

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

Tel: 01304 361999, E-mail: deal.town.council@deal.gov.uk

www.deal.gov.uk

To all Committee Members: You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at the Town Hall on **Tuesday 23rd July 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 22nd July by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all present at the meeting and become part of the public record of the meeting, names will be redacted.



Paul Bone

Responsible Finance Officer

Date: 17 July 2024

AGENDA

1	Chairperson's opening remarks:	Chairperson
2	Apologies for absence:	
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	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.	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 21st May 2024 for approval and signing: Decision required.	Attach. 2
6	Finance: Income & Expenditure figures and Full Bank reconciliation to 30th June 2024: Information to note.	Attach. 3
7	Grants 2024/25 i) Annual Grants 2024/25 – Recommendation from the R.F.O.: Decisions required. ii) Request from The Deal Carnival association: Decision required.	Attach. 4 Attach. 5
8	Review of Town Hall Hire Discount for Councillors and Staff: Decision required	Attach. 6
9	Town Hall energy contracts: Decision required	Attach. 7
10	Town Hall Maintenance: Decision required	Attach. 8
	Date of next F&GP Committee meeting: 17 th September 2024	

Members Cllrs, TB, DP, BB, SB, DC, MC, ME, & LC

Declarations of Interest

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 Finance and General Purposes Committee meeting held at the Town Hall on
Tuesday 21 May 2024 at 7.15pm.

Present: Cllr T Bond (Chairperson) Cllr D Parks (Vice-Chairperson)
 Cllr M Eddy Cllr P Jull
 Cllr S Cullen

Officers: Others: 2 Members of the Public
Laura Marney (Committee Clerk)
Heather McAdam (Assistant Finance Officer)
Joanne Harper (Asst. to the Town Clerk)

1.	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and advised of the fire evacuation procedures.	Chairperson
2.	Apologies for absence: Apologies were received from Cllr D Cronk due to illness, Cllr S Beer due to work commitments and Cllr B Bano due to a prior commitment. Cllr M Cronk was Absent.	Committee Clerk
3.	Declarations of interest: None received.	
4.	Public Participation and statements received: None received.	
5.	The minutes of the previous Finance & General Purposes Committee meeting held on 19th March 2024 for approval and signing: RESOLVED: To accept the minutes of the Finance & General Purposes Committee meeting held on 19 th March 2024 as a true and accurate record. (P) Cllr M Eddy (S) Cllr P Jull. All agreed. The Chairperson duly signed the minutes.	Chairperson
6.	Finance: Income & Expenditure figures and full bank reconciliation to 31st March 2024: Members RESOLVED: To note the income & expenditure figures and full bank reconciliation to 31 st March 2024. (P) Cllr M Eddy (S) Cllr S Cullen. All Agreed.	
7.	Free use requests: Following discussion Members RESOLVED: 1. To offer free use of the Town Hall on Monday 10 June 2024 or Tuesday 11 June 2024 between 6:30pm and 8:30pm to the University of Greenwich in partnership with KCC to host a retrofit presentation. (P) Cllr M Eddy (S) Cllr S Cullen. 4 For, 1 Against. Agreed. 2. To offer a free pitch at the Saturday Market in July and further free pitches on a regular basis to the Kent Police Rural Team (P) Cllr P Jull (S) Cllr M Eddy. All Agreed.	Facilities Manager Market Officer/ Finance assistant
8.	Allotments: Following discussion Members RESOLVED: To agree the following changes to the Allotment Tenancy Agreement with immediate effect. a) To add point 3 in the agreement header: The tenancy agreement will be based on a rolling contract, automatically renewing on the 1 st October every year, unless either party gives notice to cancel. Any change to the rate of letting will be notified to the tenant a minimum of 3 months prior to the automatic renewal. b) To amend section 2 to read: The tenant will use the allotment plot wholly or mainly to produce vegetables or fruit crops for consumption by the tenant and his/her family and for no other purpose. Grass areas are permitted but may only form pathways, small seating, or fruited areas. Grass is to be maintained to a height less than 10cm (about 3.94 in) throughout the growing season. An area no greater	Facilities Manager

	<p>than 25% of the allotment plot may be used for leisure gardening purposes such as growing flowers, creating, and maintaining a bio-diversity habitat. A small seating area may also be incorporated into this area for use by the tenant.</p> <p>Carpet or carpet underlay will not be used as a weed suppressant only propriety material is permitted, such as</p> <ul style="list-style-type: none"> • purpose bought weed suppressant which can be obtained at any garden center or DIY store providing the cut end has been sealed to prevent fraying and harm to wildlife • Carboard • Bark chipping • Leaf mulch <p>Ponds – when taking on a plot that has an existing pond, tenants agree to maintain the area for the benefit of wildlife. If a tenant wishes to create a pond, permission must be granted by Deal Town Council to consider the conditions that will include size, safe siting away from paths and agreement for it to become part of the plot inspection.</p> <p>c) To amend section 3 to read: The plot must be kept clean, tidy and in a good state of cultivation and fertility, in good condition and clearly and legibly displaying the plot number stated on the Allotment Tenancy Agreement, failure to do so may result in a non-conformity notice being sent and continued failure may result in a tenancy termination. To the Allotment Tenancy Agreement, cultivation is defined as the plot being dug over ready for planting with seasonal crop production evident. A weed suppressant membrane, strimming or use of herbicide is not considered a substitute for cultivation. A new tenant shall be expected to progressively clear one third of the plot within three months, with the plot cultivated within one year from the tenancy's start. Failure to cultivate your plot will result in you being served a Termination Letter or Non-Cultivation Notice. It is prohibited to grow plants which produce illegal substances or are otherwise prescribed. Plants that may cause anaphylactic shock will be clearly labelled.</p> <p>d) To amend section 7 paragraph 2 to read: A tenant must not deposit or allow to be deposited on the allotment site any household or other rubbish or matter. Rubbish or unwanted materials accumulated on the allotment plot must be removed from the site after each visit. Fly-tippers will be prosecuted, and their tenancy will be terminated. The council encourages the use of the recycling centre for all waste products.</p> <p>(P) Cllr S Cullen (S) Cllr M Eddy. All agreed.</p>																									
9.	<p>Braderie 2024: Following discussion Members RESOLVED: To reduce the fee for shop/bar/café owners to £20.00 to use the area outside their shop front, except those that can demonstrate that they have a valid pavement/street licence.</p> <p>(P) Cllr M Eddy (S) Cllr S Cullen. All Agreed.</p>	Asst.to the Town Clerk																								
10.	<p>Town Hall Hire Charges: Following discussion Members RESOLVED: That for all new bookings of the Town Hall, the following hire charges and conditions apply:</p> <p>Charity Hire.</p> <table border="0" style="width: 100%;"> <tr> <td>Chamber</td> <td>Mon – Sat</td> <td>1st 2 hours £60 p/h. Additional hours £30 p/h</td> </tr> <tr> <td>Chamber</td> <td>Sunday</td> <td>1st 2 hours £60 p/h. Additional hours £55 p/h</td> </tr> <tr> <td>Committee room</td> <td>Mon – Sat</td> <td>1st 2 hours £45 p/h. Additional hours £30 p/h</td> </tr> <tr> <td>Committee room</td> <td>Sunday</td> <td>1st 2 hours £60 p/h. Additional hours £30 p/h</td> </tr> </table> <p>Standard hire.</p> <table border="0" style="width: 100%;"> <tr> <td>Chamber</td> <td>Mon – Sat</td> <td>1st 2 hours £70 p/h. Additional hours £35 p/h</td> </tr> <tr> <td>Chamber</td> <td>Sunday</td> <td>1st 2 hours £70 p/h. Additional hours £63 p/h</td> </tr> <tr> <td>Committee room</td> <td>Mon – Sat</td> <td>1st 2 hours £55 p/h. Additional hours £35 p/h</td> </tr> <tr> <td>Committee room</td> <td>Sunday</td> <td>1st 2 hours £70 p/h. Additional hours £35 p/h</td> </tr> </table>	Chamber	Mon – Sat	1 st 2 hours £60 p/h. Additional hours £30 p/h	Chamber	Sunday	1 st 2 hours £60 p/h. Additional hours £55 p/h	Committee room	Mon – Sat	1 st 2 hours £45 p/h. Additional hours £30 p/h	Committee room	Sunday	1 st 2 hours £60 p/h. Additional hours £30 p/h	Chamber	Mon – Sat	1 st 2 hours £70 p/h. Additional hours £35 p/h	Chamber	Sunday	1 st 2 hours £70 p/h. Additional hours £63 p/h	Committee room	Mon – Sat	1 st 2 hours £55 p/h. Additional hours £35 p/h	Committee room	Sunday	1 st 2 hours £70 p/h. Additional hours £35 p/h	R.F.O/ Facilities Manager
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	<p>Additional charges.</p> <p>Kitchen hire £30</p> <p>Tablecloth hire £7 per cloth</p> <p>Projector/screen & digital display screen Free of charge</p> <p>Chair covers £15 per 10</p> <p>Drinks table & glasses in the chamber £50 p/h, includes tablecloths (Part of a wedding package)</p> <p>Drinks table & glasses in the undercroft. £55 p/h, includes tablecloths (Part of a wedding package)</p> <p>Reception in the chamber. £35 per table of 8 seats, 3 hour minimum hire, plus normal hire costs. (only available if wedding is in the mayor's parlour)</p> <p>Committee room set for buffet/catering staff. £20 p/h, 3 hour minimum hire (in addition to reception hire)</p> <p>Payment terms.</p> <ul style="list-style-type: none"> • 50% at time of booking if it is above £100, if not full amount at booking. • Remainder to be paid 14 days before event. • Deposit refundable until 14-day before event. • A finalised invoice is sent after the event if any extras have been incurred. <p>Venue changes.</p> <ul style="list-style-type: none"> • To include the mayor's parlour in wedding packages. • To raise the maximum seating capacity to 70 seated guests for theatre style only. <p>(P) Cllr S Cullen (S) Cllr M Eddy. All Agreed.</p>	
	<p>The Chairperson closed the meeting at 7:47pm</p>	

Deal Town Council
Bank Reconciliation Statement as at 30/06/2024
for Cashbook 1 - Nat West Combined A/C's

Bank Statement Account Name (s)	Statement Date	Balances
Nat West Current A/C	30/06/2024	100.00
Nat West Deposit A/C	39/06/2024	246481.14
		246581.14
Unpresented Payments (Minus)	Amount	
		0
		0
		246581.14
Unpresented Receipts (Plus)		
		0
		0
		246581.14
	Balance per Cash Book is :-	246581.14
	Difference is :-	0

Deal Town Council
Bank Reconciliation Statement as at 30/06/2024
for Cashbook 2 - Nat West Mayors Charity Fund

Bank Statement Account Name (s)	Statement Date	Balances
Mayor's Charity A/C	30/06/2024	4.56
		4.56
Unpresented Payments (Minus)	Amount	
		0
		0
		4.56
Unpresented Receipts (Plus)		
		0
		0
		4.56
	Balance per Cash Book is	4.56
	Difference is :-	0

Deal Town Council
Bank Reconciliation Statement as at 30/06/2024
for Cashbook 3 - Prepaid Card

Bank Statement Account Name (s)	Statement Date	Balances
PRE PAID CARD	30/06/2024	596.16
		596.16
Unpresented Payments (Minus)	Amount	
		0
		0
		596.16
Unpresented Receipts (Plus)		
		0
		0
		596.16
	Balance per Cash Book is :-	596.16
	Difference is :-	0

Deal Town Council
Bank Reconciliation Statement as at 30/06/2024
for Cashbook 4 - Town Hall Petty Cash

Bank Statement Account Name (s)	Statement Date	Balances
Petty Cash	30/06/2024	113.07
		113.07
Unpresented Payments (Minus)	Amount	
		0
		0
		113.07
Unpresented Receipts (Plus)		
		0
		0
		113.07
	Balance per Cash Book is :-	113.07
	Difference is :-	0

Deal Town Council
Bank Reconciliation Statement as at 30/06/2024
for Cashbook 5 - Nat West Treasury Account

Bank Statement Account Name (s)	Statement Date	Balances
Bank Statement Account Name (s)	30/06/2024	Balances
Nat west Treasury account		150000
	Amount	150000
Unpresented Payments (Minus)		0
		0
Unpresented Receipts (Plus)		0
		150000
		0
	Balance per Cash Book is	
	:-	150000
	Difference is :-	150000
		0

Deal Town Council
Detailed Income & Expenditure by Budget Heading 30/06/24

	Year To Date	Annual Budget	Variance Total	Funds Available	% Spent	From EMR
100 General Income						
1076 Precept	250959	501918	250959		50.0%	
1080 Bank Interest	1024	13000	11976		7.9%	
General Income	251983	514918	262935		48.9%	0
Net Income	251983	514918	262935			
200 Staff Costs						
4000 Salaries Gross	69299	307000	237701	237701	22.6%	
4010 Salaries Employers Pension	10513	65000	54487	54487	16.2%	
4020 Salaries Employers NI	4806	28000	23194	23194	17.2%	
4055 Travel & Subsistence	0	100	100	100	0.0%	
4070 Training	0	2000	2000	2000	0.0%	
4075 Staff Uniforms	176	100	(76)	(76)	176.1%	
4080 HR & HS	0	1621	1621	1621	0.0%	
4090 Staff Recruitment	0	750	750	750	0.0%	
Staff Costs	84794	404571	319777	319777	21.0%	0
Net Expenditure	(84,794)	(404,571)	(319,777)			
205 Official Car						
4060 Official Car Lease	977	3920	2943	2943	24.9%	
4065 Official Car Fuel	8	0	(8)	(8)	0.0%	
Official Car	986	3920	2934	2934	25.1%	0
Net Expenditure	(986)	(3,920)	(2,934)			
210 Civic						
4055 Travel & Subsistence	0	100	100	100	0.0%	
4070 Training	50	1000	950	950	5.0%	
4200 Cllr. Allowances	1950	4800	2850	2850	40.6%	
4220 Robes & Regalia	365	50	(315)	(315)	730.0%	
Civic	2365	5950	3585	3585	39.7%	0
Net Expenditure	(2,365)	(5,950)	(3,585)			
215 Mayor's Budget						
4210 Hospitality	180	1500	1320	1320	12.0%	
4225 Mayoral Travel & Subsistence	0	100	100	100	0.0%	
4230 Mayor Expenses	0	500	500	500	0.0%	
4235 Deputy Mayor Expenses	0	300	300	300	0.0%	
4240 Mayoress Expenses	0	300	300	300	0.0%	
Mayor's Budget	180	2700	2520	2520	6.7%	0
Net Expenditure	(180)	(2,700)	(2,520)			
220 Administration						
4070 Training	183	0	(183)	(183)	0.0%	
4080 HR & HS	915	1622	707	707	56.4%	

	Year To Date	Annual Budget	Variance Total	Funds Available	% Spent	From EMR
4085	Payroll Services	631	1855	1224	34.0%	
4300	Mobile Phones	287	500	213	57.4%	
4305	Stationery	197	1500	1303	13.2%	
4310	Postage	(116)	500	616	(23.1%)	
4315	Bank Charges	365	1500	1135	24.3%	
4320	General Admin	1306	8800	7494	14.8%	
4325	Office Equipment	26	500	474	5.1%	
4330	IT Equipment	48	3000	2952	1.6%	
4335	IT Support & Website	3750	6000	2250	62.5%	
4340	Telephone & Broadband	642	1500	858	42.8%	
4345	Pat Testing	0	500	500	0.0%	
4355	Premises (Running Costs)	0	10000	10000	0.0%	
4365	Legal Advice	0	500	500	0.0%	
4375	Marketing/Communications	(219)	2000	2219	(10.9%)	
4390	Waste & Recycling	566	2500	1934	22.6%	
4405	Annual Planting	31	5000	4969	0.6%	
4410	Flags	55	500	445	11.0%	
4415	Audit Fees	(2,300)	2300	4600	(100.0%)	
4420	Subscriptions	110	2000	1890	5.5%	
4430	Data Protection Officer	0	1000	1000	0.0%	
4435	General Maintenance	0	4000	4000	0.0%	
	Administration	6477	57577	51100	11.3%	0
	Net Expenditure	<u>(6,477)</u>	<u>(57,577)</u>	<u>(51,100)</u>		
225	Council					
4370	Election Costs	0	6500	6500	0.0%	
4380	Contingency	0	10000	10000	0.0%	
	Council	0	16500	16500	0.0%	0
	Net Expenditure	<u>0</u>	<u>(16,500)</u>	<u>(16,500)</u>		
250	Grants & Donations					
4470	Annual Grants	2700	20000	17300	13.5%	1300
4485	Food Poverty Fund	0	10000	10000	0.0%	
4490	St Omer Twinning	0	500	500	0.0%	
	Grants & Donations	2700	30500	27800	8.9%	1300
	Net Expenditure	<u>(2,700)</u>	<u>(30,500)</u>	<u>(27,800)</u>		
6000	plus Transfer from EMR Movement to/(from) Gen Reserve	1300				
		(1,400)				
300	Town Hall					
1100	Wedding Hire	2670	12500	9830	21.4%	
1105	Chamber Hire	1712	2000	288	85.6%	
1110	Committee Room Hire	0	1000	1000	0.0%	
1115	Under Croft Hire	175	1000	825	17.5%	
	Town Hall :- Income	<u>4557</u>	<u>16500</u>	<u>11943</u>	27.6%	0

		Year	Annual	Variance	Funds	% Spent	From
		To Date	Budget	Total	Available		EMR
4080	HR & HS	305	0	(305)	(305)	0.0%	
4345	Pat Testing	140	0	(140)	(140)	0.0%	
4360	Insurance	5739	8000	2261	2261	71.7%	
4420	Subscriptions	2237	0	(2,237)	(2,237)	0.0%	
4500	Repairs & Maintenance	12396	0	(12,396)	(12,396)	0.0%	12396
4505	Under Croft Cleaning	440	1000	560	560	44.0%	
4510	Furniture & Equipment	495	1000	505	505	49.5%	
4520	Boiler Service & Maint.	(500)	500	1000	1000	(100.0%)	
4525	Window Cleaning	460	1000	540	540	46.0%	
4530	Gas	2434	4650	2216	2216	52.3%	
4535	Electricity	879	4360	3481	3481	20.2%	
4540	Water	91	265	174	174	34.5%	
4550	TH Events	0	1800	1800	1800	0.0%	
4710	Rates	3821	0	(3,821)	(3,821)	0.0%	
4720	Licences	0	500	500	500	0.0%	
	Town Hall	28938	23075	(5,863)	(5,863)	125.4%	12396
	Net Income over Expenditure	(24,381)	(6,575)	17806			
6000	plus Transfer from EMR Movement to/(from) Gen Reserve	12396					
		(11,985)					
305	Police Office						
1120	Police Office Rent	2250	0	(2,250)		0.0%	
	Police Office	2250	0	(2,250)			0
	Net Income	2250	0	(2,250)			
310	VIC						
1200	VIC Income	(0)	0	0		0.0%	
	VIC	(0)	0	0			0
4605	Terminal Charges	149	500	351	351	29.9%	
	VIC	149	500	351	351	29.9%	0
	Net Income over Expenditure	(149)	(500)	(351)			
410	Saturday Market						
1410	Market Traders	11583	43000	31418		26.9%	
	Saturday Market :- Income	11583	43000	31418		26.9%	0
4420	Subscriptions	0	500	500	500	0.0%	
4715	Profit Share	(3,000)	2500	5500	5500	(120.0%)	
4730	Market General Costs	738	3000	2262	2262	24.6%	
4735	Market Licence/Rates	0	1750	1750	1750	0.0%	
4750	Road Closures	3575	0	(3,575)	(3,575)	0.0%	
4760	Market Stewards	616	0	(616)	(616)	0.0%	
	Saturday Market	1929	7750	5821	5821	24.9%	0
	Net Income over Expenditure	9654	35250	25596			

		Year To Date	Annual Budget	Variance Total	Funds Available	% Spent	From EMR
420	Braderie Market						
1415	Braderie stall holders	1490	4500	3010		33.1%	
	Braderie Market :- Income	<u>1490</u>	<u>4500</u>	<u>3010</u>		33.1%	0
4400	Advertising	150	0	(150)	(150)	0.0%	
4705	Road Closure	0	700	700	700	0.0%	
4720	Licences	0	1200	1200	1200	0.0%	
4725	First Aid	0	200	200	200	0.0%	
4740	Toilet Hire	0	300	300	300	0.0%	
	Braderie Market	150	2400	2250	2250	6.2%	0
	Net Income over Expenditure	<u>1340</u>	<u>2100</u>	<u>760</u>			
500	Public Conveniences						
4800	Public Conveniences	0	35000	35000	35000	0.0%	
	Public Conveniences	0	35000	35000	35000	0.0%	0
	Net Expenditure	<u>0</u>	<u>(35,000)</u>	<u>(35,000)</u>			
600	Allotments Golf Road						
1500	Allotment Income	1270	2000	730		63.5%	
	Allotments Golf Road :- Income	<u>1270</u>	<u>2000</u>	<u>730</u>		63.5%	0
4500	Repairs & Maintenance	850	2500	1650	1650	34.0%	135
4540	Water	0	742	742	742	0.0%	
	Allotments Golf Road	850	3242	2392	2392	26.2%	135
	Net Income over Expenditure	<u>420</u>	<u>(1,242)</u>	<u>(1,662)</u>			
6000	plus Transfer from EMR Movement to/(from) Gen Reserve	135					
		555					
610	Allotments Park Ave						
1500	Allotment Income	795	2000	1205		39.8%	
	Allotments Park Ave :- Income	<u>795</u>	<u>2000</u>	<u>1205</u>		39.8%	0
4500	Repairs & Maintenance	609	2500	1891	1891	24.4%	135
4540	Water	258	700	442	442	36.8%	
	Allotments Park Ave	867	3200	2333	2333	27.1%	135
	Net Income over Expenditure	<u>(72)</u>	<u>(1,200)</u>	<u>(1,128)</u>			
6000	plus Transfer from EMR Movement to/(from) Gen Reserve	135					
		63					
620	Allotments Mill Road						

		Year To Date	Annual Budget	Variance Total	Funds Available	% Spent	From EMR
1500	Allotment Income	847	2000	1153		42.3%	
	Allotments Mill Road :- Income	847	2000	1153		42.3%	0
4500	Repairs & Maintenance	871	2500	1629	1629	34.8%	135
4540	Water	0	742	742	742	0.0%	
	Allotments Mill Road	871	3242	2371	2371	26.9%	135
	Net Income over Expenditure	(24)	(1,242)	(1,218)			
6000	plus Transfer from EMR	135					
	Movement to/(from) Gen Reserve	111					
700	Town Events						
5005	Town Hall Promotions	0	200	200	200	0.0%	
5010	Heritage Day	0	200	200	200	0.0%	
5015	Christmas Events	0	200	200	200	0.0%	
5020	Mayoral Ceremonial Event	0	200	200	200	0.0%	
5025	International Woman's Day	0	200	200	200	0.0%	
5030	Charter Day	0	500	500	500	0.0%	
5035	Holocaust Memorial Day	0	200	200	200	0.0%	
	Town Events	0	1700	1700	1700	0.0%	0
	Net Expenditure	0	(1,700)	(1,700)			
800	Cycle Friendly						
5520	DTC Ebike maintenance costs	148	0	(148)	(148)	0.0%	
	Cycle Friendly	148	0	(148)	(148)		0
	Net Expenditure	(148)	0	148			
	Grand Totals:- Income	274774	584918	310144		47.0%	
	Expenditure	131404	601827	470423	470423	21.8%	
	Net Income over Expenditure	143370	(16,909)	(160,279)			
	plus Transfer from EMR	14101					
	Movement to/(from) Gen Reserve	157471					

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 15 July 2024
Subject: **Annual Grants 2024/25 – Round 1**

A meeting of the Grants subcommittee was scheduled for 10th July 2024. The meeting was cancelled on the day as insufficient members could attend the meeting and the meeting would have been inquorate.

It was agreed between the R.F.O. and the Chairperson of the Grants subcommittee that all members of the Grants subcommittee would be asked to individually score the applications and send the scores to the R.F.O. together with any additional comments they had. The R.F.O. acting under delegated authority would then collate the scores and in liaison with the Chairperson of the Grants subcommittee, agree the recommendation that would be submitted to F&GP for consideration and decision based upon the scores and comments of the subcommittee members.

Annual Grants 2024-25

The budget for the Annual Grants 2024-25 was set at £20,000

Three rounds of applications were agreed with the following dates:

Round 1: Applications close on **Friday 31 May 2024**

(F&GP Meeting date: Tuesday 23 July 2024)

Round 2: Applications close on **Monday 30 September 2024**

(F&GP Meeting date: Tuesday 19 Nov 2024)

Round 3: Applications close on **Friday 31 January 2025**

(F&GP Meeting date: Tuesday 18 Mar 2025)

A total of 7 applications were received for Round 1 totalling £6,296.32

Of these applications only 3 passed validation totalling £2,596.32. These applications were considered by members of the Grants subcommittee. The scores and comments of the members were then collated and in liaison with the Chairperson of the Grants subcommittee, the recommendations to be submitted by the R.F.O. F&GP for consideration and decision were agreed based upon the scores and comments of the subcommittee members.

Recommendations from the R.F.O.

- 1) Disabled Friends & Family: - Requested a grant of £900 to purchase bikes/trikes and safety equipment such as helmets and knee pads to be used in a cycling scheme run on Deal seafront between Deal Castle and Sandown Castle. The scheme would be open to any disabled person under the age of 18 and no charge would be made to them.

Members scored the application with an average of 24 points out of a possible 33 points.

Recommendation: to award a full grant of £900 for the purchase of bikes/trikes and safety equipment such as helmets and knee pads to be used in a cycling scheme run on Deal seafront between Deal Castle and Sandown Castle.

- 2) Sandown School: - Requested a grant of £696.32 to purchase a shed and the materials to create a solid base to house a compostable toilet in the 'Greenzone' The toilet will be also available for use by other Schools who hold sporting events in the field.

Members scored the application with an average of 25 points out of a possible 33 points.

Recommendation: to award a full grant of £696.32 to purchase a shed and the materials to create a solid base to house a compostable toilet.

- 3) Cinque Ports football club: - Requested a grant of £1,000 towards the cost of purchasing a second-hand minibus for use by the club for transporting their 4 teams to fixtures around Kent. The minibus would also be available to other local clubs such as the rowing club. The club are match funding £1,495 with the remaining money coming from a cost of living grant.

Members scored the application with an average of 24 points out of a possible 33 points.

Recommendation: to award a full grant of £1,000 towards the cost of purchasing a second-hand minibus.

Decisions required

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 15 July 2024
Subject: **Annual Grants 2024/25 – Request from The Deal Carnival Association.**

A total of 7 applications were received for the first round of the 2024/25 grants budget. Of these applications 4 were from Deal Community Carnival Association with a covering letter requesting that all 4 are considered.

The current Council Grant Rules & Guidelines state:

Deal Town Council will only consider one application per organisation in any one financial year. The application may cover more than one event as long as it is within the overall financial limit for that Grant stream. (The current limit for Annual Grants is £1,000).

Deal Community Carnival Association were reminded of this and the fact that multiple applications would fail the validation process. With this information, they have still sent in the four applications asking that their request for all four be considered by the Finance & General Purposes committee.

For this reason, the applications could not be validated and submitted to the Grants subcommittee and have been referred directly to F&GP for consideration.

The four applications are included in your 'Pink Papers'

Please see below the request from Deal Community Carnival association:

Request from Peter Davies on behalf of e Deal Community Carnival association.

I have been working for the Deal Community Carnival Association for a year now, my job has been to ensure that the group continues with funding and its activities for now and the future.

I have approached a number of businesses in the town that benefit from the financial impact the events in town bring to them, we have been supported by the [REDACTED] family who run 4 businesses on the sea front for many years but other businesses say that although reliant on the event this only pays for the dips they have for the remainder of the year and markedly so since Covid and the financial crisis we have recently gone through.

We were £3,500 below income targets last year so I put in some of my own money and we got support from a Councillor with last minute funds, upped the price of the carnival programmes (we sold less) and we ran a go fund me page that just got us over the line.

We are aware that the economic downturn will also have repercussions with the towns funding so I asked at District Council levels if there is any chance of support and we got the advice that unless we are fully supported by Deal Town Council they cannot consider trying to find funding for us.

We also approached DDC because in 2026 the Carnival will be reaching its 200th birthday and we are going to be looking to make this the biggest event in the South East requiring a larger budget to ensure this goes ahead. We intend to build bridges with you and DDC to achieve this.

I am in touch with Dover College who will be organising a study of financial impact for us to help with funding and 2026 funding and we are in touch with an organisation called funding for all as they will advise us on options for 2026 funding, support from DTC and DDC is also essential to us.

As a committee we have recently split the carnival events into 4 sub committees so that it makes things more manageable and makes funding more attractive rather than seeming like a large organisation that seems to be a cash cow which I can assure you it is not, these four committees are as follows:

- 1. Sporting and Community Events*
- 2. Children's Events*
- 3. Music Events*
- 4. Carnival Procession Events*

We will be seeking separate funding for these events due to the appeal this may have like Arts Council for musical events and other relevant funders for the other categories of events. Should we achieve this funding we will not be asking for grants from the council but for this year we ask that you consider funding us for all four applications attached, I have gone into great detail, I will be doing this for any grants we apply for.

We are considering opening four separate bank accounts, but we would like to ask your view on this as we would be able to extricate the budget on the accounts anyway by using the one account.

I was determined to show all the bones of what goes into these events including volunteer hours etc as I feel that the organisation have been underrepresenting what goes on in the week and the year of preparation behind it.

The week's events are entirely held together all year round with the good will of volunteers for the enjoyment of the community and visitors to our great town.

I appreciate your kind consideration of the matter.

Peter Davies

R.F.O Information to consider

As previously advised, the current grant rules state Deal Town Council can only consider one application per organisation in any one financial year. The rule applied by Council has always been that even if the applications are made by separate subcommittees and even with separate bank accounts, they are treated as the same organisation. This is the reason that I could not validate the multiple applications from the Deal Community Carnival Association.

Deal Community Carnival Association advises their four separate events are controlled by separate subcommittees so in their opinion they should be treated as separate 'organisations' for the purpose of these applications.

However, this has not been the understanding of the Council for any applications received in the past from other organisations and is not included in the Grant rules and guidelines as an option. To do so would mean setting a precedent for all organisations. Other organisations have had to be advised of this as well.

The Town Clerk and I have discussed this, and we think there is another option that Members may like to consider. In the last Council term, an organisation, who provide and erect Christmas lights for Deal annually, were granted £2,000 per year for the maintenance and replacement of lights for the term of that Council. This was outside of the grant scheme.

Members may wish to consider a similar scheme for Deal Community Carnival Association.

Recommendations:

1) Members to consider Deal Community Carnival Association's request that four separate events, controlled by separate subcommittees, are treated as separate 'organisations' for the purpose of their applications. If agreed members must consider the individual applications (as supplied in pink papers) and the level of funding for each. The Grant guidelines will then be updated to reflect this in order that all organisations can benefit from this change of the rules.

OR

2) Members to consider if a fixed sum is agreed to be granted to Deal Community Carnival Association each financial year. This would be outside of the current Annual Grant Scheme and a grant form would not be required, the association would be required to submit a monitoring form after their event. If agreed, the following will also need to be agreed:

- The annual value of the grant is £2,000
- The number of years it will be paid before review
- The budget that any award granted this year is to come from is the Annual Grant Budget.

OR

3) If neither of the above have been agreed, members to choose which of the four applications is to be accepted for consideration and then agree the level of funding to be granted.

Decisions required

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes
Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 15 July 2024
Subject: **Review of Town Hall Hire Discount for Councillors and Staff**

For many years the Council has offered a 25% discount to Councillors and DTC Staff who want to hire the Town Hall for their own personal events.

It is now time for this to be reviewed and updated.

Recommendations:

- 1) Members to consider the level (if any) of discount for Councillors and DTC Staff to hire the Town Hall
- 2) Members to consider if the discount includes the Chamber, Committee Room, Kitchen and Undercroft
- 3) Members to consider if the discount applies for Wedding bookings.
- 4) Members to consider if the discount also applies to immediate family members of Councillors and DTC staff

Decisions required

Members to consider the above.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 15 July 2024
Subject: **Town Hall Energy Contract renewal**

The current 24-month energy contracts are due for renewal at the end of July.

The current contracts are directly with SSE and are for Certificated Green energy in line with this Councils commitment to becoming carbon neutral by 2025.

At the last independent audit of the Councils path to becoming carbon neutral by 2025 that was carried out in April this year, the auditor confirmed that our contracts were with the company that he believed was offering one of the best options regarding such supplies quoting: *DTC purchases 100% REGO-backed electricity & RGGO-backed gas following GHG Protocol guidance - These emissions can be reported as zero.*

Since the last contract was entered into, gas prices have dropped considerably.

The current prices being paid by the Council are: -

Gas: 100% SSE Green Gas Plus; Daily charge: £2.6518; Cost per Kwh £0.09092

Electricity: 100% SSE Green Electricity Daily charge: £1.39 Cost per Kwh £0.30233

Based upon a 24month term, SSE Direct Sales are offering the following renewal prices:

Gas: 100% SSE Green Gas Plus; Daily charge: £2.8201 Cost per Kwh £0.04983

(Annual cost estimate based on current usage: - £4,001)

Electricity: 100% SSE Green Electricity Daily charge: £1.37 Cost per Kwh £0.24412

(Annual cost estimate based on current usage: - £3,024)

Please see attached comparison of other potential suppliers offering 'Green' energy contracts.

From these prices, it can be seen that the current supplier is competitive for this type of contract.

Recommendation

To accept the 24month renewal contract with SSE Direct Sales for both Gas & Electricity supply.

Decision Required

Members to consider the above recommendation.

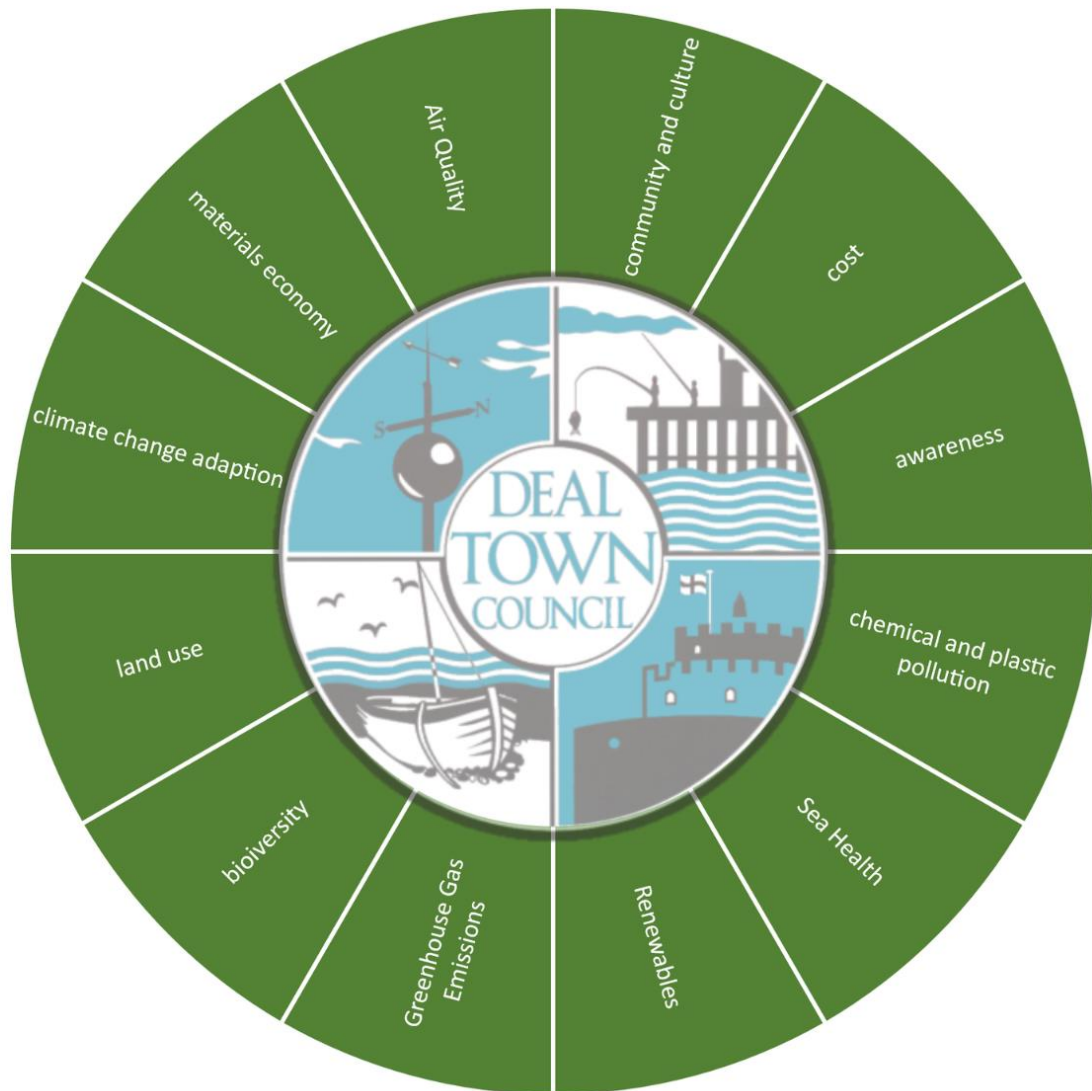
Combined Gas & Electricity supply comparison – Deal Town Hall – 2-year term

Gas supply comparison – Deal Town Hall – 2-year term			
Supplier	Daily charge	Cost per kWh	Estimated Annual Cost
A	£2.1650	£0.0615	£4,664.73
B	£0.30632	£0.07872	£5,071.17
C	£0.3511	£0.07228	£4,681.79
D	£0.8582	£0.0778	£5,214.64
SSE Direct (Current supplier)	£2.8201	£0.049835	£4,000.96

Electricity supply comparison – Deal Town Hall – 2-year term			
Supplier	Daily charge	Cost per kWh	Estimated Annual Cost
A	£0.6194	£0.2483	£2,833.23
B	£1.32278	£0.2268	£2,865.05
C	£1.0566	£0.2556	£2,952.91
D	£0.62	£0.2445	£2,910.10
SSE Direct (Current supplier)	£1.37	£0.244125	£3,024.15

Combined Gas & Electricity supply comparison – Deal Town Hall – 2-year term			
Supplier	Estimated Annual Cost - GAS	Estimated Annual Cost - ELECTRICITY	Estimated Annual Cost Both GAS & ELECTRICITY
A	£4,664.73	£2,833.23	£7,497.96
B	£5,071.17	£2,865.05	£7,936.22
C	£4,681.79	£2,952.91	£7,634.70
D	£5,214.64	£2,910.10	£8,124.74
SSE Direct (Current supplier)	£4,000.96	£3,024.15	£7,025.11

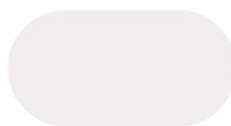
Town Hall Energy Contract renewal



long lasting positive impact



short term or limited positive impact



no known impact



short term or limited negative impact



long lasting negative impact

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 15 July 2024
Subject: **Town Hall Maintenance**

The last major works to the Town Hall were the Chamber windows to the front of the Town Hall and the refurbishment of the Mayor's Parlour, with these works being completed in 2023.

Internal maintenance and decoration continue to be carried out by the premises team.

Maintenance works to the exterior of the Town Hall are planned for the autumn of this year.

This work will need to be carried out by external contractors and will involve all external decoration, side and rear gutters and the detailed soffit areas to front and side elevations.

Scaffolding will need to be erected to all elevations, and to avoid additional costs of re-erecting scaffolding, it is recommended that all works are carried out in one phase whilst the scaffolding is in place.

Initial quotations indicate a cost, including the scaffolding of £20,000 to £22,000 for the complete works.

Funding is available from the Town Hall Refurbishment 'earmarked reserve account' that has a current balance of £38,685.32

Recommendation

- 1) Members to agree a budget of up to £23,000 for the external maintenance works to the Town Hall with funds coming from the Town Hall Refurbishment 'earmarked reserve account'
- 2) Members to consider delegating authority to the RFO in liaison with the Town Clerk and the Chairperson of F & GP to select the most appropriate contractors for each element of works subject to meeting the normal requirements of obtaining 3 quotations for each element and working within the agreed budget.

Decision Required

Members to consider the above recommendations.