda with the local councils.	Send a representative or representatives to this meeting.

Continue to give the public the opportunity to speak at Council/Committee meetings.	Send a representative, or representatives to attend Council meetings and/or committees when appropriate.
Permit local council representation on Council Committees i.e. Standards and Joint Transportation Boards	Local Councils to have the opportunity to forward agenda items to Committees, JTBs etc.
Continue to provide the facility for Local Councils to have online access to, and sign up for alerts when committee agenda are published	Sign up to this service
Collate and publish the local council register of interests on behalf of the local councils	Update, as required, DDC about changes to this register.
Provide administrative support for local council elections and locally raised referendums.	Advise DDC of vacancies and promote these locally and support all democratic and electoral processes.

5. Finance and Funding

Dover District Council undertakes to:	Local Councils undertake to:
Collect precepts as appropriate on behalf of the Local Councils.	Return any required financial information within the set timescales.
To process precept and other payments within agreed timescales	Provide evidence of expenditure relating grants or reimbursements received from DDC.
Consult with Local Councils about any budget changes which may impact on Local Councils and/or their residents.	Respond to budget consultations within timescales set by the District Council

6. Advice and Support

Dover District Council undertakes to:	Local councils undertake to:
Ensure an officer or DDC Councillor from the relevant service will respond to specific queries/issues raised by Local Councils or their residents.	Take responsibility for acting on advice given by these officers on issues affecting their community
Provide useful contacts on its website to signpost parish Councils to other support services.	To provide their own up to date information to support their residents and DDC.

7. Planning

Dover District Council undertakes to:	Local councils undertake to:
Ensure that Local Councils have every opportunity to engage in the development of the local plan.	Help engage local residents in the local plan development process.
Inform Local Councils about, and ensure they have sight of, relevant planning applications and allow the statutory 21-day response period for comments. Note: Local Councils are statutory consultees.	Submit comments within this period to enable DDC to process applications within the timescales set out in the legal framework of the Town and Country Planning Act.
Ensure Local Councils can access the online information and alert system which is updated daily.	Make effective use websites, on-line systems and emails for timeliness, efficiency and environmental reasons.
Consider and respond to comments and concerns about applications that have an impact on a specific local council or group of councils	Where a Local Council has registered an objection to a specific application they will try to send a representative to the relevant Planning Committee meeting.

8. Monitoring and Review

Local Councils are encouraged to express their views on the content and effectiveness of the Dover District Parish Charter. .

Feedback will be used to review the Charter two years from its adoption and then at four-year intervals.

Complaints will be handled in accordance with the appropriate complaints' procedure.

Any comments should be directed toXXXXXXXX

May 2024

The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on Tuesday 19th March 24 - approved by Committee and signed by the Chairperson on 21/05/2024

Present: Cllr Parks (Chairperson) Cllr M Eddy
Cllr S Beer Cllr B Bano
Cllr P Jull Cllr S Cullen (From 7:20pm)

Officers: Responsible Finance Officer: Paul Bone Others: 1 member of public
Finance Assistant: Heather McAdam
Clerical Officer: Chloe McKay

MINUTES

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: Apologies received from Cllr T Bond, Cllr D Cronk and Cllr M Cronk who all had prior commitments.	R.F.O
3	Declarations of interest: Cllr Bano declared a VAOI for agenda item 10 due to charity involvement. Cllr Jull declared a VAOI for agenda item 7 as he knows two of the applicants.	
4	Public Participation and Statements received: The member of public declared he was present to answer any questions on behalf of one of the applications for agenda item 7.	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 23rd January 2024 for approval and signing: RESOLVED: To accept the minutes from the previous meeting held on 23 rd January 2024 as a true and accurate record. (P) Cllr B Bano (S) Cllr P Jull. All Agreed.	Chairperson
6	Finance: Income & Expenditure figures and Full Bank reconciliation to 29th February 2024: Members RESOLVED: To note the Income & Expenditure Figures and Full Bank reconciliation to 29 th February 2024. (P) Cllr B Bano (S) Cllr S Beer. All Agreed. Cllr S Cullen joined the meeting at 7.20pm.	
7	Recommendations from the Grants Subcommittee: 1) Annual and Green Grants 2023-24- Round 3: After discussion Members RESOLVED: To vote to accept the recommendations on block. (P) Cllr B Bano (S) Cllr S Beer. 4 For 2 Against. Motion Carried. Members agreed to the recommendations from the Grants Subcommittee and RESOLVED: <ul style="list-style-type: none"> • Bright Sparks - To award a partial grant of £500. Of this, £450 being to purchase First Aid kit, Fire extinguisher, 2 car seats & 9 seat covers and the remaining £50 being a contribution to other items required to fit out the minibus. • Deal Tiger Gym International (TGI) Tang So Doo – To award a partial grant of £500 as a contribution to purchase gym equipment. • Deal & Walmer Allotment Holders Association – To award a partial grant of £500 as a contribution to purchase a new outhouse for their composting toilets. • Deal Pride – To award a partial grant of £500 as a contribution towards the cost of the Deal Pride event. • Deal, Walmer & Kingsdown Amateur Rowing Club – To award a partial grant of £500 as a contribution towards the cost of purchasing Sculling blades. 	R.F.O

	<ul style="list-style-type: none"> • Walmer & Deal Action for Swifts (WALDAS): - To award a full Green Grant of £443.43. • Deal & Walmer Chamber of Trade – To award a grant of up to £500, subject to the specification of the final product to be purchased having been agreed by the R.F.O. in liaison with the Chairperson of the Grants subcommittee. • Dover & District Beekeepers – To award a full Green Grant of £100. • The Deal Pirates Community Association – To award a grant of up to £250 for toilet hire, subject to it being an accessible toilet. • The Deal Society – To award a full grant of £500. • The Rotary Club of Deal – To award a full grant of £121. • Walmer Cricket Club – To award a full grant of £1,000 towards the cost of solar panels for the clubhouse roof, subject to the club raising sufficient funds for the project to go ahead within 12 months of the award. • Three Castles of Deal (Deal Rotary Pirates) – To award a full Green Grant of £300 <p>(P) Cllr B Bano (S) Cllr S Beer. 4 For 2 Against. Motion Carried.</p> <p>2) Annual Grants 2024/25:</p> <p>Members RESOLVED: To accept the recommendation that the closing dates for 2024/25 grant applications are:</p> <ul style="list-style-type: none"> • Round 1: - Applications close: 31st May 2024 F&GP Meeting date: 23 July 2024 • Round 2: - Applications close: 30th Sept 2024 F&GP Meeting date: 19th Nov 2024 • Round 3: - Applications close: 31st Jan 2025 F&GP Meeting date: 18th Mar 2025 <p>(P) Cllr S Beer (S) Cllr S Cullen. All Agreed.</p>	
8	<p>Town Hall Telephone System: Members RESOLVED: To accept the recommendation to delegate authority to the R.F.O. in liaison with the Town Clerk to explore further system providers and place a new 5-year contract that meets the foreseeable requirements of the Council for telephone and signaling for a fixed monthly cost not exceeding £147 per month.</p> <p>(P) Cllr P Jull (S) Cllr M Eddy. All Agreed.</p>	R.F.O
9	<p>Deal Town Council HR and Health & Safety support provider: Members RESOLVED: To accept the recommendation that a 5-year contract is placed with Company 'C' including the unlimited 'eLearning' training licenses.</p> <p>(P) Cllr S Beer (S) Cllr P Jull. All Agreed.</p>	R.F.O
10	<p>CCLA Bank Signatories: Members RESOLVED: To accept the recommendation that the CCLA Public Sector Deposit Fund is set up to require two of the approved bank signatories to authorise any manual transaction on the account and that the approved signatories are: Cllr T Bond, Cllr S Beer, Cllr D Cronk & Paul Bone (R.F.O.)</p> <p>(P) Cllr S Beer (S) Cllr M Eddy. All Agreed.</p>	R.F.O
	Chairperson closed the meeting at: 7:43pm	

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 Tuesday 7th May 2024 at the Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson)
Cllr P Findley (Vice Chairperson)
Cllr L Craggs

Cllr M Walters
Mr Robin Green (Deal Society)

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 T Bond due to prior commitments and Mrs E Fogarty Co-opted Member for FOND was absent.				Committee Clerk
3	Declarations of interest: Cllr L Craggs declared a VAOI on planning application 24/00367 as his daughter is a resident of Cross Road. Cllr M Eddy declared a VAOI on planning application 24/00329 as he knows resident who wrote in with the public statement.				
4	Public Participation and Statements received: Statement received from a neighbouring resident regarding planning application 24/00329.				Committee Clerk
5	The minutes of the planning committee meeting held on 8th April 2024 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 8 th April 2024 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr L Craggs (S) Cllr M Walters. All Agreed.				Chairperson
6	Planning applications received:				Committee Clerk
	DDC Ref	Ward	Address	Proposal	
	24/00367	MH	Land On The East Side Of Cross Road Deal CT14 9LA	<u>Variation of condition 1 (approved plans) of planning permission 21/01683 for "Reserved matters application for the details of layout, scale, landscaping and appearance for the erection of 100 dwellings pursuant to outline planning permission DOV/20/01125" to allow affordable</u>	Members RESOLVED: Objection. DTC object in the strongest terms to the lifting of this condition and find it outrageous at this stage that the developers have gone back on the requirements to produce 30% affordable housing. In the original Planning Officers report, it stated that if the builders had not included 30% affordable housing the application should be refused. DTC trusts that DDC will uphold the

			<u>housing to be removed from the scheme.</u>	terms of the original planning application. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
24/00303	ND	5 Griffin Street Deal CT14 6LH	<u>Erection of a rear balcony and balustrade, new ground floor doorway to replace existing window, insertion of second floor rear window.</u>	Members RESOLVED: Objection. DTC object on the grounds of overlooking and overcrowding of a particularly tight and compact area. (P) Cllr L Craggs (S) Cllr P Findley 3 For, 1 Abstention. Motion carried.
24/00304	ND	5 Griffin Street Deal CT14 6LH	<u>Replacement of existing window with glazed door, installation of new window to 2nd floor and erection of balcony and balustrade to rear.</u>	Members RESOLVED: Objection. DTC object on the grounds of overlooking and overcrowding of a particularly tight and compact area. (P) Cllr L Craggs (S) Cllr P Findley 3 For, 1 Abstention. Motion carried.
24/00341	MH	27 Manor Road Deal CT14 9BX	<u>Erection of detached rear outbuilding, conversion of existing garage to habitable space and widening of existing dropped kerb.</u>	Members RESOLVED: No Objection (P) Cllr L Craggs (S) Cllr P Findley. 3 For, 1 Abstention. Motion carried.
24/00323	ND	5 New Street Deal CT14 6JY	<u>Repainting of the front facade</u>	Members RESOLVED: No Objection (P) Cllr M Eddy (S) Cllr L Craggs All Agreed.
24/00402	MH	57 Redsull Avenue Deal CT14 9HE	<u>Erection of two storey and single storey rear extensions, front porch with alterations to windows/doors.</u>	Members RESOLVED: No Objection (P) Cllr L Craggs (S) Cllr M Walters. All Agreed.
24/00383	ND	Rose Cottage 124 Middle Street Deal CT14 6JX	<u>Replacement sash windows and guttering, re-painting of door, plinths, ledges and</u>	Members RESOLVED: No Objection (P) Cllr P Findley (S) Cllr M Eddy. All Agreed.

			<u>guttering (part retrospective).</u>	
24/00384	ND	Rose Cottage 124 Middle Street Deal CT14 6JX	<u>Replacement front, rear and side elevation windows.</u> <u>Replacement front elevation guttering.</u>	Members RESOLVED: No Objection (P) Cllr P Findley (S) Cllr M Eddy. All Agreed.
24/00363	ND	38 Blenheim Road Deal CT14 7DB	<u>Replacement boundary fencing throughout rear garden and driveway,</u> <u>replacement of existing rear window with wider set of white painted timber doors and associated landscaping works.</u>	Members RESOLVED: No Objection (P) Cllr M Walters (S) Cllr L Craggs. All Agreed.
24/00396	ND	47 The Marina Deal CT14 6NP	<u>Erection of 2 storey side extension (existing rear garage to be demolished).</u>	Members RESOLVED: No Objection (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.
24/00329	ND	Tormore House 150 High Street Deal Kent CT14 6BG	<u>Replacement windows with double glazed timber frame sash windows with grey painted finish.</u> <u>Replacement front door and side alley gate.</u>	Members RESOLVED: Objection. DTC object unless a condition or informative is attached to any permission, to ensure access for other residents that use this alleyway. (P) Cllr P Findley (S) Cllr M Walters 3 For, 1 Abstention. Motion carried.
24/00434	MH	16 Mongeham Road Great Mongeham CT14 9PQ	<u>Erection of a single storey rear extension (existing conservatory to be demolished).</u>	Members RESOLVED: No Objection (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
24/00456	ND	67 Canute Road Deal CT14 6QX	<u>Erection of a single storey side extension (existing outbuildings to be demolished).</u>	Members RESOLVED: No Objection (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.
24/00250	MH	12 Toll Gate Deal	<u>Fell one Beech tree the subject of Tree Preservation</u>	Members RESOLVED: No Objection (P) Cllr L Craggs

			Kent CT14 9UZ	<u>Order No 2 of 1965.</u>	(S) Cllr P Findley. All Agreed	
7	Committee Clerk Report: Members RESOLVED: To note the information. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.					
8	DDC decisions: Members RESOLVED: To note the information, Cllr P Findley stated he would like to go through the last 12 months planning decisions, to see what has been approved and refused from DDC following DTC input and once information is collected the Chairperson will put this to the DDC Head of Planning. (P) Cllr M Eddy (S) Cllr L Craggs. All Agreed.					Cllr P Findley/ Chairperson
	Chairperson closed the meeting at 8.17pm.					