

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 21st January 2025** at 7.15pm to transact the business shown on the agenda below.

Members of the public and press are welcome to attend.

Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 20th January 2025 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: 14 January 2025

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 12th December 2024 for approval and signing: Decision required.	Attach. 2
6	Finance Income & Expenditure figures and Full Bank reconciliation to 31st December 2024: Information to note.	Attach. 3
7	Allotment Recommendation from the Climate Change Officer: Decision required.	Attach. 4
8	Town Hall Passenger Lift- Insurance Report: Decisions required.	Attach. 5
9	Town Hall Free Use request: Decision required.	Attach. 6
10	Public Toilet Service Level Agreement: Decisions required.	Attach. 7
	Resolution to exclude the public: Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature.	
11	Draft Budget 2025/26: Decision required.	Attach. 8
	Date of next F&GP Committee meeting: 18 th March 2025	

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 & General Purposes meeting held at the Town Hall
on Thursday 12 December 2024 at 7:15pm.

Present: Cllr T Bond (Chairperson) Cllr L Craggs
Cllr B Bano Cllr S Beer

Officers: Mr. P. Bone - Responsible Finance Officer Others: None

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.	Chairperson
2	Apologies for absence: Apologies were received from Cllr D Parks (Vice-Chairperson) due to travel delays, Cllr M Cronk due to works commitments, Cllr D Cronk due to personal commitments and Cllr M Eddy due to personal commitments.	R.F.O.
3	Declarations of interest: None received	
4	Public Participation: None received	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 19th November 2024 for approval and signing: Members RESOLVED: To accept the minutes from the Finance & General Purposes Committee meeting held on 19 November 2024 as a true and accurate record. (P) Cllr L Craggs (S) Cllr S Beer. All Agreed. The Chairperson duly signed the minutes.	Chairperson
	Resolution to exclude the public: Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature. (P) Cllr L Craggs (S) Cllr S Beer. All Agreed.	
6	Draft Budget 2025/26: Decision required. Members debated the draft budget and then RESOLVED: To request that the R.F.O. prepares 3 further versions of the draft budget for consideration at the January meeting of this committee. These draft budgets are to be designed not to rely on or reduce the General Revenue Reserve. The 3 versions to be designed to show draft budgets, taking into account feedback from members of this committee, that do not exceed 7.5%, 12% & 15% increases in the Council tax charge. (P) Cllr S Beer (S) Cllr L Craggs. All Agreed.	R.F.O.
	The Chairperson closed the meeting at: 20:27	

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - Nat West Combined A/C's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	31/12/2024		100.00
Nat West Deposit A/C	31/12/2024		344,755.51
			<u>344,855.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			344,855.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			344,855.51
		Balance per Cash Book is :-	344,855.51
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - Nat West Mayors Charity Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity A/C	31/12/2024		4.56
			<u>4.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4.56
		Balance per Cash Book is :-	4.56
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 3 - Prepaid Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PRE PAID CARD	31/12/2024		-390.25
			<u>-390.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-390.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-390.25
		Balance per Cash Book is :-	-390.25
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 4 - Town Hall Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PETTY CASH	31/12/2024		26.11
			<u>26.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			26.11
		Balance per Cash Book is :-	26.11
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 01/01/2025
for Cashbook 5 - Nat West Treasury Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat west Treasury account	01/01/2025		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA ACCOUNT	01/01/2025		100,000.00
			<u>100,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			100,000.00
		Balance per Cash Book is :-	100,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>General Income</u>							
1076 Precept	501,918	501,918	(0)			100.0%	
1080 Bank Interest	9,284	13,000	3,716			71.4%	
1999 Misc. Income	60,146	0	(60,146)			0.0%	
General Income :- Income	<u>571,348</u>	<u>514,918</u>	<u>(56,430)</u>			111.0%	0
Net Income	<u>571,348</u>	<u>514,918</u>	<u>(56,430)</u>				
<u>200</u> <u>Staff Costs</u>							
4000 Salaries Gross	229,856	307,000	77,144		77,144	74.9%	
4010 Salaries Employers Pension	43,794	65,000	21,206		21,206	67.4%	
4020 Salaries Employers NI	20,259	28,000	7,741		7,741	72.4%	
4055 Travel & Subsistence	0	100	100		100	0.0%	
4070 Training	0	2,000	2,000		2,000	0.0%	
4075 Staff Uniforms	237	100	(137)		(137)	236.7%	
4080 HR & HS	750	1,621	871		871	46.3%	
4085 Payroll Services	0	0	(0)		(0)	0.0%	
4090 Staff Recruitment	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	<u>294,896</u>	<u>404,571</u>	<u>109,675</u>	0	109,675	72.9%	0
Net Expenditure	<u>(294,896)</u>	<u>(404,571)</u>	<u>(109,675)</u>				
<u>201</u> <u>CAR PARKING</u>							
4065 Official Car Fuel	8	0	(8)		(8)	0.0%	
CAR PARKING :- Indirect Expenditure	<u>8</u>	<u>0</u>	<u>(8)</u>	0	(8)		0
Net Expenditure	<u>(8)</u>	<u>0</u>	<u>8</u>				
<u>205</u> <u>Official Car</u>							
4060 Official Car Lease	2,932	3,920	988		988	74.8%	
4065 Official Car Fuel	86	0	(86)		(86)	0.0%	
Official Car :- Indirect Expenditure	<u>3,018</u>	<u>3,920</u>	<u>902</u>	0	902	77.0%	0
Net Expenditure	<u>(3,018)</u>	<u>(3,920)</u>	<u>(902)</u>				
<u>210</u> <u>Civic</u>							
4055 Travel & Subsistence	0	100	100		100	0.0%	
4070 Training	50	1,000	950		950	5.0%	
4200 Cllr. Allowances	4,200	4,800	600		600	87.5%	
4220 Robes & Regalia	1,132	50	(1,082)		(1,082)	2264.5%	
Civic :- Indirect Expenditure	<u>5,382</u>	<u>5,950</u>	<u>568</u>	0	568	90.5%	0
Net Expenditure	<u>(5,382)</u>	<u>(5,950)</u>	<u>(568)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 Mayor's Budget</u>							
4210 Hospitality	1,602	1,500	(102)		(102)	106.8%	
4225 Mayoral Travel & Subsistence	0	100	100		100	0.0%	
4230 Mayor Expenses	443	500	57		57	88.6%	
4235 Deputy Mayor Expenses	0	300	300		300	0.0%	
4240 Mayoress Expenses	0	300	300		300	0.0%	
Mayor's Budget :- Indirect Expenditure	<u>2,045</u>	<u>2,700</u>	<u>655</u>	<u>0</u>	<u>655</u>	<u>75.7%</u>	<u>0</u>
Net Expenditure	<u>(2,045)</u>	<u>(2,700)</u>	<u>(655)</u>				
<u>220 Administration</u>							
4070 Training	327	0	(327)		(327)	0.0%	
4080 HR & HS	1,141	1,622	481		481	70.3%	
4085 Payroll Services	1,942	1,855	(87)		(87)	104.7%	
4300 Mobile Phones	962	500	(462)		(462)	192.4%	
4305 Stationery	567	1,500	933		933	37.8%	
4310 Postage	(67)	500	567		567	(13.4%)	
4315 Bank Charges	1,120	1,500	380		380	74.6%	
4320 General Admin	4,879	8,800	3,921		3,921	55.4%	
4325 Office Equipment	26	500	474		474	5.1%	
4330 IT Equipment	2,565	3,000	435		435	85.5%	
4335 IT Support & Website	5,876	6,000	124		124	97.9%	
4340 Telephone & Broadband	1,954	1,500	(454)		(454)	130.3%	
4345 Pat Testing	0	500	500		500	0.0%	
4355 Premises (Running Costs)	0	10,000	10,000		10,000	0.0%	
4365 Legal Advice	0	500	500		500	0.0%	
4375 Marketing/Communications	(52)	2,000	2,052		2,052	(2.6%)	
4390 Waste & Recycling	1,453	2,500	1,047		1,047	58.1%	
4405 Annual Planting	31	5,000	4,969		4,969	0.6%	
4410 Flags	55	500	445		445	11.0%	
4415 Audit Fees	(1,260)	2,300	3,560		3,560	(54.8%)	
4420 Subscriptions	110	2,000	1,890		1,890	5.5%	
4430 Data Protection Officer	0	1,000	1,000		1,000	0.0%	
4435 General Maintenance	1,607	4,000	2,393		2,393	40.2%	
4720 Licences	150	0	(150)		(150)	0.0%	
Administration :- Indirect Expenditure	<u>23,386</u>	<u>57,577</u>	<u>34,191</u>	<u>0</u>	<u>34,191</u>	<u>40.6%</u>	<u>0</u>
Net Expenditure	<u>(23,386)</u>	<u>(57,577)</u>	<u>(34,191)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Council</u>							
4070 Training	40	0	(40)		(40)	0.0%	
4370 Election Costs	0	6,500	6,500		6,500	0.0%	
4380 Contingency	350	10,000	9,650		9,650	3.5%	
	<u>390</u>	<u>16,500</u>	<u>16,110</u>	<u>0</u>	<u>16,110</u>	<u>2.4%</u>	<u>0</u>
Council :- Indirect Expenditure							
Net Expenditure	<u>(390)</u>	<u>(16,500)</u>	<u>(16,110)</u>				
<u>250 Grants & Donations</u>							
4470 Annual Grants	9,271	20,000	10,729		10,729	46.4%	1,300
4485 Food Poverty Fund	4,632	10,000	5,368		5,368	46.3%	
4490 St Omer Twinning	0	500	500		500	0.0%	
	<u>13,903</u>	<u>30,500</u>	<u>16,597</u>	<u>0</u>	<u>16,597</u>	<u>45.6%</u>	<u>1,300</u>
Grants & Donations :- Indirect Expenditure							
Net Expenditure	<u>(13,903)</u>	<u>(30,500)</u>	<u>(16,597)</u>				
6000 plus Transfer from EMR	1,300						
Movement to/(from) Gen Reserve	<u>(12,603)</u>						
<u>300 Town Hall</u>							
1100 Wedding Hire	9,919	12,500	2,581			79.4%	
1105 Chamber Hire	3,084	2,000	(1,084)			154.2%	
1110 Committee Room Hire	0	1,000	1,000			0.0%	
1115 Under Croft Hire	300	1,000	700			30.0%	
	<u>13,303</u>	<u>16,500</u>	<u>3,197</u>			<u>80.6%</u>	<u>0</u>
Town Hall :- Income							
4080 HR & HS	922	0	(922)		(922)	0.0%	
4310 Postage	353	0	(353)		(353)	0.0%	
4345 Pat Testing	140	0	(140)		(140)	0.0%	
4360 Insurance	5,739	8,000	2,261		2,261	71.7%	
4400 Advertising	180	0	(180)		(180)	0.0%	
4420 Subscriptions	2,957	0	(2,957)		(2,957)	0.0%	
4500 Repairs & Maintenance	19,273	0	(19,273)		(19,273)	0.0%	16,004
4505 Under Croft Cleaning	1,100	1,000	(100)		(100)	110.0%	
4510 Furniture & Equipment	495	1,000	505		505	49.5%	
4520 Boiler Service & Maint.	(500)	500	1,000		1,000	(100.0%)	
4525 Window Cleaning	1,150	1,000	(150)		(150)	115.0%	
4530 Gas	3,152	4,650	1,498		1,498	67.8%	
4535 Electricity	2,340	4,360	2,020		2,020	53.7%	
4540 Water	318	265	(53)		(53)	120.0%	
4550 TH Events	535	1,800	1,265		1,265	29.7%	535

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4710 Rates	11,453	0	(11,453)		(11,453)	0.0%	
4720 Licences	407	500	93		93	81.5%	
Town Hall :- Indirect Expenditure	50,014	23,075	(26,939)	0	(26,939)	216.7%	16,539
Net Income over Expenditure	(36,711)	(6,575)	30,136				
6000 plus Transfer from EMR	16,539						
Movement to/(from) Gen Reserve	(20,172)						
<u>305</u> <u>Police Office</u>							
1120 Police Office Rent	6,750	0	(6,750)			0.0%	4,500
Police Office :- Income	6,750	0	(6,750)				4,500
Net Income	6,750	0	(6,750)				
6001 less Transfer to EMR	4,500						
Movement to/(from) Gen Reserve	2,250						
<u>310</u> <u>VIC</u>							
1200 VIC Income	(0)	0	0			0.0%	
VIC :- Income	(0)	0	0				0
4605 Terminal Charges	220	500	280		280	44.0%	
VIC :- Indirect Expenditure	220	500	280	0	280	44.0%	0
Net Income over Expenditure	(220)	(500)	(280)				
<u>410</u> <u>Saturday Market</u>							
1410 Market Traders	32,745	43,000	10,255			76.2%	
Saturday Market :- Income	32,745	43,000	10,255			76.2%	0
4420 Subscriptions	0	500	500		500	0.0%	
4715 Profit Share	0	2,500	2,500		2,500	0.0%	
4730 Market General Costs	738	3,000	2,262		2,262	24.6%	
4735 Market Licence/Rates	0	1,750	1,750		1,750	0.0%	
4750 Road Closures	10,725	0	(10,725)		(10,725)	0.0%	
4760 Market Stewards	864	0	(864)		(864)	0.0%	
Saturday Market :- Indirect Expenditure	12,327	7,750	(4,577)	0	(4,577)	159.1%	0
Net Income over Expenditure	20,418	35,250	14,832				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Braderie Market</u>							
1415 Braderie stall holders	2,143	4,500	2,357			47.6%	
Braderie Market :- Income	<u>2,143</u>	<u>4,500</u>	<u>2,357</u>			47.6%	0
4400 Advertising	150	0	(150)		(150)	0.0%	
4705 Road Closure	740	700	(40)		(40)	105.7%	
4720 Licences	670	1,200	530		530	55.8%	
4725 First Aid	559	200	(359)		(359)	279.4%	
4730 Market General Costs	368	0	(368)		(368)	0.0%	
4740 Toilet Hire	245	300	55		55	81.7%	
Braderie Market :- Indirect Expenditure	<u>2,732</u>	<u>2,400</u>	<u>(332)</u>	0	(332)	113.8%	0
Net Income over Expenditure	<u>(589)</u>	<u>2,100</u>	<u>2,689</u>				
<u>500 Public Conveniences</u>							
4800 Public Conveniences	0	35,000	35,000		35,000	0.0%	
Public Conveniences :- Indirect Expenditure	<u>0</u>	<u>35,000</u>	<u>35,000</u>	0	35,000	0.0%	0
Net Expenditure	<u>0</u>	<u>(35,000)</u>	<u>(35,000)</u>				
<u>600 Allotments Golf Road</u>							
1500 Allotment Income	2,934	2,000	(934)			146.7%	
Allotments Golf Road :- Income	<u>2,934</u>	<u>2,000</u>	<u>(934)</u>			146.7%	0
4500 Repairs & Maintenance	1,647	2,500	853		853	65.9%	135
4540 Water	30	742	712		712	4.1%	
Allotments Golf Road :- Indirect Expenditure	<u>1,677</u>	<u>3,242</u>	<u>1,565</u>	0	1,565	51.7%	135
Net Income over Expenditure	<u>1,257</u>	<u>(1,242)</u>	<u>(2,499)</u>				
6000 plus Transfer from EMR	135						
Movement to/(from) Gen Reserve	<u>1,392</u>						
<u>610 Allotments Park Ave</u>							
1500 Allotment Income	2,247	2,000	(247)			112.4%	
Allotments Park Ave :- Income	<u>2,247</u>	<u>2,000</u>	<u>(247)</u>			112.4%	0
4500 Repairs & Maintenance	2,768	2,500	(268)		(268)	110.7%	887
4540 Water	384	700	316		316	54.9%	
Allotments Park Ave :- Indirect Expenditure	<u>3,152</u>	<u>3,200</u>	<u>48</u>	0	48	98.5%	887
Net Income over Expenditure	<u>(905)</u>	<u>(1,200)</u>	<u>(295)</u>				
6000 plus Transfer from EMR	887						
Movement to/(from) Gen Reserve	<u>(17)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>620 Allotments Mill Road</u>							
1500 Allotment Income	2,145	2,000	(145)			107.2%	
Allotments Mill Road :- Income	<u>2,145</u>	<u>2,000</u>	<u>(145)</u>			107.2%	0
4500 Repairs & Maintenance	2,308	2,500	192		192	92.3%	135
4540 Water	0	742	742		742	0.0%	
Allotments Mill Road :- Indirect Expenditure	<u>2,308</u>	<u>3,242</u>	<u>934</u>	0	934	71.2%	135
Net Income over Expenditure	<u>(163)</u>	<u>(1,242)</u>	<u>(1,079)</u>				
6000 plus Transfer from EMR	135						
Movement to/(from) Gen Reserve	<u>(28)</u>						
<u>700 Town Events</u>							
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	200	200	(0)		(0)	100.1%	
5025 International Woman's Day	0	200	200		200	0.0%	
5030 Charter Day	500	500	(0)		(0)	100.1%	
5035 Holocaust Memorial Day	44	200	156		156	22.0%	
Town Events :- Indirect Expenditure	<u>745</u>	<u>1,700</u>	<u>955</u>	0	955	43.8%	0
Net Expenditure	<u>(745)</u>	<u>(1,700)</u>	<u>(955)</u>				
<u>800 Cycle Friendly</u>							
5520 DTC Ebike maintenance costs	148	0	(148)		(148)	0.0%	
Cycle Friendly :- Indirect Expenditure	<u>148</u>	<u>0</u>	<u>(148)</u>	0	(148)		0
Net Expenditure	<u>(148)</u>	<u>0</u>	<u>148</u>				
<u>900 Projects</u>							
4475 Special Projects	4,500	0	(4,500)		(4,500)	0.0%	4,500
Projects :- Indirect Expenditure	<u>4,500</u>	<u>0</u>	<u>(4,500)</u>	0	(4,500)		4,500
Net Expenditure	<u>(4,500)</u>	<u>0</u>	<u>4,500</u>				
6000 plus Transfer from EMR	4,500						
Movement to/(from) Gen Reserve	<u>0</u>						

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	633,615	584,918	(48,697)			108.3%	
Expenditure	420,850	601,827	180,977	0	180,977	69.9%	
Net Income over Expenditure	<u>212,765</u>	<u>(16,909)</u>	<u>(229,674)</u>				
plus Transfer from EMR	23,496						
less Transfer to EMR	4,500						
Movement to/(from) Gen Reserve	<u>231,762</u>						

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Nadine Miller, Climate Change & Communications Officer
Date: 14 January 2025
Subject: **Changes to pesticide, herbicide and inorganic fertiliser use at DTC allotments**

Pesticides and herbicides are chemicals that harm the biology of plants, insects, aquatic life, birds and mammals.

These toxic chemicals enter the local eco-system thus affecting the biodiversity where they are used and beyond.

Organic fertilisers are made from plant and animal waste and are biodegradable. Inorganic (or synthetic) fertilisers comprise chemicals and extracted minerals which cause a build up of toxins in the soil.

In 2019, Deal Town Council declared a Climate Emergency and began a series of works to reduce our carbon footprint and improve the environment both within our estate and without.

In October 2023, Deal Town Council declared an Ecological Emergency and agreed to the Environment Committee implementing actions on local nature protection and recovery, including community engagement and partnership working.

The Environmental Policy sites DTC will protect, conserve, and enhance Deal's natural environment and its biodiversity whilst improving our open spaces, public rights of ways and green corridors. And last year, signed up to support Zero Hour, the campaign for the Climate and Ecology Bill.

The use of pesticides on allotment sites is contrary to these climate and ecological ambitions. It is a view widely shared by groups including:

- Kent Wildlife Trust: [Action for insects](#)
- RSPB '[Pesticides and wildlife: a decades old nature crisis](#)' calling for a change of use to protect the planet.
- Friends of the Earth, and [The problem with pesticides Effects on wild species, food production and our environment](#)
- [The Royal Horticultural Society](#) does not support the use of pesticides and recommends that gardeners use non-chemical control options whenever needed
- RSPB: [Reducing our reliance on man-made \(or inorganic\) fertilisers would bring benefits for farming and the world beyond.](#)
- The Royal Horticultural Society: [Fertilisers](#)

The National Allotment Society states 'encouraging wildlife to manage pests naturally, you can significantly reduce the need for synthetic pesticides and fertilizers. Chemicals can harm the very creatures that benefit your allotment, like bees and worms, and may disrupt soil health. A wildlife-friendly allotment takes a more sustainable, eco-conscious approach, benefiting both nature and your crops.'

Recommendations.

1. To update section four 'Pests and Infection' of the Allotment Tenancy Agreement to read: "In line with our climate action and ecological commitments, the use of all pesticides, herbicides and inorganic fertilisers by allotment holders is strictly prohibited. In the event of a plant, insect or rodent infestation, the Allotment Officer should be contacted in the first instance."
2. That the proposed changes take immediate effect.

Decisions required:

Members to consider the above recommendations.

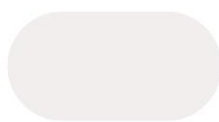
Changes to pesticide, herbicide and inorganic fertiliser use



long lasting positive impact



short term or limited positive impact



no known impact



short term or limited negative impact



long lasting negative impact

14/01/25

**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: 8 January 2025
Subject: Town Hall Passenger lift insurance report

Following the last inspection of the passenger lift installed in the Town Hall in November 2024 by the Council's insurance company, an 'Immediate Action Report' has been issued.

A copy of the Immediate Action Report is marked 'Attach 3A' in your Pink Papers

This report requires the replacement of the main hydraulic hose on or by 27th February or the lift will have to be put out of order until the works are completed.

This hose was identified amongst a number of other items that needed to be built into future maintenance in the 'Report of Thorough Examination of Lift' issued in May 2023 by the Council's insurance company. These examinations take place every 2 years.

A copy of the insurer's report is marked 'Attach 3B' in your Pink Papers.

In May 2024, a failure of the lift resulted in another 'Immediate Action Report' being issued requiring 'Worn Rollers' to be replaced. These works were agreed and the works carried out.

As all these works fall outside the scope of the maintenance contract for the lift, a quotation for all the items highlighted by the Council's insurers has been sought.

Please see a copy of the quotation from the lift maintenance company detailing the cost of the hydraulic hose replacement together with their recommended maintenance actions to deal with the other outstanding items on the original report marked 'Attach 3C' in your Pink Papers.

Recommendation

Members are asked to consider the attached reports and agree to pay from the Town Hall Refurbishment' Earmarked reserve account:

- 1) The works required to replace the Hydraulic hose as identified in the Immediate Action Report (Attach 3A) at a cost of £1,894.20
- 2) The balance of the works as per the quotation (Attach 3C) from the lift maintenance company for the works identified in the insurance 'Report of Thorough Examination of Lift' (Attach 3B) at a cost of £12,538.22

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: Gary Simpson, Facilities Manager
Date: 6 January 2025
Subject: Christmas lights switch on, free use of Town Hall.

The Chamber of trade has once again asked for free use of the Town Hall for their Christmas lights switch on event being held on the 22nd of November 2025.

For the past two years we have agreed to their request, subject to a viable Risk Assessment, to have free use of the undercroft, Chamber & kitchen, though last time they also wanted use of our Christmas gazebo, which they do want again.

The cost to the council will be loss of hire charges, one member of staff and associated utility costs.

Unfortunately, the request does not fit into the free use guidelines, but members may wish to consider offering free use of the Town Hall including as in previous years.

Recommendation

Members to consider granting the free use of the Town Hall on 22nd November 2025 between the hours of 1600 -2100 including the Undercroft, Chamber, Kitchen & Christmas gazebo subject to all H&S conditions being met.

Decision required

Members to 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: 14 January 2025
Subject: Public Toilet SLA

Please see attached the proposed Deal Public Toilets Service Level Agreement (SLA) for 2025/26 from DDC.

This arrived too late for inclusion in the November F&GP meeting.

For 2024/25 DDC requested £52,174.74 to cover the complete cost of providing the cleaning and maintenance of the DDC toilets at King Street, South Street and Victoria Park. DTC agreed to only pay £35,000 as a contribution.

For 2025/26 DDC are requesting £56,375.45 to cover the complete cost of providing toilets at King Street, South Street and Victoria Park.

The toilets in South Street remain to be in a very poor state and plans for refurbishment or replacement are still unclear. The Victoria Park toilets are often closed due to vandalism and DTC continue to receive many complaints from members of the public concerning the toilets.

Officers are in discussion with DDC as to the future of the toilets as identified in the Town Plan.

For budgetary purposes, the R.F.O. recommended setting the 2025/26 budget for the Public Toilets at £40,000

Recommendations

- 1) Not to accept the 2025/26 SLA and to advise DDC that the maximum amount that DTC are prepared to pay as a contribution to the Public Toilets in Deal for 2025/26 is £40,000 or the lower figure if Full Council agree to set a lower amount in the 2025/26 Budget.
- 2) To authorise the Town Clerk to sign a revised SLA if the requested contribution is amended by DDC to match the amount agreed above.

Decisions Required

Members to consider the above recommendations.

SLA Covering Letter from DDC sent to the Town Clerk.

Dear Lorna

Town and Parish Council Toilet Costs 2025-26

Thank you for your continued financial contribution towards the cost of providing public toilets in your area for 2024-25.

Dover District Council will again need to seek grant support from your council for 2025-26 in order to help cover the running costs of these facilities.

The costs that we are asking to be covered are calculated as follows:

Cleaning Costs:

This figure is the actual cost for 2024-25.

This cleaning costs for the public toilets at King Street, Deal is £60.81 per day.

This cleaning costs for the public toilets at South Street, Deal is £31.92 per day.

This cleaning costs for the public toilets at Victoria Park, Deal is £37.47 per day.

This cost covers the following:

- Opening and locking the toilets
- Cleaning and replenishing the toilets during the day
- Repairs including:
 - Unblocking urinals, wash hand basins and WC pans
 - Re-fixing/replacing flush handles/chains
 - Renew/re-fixing toilet seats
 - Renew/re-fixing toilet roll holders, soap dispensers and other fittings
 - Renew/repair pull cords only (not switch)
 - Minor repairs to toilet cubicles to include re-fixing/renewing bolts to cubicle doors
 - Changing light bulbs
 - Check and set time clock controls
 - Damage caused by vandalism
- The provision of the following consumables:
 - Toilet rolls and toilet roll holders
 - Soap and soap dispensers or bars
 - Channel blocks for urinals
- Removal of graffiti on all internal and external faces of the conveniences
- Removal and disposal of refuse, litter, or other items such as needles
- Provision and emptying of sanitary bins and nappy bins, where provided
- Litter picking within the boundary
- The provision of all supervision, materials, vehicles plant, tools and protective clothing for the maintenance and running of the Contract

Utility Costs:

These figures are the actual bills paid for 2023-24

We have attached a spreadsheet of payments made by Dover District Council in respect of these costs.

Insurance:

This figure is the actual cost for 2023-24

Repairs, Maintenance and Improvements:

This cost has not been included and is funded by Dover District Council.

This cost includes damage caused by vandalism that is not covered by the cleaning contract.

For 2025-26 Dover District Council is requesting **£56,375.45** as grant support which is calculated as follows:

King Street, Deal
£22,134.16 - Cleaning
£ 1,374.94 - Electricity
£ 4,250.17 - Water and Sewerage
£ 159.48 - Insurance
£27,918.75 - Total

South Street, Deal
£11,617.90 - Cleaning
£ 680.25 - Electricity
£ 1,896.12 - Water and Sewerage
£ 88.78 - Insurance
£14,283.05 – Total

Victoria Park, Deal
£13,638.17 - Cleaning
£ 288.64 - Electricity
£ 134.19 - Water and Sewerage
£ 112.65 - Insurance
£14,173.65 – Total

Please do not hesitate to contact me should you require any further information otherwise I look forward to receiving confirmation in regard to the above.

Yours sincerely



David Parish
Head of Property Assets



SERVICE LEVEL AGREEMENT

DEAL PUBLIC CONVENIENCES

1 April 2025 to 31 March 2026

Property Assets
Eur.Ing Roger Walton, CEng, MICE
Strategic Director (Operations & Commercial)

October 2020

Service Level Agreement for the Cleansing, Routine Maintenance and Associated Service Charges of Deal Public Conveniences, 1 April 2025 to 31 March 2026.

1.00 GENERAL

1.01 This agreement is entered into between Deal Town Council (hereinafter known as the Sponsor) and Dover District Council (hereinafter known as the Provider).

1.02 This agreement may be varied by mutual agreement between both parties.

2.00 CONTACT POINTS

2.01 Contact points for any queries regarding this agreement are:

Sponsor: Lorna Crow
Town Clerk
Deal Town Council

Provider: David Parish
Head of Property Assets

3.00 SERVICES TO BE PROVIDED

- 3.01 The Sponsor will provide grant support to cover the running costs of the facility.
- 3.02 The Provider will provide and maintain public toilet facilities at the location described in Clause 4.01 for the period 1 April 2025 to 31 March 2026. The Provider will provide insurance cover for all toilets in this agreement.
- 3.03 The Provider shall insure that the cleansing of public toilets shall be undertaken by the Council's cleaning contractor. Monitor Services, in accordance with Tender Documents dated April 2022. A copy of the Tender Documents may be inspected at the Council Offices, Whitfield.
- 3.04 Any changes to the cleansing specification can only be made by mutual agreement between both parties.

4.00 CHARGES

- 4.01 The Sponsor agrees to pay the following contributions for the cleaning, utilities, rates and maintenance.

King Street Public Conveniences	£27,918.75
South Street Public Conveniences	£14,283.05
Victoria Park Public Conveniences	£14,173.65

Total due £56,375.45

- 4.02 The sum for the public conveniences to be paid quarterly in arrears in accordance with schedule listed below:

Quarter 1 - £14,093.87 excluding VAT
Quarter 2 - £14,093.86 excluding VAT
Quarter 3 - £14,093.86 excluding VAT
Quarter 4 - £14,093.86 excluding VAT

- 4.03 Any changes to the recharges listed in Clause 4.01 can only be made by mutual agreement between both parties.

5.00 INFLATION

- 5.01 All recharge costs are a fixed price for the duration of the Service Agreement.

6.00 DUTIES OF THE SPONSOR

- 6.01 To pay all invoices within 14 days of the receipt of the invoice.

7.00 DUTIES OF THE PROVIDER

- 7.01 To provide public toilet facilities at the listed locations for the duration of the Service Level Agreement.

8.00 **DURATION OF SERVICE LEVEL AGREEMENT**

8.01 The Agreement takes effect on 1 April 2025 and covers the period to 31 March 2026.

9.00 **SIGNED**

For the Sponsor:

For the Provider:



Lorna Crow
Clerk
DealTown Council

David Parish
Head of Property Assets
Dover District Council

Dated:

Dated: 29 November 2024