

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

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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 18th March 2025** at 7.15pm to transact the business shown on the agenda below.

Members of the public and press are welcome to attend.

Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 17th March 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: 12 March 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 21st January 2025 for approval and signing: Decision required.	Attach. 2
6	Landmark Centre: Request from Deal & Walmer Community Association - Decision required.	Attach. 3
7	Finance Income & Expenditure figures and Full Bank reconciliation to 28th February 2025: Information to note.	Attach. 4
8	Annual Grants 24/25 Round 3: Decisions required.	Attach. 5
9	Annual Grants 25/26: Decision required.	Attach. 6
10	Treasury Deposit: Decisions required	Attach. 7
11	Allotment Officer's report: Decision required.	Attach. 8
12	Allotment Recommendation from the Climate Change Officer: Decision required.	Attach. 9
13	Free Use of the Town Hall: Free use request from DDC: Decision required Free use request from the RNLI Use of the Undercroft - Information to note.	Attach. 10 Attach. 11
14	Free Use Policy: Decision required	Attach. 12
	Date of next F&GP Committee meeting: 21 st May 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 Finance and General Purposes meeting held at the Town Hall
on Tuesday 21st January 2025 at 7:15pm.

Present: Cllr T Bond (Chairperson) Cllr D Cronk
Cllr S Beer Cllr M Eddy
Cllr B Bano Cllr M Cronk

Officers: Mr P Bone – Responsible Finance Officer
Ms H McAdam – Finance Assistant Others: 0
Miss P Read - Clerical Officer

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 L Craggs due to a prior commitment. Absent: Cllr D Parks	R.F.O.
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 12th December 2024 for approval and signing: Members RESOLVED: To accept the minutes of the Finance & General Purposes Committee meeting held on 12 th December 2024 as a true and accurate record. (P) Cllr B Bano (S) Cllr S Beer 3 For, 3 Abstentions. Agreed. The Chairperson duly signed the minutes.	Chairperson
6	Finance Income & Expenditure figures and Full Bank reconciliation to 31st December 2024: Members RESOLVED: to note the information. (P) Cllr B Bano (S) Cllr D Cronk. All agreed.	
7	Allotment Recommendation from the Climate Change Officer: Following debate Members RESOLVED: 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) The agreed changes to section four are notified to the allotment holders advising that the date the changes will come into effect will be agreed at the March meeting of F&GP and giving them a notice period of 30 days from 30/01/2025 – 28/02/2025 (inclusive) to provide feedback on any concerns they may have to the Allotment Officer regarding these updates. This feedback to go to the next F&GP meeting on 18/03/2025 to decide the commencement date of the updated agreement. (P) Cllr T Bond (S) Cllr S Beer. All agreed.	Allotment Officer Allotment Officer & Climate Change/Comms Officer & R.F.O.
8	Town Hall Passenger Lift- Insurance Report: Following discussion Members RESOLVED: 1) To agree the works required to replace the Hydraulic hose as identified in the Immediate Action Report (Attach 3A) at a cost of £1,894.20 funded from the TH maintenance EMR 2) To agree the remaining works as per the quotation (Attach 3C) from the lift maintenance company for the works identified in the insurance 'Report of	R.F.O. & Facilities manager R.F.O. &

	Thorough Examination of Lift' (Attach 3B) at a cost of £12,538.22 funded from the TH maintenance EMR (P) Cllr M Eddy (S) Cllr S Beer. All agreed.	Facilities manager
9	Town Hall Free Use request: Following debate Members RESOLVED: To grant the free use of the Town Hall on 22 nd November 2025 between the hours of 1600 -2100 including the Undercroft, Chamber, Kitchen & Christmas gazebo subject to all H&S conditions being met and that the R.F.O. writes a confirmation letter that includes the hire costs that would usually apply and that the R.F.O. also emphasise that a gesture of recognition be made to Deal Town Council in their promotional literature. (P) Cllr S Beer (S) Cllr D Cronk. All agreed	R.F.O. & Facilities manager R.F.O.
10	Public Toilet Service Level Agreement: Following debate Members RESOLVED: 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 no more than £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. (P) Cllr S Beer (S) Cllr B Bano. All agreed.	R.F.O. Town Clerk
	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 M Eddy (S) Cllr D Cronk. All Agreed. Clerical Officer Miss P Read left the meeting at 7.50pm	
11	Draft Budget 2025/26: Decision required. Following debate Members RESOLVED: 1) To recommend to Full Council: - • That version 'B' of the draft budget is agreed and adopted. • That the Precept is raised by 12.0% to support the draft budget. • That the following Earmarked Reserves are returned to the General Revenue Reserve to support the draft budget. 322 EMR - Mayor's Parlour Refurb. £2,755.76 323 EMR - Environment Fund £2,000.00 326 EMR - Carbon Roadmap £1,564.20 330 EMR - Ukraine Support Fund £1,000.00 (P) Cllr B Bano (S) Cllr S Beer 4 For, 2 Abstentions. Agreed 2) To delegate authority to the Town Clerk in liaison with the R.F.O. to allocate amounts to individual events as required from the total budget for Town Events providing they remain within the overall agreed budget line total (P) Cllr S Beer (S) Cllr B Bano. All agreed.	R.F.O. Town Clerk & R.F.O.
	The Chairperson closed the meeting at 20:00	

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 25 February 2025
Subject: Landmark Centre

A formal request for financial support has been received from the Deal & Walmer Community Association.

The amount and urgency of this request falls outside of the normal grant schemes.

It is understood that the Deal & Walmer Community Association are seeking financial support from Dover District Council, Deal Town Council and Walmer Town Council.

The trustees are seeking an opportunity to address this meeting to request £5,000 of funding so that they can continue with their application to Dover District Council for the additional funds they advise are needed to prevent Deal & Walmer Community Association, which owns the Landmark Centre, from having to appoint administrators in the next few weeks.

Please see (in your Pink Papers) the various business plans that have been provided by the Deal & Walmer Community Association in support of this request.

Deal Town Council does not have the power to loan monies and any payment (if agreed) would need to be by grant funding.

Recommendation.

Members to consider the request for financial support from the Deal & Walmer Community Association.

Members to consider how a payment may be made and what budget line (if any) the payment would be charged to.

Members to make a recommendation to Full Council should the amount or method of any payment fall outside the remit of this committee.

Decision Required

Members to consider the above recommendations

Date:10/03/2025

Deal Town Council

Page 1

Time: 10:57

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 1 - Nat West Combined A/C's**

User: HEATHER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	28/02/2025		100.00
Nat West Deposit A/C	28/02/2025		195,583.17
			<u>195,683.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			195,683.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			195,683.17
		Balance per Cash Book is :-	195,683.17
		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>
Mayor's Charity A/C	28/02/2025		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 28/02/2025
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	28/02/2025		350.81
			<u>350.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			350.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			350.81
		Balance per Cash Book is :-	350.81
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		294.61
			<u>294.61</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			294.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			294.61
		Balance per Cash Book is :-	294.61
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			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	28/02/2025		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 General Income</u>							
1076 Precept	501,918	501,918	(0)			100.0%	
1080 Bank Interest	10,551	13,000	2,449			81.2%	
1999 Misc. Income	10,146	0	(10,146)			0.0%	
General Income :- Income	522,615	514,918	(7,697)			101.5%	0
Net Income	522,615	514,918	(7,697)				
<u>200 Staff Costs</u>							
4000 Salaries Gross	282,226	307,000	24,774		24,774	91.9%	
4010 Salaries Employers Pension	55,669	65,000	9,331		9,331	85.6%	
4020 Salaries Employers NI	25,219	28,000	2,781		2,781	90.1%	
4055 Travel & Subsistence	0	100	100		100	0.0%	
4070 Training	700	2,000	1,300		1,300	35.0%	
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	364,801	404,571	39,770	0	39,770	90.2%	0
Net Expenditure	(364,801)	(404,571)	(39,770)				
<u>201 CAR PARKING</u>							
4065 Official Car Fuel	10	0	(10)		(10)	0.0%	
CAR PARKING :- Indirect Expenditure	10	0	(10)	0	(10)		0
Net Expenditure	(10)	0	10				
<u>205 Official Car</u>							
4060 Official Car Lease	3,583	3,920	337		337	91.4%	
4065 Official Car Fuel	98	0	(98)		(98)	0.0%	
Official Car :- Indirect Expenditure	3,681	3,920	239	0	239	93.9%	0
Net Expenditure	(3,681)	(3,920)	(239)				
<u>210 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	5,382	5,950	568	0	568	90.5%	0
Net Expenditure	(5,382)	(5,950)	(568)				

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215</u>	<u>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	2,045	2,700	655	0	655	75.7%	0
	Net Expenditure	(2,045)	(2,700)	(655)				
<u>220</u>	<u>Administration</u>							
4070	Training	327	0	(327)		(327)	0.0%	
4080	HR & HS	1,446	1,622	176		176	89.1%	
4085	Payroll Services	2,515	1,855	(660)		(660)	135.6%	
4300	Mobile Phones	1,187	500	(687)		(687)	237.4%	
4305	Stationery	641	1,500	859		859	42.7%	
4310	Postage	(47)	500	547		547	(9.4%)	
4315	Bank Charges	1,318	1,500	182		182	87.9%	
4320	General Admin	5,154	8,800	3,646		3,646	58.6%	
4325	Office Equipment	26	500	474		474	5.1%	
4330	IT Equipment	2,638	3,000	362		362	87.9%	
4335	IT Support & Website	11,476	6,000	(5,476)		(5,476)	191.3%	
4340	Telephone & Broadband	2,410	1,500	(910)		(910)	160.7%	
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	1,654	2,500	846		846	66.2%	
4405	Annual Planting	31	5,000	4,969		4,969	0.6%	
4410	Flags	75	500	425		425	15.0%	
4415	Audit Fees	105	2,300	2,195		2,195	4.6%	
4420	Subscriptions	110	2,000	1,890		1,890	5.5%	
4430	Data Protection Officer	35	1,000	965		965	3.5%	
4435	General Maintenance	2,144	4,000	1,856		1,856	53.6%	
4720	Licences	150	0	(150)		(150)	0.0%	
	Administration :- Indirect Expenditure	33,344	57,577	24,233	0	24,233	57.9%	0
	Net Expenditure	(33,344)	(57,577)	(24,233)				

	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%	
Council :- Indirect Expenditure	390	16,500	16,110	0	16,110	2.4%	0
Net Expenditure	(390)	(16,500)	(16,110)				
<u>250 Grants & Donations</u>							
4470 Annual Grants	9,271	20,000	10,729		10,729	46.4%	1,300
4485 Food Poverty Fund	6,264	10,000	3,736		3,736	62.6%	
4490 St Omer Twinning	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	15,535	30,500	14,965	0	14,965	50.9%	1,300
Net Expenditure	(15,535)	(30,500)	(14,965)				
6000 plus Transfer from EMR	1,300	0	(1,300)				
Movement to/(from) Gen Reserve	(14,235)	(30,500)	(16,265)				
<u>300 Town Hall</u>							
1100 Wedding Hire	11,279	12,500	1,221			90.2%	
1105 Chamber Hire	4,037	2,000	(2,037)			201.8%	
1110 Committee Room Hire	0	1,000	1,000			0.0%	
1115 Under Croft Hire	300	1,000	700			30.0%	
Town Hall :- Income	15,616	16,500	884			94.6%	0
4080 HR & HS	1,227	0	(1,227)		(1,227)	0.0%	
4310 Postage	374	0	(374)		(374)	0.0%	
4345 Pat Testing	140	0	(140)		(140)	0.0%	
4360 Insurance	12,823	8,000	(4,823)		(4,823)	160.3%	
4400 Advertising	270	0	(270)		(270)	0.0%	
4420 Subscriptions	2,993	0	(2,993)		(2,993)	0.0%	
4500 Repairs & Maintenance	36,820	0	(36,820)		(36,820)	0.0%	32,758
4505 Under Croft Cleaning	1,320	1,000	(320)		(320)	132.0%	
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	1,380	1,000	(380)		(380)	138.0%	
4530 Gas	5,613	4,650	(963)		(963)	120.7%	
4535 Electricity	3,203	4,360	1,157		1,157	73.5%	
4540 Water	1,066	265	(801)		(801)	402.1%	
4550 TH Events	553	1,800	1,247		1,247	30.7%	535

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4710 Rates	12,725	0	(12,725)		(12,725)	0.0%	
4720 Licences	407	500	93		93	81.5%	
Town Hall :- Indirect Expenditure	80,908	23,075	(57,833)	0	(57,833)	350.6%	33,293
Net Income over Expenditure	(65,292)	(6,575)	58,717				
6000 plus Transfer from EMR	33,293	0	(33,293)				
Movement to/(from) Gen Reserve	(31,999)	(6,575)	25,424				
<u>305</u> <u>Police Office</u>							
1120 Police Office Rent	9,000	0	(9,000)			0.0%	6,750
Police Office :- Income	9,000	0	(9,000)				6,750
Net Income	9,000	0	(9,000)				
6001 less Transfer to EMR	6,750	0	(6,750)				
Movement to/(from) Gen Reserve	2,250	0	(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	283	500	217		217	56.6%	
VIC :- Indirect Expenditure	283	500	217	0	217	56.6%	0
Net Income over Expenditure	(283)	(500)	(217)				
<u>410</u> <u>Saturday Market</u>							
1410 Market Traders	39,633	43,000	3,367			92.2%	
Saturday Market :- Income	39,633	43,000	3,367			92.2%	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	12,375	0	(12,375)		(12,375)	0.0%	
4760 Market Stewards	864	0	(864)		(864)	0.0%	
Saturday Market :- Indirect Expenditure	13,977	7,750	(6,227)	0	(6,227)	180.3%	0
Net Income over Expenditure	25,656	35,250	9,594				

	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	2,143	4,500	2,357			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	2,732	2,400	(332)	0	(332)	113.8%	0
Net Income over Expenditure	(589)	2,100	2,689				
<u>500 Public Conveniences</u>							
4800 Public Conveniences	35,000	35,000	0		0	100.0%	
Public Conveniences :- Indirect Expenditure	35,000	35,000	0	0	0	100.0%	0
Net Expenditure	(35,000)	(35,000)	0				
<u>600 Allotments Golf Road</u>							
1500 Allotment Income	2,991	2,000	(991)			149.5%	
Allotments Golf Road :- Income	2,991	2,000	(991)			149.5%	0
4500 Repairs & Maintenance	1,647	2,500	853		853	65.9%	135
4540 Water	46	742	696		696	6.1%	
Allotments Golf Road :- Indirect Expenditure	1,692	3,242	1,550	0	1,550	52.2%	135
Net Income over Expenditure	1,299	(1,242)	(2,541)				
6000 plus Transfer from EMR	135	0	(135)				
Movement to/(from) Gen Reserve	1,434	(1,242)	(2,676)				
<u>610 Allotments Park Ave</u>							
1500 Allotment Income	2,413	2,000	(413)			120.6%	
Allotments Park Ave :- Income	2,413	2,000	(413)			120.6%	0
4080 HR & HS	1,985	0	(1,985)		(1,985)	0.0%	
4500 Repairs & Maintenance	3,507	2,500	(1,007)		(1,007)	140.3%	887
4540 Water	456	700	244		244	65.2%	
Allotments Park Ave :- Indirect Expenditure	5,948	3,200	(2,748)	0	(2,748)	185.9%	887
Net Income over Expenditure	(3,535)	(1,200)	2,335				
6000 plus Transfer from EMR	887	0	(887)				
Movement to/(from) Gen Reserve	(2,648)	(1,200)	1,448				

	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	2,174	2,000	(174)			108.7%	
Allotments Mill Road :- Income	2,174	2,000	(174)			108.7%	0
4500 Repairs & Maintenance	2,820	2,500	(320)		(320)	112.8%	135
4540 Water	233	742	509		509	31.4%	
Allotments Mill Road :- Indirect Expenditure	3,053	3,242	189	0	189	94.2%	135
Net Income over Expenditure	(879)	(1,242)	(363)				
6000 plus Transfer from EMR	135	0	(135)				
Movement to/(from) Gen Reserve	(744)	(1,242)	(498)				
<u>700 Town Events</u>							
5005 Town Hall Promotions	640	200	(440)		(440)	320.0%	
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	151	200	49		49	75.3%	
Town Events :- Indirect Expenditure	1,491	1,700	209	0	209	87.7%	0
Net Expenditure	(1,491)	(1,700)	(209)				
<u>800 Cycle Friendly</u>							
5520 DTC Ebike maintenance costs	148	0	(148)		(148)	0.0%	
Cycle Friendly :- Indirect Expenditure	148	0	(148)	0	(148)		0
Net Expenditure	(148)	0	148				
<u>900 Projects</u>							
4475 Special Projects	4,500	0	(4,500)		(4,500)	0.0%	4,500
Projects :- Indirect Expenditure	4,500	0	(4,500)	0	(4,500)		4,500
Net Expenditure	(4,500)	0	4,500				
6000 plus Transfer from EMR	4,500	0	(4,500)				
Movement to/(from) Gen Reserve	0	0	0				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	596,585	584,918	(11,667)			102.0%	
Expenditure	574,921	601,827	26,906	0	26,906	95.5%	
Net Income over Expenditure	<u>21,663</u>	<u>(16,909)</u>	<u>(38,572)</u>				
plus Transfer from EMR	40,251	0	(40,251)				
less Transfer to EMR	6,750	0	(6,750)				
Movement to/(from) Gen Reserve	<u>55,164</u>	<u>(16,909)</u>	<u>(72,073)</u>				

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 24 February 2025
Subject: Annual Grants 2024/25 – Round 3

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)

Round 1

A total of **£3,596.32** was paid out against Round 1 applications.:

Round 2

A total of **£2,750.00** was paid out against Round 2 applications.

This leaves £13,653.68 in the budget for round 3

Round 3

A total of 16 applications were received and validated. The total amount requested is £10,540.02

The Grants Subcommittee met on 21st February to consider these applications and to make recommendations to this committee:

Recommendations:

Please see below the recommendations from the Grants Subcommittee:

1) **DEAL MUSIC AND ARTS LTD:** - Requested a grant of £1,000 towards the cost of a project leader and venue hire for their community band project.
Members scored the application 24 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 towards the venue hire for their community band project.

(P) Cllr D Parks (S) Cllr M Walters All agreed.

2) **DEAL & DOVER PARK TENNIS CIC:** - Requested a grant of £500 towards tennis sessions for children from disadvantaged backgrounds.

Members scored the application 22 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £500 towards tennis sessions for children from disadvantaged backgrounds.

(P) Cllr D Parks (S) Cllr M Walters All agreed.

3) **WALDAS:** - Requested a grant of £473.79 towards the cost of providing swift nesting boxes.

Members scored the application 26 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £473.79 towards the cost of providing swift nesting boxes.

(P) Cllr A Friend (S) Cllr D Parks All agreed.

4) **THE DEAL SOCIETY:** - Requested a grant of £500 towards the cost of putting on Heritage open days.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £500 towards the cost of putting on Heritage open days subject to the paper used being sustainably sourced.

(P) Cllr D Parks (S) Cllr M Cronk All agreed.

5) **IMAGO COMMUNITY:** - Requested a grant of £480 towards the cost of providing activities for young carers.

Members scored the application 26 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £480 towards the cost of providing activities for young carers.

(P) M Walters (S) Cllr D Parks All agreed

6) **DISABLED FRIENDS & FAMILY:** - Requested a grant of £500 towards the cost of purchasing equipment to run discos for disabled people.

Members scored the application 22 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £500 towards the cost of purchasing equipment to run discos for disabled people.

(P) M Walters (S) Cllr M Cronk All agreed

7) **DEAL ST OMER TWINNING SOCIETY:** - Requested a grant of £750 towards the cost of hiring the Town Hall for regular meetings.

Members scored the application 21 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £750 towards the cost of hiring the Town Hall for regular meetings.

(P) Cllr A Friend (S) Cllr M Cronk All agreed

8) **THE DEAL PIRATES:** - Requested a grant of £300 towards the cost of providing bug hotels for schools in Deal.

Members scored the application 27 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £300 towards the cost of providing bug hotels for schools in Deal.

(P) M Walters (S) Cllr D Parks All agreed

9) **DEAL WITH IT:** - Requested a grant of £1,000 towards the cost of purchasing replacement tools, protective gloves and bags.

Members scored the application 27 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 towards the cost of purchasing replacement tools, protective gloves and bags.

(P) D Parks (S) Cllr M Walters All agreed

10) **DEAL, WALMER & KINGSDOWN AMATEUR ROWING CLUB:** - Requested a grant of £785.60 towards the cost of purchasing two sets of outriggers.

Members scored the application 23 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £785.60 towards the cost of purchasing two sets of outriggers.

(P) M Walters (S) Cllr M Cronk All agreed

11) **DEAL PRIDE:** - Requested a grant of £1,000 towards the costs of putting on Deal Pride.

Members scored the application 27 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 towards the costs of putting on Deal Pride.

(P) M Cronk (S) Cllr M Walters All agreed

12) **DEAL AREA FOODBANK:** - Requested a grant of £340 towards the costs of a food project to teach children to budget.

Members scored the application 27 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £340 towards the costs of a food project to teach children to budget.

(P) Cllr A Friend (S) Cllr D Parks All agreed

13) **SANDOWN COMMUNITY GARDEN GROUP:** - Requested a grant of £400 towards the costs of putting on the Sandown Castle Community Picnic.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £400 towards the costs of putting on the Sandown Castle Community Picnic.

(P) Cllr M Walters (S) Cllr D Parks All agreed

14) **DEAL FILM FESTIVAL:** - Requested a grant of £1,000 towards the costs of putting on the Deal Film Festival.

Members scored the application 22 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 towards the costs of putting on the Deal Film Festival.

(P) Cllr D Parks (S) Cllr M Cronk All agreed

15) **DEAL MUSEUM:** - Requested a grant of £510.63 as part funding for storage cabinets.

Members scored the application 23 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £510.63 as part funding for storage cabinets.

(P) Cllr M Walters (S) Cllr D Parks All agreed

16) **DARA:** - Requested a grant of £1,000 towards raising awareness regarding migration issues.

Members scored the application 21 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 towards raising awareness regarding migration issues.

(P) Cllr M Walters (S) Cllr D Parks All agreed

Decisions required.

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 24 February 2025
Subject: Annual Grants 2025/26

For the 24/25 year the Annual Grants budget was set at £20,000 and three rounds of application were agreed as below:

- Round 1: - Applications close: 31st May 2024 F&GP Meeting date: 23rd July 2024
- Round 2: - Applications close: 30th Sept 2024 F&GP Meeting date: 19th Nov 2024
- Round 3: - Applications close: 31st Jan 2025 F&GP Meeting date: 18th Mar 2025

For the 25/26 year the Annual Grants budget has again been set at £20,000

The format used last year worked well and the R.F.O recommends following the same date pattern.

Recommendation

Members to consider the following dates for the Annual Grants Rounds for 2025/26

- Round 1: - Applications close: 31st May 2025 F&GP Meeting date: 22nd July 2025
- Round 2: - Applications close: 30th Sept 2025 F&GP Meeting date: 18th Nov 2025
- Round 3: - Applications close: 31st Jan 2026 F&GP Meeting date: 24th Mar 2026

Decision Required

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 25 February 2025
Subject: Treasury Deposit

In November 2023 members RESOLVED:

To invest £150,000 in Nat West Treasury Reserve for a fixed 12 Month period &
To invest £100,000 in the CCLA Public Sector Deposit Fund that has instant access.

The £150,000 Treasury Reserve matured in December 2024 and produced fixed interest of
£6,440.10

The £100,000 deposited in the CCLA Public Sector Deposit Fund, currently averages a return of
£450 Per month. (this amount may change month by month)

The current rates of interest for a 12 Month Treasury Reserve deposit of £100,000 is 3.53%

Recommendations

- 1) To leave the £100,000 deposited in the CCLA Public Sector Deposit Fund in place for
another year unless required earlier by resolution of this committee or Full Council.
- 2) To invest £100,000 in Nat West Treasury Reserve for a fixed 12 Month period.

Decisions Required

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Gary Simpson, Facilities Manager
Date: 25 February 2025
Subject: Allotment Officer's report

The following are the allotment occupancy status;

Golf Road - plots 40, in use 40

Mill Road – plots 46, in use 45

Park Ave – plots 42, in use 41

The two empty plots have been offered and just awaiting confirmation. We are at present up to July 2023 on the waiting list, giving us a two year wait on average.

Park Avenue have had some plots divided resulting in 3 additional plots.

The toilets are now being painted in the Town's teal colour and are being kept clean by their users. Park Avenue now has a living willow fence surrounding the area with the weak bank and is now being cleared prior to planting up with shrubs to help stabilise the bank as per the recommendations on the report we had commissioned for the area.

The handrail has been installed at Park Avenue and has been well received.

The Council's shed at Park Avenue had to have its roof re-felted, this was managed inhouse. Work has now begun on the raised beds and a local firm are fabricating bike racks for all three sites.

The track at Mill Road allotments has had two bags of stone laid to stabilise it.

Request.

We have one request to place a 6ft x 8ft Aluminum & Glass greenhouse on plot 4 at the Park Avenue allotment. The Plot has ample room to facilitate this, and I support the request subject to siting being agreed.

Recommendation:

To approve erection of a greenhouse on PA 4.

Decisions required:

Members to consider the above recommendation

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 25 February 2025
Subject: Allotment Recommendation from the Climate Change Officer

At the last meeting of this committee members considered a report from the Climate Officer on pesticide, herbicide and inorganic fertiliser use at DTC allotments and passed the following resolution:

- 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) The agreed changes to section four are notified to the allotment holders advising that the date the changes will come into effect will be agreed at the March meeting of F&GP and giving them a notice period of 30 days from 30/01/2025 – 28/02/2025 (inclusive) to provide feedback on any concerns they may have to the Allotment Officer regarding these updates. This feedback to go to the next F&GP meeting on 18/03/2025 to decide the commencement date of the updated agreement.

Please see below an update from the Allotment Officer regarding the responses from allotment holders:

We have had 17 replies to our email about the proposed changes to the allotment tenancy agreement. Although most were positive, expressing it was a good idea that many were already following the practice, there were two main concerns raised. The first, and most mentioned comment, was more clarity was needed over what was being banned, especially on fertilisers, they feel it needs a more comprehensive list. The second was concerns over controlling bind weed varieties, it is quite prevalent on the allotments and concerns were raised that there are no environmentally friendly products that can kill off the infestation.

I believe if we were to put on our allotment page, a more descriptive explanation of what can be used, and if possible, examples of what can't, it will help the allotment holders understand better as well as give a reference point to refer to. As for the bind weed, we may want to set up a reporting method so that the Allotment Officer can deal with these using the Council's approved allotment contractors.

The Climate Officer has produced a draft 'Cultivating naturally' leaflet that will help allotment holders and others understand about these types of products. (please see attached)

Recommendations

- 1) That the agreed changes to the Allotment Tenancy Agreement are to be made effective from 1st April 2025
- 2) That all the allotment holders are sent a copy of the 'Cultivating naturally' leaflet
- 3) That section four of the Allotment Tenancy Agreement is further amended to advise that allotment holders should report any instances of bind weed to the Allotment Officer.

Decision Required

Members to consider the above recommendations



Cultivating naturally: Embracing chemical-free allotment gardening

By cultivating your plot without pesticides, herbicides or inorganic/synthetic fertilisers, you're not only benefiting your own health but also contributing to a more sustainable and vibrant environment.



Benefits of not using pesticides, herbicides and inorganic/synthetic fertilisers



Environmental harmony - Avoiding pesticides, herbicides and inorganic/synthetic fertilisers helps to preserve biodiversity by safeguarding beneficial insects, birds and soil organisms. Your allotment will become a haven for pollinators, contributing to the overall health of local ecosystems.

Healthy soil, healthy plants - Cultivating naturally promotes soil health, fostering a balanced ecosystem of microorganisms crucial for plant growth. Nutrient-rich soil encourages robust plant development and removes the need for inorganic or synthetic fertilisers.

Protect water sources - Chemical runoff can contaminate water sources. By going pesticide and herbicide free, you contribute to cleaner water and safeguard aquatic life.



Enhanced food quality - Growing without pesticides & herbicides ensures that your and your neighbours' fruit and vegetables are free from chemical residues, promoting safer and healthier produce. Enjoy the pure, unadulterated flavours of your homegrown crops.

Sustainable gardening practices - Pesticide & herbicide-free gardening aligns with sustainable practices, promoting a harmonious relationship between humans and the environment. You play a crucial role in preserving natural resources for future generations.



Tips for pesticide, herbicide & inorganic/synthetic fertiliser free allotment gardening



Companion planting - Explore the benefits of companion planting to naturally deter pests and enhance crop growth.

Beneficial insects - Attract predatory insects like ladybirds and lacewings to help control pest populations.

Crop rotation - Rotate crops regularly to disrupt pest and disease cycles, promoting healthier plants.

Brew your own - compost, nettle or comfrey 'teas' are natural, homemade plant foods made by steeping organic matter in water.

Weed control and mulching - Mulch around plants to suppress weeds, retain moisture and create a barrier against pests. Sheets of cardboard can also be used to produce a weed free site, although you are reminded that the majority of your allotment must be planted at any one time.

By choosing to garden without pesticides, herbicides, inorganic or synthetic fertilisers, you're not just cultivating a plot; you're nurturing a thriving ecosystem. Your commitment to natural practices contributes to the well-being of the environment, your community and, most importantly, your own health.

Thank you for being a steward of sustainable and chemical-free allotment gardening!

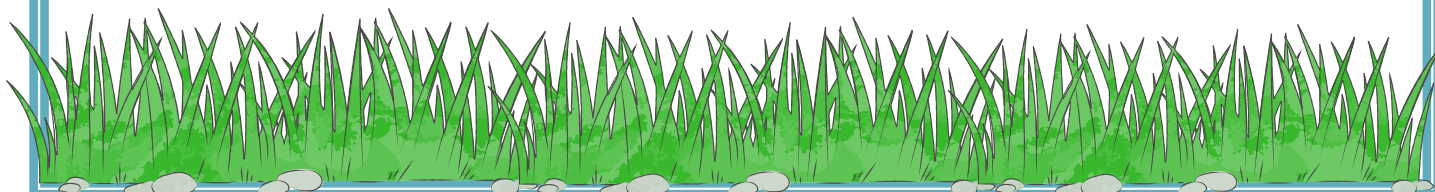


Deal Town Council Allotments

01304 361999

deal.town.council@deal.gov.uk

www.deal.gov.uk



**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Gary Simpson, Facilities Manager
Date: 11th March 2025
Subject: Free use request from DDC.

A request has been received from the DDC business development and grants department requesting the free use of the chamber, from 10-2pm on Wednesday the 7th of May 2025, to provide free defibrillator training to the businesses of Deal.

Although the request meets the general guidelines criteria, it does not match the eligibility criteria below.

- 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.

Recommendations:

To allow free use due to the beneficial aspects for the community of Deal.

Decision required:

Members to consider granting free use of the Town Hall to DDC on Wednesday 7th of May 2025 between the hours of 1000 -1400 hrs. to provide free defibrillator training to the businesses of Deal.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 24 February 2025
Subject: Delegated decision: RNLI Use of the Undercroft.

Information to note:

A request was received from the local RNLI to hire the Undercroft on Saturday 8th March 2025 between the hours of 09.00-18.00 hrs, for a charity multi discipline triathlon event to celebrate the RNLI Charity. They aimed to run a similar event to the last two years where it saw them riding and rowing static machines all day.

The current guidelines state that the Undercroft is only available to hire by local organisations, community groups and charities for tabletop sales, musical performances, community awareness and exhibitions on Saturdays between 08.00hrs and 13.00hrs for a fee of £25.00.

As this request was outside the terms & conditions of hire it would have also incurred an extra half an hour of staff time to come back to the Town Hall at the end of the event to lock up.

As this request did not fit into the free use guidelines, it was going to be brought to this committee for consideration as a free use request for this fundraising charity event.

Unfortunately, the item was missed off the January agenda.

As this event was supported with a free use of the Undercroft last year by this committee, the R.F.O recommended it to the Chairperson of the Finance & General Purposes Committee that the request be supported again this year.

The Chairperson agreed to support the request, and a recommendation was made to the Town Clerk to use her delegated authority to make a decision on behalf of the Council to grant the free use.

The Town Clerk made the following decision.

Delegated Decision:

To grant free use of the Undercroft to the RNLI on Saturday 8th March 2025 between the hours of 09.00-18.00 subject to all H&S conditions being met and the Undercroft is protected from the machines.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 11 March 2025
Subject: Free Use Policy review.

Officers have reviewed the current 'Free Use' Policy and are recommending a few changes for members to consider.

These changes include:

- Amending the maximum time allowed from 4 to 6 hours.
- Removing free use of the kitchen.
- Updating the list of IT equipment.

Please see the draft revised Free Use Policy and associated application form.

Recommendation.

Members to consider and adopt the revised Free Use Policy and associated application form

Decision required:

Members to consider the above recommendation.

Free Use Policy

ELIGIBILITY (in line with General Grant Guidelines)

Deal Town Council will consider applications for free use of the Town Hall 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.

NB: Definition of Deal Town Council Area – North Deal, Middle Deal & Mill Hill Wards

General Guidelines

- Qualifying groups will be limited to 1 free use per financial year.
- Free use requests will only be considered for bookings that will take place Monday to Friday during office hours of 9.00am and 5.00pm.
- Free Use will not be offered on Saturday, Sunday or public holidays as rooms must be available for paid hire or for council events.
- Free use will only be offered for a maximum period of up to 6 hours, which must include setup and cleaning. This cannot form or be part of a longer booking time.
- Free Use will only be offered for the hire of the Chamber, Committee Room and IT equipment (projector, projector screen, TV screen & microphone)
- All free use requests must fully comply with the Town Hall general conditions of hire.
- Free use will not be given for religious or party political purposes.

Application Process

Free use request forms must be received by the Facilities Manager a minimum of 3 weeks prior to the desired date of free use.

The free use request form must include sufficient information to allow the Facilities Manager to judge the purpose and nature of the event. Applicants will be asked to confirm that they fit into the criteria listed above.

Decisions on Free Use requests are delegated to the Facilities Manager in liaison with the Town Clerk and R.F.O. A standard hire form must be completed once free use has been approved.

Free Use Application Form

Date of Event:																		
Time of Event (max allowance 6 hours Mon-Fri 9am-5pm)																		
Details about your event and reasons for requesting free use of the Town Hall. Please add as much detail as possible and include a separate sheet if required:																		
1. Name of Organisation & Address																		
2. Name of Applicant Position Tel no Email																		
3. Type of Organisation (i.e. Not for Profit Organisation, Registered Charity, Community Group, Social Enterprise Company or CIC)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Not for Profit Organisation</td> <td style="width: 15%;">YES/NO:</td> <td style="width: 60%;">Details:</td> </tr> <tr> <td>Registered Charity</td> <td>YES/NO:</td> <td>Charity Number:</td> </tr> <tr> <td>Social Enterprise/CIC</td> <td>YES/NO:</td> <td>Details:</td> </tr> <tr> <td>Community Group Club/Association</td> <td>YES/NO:</td> <td>Details:</td> </tr> <tr> <td>Other</td> <td>YES/NO:</td> <td>Details:</td> </tr> </table>			Not for Profit Organisation	YES/NO:	Details:	Registered Charity	YES/NO:	Charity Number:	Social Enterprise/CIC	YES/NO:	Details:	Community Group Club/Association	YES/NO:	Details:	Other	YES/NO:	Details:
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Community Group Club/Association	YES/NO:	Details:																
Other	YES/NO:	Details:																
4. Describe how you meet the criteria for free use using the eligibility guidelines																		
5. Has free use been previously granted within the last financial year?																		

5. Does your request for hire adhere to the general conditions for hire?		
6. Please tick rooms required	Chamber <input type="checkbox"/>	Committee Room <input type="checkbox"/>
7. Do you require the use of the Kitchen and equipment? (This is chargeable)	Please list if applicable.	

Declaration:

I declare that the information given is correct and agree to adhere to the free use guidelines/ conditions and confirm that this organisation has not received a free use grant during this financial year.

Signed _____

Date _____

Completed forms must be returned to the Facilities Manager, 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 Facilities Manager, Tel: 01304 361999 or e-mail: gary.simpson@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 final signed page to be submitted by post.

Application forms must be submitted at least 3 weeks before event.

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 for further information)

For Town Hall use only.	
Date application form received	
Date application form validated	
Facilities Manager decision	
Date agreed by Town Clerk/R.F.O	
Date applicant notified of decision	