



**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 March 2025 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 March 2025 by email to [deal.town.council@deal.gov.uk](mailto: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:** 17 March 2025

#### **AGENDA**

1	<b>Chairperson's opening remarks:</b>	Chairperson
2	<b>Apologies for absence received:</b>	Town Clerk
3	<b>Declarations of interest:</b> To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	<b>The minutes of the Full Council meeting held on Tuesday 25 February 2025 for approval and signing:</b> Decision required.	Attach. 2
5	<b>Public participation and statements received:</b> 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	<b>List of payments including payments exceeding £500 for approval and signing from the 1 February to 28 February 2025:</b> Decision required.	Attach. 3
7	<b>Financial Risk Management Plan 2025/26:</b> Decision required	Attach. 4
8	<b>Appointment of Internal Auditor:</b> Decision required	Attach. 5
9	<b>Town Clerks Report:</b> For information	Attach. 6
10	<b>Town Council of Sanctuary update:</b> For information	Attach. 7
11	<b>Councillor Outside Body quarterly reports:</b> For information a) Deal Fairtrade Network b) KALC Dover Area Working Groups	Attach. 8 Attach. 9
12	<b>Deal Town Council Committee Minutes:</b> Information to note. a) The minutes of the Planning Committee meeting held on 03.02.25 b) The minutes of the Transport & Infrastructure Committee meeting held on 16.01.25	Attach.10 Attach.11
	<b>Date of next meeting:</b> Tuesday 22 April 2025	

**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 dispensation, withdraw from the meeting.

**Other Significant Interest (OSI)**

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

**Voluntary Announcement of Other Interests (VAOI)**

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

**Note to the Code:**

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

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

The Minutes of the Full Council meeting held at the Town Hall on Tuesday 25 February 2025 at 7.15pm.

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

Officers: Mrs L Crow (Town Clerk)  
 Mr P Bone (Responsible Finance Officer)  
 N Miller (Climate Change and Communications Officer)  
 Others: 2 members of public

1	<b>Chairperson's opening remarks:</b> The Vice Chairperson advised that he would be the Chairperson for this meeting as Cllr Richardson was unable to attend due to a prior commitment.  He welcomed everyone to the meeting and read the fire evacuation procedures.	Chairperson
2	<b>Apologies for absence received:</b> Cllr O Richardson due to a prior personal commitment, Cllr S Brookfield due to a work commitment, Cllr M Cronk due to a work commitment. <b>Absent:</b> Cllr D Parks	
3	<b>Declarations of interest:</b> Cllr B Bano declared a VAOI for agenda item 10 as he is involved with asylum seekers and refugees.	
4	<b>The minutes of the Full Council meeting held on Tuesday 28 January 2024 for approval:</b> Members RESOLVED: To accept the minutes of the Full Council meeting held on Tuesday 28 January 2025 as a true and accurate record. (P) Cllr A Friend (S) Cllr M Walters 8 for 3 abstentions The Chairperson duly signed the minutes.	Chairperson
5	<b>Public participation and Statements received:</b> No statements were received. One member of the public advised that they were pleased to see the report from Cllr Bano regarding asylum seekers and refugees.	
6	<b>List of payments including payments exceeding £500 for approval and signing from the 1 January to 31 January 2025:</b> Members RESOLVED: To accept the list of payments made from 1 January to 31 January 2025 including payments exceeding £500 for approval and signing. (P) Cllr A Friend (S) Cllr D Cronk All Agreed	Chairperson
7	<b>Recommendation from the Environment Committee re DTC Climate Action Strategy:</b> Members RESOLVED: To adopt the updated Climate Action Strategy (P) Cllr D Cronk (S) Cllr P Findley All Agreed	Climate Change Officer
8	<b>Council Meeting Schedule 2025/26:</b> Members RESOLVED: To accept the Council Meeting Schedule for 2025/26 and to delegate authority to the Town Clerk in liaison with the Chairperson of the Council to amend a meeting date on the schedule if absolutely necessary. (P) Cllr D Cronk (S) Cllr A Friend All Agreed	Town Clerk

9	<p><b>Mayoral Engagement Request: Members</b> RESOLVED: That the Mayor has the Town Sergeant drive him and the Mayoress to and from the Chevening House event.</p> <p>(P) Cllr A Friend (S) Cllr D Cronk 8 for, 2 against, 1 abstention</p>	Mayors Secretary
10	<p><b>Recommendation from Cllr Bano re UK Citizenship Policy:</b> Members RESOLVED: That the Chairperson of the Council writes to the local MP, the Home Secretary and the Immigration Minister explaining the following;</p> <p>That as a Council of Sanctuary, Deal welcomes asylum seekers and refugees, recognising their potential and reasons for seeking safety.</p> <p>To provide safe and legal routes for people fleeing war, famine and persecution to claim asylum.</p> <p>People who are granted asylum should be able to access UK citizenship.</p> <p>(P) Cllr B Bano (S) Cllr M Eddy 7 for, 1 against, 3 abstentions</p>	Chairperson of Council
11	<p><b>Consultation of East Kent Urgent Treatment Centres:</b> Members RESOLVED: That the Chairperson of the Council sends an email to the consultation praising Deal's Urgent Care Centre and advises of the need for it due to the difficulty in getting GP appointments and also that Deal needs a phlebotomy unit. All Councillors to complete the consultation individually.</p> <p>(P) Cllr A Friend (S) Cllr S Cullen All Agreed</p>	Chairperson of Council
12	<p><b>Confederation of Cinque Ports Lord Warden Souvenir Booklet:</b> Members RESOLVED: That the booklets purchased are not distributed and the Chairperson of the Council writes to the Confederation of Cinque Ports advising that the booklets will be returned to them, insisting on a refund or reprint, and request that in future a draft copy of publications are sent to Town Clerks for agreement before printing.</p> <p>(P) Cllr S Beer (S) Cllr T Bond 10 for 1 abstention</p>	Chairperson of Council
13	<p><b>Deal Warm Welcome 2024/25 Interim report:</b> Members RESOLVED: That a review of all 3 years of the Warm Welcome project is undertaken and submitted to the April meeting of Full Council. (S) Cllr S Beer (S) Cllr A Friend All Agreed</p>	Comms Officer
14	<p><b>Deal Town Council Committee Minutes:</b></p> <p>(a) The minutes of the Planning Committee meeting held on 13.01.25</p> <p>(b) The minutes of the Environment Committee meeting held on 18.12.24</p> <p>Members RESOLVED: To note the minutes</p> <p>(P) Cllr D Cronk (S) Cllr A Friend All Agreed</p>	
	<b>The Chairperson closed the meeting at 8.10pm</b>	



**Deal Town Council**  
**Nat West Combined A/C's**  
**List of Payments made between 01/02/2025 and 28/02/2025**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Transaction Detail</b>	<b>Amount Paid</b>
03/02/2025	VIC YOUNG SS LTD	OFFICIAL CAR LEASE	£ 390.89
03/02/2025	SCREWFIX ACCOUNT	MAINTENANCE MATERIALS	£ 338.84
04/02/2025	BRITISH TELECOM	INTERNET TOWN HALL	£ 58.68
05/02/2025	VODAFONE BUSINESS	WORK MOBILES	£ 135.05
06/02/2025	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£ 1,320.00
06/02/2025	FCS CLEANING	WINDOW CLEANING TH	£ 190.00
06/02/2025	FCS CLEANING	CLEANING PAVEMENTS TH	£ 220.00
06/02/2025	PRESERVATION E LTD	PRESERVATION MATERIALS	£ 536.76
10/02/2025	NEATHOUSE PARTNERS	HR & HS PACKAGE	£ 366.00
10/02/2025	D & W CHAMBER OF T	MEMBERSHIP	£ 36.00
10/02/2025	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 218.04
17/02/2025	SLCC ENTERPRISES LTD	STAFF TRAINING	£ 144.00
17/02/2025	CHUBB	ALARM SYSTEM REPAIR	£ 434.98
17/02/2025	AL COLEMAN	FIRST AID COURSE - STAFF	£ 460.00
17/02/2025	BUSINESS STREAM	WATER TOWN HALL	£ 814.28
17/02/2025	BANKLINE CHARGES	BANKLINE CHARGES	£ 28.55
18/02/2025	SLCC ENTERPRISES LTD	STAFF TRAINING	£ 144.00
18/02/2025	GUIDELINE LIFT SERVICE	REPAIRS TO LIFT	£ 13,721.34
18/02/2025	DNA PAYMENTS	CARD MACHINE COSTS	£ 31.68
18/02/2025	BACS PENSION	ER's PENSION	£ 6,308.47
18/02/2025	BACS PENSION	EE's PENSION	£ 1,560.02
19/02/2025	ADM COMPUTER SERV	IT SUPPORT	£ 933.54
19/02/2025	TOTAL SUPPLIES	CLEANING SUPPLIES TH	£ 45.00
19/02/2025	VIKING OFFICE DEPOT	STATIONERY TH	£ 88.62
19/02/2025	BACS NET PAY	BACS NET PAY	£ 20,538.06
20/02/2025	ST ANDREWS PCC	WARM WELCOME 25	£ 192.00
20/02/2025	ST GEORGES	WARM WELCOME 25	£ 240.00
20/02/2025	DEAL AREA FOODBANK	WARM WELCOME 25	£ 480.00
20/02/2025	TRINITY CHURCH DEAL	WARM WELCOME 25	£ 288.00
20/02/2025	UPPER DEAL AND GT	WARM WELCOME 25	£ 432.00
21/02/2025	MARK CHITTENDEN	PALLETS TO PA ALLOTS	£ 99.00
21/02/2025	BUSINESS STREAM	WATER PA ALLOTS	£ 72.21
21/02/2025	HMRC	EE's PAYE	£ 3,353.32
21/02/2025	HMRC	EE's NI	£ 908.61
21/02/2025	HMRC	ER's NI	£ 2,480.24
24/02/2025	SSE	ELECTRIC TOWN HALL	£ 906.18
24/02/2025	BUSINESS STREAM	WATER GR ALLOTS	£ 7.60
25/02/2025	ACE FACILITIES	DISABLED ENTRY WORK TH	£ 604.80
25/02/2025	DDC	SLA PUBLIC TOILETS	£ 35,000.00
28/02/2025	ADM COMPUTER SERV	ANNUAL MICROSOFT 365	£ 4,445.86
28/02/2025	K & N GARDENING	TREE CUTTING MR ALLOTS	£ 320.00
28/02/2025	SUEZ	WASTE & RECYCLING TH	£ 123.68
28/02/2025	BANK CHARGES	BANK CHARGES	£ 64.14
			<b>£ 99,080.44</b>

**Deal Town Council**  
**Nat West Combined A/C's**  
**List of Payments made between 01/02/2025 and 28/02/2025 over £500**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Transaction Detail</b>	<b>Amount Paid</b>
06/02/2025	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£ 1,320.00
06/02/2025	PRESERVATION E LTD	PRESERVATION MATERIALS	£ 536.76
17/02/2025	BUSINESS STREAM	WATER TOWN HALL	£ 814.28
18/02/2025	GUIDELINE LIFT SERVICE	REPAIRS TO LIFT	£ 13,721.34
18/02/2025	BACS PENSION	ER's PENSION	£ 6,308.47
18/02/2025	BACS PENSION	EE's PENSION	£ 1,560.02
19/02/2025	ADM COMPUTER SERV	IT SUPPORT	£ 933.54
19/02/2025	BACS NET PAY	BACS NET PAY	£ 20,538.06
21/02/2025	HMRC	EE's PAYE	£ 3,353.32
21/02/2025	HMRC	EE's NI	£ 908.61
21/02/2025	HMRC	ER's NI	£ 2,480.24
24/02/2025	SSE	ELECTRIC TOWN HALL	£ 906.18
25/02/2025	ACE FACILITIES	DISABLED ENTRY WORK TH	£ 604.80
25/02/2025	DDC	SLA PUBLIC TOILETS	£ 35,000.00
28/02/2025	ADM COMPUTER SERV	ANNUAL MICROSOFT 365	£ 4,445.86
			<b>£ 93,431.48</b>

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr O Richardson - Chairperson of Deal Town Council,  
All Council Members  
**From:** Paul Bone. Responsible Finance Officer  
**Date:** 24<sup>th</sup> February 2025  
**Subject:** **Financial Risk Management Schedule 2025 - 2026**

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Please find attached the draft Financial Risk Management Schedule for 2025-2026.

The amendments agreed by Full Council for 2024-2025 have all been included.

The provider of HR and Health & Safety advisory and support services has been updated.

The schedule has been reviewed, and no further changes are recommended for 2025-26

**Recommendation:**

To agree and accept the Financial Risk Management Schedule 2025 - 2026

**Decision Required:**

Members to consider and agree the above recommendation.

## Deal Town Council Risk Management Schedule 2025 – 2026

### Consequences of Risk:

1. Increased costs:
  - Putting things right – legal & Auditor's fees
  - Premium renewals
  - Loss of funds – fraud & misappropriation.
2. Litigation.
3. Loss of reputation.
4. Impede ability to bid for funds.

Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action needed
Fixed Assets – under or over evaluation and unplanned emergency expenditure.	Low	Medium	<ul style="list-style-type: none"> <li>• Annual review of level of insurance cover – included in Audit scrutiny. Professional advice sought regarding re-evaluation.</li> <li>• Appropriate level of reserves in place.</li> </ul>	Ongoing monitoring and inspection. Scheduled plan of works including ongoing maintenance schedule in place now that Deal Town Council owns freehold of Deal Town Hall.
Fixed Assets – missing assets	Low	Medium	<ul style="list-style-type: none"> <li>• Annual review of asset register documented.</li> </ul>	Ongoing revision of asset register, monitoring and inspection.
Debtors	Low	Low	<ul style="list-style-type: none"> <li>• Financial Regulations in place w.e.f. 31<sup>st</sup> March 2010. Electronic accounts are presented to all Finance Committee &amp; Full Council meetings.</li> </ul>	Ongoing monitoring. Financial regulations. Last updated November 2024
Cash risk – late banking of cash and cheques received.	Low	Low	<ul style="list-style-type: none"> <li>• Documents in place e.g. expenses forms, petty cash forms etc.</li> <li>• Electronic spreadsheets now detail all transactions.</li> </ul>	Ongoing monitoring and inclusion in Internal Audit Control checks.

Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action needed
BACS/Electronic Payments	Low	Low	<ul style="list-style-type: none"> <li>Amendments to add payees requires authorisation by Finance Assistant and R.F.O</li> <li>Scrutiny by Finance Committee and Full Council of financial records at all scheduled meetings.</li> <li>Responsibility for internal financial control procedures in place.</li> </ul>	Ongoing monitoring including internal and external audit control procedures.
Credit Card	Low	Low	<ul style="list-style-type: none"> <li>Card kept locked away by Town Clerk</li> <li>Only issued to RFO when agreed expenditure is required to be paid by card and when alternative methods of payment are not suitable</li> <li>Monthly Direct Debit to clear balance</li> <li>Monthly statement checked by RFO, Finance assistant and authorised Councillor.</li> </ul>	Ongoing monitoring including internal and external audit control procedures.
Bank & Cash – segregation of duties	Low	Low	<ul style="list-style-type: none"> <li>Scrutiny by Finance Committee at all scheduled meetings.</li> <li>Responsibility for internal financial control procedures in place.</li> <li>Adequate number of cheque signatories in place.</li> <li>Two authorised Councillor Bank Signatories required to authorise and sign all cheque payments once the invoice has been verified by the R.F.O.</li> </ul>	Ongoing monitoring including internal and external audit control procedures.

Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action needed
Budget Overspend	Low	Medium	<ul style="list-style-type: none"> <li>Environment and Transport &amp; Infrastructure committees consider future year expenditure and submit to the Finance Committee by the end of October for inclusion in draft budget.</li> <li>Budget preparation undertaken from November onwards for the following year and discussed by the Finance Committee before the budget and precept are agreed and ratified by Full Council.</li> <li>Budget to actual income reviewed monthly.</li> <li>All invoices scrutinised to ensure they match quotation figures.</li> <li>Staff to seek competitive quotations for all purchases as required by Financial Regulations and Standing Orders.</li> <li>Staff salaries reviewed annually in accordance with NALC guidelines and staff contracts.</li> </ul>	<p>Accounts are presented to the scheduled Finance Committee and Full Council meetings.</p> <p>Bank reconciliation is completed monthly.</p> <p>Appropriate level of financial reserves in place for unexpected expenditure that could not have been anticipated.</p>
Loss of funds due to misappropriation of public money.	Low	High	<ul style="list-style-type: none"> <li>A list of all payments is submitted retrospectively for acknowledgment at Full Council meetings, recorded in the minutes and duly signed by the Chairperson.</li> <li>All cheque, BACS and electronic payments are verified by the Finance assistant and R.F.O prior to payment and retrospectively checked by an authorised Councillor.</li> </ul>	<p>All statutory requirements and deadlines to be met. Internal Control checks to be undertaken by appointed Councillors to ensure governance procedures are adhered to.</p>

			<ul style="list-style-type: none"> <li>• No members of staff are authorised to sign cheques.</li> <li>• No Councillors are authorised to sign incomplete cheques.</li> <li>• Officers have the ability to view instruments of payment and receipt through the Bank Line service.</li> <li>• All expenses claims are made on the appropriate claim forms with receipts attached as appropriate.</li> <li>• DDC maintain a register of Councillor Declaration of Interests.</li> <li>• Declarations of Interest are also recorded in the minutes at all meetings.</li> <li>• Members have a duty to declare any interest at meetings.</li> <li>• All statutory requirements for public reporting of accounts are met.</li> <li>• Independent Internal Auditors are appointed annually.</li> <li>• The Council has its accounts audited each year by external auditors and the auditor appointed by the Audit Commission.</li> </ul>	<p>The R.F.O to ensure that a pool of signatories remains available to the Council in order to conduct timely financial transactions.</p>
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Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	<ul style="list-style-type: none"> <li>Existing controls in place</li> </ul>	Action needed
Creditors – unknown liabilities	Low	Low	<ul style="list-style-type: none"> <li>Financial Regulations in place w.e.f. 31<sup>st</sup> March 2010.</li> <li>Electronic accounting system in place.</li> <li>Financial reports are presented to all scheduled Finance &amp; Full Council meetings.</li> </ul>	Ongoing monitoring. Financial regulations. Last updated 2021
Non - compliance by Councillors with statutory requirements.	Low	High	<ul style="list-style-type: none"> <li>All resource material has been updated including new Financial Internal Controls – Governance &amp; Accountability (England): A Practitioners Guide 2010 refers.</li> <li>The Kent Code of Conduct for Members was adopted by Deal Town Council w.e.f. 1<sup>st</sup> July 2012.</li> <li>Procedural advice for Council is the Town Clerk who is CiLCA qualified.</li> <li>Financial advice for the Council is provided by the R.F.O. who is ATT qualified.</li> <li>All resolutions are recorded clearly in the minutes and confirmed and signed by the Chairperson at the next meeting.</li> <li>Clear Terms of Reference and Standing Orders are in place.</li> </ul>	<p>Training strategy for staff and Councillors developed.</p> <p>Internal Financial Controls undertaken by two nominated Members ongoing. Standing Orders and Terms of Reference reviewed annually.</p>
Fidelity Insurance	Low	Medium	<ul style="list-style-type: none"> <li>Annual review of level of cover to meet with the Audit Commission guidelines and formula.</li> </ul>	Annual review.



Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action needed
Financial Bonds & exposure to single Bank	Low	High	<ul style="list-style-type: none"> <li>Annual formal review and regular informal dialogue with Bank Adviser.</li> <li>Full Council authorises movement of investment funds – the amount covered for compensation by the Financial Services Compensation Scheme is £85,000 per banking group used for banking or investments</li> </ul>	Ongoing review of financial market.
Business Continuity – Council not being able to continue its business due to unexpected or tragic circumstances.	Medium	High	<ul style="list-style-type: none"> <li>Back up of electronic financial records held on and off site.</li> <li>Monthly manual print out of financial records held in case of IT failure.</li> <li>All Council documents are held in Town Hall.</li> </ul>	<p>Ongoing review of IT and financial recording systems.</p> <p>IT back up system in place.</p>
Litigation – Employment Tribunals, claims for damages, discrimination or compensation.	Medium	High	<ul style="list-style-type: none"> <li>Insurances are in place including Public Liability cover of £10,000,000.</li> <li>The Town Clerk conducts staff appraisal interviews and reviews their job descriptions and training needs.</li> <li>'Back to Work' interviews are conducted by the Town Clerk for all staff on return to work after a period of sickness absence.</li> <li>All policies are accessible for all staff.</li> </ul>	<p>Council signed with Neathouse for HR and Health &amp; Safety advisory and support services.</p> <p>All insurance policies reviewed annually.</p> <p>Staff encouraged to undertake training relevant to the posts covered.</p>

			<ul style="list-style-type: none"> <li>• Qualified Town Clerk in post to advise Council.</li> <li>• Advisory and support services contract in place with Neathouse for matters relating to Employment Law and Health &amp; Safety.</li> <li>• Risk Assessments undertaken for all events hosted by Deal Town Council.</li> <li>• Health &amp; Safety checks on the building and all Risk Assessments carried out by the Council H&amp;S officer and audited annually by Neathouse.</li> </ul>	
Loss of Town Clerk	Low	High	<ul style="list-style-type: none"> <li>• SLCC membership in place – can provide a locum Town Clerk if needed.</li> <li>• KALC membership in place – will advise Council accordingly.</li> </ul>	<p>Staff Liaison panel to have regular meetings with Town Clerk.</p> <p>Annual appraisal to be undertaken by the Chairperson and Vice Chairperson of the SLP Panel for Town Clerk in accordance with contract of employment – review to include workload, terms and conditions, working environment, resources and job description.</p>

Review undertaken: February 2025.  
Next review: February 2026.

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr Oliver Richardson – Chairperson of Deal Town Council;  
All Council members  
**From:** Mr P Bone – Responsible Finance Officer  
**Date:** 13 March 2025  
**Subject:** **Deal Town Council – Third party Internal Auditor Appointment**

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McCabe Ford Williams has been the Internal Auditor for Deal Town Council for over 13 years and have provided an excellent service.

Their fee for the internal audit for the year ended 31 March 2025 will be £1,020 plus VAT assuming that the records are complete / available at the time of the audit. (This is a slight reduction from the previous year cost of £1,040 plus VAT)

Please find attached a copy of their standard engagement letter detailing the Scope of Services provided.

**Recommendation**

- 1) To re-appoint McCabe Ford Williams to continue as the Internal Auditor for Deal Town Council for the financial year 2025-2026
- 2) To delegate authority to two Councillors. to sign the engagement letter on behalf of the Council.

**Decisions required**

Members to consider the above recommendations.

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

DEA2/JDS/ES

26 February 2025

Dear Sirs

This letter and the attached terms of business dated November 2023 set out the basis on which we are to provide continuous services as internal auditors and your and our respective responsibilities.

John Sheather will continue to be the partner responsible for this engagement.  
Emma Stevens will continue to be the manager responsible for this engagement.

We are bound by the code of ethics of the Institute of Chartered Accountants in England and Wales, including Professional Conduct in Relation to Taxation where applicable, and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

## 1. SCOPE OF SERVICES

1.1. We have listed below the work which you have instructed us to carry out. This states your and our responsibilities in relation to the work to be carried out. If we agree to carry out additional services for you we will provide you with a new or amended engagement letter and schedules. Only the services which are listed below are included within the scope of our instructions. If there is additional work that you wish us to carry out which is not listed below, please let us know and we will discuss with you whether they can be included in the scope of our work.

### 1.2. Internal audit:

Our work will be strictly limited to that necessary to complete our report within the Audit Commission Annual Return. Our work will be based on the suggested approach as outlined in the Local Councils' Governance and Accountability Guidance. We will visit or carry out a remote audit once a year comprising sufficient work to enable us to complete our report. In particular our work will comprise ensuring that:

- a) Appropriate books of account have been properly kept throughout the year.
- b) The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.
- c) The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- d) The annual precept requirement resulted from an adequate budgetary process; progress against 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, expenditure was approved and VAT was appropriately accounted for.
- g) Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and national insurance requirements were properly applied.
- h) Asset and investments registers were complete and accurate and properly maintained.
- i) Periodic and year end bank account reconciliations were properly carried out.
- j) The period for the exercise of public rights and publication requirements for the previous year were correctly complied with.
- k) The council published the required information on a website up to the date at the time of the internal audit and in accordance with the relevant legislation.
- l) Year end accounts were prepared on the correct accounting basis (receipts and payments / income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, were appropriate, debtors and creditors were properly recorded.

You will be responsible for making available to us, as and when required, all the council's accounting records and related financial information including minutes of committee meetings. You will make full disclosure to us of all relevant information.

- 1.3. You will continue to deal with other matters required by law, if appropriate, such as:

- 1.3.1. Pay As You Earn including year end returns and matters relating to your employees;
- 1.3.2. Forms P11D;
- 1.3.3. VAT returns.

- 1.4. There are many other areas where we can be of assistance and we shall be pleased to discuss any matters with you.

## **2. COMMUNICATING WITH YOU**

- 2.1. We will communicate with Paul Bone in relation to the council's affairs having agreed with you that he will represent the council.

## **3. AGREEMENT OF TERMS**

### **3.1. Period of engagement**

- 3.1.1. This engagement will continue with the year ending 31 March 2025.
- 3.1.2. We will deal also with matters arising in earlier years as appropriate.
- 3.1.3. This letter supersedes any previous engagement letter for the period covered. Once agreed, this letter will remain effective from the date of signature until it is replaced. You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.

### **3.2. Data Protection**

We are committed to ensuring the protection of the privacy and security of any personal data which we process. Your attention is drawn to clause 8 of the attached terms of business which details how we treat personal data received by us in the provision of our services during our engagement with you. By signing this letter, you confirm that you have read and understood clause 8 and any privacy notice referred to therein.



3.3. **Confirmation of your agreement**

- 3.3.1. Please confirm your agreement to the terms of this letter and the attached terms of business by signing and returning the enclosed copy.
- 3.3.2. If this letter and the attached terms of business are not in accordance with your understanding of our terms of appointment, please let us know.

Yours faithfully



McCabe Ford Williams

I acknowledge receipt of this letter, and we agree to this letter, which together with the terms of business fully records the agreement between us concerning your appointment to carry out the work described above.

.....  
Name:  
For and on behalf of Deal Town Council

.....  
Date:

.....  
Name:  
For and on behalf of Deal Town Council

.....  
Date:



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**(TO BE READ IN CONJUNCTION WITH THE RELATED ENGAGEMENT LETTER)**

The following terms of business apply to all engagements accepted by McCabe Ford Williams. All work is carried out under these terms except where changes are expressly agreed in writing.

**1. Applicable law**

- 1.1. Our engagement, the schedules of services and our standard terms and conditions of business are governed by, and should be construed in accordance with English law. Each party agrees that the Courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it on any basis. Each party irrevocably waives any right to object to any action being brought in those Courts, to claim that the action has been brought in an inappropriate forum, or to claim that those Courts do not have jurisdiction.

**2. Client identification**

- 2.1. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We may request from you, and retain, such information and documentation as we require for these purposes and/or make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity, we will not be able to proceed with the engagement.

**3. Clients' money**

- 3.1. We may, from time to time, hold money on your behalf. The money will be held in trust in a client bank account, which is segregated from the firm's funds. The account will be operated, and all funds dealt with, in accordance with the Clients' Money Regulations of the Institute of Chartered Accountants in England and Wales.
- 3.2. All client monies will be held in an interest-bearing account. To avoid excessive administration, interest will only be paid to you if the amount held in a general client account exceeds the values and timeframes set out in the ICAEW's Clients' Money Regulations. If the total sum of money held on your behalf is enough to give rise to a significant amount of interest, or is likely to do so, we will put the money in a designated interest-bearing client bank account and pay the interest to you. Subject to any tax legislation, interest will be paid gross.
- 3.3. We will return monies held on your behalf promptly as soon as there is no longer any reason to retain those funds. If any funds remain in our client account that are unclaimed and the client to which they relate has remained untraced for five years or we as a firm cease to practice then we may pay those monies to a registered charity.

**4. Commissions or other benefits**

- 4.1. In some circumstances we may receive commissions or other benefits for introductions, to other professionals or in respect of transactions which we arrange for you. Where this happens you will be notified in writing of the amount and terms of payment and receipt of any such commissions or benefits. The same will apply where the payment is made to or the transactions are arranged by a person or business connected with ours. The fees you would otherwise pay will not be reduced by the amount of commissions or benefits. You agree that we can retain the commission or other benefit without being liable to account to you for any such amounts.



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**5. Complaints**

- 5.1. We are committed to providing you with a high quality service that is both efficient and effective. However, should there be any cause for complaint in relation to any aspect of our service please contact the partner responsible for the engagement.
- 5.2. We will consider carefully any complaint you may make about our service and do everything reasonable to put it right. We will acknowledge your letter within five business days of its receipt and endeavour to deal with your complaint within eight weeks. If the partner responsible for the engagement is unable to satisfactorily resolve the complaint, then please refer the matter to the firm's Senior Partner who is currently Clair Rayner, based at our Sittingbourne Office.
- 5.3. If you are still not satisfied you can refer your complaint to our professional body, the Institute of Chartered Accountants in England and Wales at Level 1, Metropolitan House, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ.

**6. Confidentiality**

- 6.1. Communication between us is confidential and we shall take all reasonable steps to keep confidential your information except where we are required to disclose it by law, by regulatory bodies, by our insurers or as part of an external peer review. Unless we are authorised by you to disclose information on your behalf this undertaking will apply during and after this engagement.
- 6.2. You agree that, if we act for other clients who are or who become your competitors, to comply with our duty of confidentiality it will be sufficient for us to take such steps as we think appropriate to preserve the confidentiality of information given to us by you, both during and after this engagement. These may include taking the same or similar steps as we take in respect of the confidentiality of our own information.
- 6.3. In addition, if we act for other clients whose interests are or may be adverse to yours, we will manage the conflict by implementing additional safeguards to preserve confidentiality. Safeguards may include measures such as separate teams, physical separation of teams, and separate arrangements for storage of, and access to, information.
- 6.4. You agree that the effective implementation of such steps of safeguards as described above will provide adequate measures to avoid any real risk of confidentiality being impaired.
- 6.5. We may, on occasions, subcontract work on your affairs to other tax or accounting professionals. The subcontractors will be bound by our client confidentiality terms. You may additionally need to consider your data protection responsibilities.
- 6.6. If we use an external or cloud based system for information, we will ensure confidentiality of your information is maintained.
- 6.7. This applies in addition to our obligations on data protection in clause 8 below

**7. Conflicts of interest**

- 7.1. We will inform you if we become aware of any conflict of interest in our relationship with you or in our relationship with you and another client unless we are unable to do so because of our confidentiality obligations. We have safeguards that can be implemented to protect the interests of different clients if a conflict arises. Where conflicts are identified which cannot be

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managed in a way that protects your interests then we regret that we will be unable to provide further services.

- 7.2. If there is a conflict of interest that is capable of being addressed successfully by the adoption of suitable safeguards to protect your interests then we will adopt those safeguards. In resolving the conflict, we will be guided by the Code of Ethics of the Institute of Chartered Accountants in England and Wales, which can be viewed at [www.icaew.com/en/membership/regulations-standards-and-guidance/ethics](http://www.icaew.com/en/membership/regulations-standards-and-guidance/ethics). We reserve the right to provide services for other clients whose interests are not the same as yours or are adverse to yours subject of course to the obligations of confidentiality referred to above.

**8. Data protection**

- 8.1. In this clause 8, the following definitions shall apply:

‘client personal data’ means any personal data provided to us by you, or on your behalf, for the purpose of providing our services to you, pursuant to our engagement letter with you;

‘data protection legislation’ means all applicable privacy and data protection legislation and regulations including PECR, the GDPR and any applicable national laws, regulations and secondary legislation in the UK relating to the processing of personal data and the privacy of electronic communications, as amended, replaced or updated from time to time;

‘controller’, ‘data subject’, ‘personal data’, and ‘process’ shall have the meanings given to them in the data protection legislation;

‘GDPR’ means the General Data Protection Regulation ((EU) 2016/679); and

‘PECR’ means the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003).

- 8.2. We shall each be considered an independent data controller in relation to the client personal data. Each of us will comply with all requirements and obligations applicable to us under the data protection legislation in respect of the client personal data.

- 8.3. You shall only disclose client personal data to us where:

- 8.3.1. you have provided the necessary information to the relevant data subjects regarding its use (and you may use or refer to our privacy notice available on our website at <https://mfw.co.uk> “Privacy & Cookies Policy” in the footer of each page of the website for this purpose);
- 8.3.2. you have a lawful basis upon which to do so, which, in the absence of any other lawful basis, shall be with the relevant data subject’s consent; and
- 8.3.3. you have complied with the necessary requirements under the data protection legislation to enable you to do so.

- 8.4. Should you require any further details regarding our treatment of personal data, please contact our Practice Manager, Brigitte Brown at our Ashford office.

- 8.5. We shall only process the client personal data:



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- 8.5.1. In order to provide our services to you and perform any other obligations in accordance with our engagement with you.
  - 8.5.2. In order to comply with our legal or regulatory obligations; and
  - 8.5.3. Where it is necessary for the purposes of our legitimate interests and those interests are not overridden by the data subjects' own privacy rights. Our privacy notice (available on our website per 8.3 (i) above) contains further details as to how we may process client personal data.
- 8.6. For the purpose of providing our services to you, we may disclose client personal data to our regulatory body or other third parties (for example our professional advisors or service providers). We will only disclose client personal data to a third party provided that the transfer is undertaken in compliance with the data protection legislation.
- 8.7. We shall maintain commercially reasonable and appropriate security measures, including administrative, physical and technical safeguards, to protect against unauthorised or unlawful processing of the client personal data and against accidental loss or destruction of, or damage to, the client personal data.
- 8.8. In respect of the client personal data, provided that we are legally permitted to do so, we shall promptly notify you in the event that:
- 8.8.1. we receive a request, complaint or any adverse correspondence from or on behalf of a relevant data subject, to exercise their data subject rights under the data protection legislation or in respect of our processing of their personal data;
  - 8.8.2. we are served with an information, enforcement or assessment notice (or any similar notices), or receive any other material communication in respect of our processing of the client personal data from a supervisory authority as defined in the data protection legislation (for example in the UK, the Information Commissioner's Officer); or
  - 8.8.3. we reasonably believe that there has been any incident which resulted in the accidental or unauthorised access to, or destruction, loss, unauthorised disclosure or alteration of, the client personal data.
- 8.9. Upon the reasonable request of the other, we shall each co-operate with the other and take such reasonable commercial steps or provide such information as is necessary to enable each of us to comply with the data protection legislation in respect of the services provided to you in accordance with our engagement letter with you in relation to those services.

**9. Electronic and other communication**

- 9.1. Unless you instruct us otherwise we may, where appropriate, communicate with you and with third parties via email or by other electronic means. The recipient is responsible for virus checking emails and any attachments.
- 9.2. With electronic communication there is a risk of non-receipt, delayed receipt, inadvertent misdirection or interception by third parties. We use virus-scanning software to reduce the risk of viruses and similar damaging items being transmitted through emails or electronic storage devices. However electronic communication is not totally secure and we cannot be held responsible for damage or loss caused by viruses nor for communications which are corrupted or altered after despatch. Nor can we accept any liability for problems or accidental errors relating to this means of communication especially in relation to commercially sensitive material. These are risks you must bear in return for greater efficiency and lower costs. If you do not wish to accept these risks please let us know and we will communicate by paper mail, other than where electronic submission is mandatory.

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- 9.3. Any communication by us with you sent through the post system is deemed to arrive at your postal address two working days after the day that the document was sent.
- 9.4. As part of our service, from time to time we send our clients newsletters, technical updates, blogs and other information which are intended to keep clients up to date on relevant taxation or other matters. You agree to receive these in either paper or electronic form, as is appropriate.

**10. Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards**

- 10.1. Unless agreed specifically in a separate engagement letter, we are not responsible for your compliance with the International Tax Compliance (United States of America) Regulations 2013, produced as a result of FATCA. In particular, we are not responsible for the categorisation of any UK entity into either a Financial Institution or an active or passive Non-Financial Foreign Entity nor, if a Financial Institution, for its registration with the US Internal Revenue Service and subsequent submission of the required annual returns to HM Revenue & Customs.
- 10.2. However, if requested to do so, we can provide advice on the completion of forms supplied by Financial Institutions under these Regulations, or under Common Reporting Standards, and used by them to determine the status of an entity. We can also provide advice on setting up the appropriate systems to identify and report on any of your personnel who are foreign citizens affected by FATCA or Common reporting Standards.

**11. Fees and payment terms**

- 11.1. Our fees may depend not only upon the time spent on your affairs but also on the level of skill and responsibility and the importance and value of the advice that we provide, as well as the level of risk.
- 11.2. If we provide you with an estimate of our fees for any specific work, then the estimate will not be contractually binding unless we explicitly state that that will be the case.
- 11.3. Where requested we may indicate a fixed fee for the provision of specific services or an indicative range of fees for a particular assignment. It is not our practice to identify fixed fees for more than a year ahead as such fee quotes need to be reviewed in the light of events. If it becomes apparent to us, due to unforeseen circumstances, that a fee quote is inadequate, we reserve the right to notify you of a revised figure or range and to seek your agreement thereto.
- 11.4. In some cases, you may be entitled to assistance with your professional fees, particularly in relation to any investigation into your tax affairs by HM Revenue & Customs (HMRC). Assistance may be provided through membership of our Tax Investigation Service (TIS), through insurance policies you hold or via membership of a professional or trade body. Other than where the assistance is provided by membership of our TIS, you will need to advise us of any such insurance cover, or professional body cover, that you have. You will remain liable for our fees regardless of whether all or part are liable to be paid by your insurers.
- 11.5. Payment request notes will be submitted at appropriate intervals during the year when we are dealing with continuous or recurring work, and are payable within 30 days of receipt. When the payment request note is paid, we shall issue a VAT invoice which may be used to reclaim the VAT paid. If unpaid at the end of one month, the account will be regarded as being overdue and we reserve the right to discontinue work upon your affairs.



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- 11.6. If for any reason it becomes necessary for us to withdraw from the engagement, our fees for work performed up to that date will be payable by you.
- 11.7. If we need to do work outside the responsibilities outlined in our engagement letter, we will advise you in advance. This will involve additional fees.
- 11.8. Unless otherwise agreed to the contrary our fees do not include the costs of any third party, counsel or other professional fees.
- 11.9. We reserve the right to charge interest on overdue accounts at the rate of 3% above bank base rates under the Late Payment of Commercial Debts (Interest) Act 1998. We also reserve the right to suspend our services or to cease to act for you on giving written notice if payment of any fees is unduly delayed. We intend to exercise these rights only where it is fair and reasonable to do so.
- 11.10. If you do not accept that a requested fee is fair and reasonable you must notify us within 21 days of receipt, failing which you will be deemed to have accepted that payment is due.
- 11.11. We reserve the right to require an individual or Group Company to enter into a deed of guarantee to guarantee the payment obligation of any company, trust or other entity giving us instructions at any time either as a condition of acting or continuing to act for you.

**12. Implementation**

- 12.1. We will only assist with implementation of our advice if specifically instructed and agreed in writing.

**13. Intellectual property rights**

- 13.1. We will retain all copyright in any document prepared by us during the course of carrying out the engagement save where the law specifically provides otherwise.
- 13.2. You are not permitted to use our name in any statement or document you may issue unless our prior written consent has been obtained. The only exception to this restriction would be statements or documents that, in accordance with applicable law, are to be made public,

**14. Internal disputes within a client**

- 14.1. If we become aware of a dispute between the parties who own or are in some way involved in the ownership and management of the business, it should be noted that our client is the business and we would not provide information or services to one party without the express knowledge and permission of all parties. Unless otherwise agreed by all parties we will continue to supply information to the registered office or normal place of business for the attention of the directors/proprietors (as appropriate). If conflicting advice, information or instructions are received from different directors/principals (as appropriate) in the business we will refer the matter back to the board of directors/the partnership (as appropriate) and take no further action until the board/partnership (as appropriate) has agreed the action to be taken.

**15. Interpretation**

- 15.1. If any provision of our engagement letter or terms of business is held to be void, then that provision will be deemed not to form part of this contract. In the event of any conflict between these terms of business and the engagement letter or appendices, the relevant provision in the engagement letter or schedules will take precedence.

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**16. Investment advice**

- 16.1. Investment business is regulated by the Financial Services and Markets Act 2000. If during the provision of professional services to you, you need advice on investments including insurances, we may have to refer you to someone who is authorised by the Financial Conduct Authority, as we are not. However, as we are licensed by the Institute of Chartered Accountants in England and Wales, we may be able to provide certain investment services that are complementary to, or arise out of, the professional services we are providing to you.
- 16.2. Such advice may include:
- 16.2.1. Advise you on investments generally, but not recommend a particular investment or type of investment;
  - 16.2.2. Refer you to a Permitted Third Party (PTP) (an independent firm authorised by the FCA), assist you and the PTP during the course of any advice given by that party and comment on, or explain, the advice received (but not make alternative recommendations). The PTP will issue you with its own terms and conditions letter, will be remunerated separately for its services and will take full responsibility for compliance with the requirements of the Financial Services and Markets Act 2000;
  - 16.2.3. Advise you in connection with the disposal of an investment, other than your rights in a pension policy or scheme;
  - 16.2.4. Advise and assist you in transactions concerning shares or other securities not quoted on a recognised exchange;
  - 16.2.5. Assist you in making arrangements for transactions in investments in certain circumstances; and
  - 16.2.6. Manage investments or act as trustee (or donee of a power of attorney) where decisions to invest are taken on the advice of an authorised person.
- 16.3. For corporate clients we may also, on the understanding that the shares or other securities of the company are not publically traded:
- 16.3.1. Advise the company, existing or prospective shareholders in relation to exercising rights, taking benefits or share options, valuations and methods of such valuations.
  - 16.3.2. Arrange any agreements in connection with the issue, sale or transfer of the company's shares or other securities;
  - 16.3.3. Arrange for the issue of new shares; and
  - 16.3.4. Act as the addressee to receive confirmation of acceptance of offer documents etc.
- 16.4. In the unlikely event that we cannot meet our liabilities to you, you may be able to claim compensation under the Chartered Accountants' Compensation Scheme in respect of exempt regulated activities undertaken. Further information about the scheme and the circumstances in which grants may be made is available on the website of the Institute of Chartered Accountants in England and Wales at: [www.icaew.com/cacs](http://www.icaew.com/cacs)
- 16.5. In relation to the conduct of insurance distribution activities, we are an ancillary insurance intermediary. We are not authorised by the Financial Conduct Authority. However, we are included on the Financial Services Register maintained by the Financial Conduct Authority so that we can carry on insurance distribution activity, which is broadly the advising on, selling, and administration of insurance contracts. This part of our business, including arrangements for complaints or redress if something goes wrong, is regulated by the Institute of Chartered Accountants in England and Wales. The register can be accessed via the Financial Conduct Authority website at [www.fca.org.uk/register](http://www.fca.org.uk/register).



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**17. Lien**

- 17.1. Insofar as we are permitted to do so by law or professional guidelines, we reserve the right to exercise a lien over all funds, documents and records in our possession relating to all engagements for you until all outstanding fees and disbursements are paid in full.

**18. Limitation of Liability (General)**

- 18.1. We will provide services as outlined in this letter with reasonable care and skill. However, to the fullest extent permitted by law, we will not be responsible for any losses, penalties, surcharges, interest or additional tax liabilities where you or others supply incorrect or incomplete information or fail to supply any appropriate information or where you fail to act on our advice or respond promptly to communications from us or the tax authorities.
- 18.2. You will not hold us, our partners or our staff responsible, to the fullest extent permitted by law, for any loss suffered by you arising from any misrepresentation (intentional or unintentional) supplied to us orally or in writing in connection with this agreement. You have agreed that you will not bring any claim in connection with services we provide to you against any of our partners or staff personally.
- 18.3. Our work is not, unless there is legal or regulatory requirement, to be made available to third parties without our written permission and we will accept no responsibility to third parties for any aspect of our professional services or work that is made available to them.

**19. Limitation of Liability (Specific) – Not Applicable in Respect of Audit Services**

- 19.1. Having considered both your circumstances and our own, we agree that £250,000 (including interest) or twenty times the regular annual fee, whichever is the greater, represents a fair maximum limit to our liability as a firm in the event of any one claim arising in respect of the professional non audit services described within the engagement letter (the Professional Services). This maximum total liability includes any claims for loss or damage, however caused, whether in respect of breaches of contract, tort (including negligence) or otherwise in respect of the Professional Services and shall also include all other related costs including legal fees, interest etc.
- 19.2. We acknowledge that the limit in respect of our total aggregate liability will not apply to any acts, omissions or representations that are in any way criminal, dishonest or fraudulent on the part of the firm, its partners or employees.

**20. Limitation of third party rights**

- 20.1. The advice and information we provide to you as part of our service is for your sole use and not for any third party to whom you may communicate it unless we have expressly agreed in the engagement letter that a specified third party may rely on our work. We accept no responsibility to third parties, including any group company to whom the engagement letter is not addressed, for any advice, information or material produced as part of our work for you which you make available to them. A party to this agreement is the only person who has the right to enforce any of its terms and no rights or benefits are conferred on any third party under the Contracts (Rights of Third Parties) Act 1999.

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**21. Period of engagement and termination**

- 21.1. Unless otherwise agreed in our engagement letter, our work will begin when we receive implicit or explicit acceptance of that letter. Except as stated in that letter we will not be responsible for periods before that date.
- 21.2. Each of us may terminate our agreement by giving not less than 21 days notice in writing to the other party except where you fail to cooperate with us or we have reason to believe that you have provided us or, if appropriate, HMRC with misleading information, in which case we may terminate this agreement immediately. Termination will be without prejudice to any rights that may have accrued to either of us prior to termination.
- 21.3. In the event of termination of our contract, we will endeavour to agree with you the arrangements for the completion of work in progress at that time, unless we are required for legal or regulatory reasons to cease work immediately. In that event, we shall not be required to carry out further work and shall not be responsible or liable for any consequences arising from termination.
- 21.4. Should we resign or be requested to resign we will normally issue a disengagement letter to ensure that our respective responsibilities are clear. Should we have no contact with you for a period of one year or more we may issue to your last known address a disengagement letter and hence cease to act.

**22. Professional rules and statutory obligations**

- 22.1. We will observe and act in accordance with the bye-laws, regulations and code of ethics of the Institute of Chartered Accountants in England and Wales and will accept instructions to act for you on this basis. In particular you give us the authority to correct errors made by HMRC where we become aware of them. We will not be liable for any loss, damage or cost arising from our compliance with statutory or regulatory obligations. You can see copies of these requirements in our offices. The requirements are also available on the internet at [www.icaew.com/en/members/regulations-standards-and-guidance](http://www.icaew.com/en/members/regulations-standards-and-guidance).
- 22.2. We confirm that we are Statutory Auditors eligible to conduct audits under the Companies Act 2006. When conducting audit work we are required to comply with the Ethical Standards for Auditors which can be accessed on the internet at <http://www.frc.org.uk/Our-Work/Codes-Standards/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Ethical-standards-for-auditors.aspx>.
- 22.3. We confirm that we are accredited for the reserved legal activity of non-contentious probate. When conducting probate work, we are required to comply with the Probate Regulations of the Institute of Chartered Accountants in England and Wales, which can be accessed at: [www.icaew.com/en/members/regulations-standards-and-guidance/reserved-legal-services](http://www.icaew.com/en/members/regulations-standards-and-guidance/reserved-legal-services).

**23. Probate Services**

- 23.1 In the unlikely event that we cannot meet our obligations to you, you may be able to seek a grant from the Compensation Scheme of the Institute of Chartered Accountants in England and Wales. Generally, applications for a grant must be made within twelve months of the time that you become aware, or reasonably ought to have become aware of the loss. Further information about the scheme and the circumstances in which grants may be made is available at [www.icaew.com/probate](http://www.icaew.com/probate).



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- 23.2 If you would like to talk to us about how we can improve our probate service to you, or if you are unhappy with the service you are receiving, please let us know by contacting Leigh Jones at our Herne Bay Office. We will consider carefully any complaint that you may make about our probate services as soon as we receive it and will do all we can to resolve the issue. We will acknowledge your complaint within five business days of its receipt and endeavour to deal with it within eight weeks. Any complaint should be submitted to us in writing.
- 23.3 If we do not deal with it within this timescale or you are unhappy with our response we give you, you may of course take the matter up with our professional body the Institute of Chartered Accountants in England and Wales and the Legal Ombudsman. Complaints to the Legal Ombudsman should be made within six years of the act or omission or within three years of you becoming aware of the issue, and in either case within six months of our written response to your complaint to us. The contact details for the Legal Ombudsman are by post to PO Box 6806, Wolverhampton WV1 9WJ, by e-mail to [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk) and by telephone on 0300 555 0333.

**24. Quality Control**

- 24.1. As part of our ongoing commitment to providing a quality service, our files are periodically reviewed by an independent regulatory or quality control body. These reviewers are highly experienced and professional people and, of course, are bound by the same rules for confidentiality as our partners and staff.
- 24.2. When dealing with HM Revenue & Customs (HMRC) on your behalf we are required to be honest and to take reasonable care to ensure that your returns are correct. To enable us to do this, you are required to be honest with us and provide us with all necessary information in a timely manner. For more information about “Your Charter” for dealings with HMRC visit [www.gov.uk/government/publications/your-charter](http://www.gov.uk/government/publications/your-charter). To the best of our ability, we will ensure that HMRC meet with their side of the Charter in their dealings with you.

**25. Reliance on advice**

- 25.1. We will endeavour to record all advice on important matters in writing. Advice given orally is not intended to be relied upon unless confirmed in writing. Therefore, if we provide oral advice (for example during the course of a meeting or a telephone conversation) and you wish to be able to rely on that advice, you must ask for the advice to be confirmed by us in writing.
- 25.2. We will not accept responsibility if you act on advice previously given by us without first confirming with us that the advice is still valid in light of any change in the law or any change in your circumstances.
- 25.3. We will not accept any liability for losses arising from changes in the law or the interpretation thereof that occur after the date on which the advice is given.

**26. Retention of papers**

- 26.1. You have a legal responsibility to retain documents and records relevant to your financial affairs. During the course of our work we may collect information from you and others relevant to your tax and financial affairs. We will return any original documents to you if requested. Documents and records relevant to your tax affairs are required by law to be retained as follows:
- 26.2. Individuals, trustees and partnerships:

**McCABE FORD WILLIAMS**  
**STANDARD TERMS OF BUSINESS**

- 26.2.1. With trading or rental income: 5 years and 10 months after the end of the tax year;
- 26.2.2. Otherwise: 22 months after the end of the tax year.

26.3. Companies, Limited Liability Partnerships and other corporate entities:

- 26.3.1. 6 years from the end of the accounting period.

- 26.4. Whilst certain documents may legally belong to you, we may destroy correspondence and other papers that we store electronically or otherwise that are more than seven years old, except documents we think may be of continuing significance. You must tell us if you wish us to keep any document for any longer period.

**27. The Provision of Services Regulations 2009**

- 27.1. We are registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details of our audit registration can be viewed at [www.auditregister.org.uk](http://www.auditregister.org.uk) for the UK under reference number C005341462.
- 27.2. We comply with the above regulations by displaying the required details of our professional indemnity insurance in each of our offices.



**Town Clerk's Report****March 2025**

**International Womens Day:** The Town Hall once again hosted a very successful networking evening for the women of Deal. All were welcomed by the Mayoress and Cllr Beer shared the inspirational poem "Dangerous Coats" by Sharon Owens. The event was well attended and included officers from Kent Police who spoke with guests to learn how safe women feel working and living in Deal. This year more than 60 period and hygiene products were donated, and these will be distributed to the Deal Area Foodbank, Goodwin Academy and United Families to help those locally who struggle with period poverty.

**Annual Town Meeting 29 April:** Work has commenced for this annual meeting. There will be a film showing highlights of the council's work over the past year to date which will include the journey to Net Zero. We are hopeful that the Kent Police Officers who attended our International Women's Day evening will also be able to come along to this meeting and give a presentation on their questionnaire for how safe women feel in Deal and their community outreach work. As in previous years, the grant recipients from the last financial year will be invited to come along to share how they benefitted from the council's grant streams.

This year, to assist with networking, there will be light refreshments served after the meeting for all. It will be helpful to officers if councillors can let us know as soon as possible if they will be attending this meeting to assist with the room layout.

**50<sup>th</sup> Anniversary of Twinning with St Omer:** The Mayor will be hosting a celebratory lunch in May to mark this anniversary. The St Omer Mayor and his mayoral delegation have been invited along with the board members of the Society in Deal. All Councillors will shortly receive an invitation.

**Community Shed:** Dover District Council had a community shed that was looking for a new home and I am pleased to advise that the home will be at our Golf Road allotment site. It will become our 'Living Shed' as well as being a Tool Library for our allotmenters who will be encouraged to donate old or unused gardening equipment. DDC has also gifted us some litter picking equipment, this will be kept at the Town Hall and will be made available for local organisations to borrow. As soon as we have everything ready for this it will be advertised to the public, and councillors will receive the information and press release.

**Annual Report 2024/25:** The Communications Officer is working on the Annual Report for 2024/25, the draft will be approved by the Town Clerk in liaison with the Chairperson of the Council. It will follow the same format as last year and as soon as it is finalised it will be emailed to all councillors for information and uploaded onto the council's website.

**Neathouse (The Council's external HR and Health and Safety advisors):** The H&S Officer, R.F.O and Town Clerk have been working through a draft Environmental, Health and Safety Policy Handbook and the Health and Safety Guidance Handbook supplied by Neathouse. This has taken longer than expected as a lot of the information in it is not relevant to Town Councils. To assist with this, we are arranging for our H&S Advisor to visit the Town Hall.

Lorna Crow  
Town Clerk

## DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr O Richardson, Chairperson of Deal Town Council & All council members  
From: Nadine Miller, Climate Change, Projects & Communications Officer  
Date: 11 March 2025  
Re: **Town Council of Sanctuary – update**

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In September 2024 Deal Town Council became only the second town council to be awarded Council of Sanctuary status. The journey to the accreditation began in 2020 and having received the award, work continues to ensure our commitments and ambitions are achieved.

The government's [regional and local authority data on immigration groups](#) statistics tell us there are 451 people across the Dover District who are part of the Homes for Ukraine scheme, under the Afghan resettlement programme or asylum seekers receiving support. 451 people represents 0.38% of the Dover District population of 118,591.

- Homes for Ukraine - not including super sponsors (arrivals) 302
- Afghan Resettlement Programme (total) (population) 113
- Supported Asylum (total) (population) 36
- All 3 pathways (total) **451**

Cllr Bano, Cllr Brookfield and Cllr Craggs are the outside body representatives to both DARA and Cliffs of Sanctuary and reports have been brought to Full Council in October 2024 and January 2025.

In February 2025 a recommendation was submitted by Cllr Bano regarding changes to the UK Citizenship policy. Members resolved that the Chairperson of the Council writes to the local MP, the Home Secretary and the Immigration Minister explaining the following;

- That as a Council of Sanctuary, Deal welcomes asylum seekers and refugees, recognising their potential and reasons for seeking safety.
- To provide safe and legal routes for people fleeing war, famine and persecution to claim asylum.
- People who are granted asylum should be able to access UK citizenship.

Deal Town Council once again supported Samphire who led the second Winter Lights Lantern Procession, inviting local schools and people from the town to transform Deal Pier into a beacon of 'light and love' at Christmas.

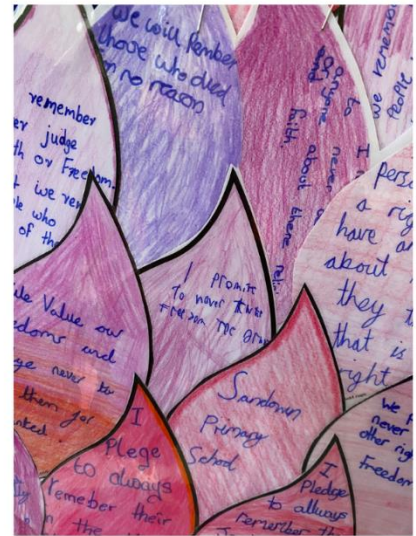
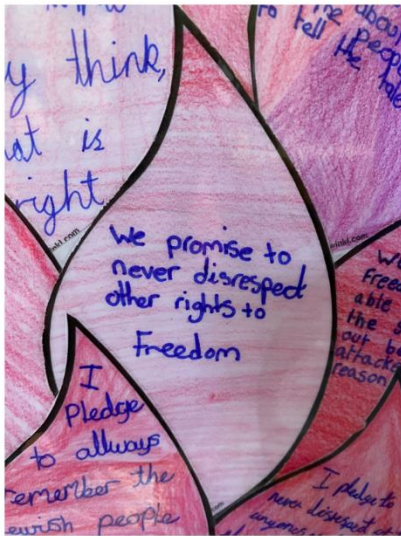
Last winter, Deal Warm Welcome posters advertised support for those in need and venues offering friendship and warmth in both English and Arabic. This year saw the introduction of a third poster, written in Ukrainian.

For the second year running, the Town Hall hosted a Ukrainian Christmas Craft Market which was very popular and attended by the Mayor.

As part of our Youth Engagement Strategy councilors and staff have been meeting with local schools to explore how we can support them and to share our work. These meetings have been fruitful and this year saw the attendance of 60 school children at our Holocaust Memorial Day Service at St George's Church in January.



The children who attended wrote their thoughts and reflections about the day in the shape of a candle flame and laid them at the Memorial Stone (see below)



More than 150 people attended the Holocaust Memorial Service in January and the Town Hall hosted a special event in the evening too, sharing this year's theme "For a Better Future".

At the candlelight reception we were joined by our Council of Sanctuary partner, the Kent Refugee Action Network. CEO Dr Razia Shariff, spoke on 'Changing the world one small step at a time' inspiring and explaining how we can change the conversation and create a better future with our words and actions. She was joined by Samphire Community Engagement Coordinator, Media and Advocacy Lead, Kay Marsh, who shared how we are universally bound together by our shared experiences.

The event was well received and guests were gifted a candle to take home so they too could shine light in the darkness.

Officers attend the quarterly City of Sanctuary Town and Parish Council Network online meetings to keep up-to-date and to share what Deal has learned. A national City of Sanctuary meeting was hosted at the beginning of March "How councils can support community cohesion" and more than 160 participants nationwide attended the online event from city, country, district, town and parish authorities.

The speakers talked of greater engagement with everyone in the community and how contact is vital in seeing where we are more alike than not. And, how to reframe and shape conversations which runs through our strategy and action plan, so was very encouraging.

The Mayor and Deputy Mayor sat before the City of Sanctuary assessment panel that gave Deal Town Council the accreditation last September. Cllr Richardson and Cllr Eddy have since been interviewed by the Deal Despatch newspaper about our work 'Welcoming the Stranger' and will feature in the upcoming spring edition.

Officers have met with DARA and Cliffs of Sanctuary to support them to mark Refugee Week 2025 (16-22 June) and attended the Samphire Project AGM in December 2024.

#### **Decision required:**

Members to note the report

DEAL TOWN COUNCIL

MEMORANDUM

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

**FROM:** Cllr L Craggs

**DATE:** 11 March 2025

**SUBJECT: Outside Body Report on Deal Fairtrade Town Network**

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As one of two Linked Councillors, I attended a meeting of the Deal Fairtrade group on 6th March 2025.

- \* Significant change is afoot in that there is a strong likelihood that in the coming weeks this small team will merge with a similar sized team representing Dover; the latter group will be voting at an imminent meeting to form a new, broadened *Dover District Fairtrade Network*.
- \* Change is unlikely to stop there as a paper is due to go to the Cabinet of DDS shortly which recommends that the Council apply to the National Body to become a Fairtrade organisation too. Were that to happen in the manner planned then it is likely that other towns and villages within the Dover District may also wish to join, forming a much larger network.
- \* the agenda for this meeting was to discuss plans to bring about the first change:
  - a draft constitution was considered and deemed fit to be shared with colleagues in the Dover group at an appropriate time
  - how the changed status might impact on the success of applications for grants from Deal, Dover and DDC councils was discussed
  - an agenda for an inaugural meeting of the new group was shared
  - other aspects of the new group were briefly touched on, including communications and GDPR
- \* The meeting continued on regular items, including a finance report, ideas for future campaigns and dates for future meetings
  - Friday 2nd May (Deal Group only)
  - Saturday 10th May (Inaugural Meeting of the new Dover District Group)

Dates and all details at this point are subject to confirmation.

*Les Craggs*

DEAL TOWN COUNCIL

MEMORANDUM

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

**FROM:** Cllr B Bano

**DATE:** 17 March 2025

**SUBJECT: Outside Body Report on KALC Dover Area Working Groups**

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As mentioned in my earlier message I have been elected by the Dover Area Committee to represent them on the KALC Executive Committee which means I am representing Dover District Parishes and not Deal specifically. Through this I am also now a member of the KALC Transport Working Group and Vice Chair of the Health and Well Being Working Group.

**Transport Working Group: The following was discussed:**

1. The KALC Website Transport Hub - accessible through the KALC website this provides much useful information relating to transport issues. It will be developed further as new initiatives come on line.
- 2, Consultation on a railway fit for purpose - this ends on 15th April - - 'a railway fit for Britain's future - available on [www.gov.uk](http://www.gov.uk)
3. Active Travel I Initiatives
4. Electric Vehicle infrastructure development

Please let me know if you would like more information on any of the above issues. I will report on bus related issues to the Transport & Infrastructure meeting in May as the regulatory framework develops.

**Health and Well Being Working Group**

The current focus of the group is to encourage member Councils to develop a Health and Well Being action plan using the template circulated previously. I am working with KALC colleagues to circulate a survey to member Councils with a request to indicate their priorities - this is particularly relevant in view of the impending NHS reorganisation. The questionnaire will be with member Councils shortly.

Finally, KALC is taking an active interest in resilience planning, and it is hoped to progress this following a seminar at DDC.



Minutes - approved by Committee and signed by Chairperson 03/03/2025
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**Deal Town Council Town Hall, High Street, Deal, Kent, CT14 6TR.**

**Tel: 01304 361999. Email: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)**

The Minutes of the Planning Committee held on Monday 3<sup>rd</sup> February 2025 at the Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson) Cllr M Walters  
Cllr P Findley (Vice Chairperson) Mr Robin Green (Deal Society)  
Cllr L Craggs Ms E Fogarty (FOND)  
Cllr T Bond

Officers: Mrs L Marney – Committee Clerk Others: 0

1	<b>Chairpersons opening remarks:</b> 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	<b>Apologies for absence:</b> None received.				Committee Clerk
3	<b>Declarations of interest:</b> Cllr L Craggs declared a VAOI on planning application 25/00003 as this is his neighbour's property.				
4	<b>Public Participation and Statements received:</b> None received.				Committee Clerk
5	<b>The minutes of the planning committee meeting held on 13<sup>th</sup> January 2025 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 13 <sup>th</sup> January 2025 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr M Walters (S) Cllr T Bond. All agreed.				Chairperson
6	<b>Planning applications received:</b>				Committee Clerk
	<b>DDC Ref</b>	<b>Ward</b>	<b>Address</b>	<b>Proposal</b>	
	24/01335	MH	Police House Number 2, 22 Mongeham Road Great Mongeham Deal CT14 9PQ.	<u>Erection of a single storey rear extension (conservatory demolished).</u>	
	24/01084	ND	7 South Street Deal CT14 7AW	<u>Erection of a building and conversion of two buildings to create 11no. dwellings and 4no. retail units (2no. buildings to be demolished).</u>	Members RESOLVED: Objection. Deal Town Council feel this is an over intensive use of site, severe lack of parking and there is no significant difference from the previous plans submitted. Dover District Council should

				produce a supplementary guidance paper for both sides of South Street in Deal. Deal Town Council also support the concerns of Kent Fire & Rescue. (P) Cllr L Craggs (S) Cllr M Eddy. 4 For, 1 Against. Motion carried.	
25/00003	MD	377 London Road Deal Kent CT14 9PS	<u>Erection of part single storey, part 2-storey rear extension (Existing single storey side extension and rear conservatory to be demolished).</u>	Members RESOLVED: No Objection. (P) Cllr P Findley (S) Cllr M Eddy. All agreed.	
25/00001	ND	15 Harold Road Deal Kent CT14 6QH	<u>Erection of single storey rear extension (existing conservatory &amp; WC to be demolished).</u>	Members RESOLVED: No Objection. (P) Cllr T Bond (S) Cllr P Findley All agreed.	
24/01303	ND	Saracens Head 1 Alfred Square Deal CT14 6LS	<u>Replacement windows to rear elevation, removal/insertion of windows to rear/side elevations, enlargement of existing rooflight, 2 airbricks to front elevation, replacement doors and amendments to render.</u>	Members RESOLVED: No Objection. (P) Cllr P Findley (S) Cllr M Walters All agreed.	
24/01322	ND	Land To The Rear Of 104 Northwall Road Deal CT14 6PP	<u>Erection of 6 semi-detached dwellings with associated access and parking.</u>	Members RESOLVED: Objection. DTC object unless suitable conditions are applied to mitigate the problems with flooding in this part of Deal. (P) Cllr M Eddy (S) Cllr P Findley. 4 For, 1 Against. Motion carried.	
25/00024	MH	16 Mill Hill Deal CT14 9EN	<u>Garage conversion to habitable accommodation, garage door to be replaced with window (part retrospective).</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All agreed.	
25/00027	ND	Saltwood Cottage 70B Middle Street	<u>Replacement timber windows with PVCu to front elevation.</u>	Members RESOLVED: No Objection. Committee Clerk to email DDC chasing	

			Deal CT14 6HN		response on guidance for UPVC windows in conservation area. (P) Cllr M Walters (S) Cllr L Craggs. All agreed	
	25/00045	ND	47A West Lea Deal CT14 6TJ	<u>Conversion of garage to habitable accommodation.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All agreed.	
	25/00038	ND	12 Beaconsfield Road Deal CT14 7BY	<u>Erection of single storey rear extension.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All agreed.	
	25/00051	ND	1 Chapel Street Deal CT14 6HW	<u>Replacement single glazed windows to front facade with double glazed heritage slimline units.</u>	Members RESOLVED: No Objection. Committee Clerk to email DDC chasing response on guidance for UPVC windows in conservation area. (P) Cllr P Findley (S) Cllr L Craggs. All agreed	
	25/00043	ND	1 Chapel Street Deal CT14 6HW	<u>Replace existing front elevation render painted to match existing.</u> <u>Replace 3no single glazed windows to front elevation with double glazed heritage slimline units.</u>	Members RESOLVED: No Objection. Committee Clerk to email DDC chasing response on guidance for UPVC windows in conservation area. (P) Cllr P Findley (S) Cllr L Craggs. All agreed	
	25/00066	ND	108 West Street Deal CT14 6EB	<u>Replacement front entrance door (retrospective).</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Walters 2 For, 1 Against, 2 Abstentions. Motion carried.	
<b>7</b>	<b>DDC decisions:</b> Members RESOLVED: To note the information and for Committee Clerk to contact DDC for decision notice report on planning application 24/00932 which was refused outline permission. (P) Cllr T Bond (S) Cllr L Craggs. All agreed.					Committee Clerk
	<b>The Chairperson closed the meeting at 8.05pm</b>					

Minutes - approved by Committee and signed by Chairperson 12/03/2025
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## Deal Town Council, Town Hall, High Street, Deal, Kent, CT14 6TR

The Minutes of the Transport and Infrastructure meeting held at the Town Hall  
on Thursday 16th January 2025 at 7:15pm.

Present: Cllr M Walters (Chairperson) Cllr T Bond  
Cllr M Eddy Mrs C Dubber (Co-opted member)

Officers: Mrs L Marney – Committee Clerk Others: 0  
Miss P Read - Clerical Officer

1	<b>Chairperson's opening remarks:</b> 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	<b>Apologies for absence:</b> Apologies were received from Cllr D Cronk due to work commitments and Cllr B Bano due to illness. Cllr S Brookfield and Cllr D Parks were absent.	Committee Clerk
3	<b>Declarations of interest:</b> None received.	
4	<b>Public Participation and Statements received:</b> None received.	
5	<b>The minutes of the Transport &amp; Infrastructure Committee meeting held on Wednesday 20<sup>th</sup> November for approval and signing:</b> Members RESOLVED: To accept the minutes of the Transport & Infrastructure committee meeting held on 20 <sup>th</sup> November 2025 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr T Bond (S) Cllr M Walters. 2 For, 1 Abstention. Motion carried.	Chairperson
6	<b>DTC 3<sup>rd</sup> HIP Application:</b> Following a lengthy discussion, Members RESOLVED: to make the following amendments to the 3 <sup>rd</sup> HIP application. Item 1. Cowper Rd off London Rd, Item 3. Ark Lane and Item 5. Deal Castle, Victoria Rd (A258) - No amendments. Item 2. Grange Rd off London Rd. To remove the 'restoration of the pavement' from the suggested remedy. Item 4. Prince of Wales Terrace/ Sondes Road – South Street. To remove the 'urgent need for a pedestrian crossing' from the suggested remedy and replace with 'drop kerbs needed'. (P) Cllr M Eddy (S) Cllr T Bond. All agreed.	Committee Clerk
7	<b>Accessibility Report - London Road &amp; Golf Road Areas:</b> After discussion, members RESOLVED: To accept all the following recommendations: 1) All above pavement repairs be reported on to the KCC Website by the Committee Clerk. 2) All above drop kerbs repairs be reported onto the KCC Website by the Committee Clerk. 3) Uneven drainage channels on the pavement on the right side of Western Road down to Ark Lane be reported on to the KCC Website by the Committee Clerk	Committee Clerk

	<p>4) Locations for Drop kerbs installation at Western Road by Train Crossing and Golf Road (71-81) Darracott Close and Milestone Road to be placed onto the DTC 3rd HIP application.</p> <p>(P) Cllr M Eddy (S) Cllr T Bond. All agreed</p>	
8	<p><b>Draft Transport Strategy Consultation:</b> Following a discussion, Members RESOLVED: To accept all of the following recommendations</p> <ol style="list-style-type: none"> <li>1. Due to the vast number of questions included in this consultation, members to complete this consultation individually online using the link provided.</li> <li>2. Due to the important nature of this consultation, send to all Deal Town Councillors to complete.</li> <li>3. Communication Officer to place this consultation on the DTC website for residents of Deal to complete.</li> </ol> <p>(P) Cllr M Eddy (S) Cllr T Bond. All agreed.</p>	<p>Committee Members/ Committee Clerk/ Comms Officer</p>
9	<p><b>Committee Clerk Report:</b> The Committee Clerk provided an update on the West Street item, confirming that the Speed &amp; Traffic Volume Survey would be installed on 21<sup>st</sup> January 2025. Members RESOLVED: To note the report.</p> <p>(P) Cllr M Eddy (S) Cllr T Bond. All agreed.</p>	<p>Committee Clerk</p>
	<b>The Chairperson closed the meeting at 7:55pm.</b>	Chairperson
	<b>Date of next meeting: 12<sup>th</sup> March 2025.</b>	