

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

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**To all Committee Members:** You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at the Town Hall on **Tuesday 17<sup>th</sup> September 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 16<sup>th</sup> September 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 present at the meeting and become part of the public record of the meeting, names will be redacted.



**Paul Bone**  
**Responsible Finance Officer**

**Date: 11 September 2024**

#### **AGENDA**

1	<b>Chairperson's opening remarks:</b>	Chairperson
2	<b>Apologies for absence:</b>	
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>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.	
5	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 23<sup>rd</sup> July 2024 for approval and signing:</b> Decision required.	Attach. 2
6	<b>Finance Income &amp; Expenditure figures and Full Bank reconciliation to 31<sup>st</sup> August 2024:</b> Information to note.	Attach. 3
7	<b>Undercroft Conditions of Hire review:</b> Decision required.	Attach. 4
8	<b>Allotment Officer's report:</b> Decision required.	Attach. 5
9	<b>Grants review:</b> Decision required.	Attach. 6
10	<b>Community Contributions Grants:</b> Decisions required.	Attach. 7
11	<b>DTC Financial regulations update:</b> Decision required.	Attach. 8
	<b>Date of next F&amp;GP Committee meeting:</b> 19 <sup>th</sup> November 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 23 July 2024 at 7.15pm.

Present: Cllr D Parks (Vice-Chairperson) Cllr B Bano,  
Cllr S Beer, Cllr D Cronk,  
Cllr M Eddy, Cllr L Craggs

Officers: Paul Bone (Responsible Finance Officer)  
Heather McAdam (Assistant Finance Officer)  
Polly Read (Clerical Officer)

Others: None present

1.	<b>Chairperson's opening remarks:</b> Cllr D Parks advised that he would be chairing the meeting in the absence of Cllr T Bond. He welcomed everyone to the meeting and advised of the fire evacuation procedures. He also reminded attendees to turn their phones onto silent for the duration of the meeting.	Vice Chairperson
2.	<b>Apologies of absence:</b> Apologies were received from Cllr T Bond and Cllr M Cronk due to prior commitments.	R.F.O.
3.	<b>Declarations of interest:</b> Cllr L Craggs declared an OSI in relation to item 8 on the agenda due to a potential booking and advised that he will withdraw from the meeting for that agenda item. Cllr B Bano declared a VAOI in relation to item 8 on the agenda as he had benefited from room hire discounts in the past.	
4.	<b>Public participation and statements received:</b> None Received.	
5.	<b>Minutes of the previous Finance &amp; General Purposes Committee meeting held on 21<sup>st</sup> May 2024 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Finance and General Purposes Committee meeting held on 21 <sup>st</sup> May 2024 as a true and accurate record. (P) Cllr D Cronk (S) Cllr M Eddy. 5 For, 0 Against, 1 Abstention. Agreed. The Vice Chairperson duly signed the minutes.	Vice Chairperson
6.	<b>Finance: income &amp; Expenditure figures and Full Bank reconciliation to 30<sup>th</sup> June 2024:</b> Members RESOLVED: To note the income and expenditure figures and full bank reconciliation to 30 <sup>th</sup> June 2024. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	
7.	<b>Grants 2024/25:</b> 1. <b>Annual Grants 2024/25 Round1:</b> Members considered the recommendation from the R.F.O. that were based upon the scores and comments of the Grants subcommittee members. Members RESOLVED: <ul style="list-style-type: none"> <li>• Disabled Friends &amp; Family: - 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.</li> <li>• Sandown School: - 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.</li> <li>• Cinque Ports football club: - To award a full grant of £1,000 towards the cost of purchasing a second-hand minibus.</li> </ul> (P) Cllr M Eddy (S) Cllr L Craggs All agreed.	R.F.O.

	<p><b>2. Request from Deal Community Carnival Association:</b> Members considered 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.</p> <p>Members RESOLVED:</p> <ul style="list-style-type: none"> <li>• To consider only one of the applications as the Grant Conditions state: <i>ix. 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 and: x. Grants will not be awarded retrospectively.</i></li> <li>• To pay a Grant of £1,000 as a contribution towards road closures and insurance costs as detailed with the Carnival Processions &amp; Public Events application.</li> <li>• To request that the R.F.O. brings a paper to the next meeting of this committee that considers the possibility of providing regular funding outside of the Annual Grants scheme to organisations such as: Deal Community Carnival Association, Deal and Walmer Chamber of Trade and the Astor Theatre.</li> </ul> <p>(P) Cllr S Beer (S) Cllr D Cronk 5 for, 0 against, 1 abstention. Agreed. Cllr L Craggs withdrew from the meeting at 7.29pm</p>	R.F.O.
8.	<p><b>Review of Town Hall Hire Discount for Councillors and Staff:</b> Following discussion Members RESOLVED:</p> <ol style="list-style-type: none"> <li>1) To continue to provide a 25% discount for Councillors and DTC Staff to hire the Town Hall.</li> <li>2) The discount to include hire of the Chamber, Committee Room, Kitchen, and Undercroft.</li> <li>3) The discount to also apply to Wedding bookings.</li> <li>4) The discount to extend to immediate family of the Councillor or DTC staff member subject to the booking being paid for by an elected Councillor or DTC staff member and that the Councillor or DTC staff member attends the event.</li> <li>5) To delegate authority to the R.F.O. in liaison with the Facilities Manager to decide if a discount will apply to Councillors or DTC staff members for any other case that doesn't obviously fall within the above recommendation.</li> </ol> <p>(P) Cllr D Cronk (S) Cllr B Bano. All agreed. Cllr L. Craggs rejoined the meeting at 7.36pm</p>	R.F.O.
9.	<p><b>Town Hall energy contracts:</b> Following debate Members RESOLVED: to accept the 24month renewal of contract with SSE Direct Sales for both Gas and Electricity supply.</p> <p>(P) Cllr D Cronk (S) Cllr S Beer. All agreed.</p>	R.F.O.
10.	<p><b>Town Hall Maintenance:</b> Members: RESOLVED:</p> <ol style="list-style-type: none"> <li>1) To agree a budget of £23,000 for the external maintenance works to the Town Hall with funds coming from the Town Hall Refurbishment 'earmarked reserve account'.</li> <li>2) To delegate authority to the R.F.O. in liaison with the Town Clerk and the Chairperson of F&amp;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.</li> </ol> <p>(P) Cllr S Beer (S) Cllr M Eddy. All agreed.</p>	R.F.O.
	The Vice Chairperson closed the meeting at 7:53pm	

**Deal Town Council**  
**Bank Reconciliation Statement as at 31/08/2024**  
**for Cashbook 1 - Nat West Combined A/C's**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>		<b>Balances</b>
Nat West Current A/C	31/08/2024		100.00
Nat West Deposit A/C	31/08/2024		166,218.08
			166,318.08
Unpresented Payments (Minus)		Amount	
			0
			0
			166,318.08
Unpresented Receipts (Plus)			
			0
			0
			166,318.08
		Balance per Cash Book is :-	166,318.08
		Difference is :-	0

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**Deal Town Council**  
**Bank Reconciliation Statement as at 31/08/2024**  
**for Cashbook 2 - Nat West Mayors Charity Fund**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>		<b>Balances</b>
Mayor's Charity A/C	31/08/2024		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

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**Deal Town Council**  
**Bank Reconciliation Statement as at 31/08/2024**  
**for Cashbook 3 - Prepaid Card**

Bank Statement Account Name (s)	Statement Date	Balances
PRE PAID CARD	31/08/2024	795.40
		795.40
Unpresented Payments (Minus)	Amount	
		0
		0
		795.40
Unpresented Receipts (Plus)		
		0
		0
		795.40
	Balance per Cash Book is:-	795.40
		0
	Difference is :-	

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**Deal Town Council**  
**Bank Reconciliation Statement as at 31/08/2024**  
**for Cashbook 4 - Town Hall Petty Cash**

Bank Statement Account Name (s)	Statement Date	Balances
Petty Cash	31/08/2024	130.10
		130.10
Unpresented Payments (Minus)	Amount	
		0
		0
		130.10
Unpresented Receipts (Plus)		
		0
		0
		130.10
	Balance per Cash Book is :-	130.10
		0
	Difference is :-	

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**Deal Town Council**  
**Bank Reconciliation Statement as at 31/08/2024**  
**for Cashbook 5 - Nat West Treasury Account**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>	Balances
Bank Statement Account Name (s)	31/08/2024	Balances
Nat west Treasury account		150,000
	Amount	150,000
Unpresented Payments (Minus)	0	
		0
Unpresented Receipts (Plus)	0	150,000
		0
		150,000
	Balance per Cash Book is :-	150,000
	Difference is :-	0

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

	Year To Date	Annual Budget	Variance Total	Funds Available	% Spent	From EMR
<b>100 General Income</b>						
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	<u>251983</u>	<u>514918</u>	<u>262935</u>			
<b>200 Staff Costs</b>						
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	<u>(84,794)</u>	<u>(404,571)</u>	<u>(319,777)</u>			
<b>205 Official Car</b>						
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	<u>(986)</u>	<u>(3,920)</u>	<u>(2,934)</u>			
<b>210 Civic</b>						
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	<u>(2,365)</u>	<u>(5,950)</u>	<u>(3,585)</u>			
<b>215 Mayor's Budget</b>						
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	<u>(180)</u>	<u>(2,700)</u>	<u>(2,520)</u>			
<b>220 Administration</b>						



		Year	Annual	Variance	Funds	% Spent	From
		To Date	Budget	Total	Available		EMR
4070	Training	183	0	(183)	(183)	0.0%	
4080	HR & HS	915	1622	707	707	56.4%	
4085	Payroll Services	631	1855	1224	1224	34.0%	
4300	Mobile Phones	287	500	213	213	57.4%	
4305	Stationery	197	1500	1303	1303	13.2%	
4310	Postage	(116)	500	616	616	(23.1%)	
4315	Bank Charges	365	1500	1135	1135	24.3%	
4320	General Admin	1306	8800	7494	7494	14.8%	
4325	Office Equipment	26	500	474	474	5.1%	
4330	IT Equipment	48	3000	2952	2952	1.6%	
4335	IT Support & Website	3750	6000	2250	2250	62.5%	
4340	Telephone & Broadband	642	1500	858	858	42.8%	
4345	Pat Testing	0	500	500	500	0.0%	
4355	Premises (Running Costs)	0	10000	10000	10000	0.0%	
4365	Legal Advice	0	500	500	500	0.0%	
4375	Marketing/Communications	(219)	2000	2219	2219	(10.9%)	
4390	Waste & Recycling	566	2500	1934	1934	22.6%	
4405	Annual Planting	31	5000	4969	4969	0.6%	
4410	Flags	55	500	445	445	11.0%	
4415	Audit Fees	(2,300)	2300	4600	4600	(100.0%)	
4420	Subscriptions	110	2000	1890	1890	5.5%	
4430	Data Protection Officer	0	1000	1000	1000	0.0%	
4435	General Maintenance	0	4000	4000	4000	0.0%	
	Administration	6477	57577	51100	51100	11.3%	0
	Net Expenditure	(6,477)	(57,577)	(51,100)			
<b>225</b>	<b>Council</b>						
4370	Election Costs	0	6500	6500	6500	0.0%	
4380	Contingency	0	10000	10000	10000	0.0%	
	Council	0	16500	16500	16500	0.0%	0
	Net Expenditure	0	(16,500)	(16,500)			
<b>250</b>	<b>Grants &amp; Donations</b>						
4470	Annual Grants	2700	20000	17300	17300	13.5%	1300
4485	Food Poverty Fund	0	10000	10000	10000	0.0%	
4490	St Omer Twinning	0	500	500	500	0.0%	
	Grants & Donations	2700	30500	27800	27800	8.9%	1300
	Net Expenditure	(2,700)	(30,500)	(27,800)			
6000	plus Transfer from EMR Movement to/(from) Gen Reserve	1300					
		(1,400)					
<b>300</b>	<b>Town Hall</b>						
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		4557	16500	11943		27.6%	0
		<b>Year To Date</b>	<b>Annual Budget</b>	<b>Variance Total</b>	<b>Funds Available</b>	<b>% Spent</b>	<b>From EMR</b>
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)					
<b>305</b>	<b>Police Office</b>						
1120	Police Office Rent	2250	0	(2,250)		0.0%	
	Police Office	2250	0	(2,250)			0
	Net Income	2250	0	(2,250)			
<b>310</b>	<b>VIC</b>						
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)			
<b>410</b>	<b>Saturday Market</b>						
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			
		<b>Year To Date</b>	<b>Annual Budget</b>	<b>Variance Total</b>	<b>Funds Available</b>	<b>% Spent</b>	<b>From EMR</b>
<b>420</b>	<b>Braderie Market</b>						
1415	Braderie stall holders	1490	4500	3010		33.1%	
	Braderie Market :- Income	1490	4500	3010		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	1340	2100	760			
<b>500</b>	<b>Public Conveniences</b>						
4800	Public Conveniences	0	35000	35000	35000	0.0%	
	Public Conveniences	0	35000	35000	35000	0.0%	0
	Net Expenditure	0	(35,000)	(35,000)			
<b>600</b>	<b>Allotments Golf Road</b>						
1500	Allotment Income	1270	2000	730		63.5%	
	Allotments Golf Road :- Income	1270	2000	730		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	420	(1,242)	(1,662)			
6000	plus Transfer from EMR	135					
	Movement to/(from) Gen Reserve	555					
<b>610</b>	<b>Allotments Park Ave</b>						
1500	Allotment Income	795	2000	1205		39.8%	
	Allotments Park Ave :- Income	795	2000	1205		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	(72)	(1,200)	(1,128)			
6000	plus Transfer from EMR	135					
	Movement to/(from) Gen Reserve	63					

**620 Allotments Mill Road**

	<b>Year To Date</b>	<b>Annual Budget</b>	<b>Variance Total</b>	<b>Funds Available</b>	<b>% Spent</b>	<b>From EMR</b>
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 Net Income over Expenditure	871 (24)	3242 (1,242)	2371 (1,218)	2371	26.9%	135
6000 plus Transfer from EMR Movement to/(from) Gen Reserve	135 111					

**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 Net Expenditure	148 (148)	0 0	(148) 148	(148)		0

**Grand Totals:- Income****Expenditure**

Net Income over Expenditure

<b>274774</b>	<b>584918</b>	<b>310144</b>
<b>131404</b>	<b>601827</b>	<b>470423</b>
143370	(16,909)	(160,279)

**470423****47.0%****21.8%**plus Transfer from EMR  
Movement to/(from) Gen  
Reserve14101  
157471

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members  
**From:** Mr G Simpson Facilities Manager  
**Date:** 9 September 2024  
**Subject:** Undercroft Conditions of Hire review

---

I have carried out a review of how the Undercroft is hired out to the public in liaison with senior council officers.

**Background.**

At present, Undercroft hire is restricted to use by charities only on a Saturday, between 0800-1300hrs. This is solely for tabletop sales at a nominal charge of £25.

I propose this is opened up to Local organisations and Community groups as well as allowing hire on Wednesdays when the reception is shut to the public.

I also propose that the current restriction to tabletop sale only, be removed and allow the Conditions of use to be expanded to include such things as fund raising, awareness groups, exhibitions, and music.

Please see the attached proposed update to the Undercroft Booking Form and Conditions of use that detail the proposed changes (the highlighted text is new or amended)

**Recommendations**

1. To expand the hire of the Undercroft on a Saturday from just Charities to include Local organisations and Community groups.
2. To extend the hire of the Undercroft to include Wednesday, between 1000-1400hrs, under the same Conditions of use, but excluding music as unlike on Saturdays, the High Street is not shut off to traffic between these times.
3. To accept the updated Undercroft Booking Form and Conditions of use form.
4. To keep the charge at £25 per hire and to review annually.

**Decisions required:**

Members to consider the above recommendations.



# Deal Town Council

## Undercroft Booking Form

### Charities, Local organisations & Community groups.

**Date of Booking:** (If more than one date is required, please list in order of preference)

Saturdays & Wednesdays only.

1

2

3

**Nature of use-**

**Number of tables required, (maximum 12)**

**Name of Charity/Organisation:**

**Charity Registration Number, (if applicable):**

**Name and telephone number for person responsible on the day, who will also ensure that the conditions of use are adhered to:**

**Name:**

**Telephone Number:**

**Address.**

**Post Code:**

**Email:**

We will try to facilitate first choices, but where multiple applicants have applied for the same date, this will not be possible. Priority goes to registered charities.

This form is valid between October 2024 – October 2025.

All bookings are subject to a valid PL insurance, an excepted Risk assessment and all T&C's being met. The Facilities Manager has the final responsibility for the suitability of bookings, and may need to move or amend bookings.



**Permit to make a street collection or sale.**

Applicants must apply to Dover District Council for a permit to make a street collection or sale. This can be completed online at the following address [Street collections / sales \(dover.gov.uk\)](http://collections/sales.dover.gov.uk). A copy of the license must be shown to Deal Town Council before the hire date.

**Selling or handling food in the Undercroft**

If making, handling and selling food at a charity event in the Deal Town Hall Undercroft you are required to do so safely. Practical hygiene advice for caterers can be found at:

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

<b>Do you need a PRS license to Perform, (If yes, it is your responsibility to obtain one),</b>	Please tick box to confirm you are compliant.	
---	---	--

**I confirm that I agree to the attached conditions of use and will adhere to them:**

**Signed:**

**Name:**

**Date:**

**Deal Town Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: [www.deal.gov.uk](http://www.deal.gov.uk) for further information)**

**Please indicate if you are happy for us to keep your personal data on file for the purpose of sending information regarding notification of booking in the future.**

**(Please tick)                      Yes                       No**

**Please return booking form to:**

**Gary Simpson.**

**Facilities manager.**

**Deal Town Council**

**Town Hall**

**High Street**

**Deal**

**CT14 6TR**

**Tel: 01304 361999/07785629006**

**Email: [gary.simpson@deal.gov.uk](mailto:gary.simpson@deal.gov.uk)**

**For office use only:**

**Booking confirmed:**

**Permit Received:**

**Public Liability Insurance certificate:                       Received                       Valid**

## Undercroft Conditions of Use

- The Undercroft must be booked via Deal Town Council's Facilities Manager.
- Deal Town Council will only consider applications for hire of the undercroft, from any of the following.  
Not for profit local organisations and community groups based in the Deal Town council area or with beneficiaries exclusively or predominantly in the Deal Town council area.  
Registered charities based in the Deal Town council area or with beneficiaries exclusively or predominantly in the Deal Town council area.  
Social enterprise companies or community interest companies based in the Deal Town council area or with beneficiaries exclusively or predominantly in the Deal Town council area.
- Under no circumstances is the Undercroft to be sub-let to another organisation or private seller. Sharing is allowed but the signatory is the person responsible for ensuring compliance with the rules.
- Date and times of use are:  
Saturdays between 9.00am and 1.00pm.  
Wednesdays 10 am – 2pm.
- Wednesdays are only to be used for exhibitions and community awareness, no sales or performances allowed.
- Saturdays are available for tabletop sales, musical performances, community awareness and exhibitions.
- Musical performances are to be of an acoustic variety only, with the volume levels set to cause minimal sound nuisance to surrounding areas. (not exceeding 85dbs). The council officer will be the final arbitrator on volume levels.
- For any performance requiring a license, (PRS or other), it is the hirer's responsibility to obtain one.
- Risk Assessments are required for all events and must be completed by the hirer. No booking will be deemed confirmed until an excepted RA is received.
- A fee of £25.00 is required at the time of booking confirmation. Payment should be made via bank transfer and details will be sent to you on confirmation of the booking.
- No refunds will be given, but the booking may be transferred to another available date subject to availability.
- Tables will be arranged in a set format by a Deal Town Council Officer (please see overleaf) and must only be moved by a member of Deal Town Council staff to comply with Health and Safety regulations.
- All sale items are to be contained on or within the table space provided. Under no circumstances must anything be placed anywhere else within the Undercroft e.g., gates, window frames, doorways, or benches. The hirer must only sell goods or services for which they have permission. The sale of guns, crossbows, axes, swords, or knives is not permitted.
- No advertising materials such as posters, banners, bunting, or decorations should be attached to Deal Town Council property, including gates, walls, windows, doors, pillars, and noticeboards.
- Use of the undercroft will not be granted for religious or political purposes.
- All refuse must be removed, and the Undercroft left tidy, goods must be packed away by the end of hire time.
- The hirer must have valid public liability insurance (copy of certificate required).



- If the hirer makes, handles, and sells food at a charity event in the Deal Town Hall Undercroft, they must do so safely. <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>. No hot food is allowed to be sold.
- Deal Town Council will supply the tables, no extra tables are permitted. All power, toilets, and water must be sought elsewhere, unless previously agreed.
- Applicants must apply to Dover District Council for a permit to make a street collection or sale under the Local Government Act 1972. This can be completed online at the following address [Street collections / sales \(dover.gov.uk\)](https://www.dover.gov.uk/street-collections-sales). A copy of the license must be shown to Deal Town Council prior to the date of hire.
- Smoking or vaping in the Undercroft is strictly prohibited.
- Failure to adhere to these conditions may result in future bookings being refused and the hire period curtailed.
- Deal Town Council has a zero tolerance for unacceptable behaviour towards our staff. Violence against staff is a crime, and threatening or violent behaviour, which is rare, will not be tolerated in any form whatsoever.



## **Deal Town Council Environmental Policy (extract relevant to Town Hall hire)**

**Deal Town Council recognises that we face an unprecedented climate and environmental emergency. We have committed to using our power and influence to protect and improve the environment and encourage and support others to do the same, in addition to fulfilling our statutory environmental responsibilities and complying with all legal and other requirements.**

**We will, amongst other things:**

- Promote environmental awareness within the community and work with the local community in partnerships to achieve environmental change.
- Reduce the consumption of energy and water across all our activities.
- Continue to improve our performance to prevent all types of pollution and reduce CO2 and other harmful emissions from our activities.
- Work closely with our suppliers and contractors to reduce the social and environmental impact of goods and services by considering such issues as carbon footprint, single use plastics, and fair-trade goods.
- Use products and materials such as paper efficiently and specify goods that, wherever possible, have a minimal environmental impact in the extraction or sourcing of materials, manufacture, use and disposal.
- Minimise the production of waste from our own activities and adhere to the principles of the waste hierarchy - reducing, reusing, recycling, or composting wherever possible.

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

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

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members  
**From:** Mr G Simpson Facilities Manager/Allotment Officer  
**Date:** 9 September 2024  
**Subject:** Allotment Officer's report.

---

The current allotment occupancy is:

Golf Road - plots 40, in use 39

Mill Road – plots 46, in use 46

Park Ave – plots 39, in use 38

The two empty plots have been offered and are awaiting confirmation from the applicants. The waiting list currently has 68 people on it, this represents a two year wait on average.

The new composting toilets are installed on each of the 3 sites and are being used.

The new hedgerows are doing well, although this has meant extra maintenance work due to prolific bindweed growth on all sites.

Improvements are ongoing on each site and we continue working with the plot holders to implement these during the season.

**Request for placing a greenhouse on an allotment plot.**

One request has been received from a plot holder to place a new greenhouse on plot 1a at the Park Avenue allotment site.

The proposed size is 6ft x 8ft and of Aluminium with polycarbonate panes on a steel base.

The request includes guttering and water harvesting, the Plot holder in question has greatly improved this plot and I fully support the request.

The exact siting of the greenhouse will be agreed between the plot holder and myself as the Allotment Officer.

**Recommendation:**

To approve the erection of a 6ft x 8ft greenhouse constructed of Aluminum with polycarbonate panes on a steel base that incorporates water harvesting on Plot 1A of the Park Avenue allotment site.

**Decisions required:**

Members to note the report and consider the above recommendation.

**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:** 9 September 2024  
**Subject:** Grants review.

---

Following a recent review of the various grant streams that Deal Town Council currently provides, it has been identified that one of these grant streams lacks a guideline document and a clear method for processing applications.

A grant application form for considering applications for funding to support twinning activities from the St Omer Twinning Budget was submitted to F&GP back in 2019. This grant stream is not currently advertised on the council's website as being available to make application for funding from, although the twinning society are aware of it.

To correct this situation, a draft 'grant guidelines' document has been produced for members to consider before making a recommendation to the Full Council.

The current level of funding for the St Omer Twinning Budget is £500 per annum.

Please find attached the current application form and the draft guidelines for consideration.

Also attached is a copy of the Council's policy on Twinning that makes reference to the budget. (for information only)

**Recommendation:**

Members to consider the Deal / St Omer Twinning grant application form & draft guidelines document with a view to making a recommendation to Full council to agree and adopt the documents.

**Decision Required:**

Members to consider the above recommendation.

# Deal Town Council Grants

## Deal St Omer Twinning Fund Application Form

Please add any additional information you want to give us on a separate sheet.

<b>1. Your Organisation</b>		
Name of organisation		
Contact name and position in organisation	NAME:  POSITION:	
Contact details	ADDRESS:  TEL:  EMAIL:	
Registered charity / CIO	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Deal Town Council?		YES/NO:
If YES please provide information	<b>Year</b>	<b>Amount</b>

<b>2. Your Project</b>	
Please give the AIMS AND OBJECTIVES OF THE ORGANISATION	
How does your organisation contribute to the community of Deal?	
Why do you need this grant?	

<b>3. Financial Details</b>	<b>Item</b>	<b>£</b>
Explain what a Deal Town Council grant would be used for, if awarded.		
		<b>Total cash cost</b>
Please list any other 'in kind' contributions and value in £.		
	<b>Funding applied from</b>	
		<b>£</b>

Please give details of other funding applied for <b>but not yet secured</b>		£
		£
Please give details of other funding <b>already secured</b>	<b>Funding received from</b>	
		£
		£
		£
Please give details of volunteer hours which should be taken into consideration.		
Please give details of any cash contribution from your organisation		£
<b>How much grant are you requesting from Deal Town Council?</b>		£

### Grant Conditions

- i. *The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- ii. *Should the organisation disband or the project cease during the grant period Deal Town Council may ask for all or part of the grant to be paid back.*
- iii. *Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- iv. *To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion*
- v. *Acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on social media. The Deal Town Council logo will be supplied on request for this purpose.*

### 4. Declaration.

*I declare that the information given is correct*

*I have read and agree to adhere to the conditions.*

**Signed** .....

**Date** .....

Payee for grant payment (if an individual's name please explain why)	Name:
	BANK Details:

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. Any enquiries or assistance required in completing this form should be made to the Responsible Finance Officer. Tel: 01304 361999 or e-mail: [paul.bone@deal.gov.uk](mailto:paul.bone@deal.gov.uk) .

The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.

<b>For Town Hall use only.</b>	
Date application received	
Form checked by	
Date application validated by R.F.O.	
Date of committee meetings when application will be considered	
Decision	
Date applicant notified of decision	



# Deal Town Council Grants

## Deal St Omer Twinning Fund application guidelines.

### Applications can be made from:

- Community organisations.
- Businesses.
- Groups and clubs.
- Deal Town Council.
- Deal/St Omer Twinning association.

- 1) Applications must be made using the agreed Deal / St Omer Twinning Fund Application Form.
- 2) Applications can be for any twinning activity that will create opportunities for businesses, organisations, groups and clubs to share knowledge and skills for economic benefit.
- 3) Applications can be made to support businesses, groups and clubs to take part in exchanges for community benefit.
- 4) Applications can also be made for sporting events and room hire for twinning meetings.
- 5) Applications must be sent to the Responsible Finance Officer (R.F.O.) for validation.
- 6) The R.F.O. will contact a representative from the Deal / St Omer Twinning association to seek their view on the application.
- 7) Validated applications will be submitted to the next Finance & General Purposes committee meeting for decision.

## **Policy on Twinning Activity with the Deal/St Omer Twinning Society**

This policy will govern all twinning activity carried out by the Town Council.

The policy will be reviewed every four years. The review will be carried out by the Mayor, the Deputy Mayor plus two other councillors selected for the task, in consultation with the Chairman of Deal/St-Omer Twinning Society. Any recommendations for change shall be put to Full Council for a decision.

### **Introduction**

Deal town has a twinning agreement with the municipality of St-Omer, the Charter for which dates from 1st June 1975. There is a thriving Deal/St-Omer Twinning Society which handles all the day to day arrangements for the twinning activities in the town, as well as a range of social activities for members. Two town councillors are attached to the committee and the Mayor of Deal and the Deputy Mayor are ex-officio members of that committee.

### **Overriding principle**

Deal Town Council is committed to retaining and nurturing links between the town of Deal and the town or towns with which is it linked by a twinning agreement.

### **Aims**

The aim of all twinning activity which Deal Town Council instigates or participates in shall be

- to abide by the joint declaration made by the Mayor of Deal in the Charter of 1975
- to create opportunities for businesses, organisations, groups and clubs to share knowledge and skills for economic benefit
- to support businesses, groups and clubs to take part in exchanges for community benefit

### **Deal Town Council commits to**

- maintaining civic links with the Mayor and other elected members of the Municipality of St-Omer through communications, meetings and invitations to civic events.
- providing funding for twinning activities which have the above aims, within its annual budget
- consulting with the Deal/St-Omer Twinning Society before deciding how the budget shall be spent
- Sending representatives of the council to the annual Deal/St-Omer Twinning Exchange event

**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:** 9 September 2024  
**Subject:** Community Grants.

---

At the last meeting of this committee, members resolved:

To request that the R.F.O. brings a paper to the next meeting of this committee that considers the possibility of providing regular funding outside of the Annual Grants scheme to organisations such as: Deal Community Carnival Association, Deal and Walmer Chamber of Trade and the Astor Theatre.

Having investigated this, I am recommending that the committee consider a revised version of the Community Contributions Grant stream that ran from 2017 to 2021

It is proposed to keep the same maximum level of funding (£2,000 per annum) but for continuity and financial planning for the approved organisations, to have the payments agreed to continue for a period of up to 4 years subject to satisfactory monitoring forms being supplied. (The previous scheme was only for a maximum of 2 years).

It is further proposed that the scheme is reviewed by F&GP after 3 years to consider if the scheme should continue and/or be revised

If agreed, the scheme would be advertised on the council's website and to past community contribution grant recipients for community groups to apply to be considered for funding.

Please see attached draft Community Contributions grant application form, monitoring form and score sheet.

**Recommendations.**

- 1) Members to consider and agree the proposed Community Contributions scheme and associated documents.
- 2) Members to agree the duration of the scheme to be 4 years with a review after 3 years.
- 3) Members to agree the budget required for the grant stream at £10,000 per annum for the duration of the scheme.
- 4) Members to agree the start date for the scheme.
- 5) Members to decide if validated applications should be considered by the grants sub-committee with recommendation to F&GP or directly to the next F&GP meeting for consideration.

# Deal Town Council Grants

## COMMUNITY CONTRIBUTIONS Application Form

Please add any additional information you want to give us on a separate sheet.

<b>1. Your Organisation</b>		
Name of organisation		
Contact name and position in organisation	NAME:	
	POSITION:	
Contact details	ADDRESS:	
	TEL:	
	EMAIL:	
Registered charity / CIO	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Deal Town Council?		YES/NO:
If YES please provide information	<b>Year</b>	<b>Amount</b>

## 2. Your Project

Please give the AIMS AND OBJECTIVES OF THE ORGANISATION

How does your organisation contribute to the community of Deal?

Why do you need a COMMUNITY CONTRIBUTIONS grant?

Does your organisation meet the needs of all residents of Deal town? If not, who are your beneficiaries? Include age, gender, special characteristics.

Does your activity benefit people outside the Deal Town area?

See <https://maps.dover.gov.uk/webapps/Wards/>

YES/NO:

If yes, what proportion of your beneficiaries live in Deal town?

.....%

Over what period would you want to receive the grant?

1 year: YES / NO  
2 years: YES / NO  
3 years: YES / NO  
4 years: YES / NO

3. Financial Details	Item	£
Explain what a Deal Town Council grant would be used for, if awarded.		
		<b>Total cash cost</b>
Please list any other 'in kind' contributions and value in £.		
Please give details of other funding applied for <b>but not yet secured</b>	<b>Funding applied from</b>	
		£
		£
		£
Please give details of other funding <b>already secured</b>	<b>Funding received from</b>	
		£
		£
		£
Please give details of volunteer hours which should be taken into consideration.		
Please give details of any cash contribution from your organisation	£	
<b>How much grant are you requesting from Deal Town Council per annum for the duration of the application?</b>	£	

<b>4. Checklist: Have you provided</b>	<b>Yes/No</b>	<b>If 'No', give the reason</b>
A fully completed application form signed and dated		
A copy of your governing document e.g. constitution, set of rules etc. <i>If supplied within last 3 years please contact the R.F.O</i>		
A copy of your latest bank or building society statement		
A copy of your latest completed accounts and annual report if it exists		

## **Grant Conditions**

- vi. The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- vii. Should the organisation disband or the project cease during the grant period Deal Town Council may ask for all or part of the grant to be paid back.*
- viii. Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- ix. To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion*
- x. Acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on social media. The Deal Town Council logo will be supplied on request for this purpose.*
- xi. Deal Town Council will monitor the use of the grant through the Grant Monitoring Form. No further applications will be accepted if there is an outstanding Grant Monitoring Form.*
- xii. Organisations must contact Deal Town Council before disposing of any equipment or resources purchased or part purchased with Deal own Council grant within 3 years of receiving a grant.*
- xiii. Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*

## 5. Declaration.

*I declare that the information given is correct*

*I have read and agree to adhere to the conditions.*

**Signed** .....

**Date** .....

<i>Payee for grant payment (if an individual's name please explain why)</i>	<i>Name:</i>
	<i>BANK Details:</i>

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. Any enquiries or assistance required in completing this form should be made to the Responsible Finance Officer. Tel: 01304 361999 or e-mail: [paul.bone@deal.gov.uk](mailto:paul.bone@deal.gov.uk) .

The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.

**All applicants will be advised that their form is being processed within 10 working days of receipt.**

<b>For Town Hall use only.</b>	
Date application received	
Form checked by	
Date application validated by R.F.O.	
Date of committee meetings when application will be considered	
Decision	
Date applicant notified of decision	





4. Financial Details	Item	£
Please give the FULL final cost of your project. Continue on a separate sheet if necessary		
	<b>Total cash cost</b>	<b>£</b>
Volunteer Hours		
Other IN KIND value		<b>£</b>

**5. Declaration.**

I declare that the information given is correct

**Signed** .....

**Date** .....

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent. CT14 6TR.

For assistance in completing this form please contact the Responsible Finance Officer– Tel: 01304 361999 or e-mail: [paul.bone@deal.gov.uk](mailto:paul.bone@deal.gov.uk)

<b>For Town Hall use only.</b>	
Date received:	Checked by:

**Appendix ...**

See below the **COMMUNITY CONTRIBUTIONS** score sheet for applicants' information only

<b>Deal Town Council Community Contributions SCORE SHEET</b>			
<b>Organisation</b>			
Please score on 1-5 scale (1=weak 5=excellent) PLUS up to 3 Bonus Points if appropriate )			
Criteria	Score 1-5	Bonus	Comment
1. How well does the organisation contribute to the community?			
2. Is the need for the grant clearly demonstrated?			
3. Is it local? Will it affect entirely or predominantly Deal residents?			
4. Impact – will it affect a wide range or number of people? Will it have a major impact on a limited number?			
5. Is the budget reasonable? Have costs been properly explored?			
6. Is there a suitable level of match funding and/or volunteer time?			

POINTS OUT OF 33 .....

Signature:.....

Date: .....

**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:** 9 September 2024  
**Subject:** Deal Town Council Financial Regulations.

---

Earlier this year, the National Association of Local Council's (NALC) issued an update to 'Model Financial Regulations for Local Councils'

Deal Town Council's current Financial Regulations were introduced in March 2010 based upon the NALC Model Financial Regulations for Local Councils at that time.

Over the past 14 years, these regulations have been updated and tailored to suit the needs of Deal Town Council.

These model financial regulations include statutory requirements that **must** be included.

All the statutory requirements that have been changed or introduced in this latest version from NALC have been included in the attached update to Deal Town Council's Financial Regulations and highlighted with **bold** text.

All references to Chairman or Vice Chairman have been amended to Chairperson and Vice Chairperson.

Please see attached draft version of the Deal Town Council Financial Regulations 2024

**Recommendation:**

Members to consider the updates and agree to adopt the updated version.

**Decision required:**

Members consider the above recommendations.