



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

To all Councillors: You are hereby summoned to attend a meeting of Full Council at the Town Hall on Tuesday 24 June 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 23 June 2025 by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all councillors present at the meeting and become part of the public record of the meeting; names will be redacted.

Mrs. L Crow - Town Clerk

Date: 17 June 2025

AGENDA

1	Chairperson's opening remarks:	Chairperson
2	Apologies for absence received:	Town Clerk
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	The minutes of the Annual Meeting of the Council held on Tuesday 27 May 2025 for approval and signing: Decision required.	Attach. 2
5	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.	Town Clerk
6	List of payments including payments exceeding £500 for approval and signing from the 1 April to 31 May 2025: Decision required.	Attach. 3
7	Annual Governance and Accountability Return 2024/25: Decisions required (a) Annual Internal Audit Report 2024/25: Information to note (b) Annual Governance Statement 2024/25: For approval and signing (c) Accounting Statement 2024/25: For approval and signing	Attach. 4
8	Kent Pension Fund Consultation: Decision required	Attach. 5
9	Local Government Reorganisation: Decision required	Attach. 6
10	Deal Town Council Projects 2025/26: (a) Review of Project Plan Template: Decisions required (b) Project Plan – Deal Together received: Decision required	Attach. 7 Attach. 8
11	Health and Wellbeing report and draft strategy: Decision required	Attach. 9
12	Dover District Town and Parish Charter consultation: Decision required	Attach. 10
13	Review of Town Plan: Information to note	Attach. 11

14	Sound Mirror Update: Information to note	Attach. 12
15	Councillor Outside Body quarterly reports: Information to note (a) Dover District Fairtrade Network (b) Cliffs of Sanctuary	Attach. 13 Attach. 14
16	Deal Town Council Committee Minutes: Information to note. (a) The minutes of the Planning Committee meeting held on 07.04.25 (b) The minutes of the Planning Committee meeting held on 06.05.25 (c) The minutes of the Environment Committee meeting held on 12.02.25 (d) The minutes of the Transport & Infrastructure Committee meeting held on 12.03.25 (e) The minutes of the Finance & General Purposes Committee meeting held on 18.02.25	Attach. 15
	Date of next meeting: 29 July 2025	

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration, they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensation, withdraw from the meeting.

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR,
Tel: 01304 361999, E-mail: deal.town.council@deal.gov.uk

The Minutes of the Annual Meeting of the Council held at Deal Town Hall on
Tuesday 27th May 2025 at 7.15pm

Present: Cllr O Richardson Cllr M Eddy
Cllr A Friend Cllr B Bano
Cllr T Bond Cllr S Beer
Cllr D Cronk Cllr M Cronk
Cllr S Cullen Cllr P Findley
Cllr P Jull Cllr M Walters
Cllr S Brookfield (7.20pm)

Officers: Mrs L Crow (Town Clerk) Others: 5 members of the public
Mr P Bone (Deputy Town Clerk)
Ms J Harper Asst. to the Town Clerk

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting, advised of the fire evacuation instructions and to switch phones off or to silent. He spoke about his Mayoral Year.	Chairperson
2	Call for nominations for Chairperson/Town Mayor 2025-2026: The Chairperson called for nominations for Chairperson/Town Mayor 2025-2026. 2 Nominations were received: Cllr M Eddy (P) Cllr A Friend (S) Cllr S Cullen. 7 For. Cllr D Cronk (P) Cllr S Beer (S) Cllr M Cronk. 5 For. Members RESOLVED: To elect Cllr M Eddy as Chairperson/Town Mayor 2025-2026. Cllr S Brookfield joined the meeting	
3	Newly elected Chairperson/Town Mayor read out the Declaration of Acceptance of Office and announced their Mayoress/Consort: Cllr M Eddy signed his declaration of acceptance of office which was witnessed by the Town Clerk. Cllr Eddy advised that his Mayoress would be Mrs Christine Oliver.	Chairperson Town Clerk
4	Call for nominations for Vice-Chairperson/Deputy Mayor for 2025-2026: The Chairperson called for nominations for Vice-Chairperson/Deputy Mayor 2025-2026. 2 nominations were received: Cllr P Findley (P) Cllr A Friend. 8 For. Cllr L Craggs (P) Cllr S Beer (S) Cllr D Cronk. 3 For. Members RESOLVED: To elect Cllr P Findley as Vice-Chairperson/Deputy Mayor 2025-2026.	
5	Newly elected Vice-Chairperson/Deputy Mayor read out the Declaration of Acceptance of Office and announced their Deputy Mayoress/Consort: Cllr P Findley signed his declaration of acceptance of office which was witnessed by the Town Clerk. Cllr Findley advised that the Deputy Mayoress/Consort would be Mrs Jane Findley	Deputy Chairperson Town Clerk

6	Apologies for absence: Cllr L Craggs due to a prior commitment. Absent: Cllr D Parks	Town Clerk
7	Declarations of interest: None received.	
8	Chairperson of the Council to announce the appointment of the Honorary Chaplin if required: Cllr Eddy advised that he would announce the Honorary Chaplin at a future meeting.	Chairperson
9	The minutes of the previous Full Council meeting held on 22nd April 2025 for approval and signing: Members RESOLVED: To accept the minutes of the Full Council meeting held on 22 nd April 2025 as a true and accurate record. (P) Cllr D Cronk (S) Cllr A Friend. 12 For, 1 Abstention. Agreed. The Chairperson duly signed the minutes.	Chairperson
10	Public Participation and Statements received: 1 Member of the public spoke in support of the new Mayor.	
11	<p>Appointment of Members to Deal Town Council Committees:</p> <p>Environment Committee Membership: RESOLVED: Cllr B Bano, Cllr D Cronk, Cllr M Cronk, Cllr P Findley, Cllr S Cullen, Cllr M Eddy. Co-opted members: East Kent Climate Action and Kent Tree & Pond Partnership. (P) Cllr A Friend (S) Cllr D Cronk All agreed</p> <p>Environment Committee Chairperson: 1 Nomination received. RESOLVED: Cllr S Cullen was elected as Chairperson of the Environment Committee for 2025-2026. (P) Cllr A Friend (S) Cllr M Eddy. All agreed.</p> <p>Environment Committee Vice Chairperson: 1 nomination was received. RESOLVED: Cllr M Eddy was elected as Vice Chairperson of the Environment Committee for 2025-2026. (P) Cllr A Friend (S) Cllr S Cullen. All agreed</p> <p>Finance & General Purposes Committee Membership: RESOLVED Cllr M Cronk, Cllr D Cronk, Cllr D Parks, Cllr B Bano, Cllr T Bond, Cllr M Eddy Cllr L Craggs, Cllr P Jull (P) Cllr A Friend (S) Cllr D Cronk All agreed</p> <p>Finance & General Purposes Committee Chairperson: 2 Nominations were received. Cllr T Bond (P) Cllr A Friend (S) Cllr P Jull 8 For. Cllr D Cronk (P) Cllr S Beer (S) Cllr M Cronk. 4 For. RESOLVED: Cllr T Bond was elected as the Chairperson of the Finance & General Purposes Committee for 2025-2026.</p> <p>Finance & General Purposes Committee Vice Chairperson: 1 nomination was received. RESOLVED: Cllr P Jull was elected as Vice Chairperson of the Finance & General Purposes Committee for 2025-2026. (P) Cllr A Friend (S) Cllr T Bond. 9 For, 3 Against, 1 Abstention.</p> <p>Grants Sub-Committee Membership: RESOLVED: Cllr A Friend, Cllr M Walters, Cllr D Parks, Cllr S Cullen, Cllr T Bond (P) Cllr P Findley (S) Cllr B Bano All agreed</p>	

<p>Grants Sub-Committee Chairperson: 1 Nomination received RESOLVED: Cllr A Friend was elected as Chairperson of the Grants Sub-Committee for 2025-2026 (P) Cllr P Jull (S) Cllr T Bond 12 For, 1 Abstention.</p> <p>Grants Sub-Committee Vice Chairperson: 1 Nomination received RESOLVED: Cllr D Parks was elected as Vice Chairperson of the Grants Sub-Committee for 2025-2026 (P) Cllr A Friend (S) Cllr S Cullen. 12 For, 1 Abstention</p> <p>Planning Committee Membership: RESOLVED: Cllr M Walters, Cllr M Eddy, Cllr P Findley, Cllr T Bond, Cllr A Friend. Co-opted members: Deal Society and FOND. (P) Cllr A Friend (S) Cllr T Bond All agreed</p> <p>Planning Committee Chairperson: 1 nomination received RESOLVED: Cllr M Eddy was elected as Chairperson of the Planning Committee for 2025-2026. (P) Cllr T Bond (S) Cllr A Friend. All agreed</p> <p>Planning Committee Vice Chairperson: 1 Nomination received. RESOLVED: Cllr T Bond is elected as Vice Chairperson of the Planning Committee for 2025-2026. (P) Cllr A Friend (S) Cllr M Eddy. All agreed.</p> <p>Transport & Infrastructure Committee Membership: RESOLVED: Cllr D Parks, Cllr B Bano, Cllr D Cronk, Cllr M Cronk, Cllr M Walters, Cllr M Eddy, Cllr T Bond and Cllr P Jull. Co-opted members: Deal Speaking Up Group and Stagecoach Southeast (P) Cllr A Friend (S) Cllr P Findley All agreed</p> <p>Transport & Infrastructure Committee Chairperson: 1 Nomination received. RESOLVED: Cllr M Walters was elected as Chairperson of the Transport & Infrastructure Committee for 2025-2026. (P) Cllr A Friend (S) Cllr P Jull. All agreed</p> <p>Transport & Infrastructure Committee Vice Chairperson: 1 Nomination received. RESOLVED: Cllr B Bano was elected as Vice Chairperson of the Transport & Infrastructure Committee for 2025-2026. (P) Cllr D Cronk (S) Cllr S Beer. All agreed</p> <p>Staff Liaison Panel Membership: RESOLVED: Cllr O Richardson, Cllr M Eddy, Cllr S Beer and Cllr L Craggs (P) Cllr A Friend (S) Cllr T Bond 12 For, 1 Abstention.</p> <p>Staff Liaison Chairperson: 1 nomination was received. RESOLVED: Cllr S Beer was elected a Chairperson of the Staff Liaison Panel for 2025-2026. (P) Cllr A Friend (S) Cllr O Richardson. All agreed.</p> <p>Staff Liaison Vice Chairperson: 1 nomination was received. RESOLVED: Cllr L Craggs was elected as the Vice Chairperson of the Staff Liaison Panel for 2025-2026. (P) Cllr A Friend (S) Cllr S Beer. All agreed</p>	
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	<p>Grievance and Appeal Panel Membership: RESOLVED: Cllr A Friend, Cllr T Bond, Cllr P Jull, Cllr O Richardson and Cllr M Walters. (P) Cllr S Cullen (S) Cllr P Findley. All agreed</p>	
12	<p>Outside Bodies and Liaison Representation:</p> <p>Deal/St Omer Twinning Association: 3 nominations were received for the following members: Cllr S Beer (P) Cllr D Cronk (S) Cllr A Friend. 11 For. Cllr L Craggs (P) Cllr A Friend (S) Cllr S Beer. 6 For, 2 Abstentions Cllr M Walters (P) Cllr P Findley (S) Cllr P Jull. 4 For, 7 Abstentions. RESOLVED: Cllr S Beer & Cllr L Craggs were elected as the councillor representatives to the Deal/St Omer Twinning Association from May 2025 to Apr 26</p> <p>North Deal Community Company: RESOLVED: Cllr A Friend was elected as the primary councillor representative to the North Deal Community Company and Cllr B Bano is the reserve Councillor representative from May 2025 to Apr 26. (P) Cllr P Findley (S) Cllr S Cullen All agreed</p> <p>Chamber of Trade liaison: RESOLVED: Cllr M Walters was elected as the councillor representative to the Chamber of Trade from May 2025 to Apr 26. (P) Cllr A Friend (S) Cllr P Findley All agreed</p> <p>Deal Music and Arts Ltd: Cllr O Richardson was elected as the primary councillor representative to the Deal Music and Arts Ltd and Cllr A Friend is the reserve councillor from May 2025 to Apr 26 (P) Cllr S Cullen (S) Cllr P Findley All agreed</p> <p>Dover Joint Transport Advisory Committee: RESOLVED: Cllr M Walters was elected as the primary councillor representative to the Dover Joint Transport Advisory Committee and Cllr M Eddy is the reserve councillor from May 2025 to Apr 26 (P) Cllr M Eddy (S) Cllr O Richardson All agreed</p> <p>Astor Theatre Liaison: RESOLVED: Cllr L Craggs and the Responsible Finance Officer are the council representatives to the Astor Theatre from May 2025 to Apr 26 (P) Cllr S Beer (S) Cllr A Friend All agreed</p> <p>Citizens Advice Bureau: RESOLVED: Cllr M Walters was elected as the council representative to the Citizens Advice Bureau from May 2025 to Apr 26. (P) Cllr B Bano (S) Cllr T Bond All agreed</p> <p>KALC Area committee meetings: RESOLVED: Cllr O Richardson and Cllr B Bano were elected as the council representatives to the KALC area committee meetings from May 2025 to Apr 26. (P) Cllr B Bano (S) Cllr A Friend All agreed</p> <p>White Cliffs Community Rail Partnership & Southeastern Railway Stakeholder Meetings: RESOLVED: Cllr B Bano was elected as the primary council representative to the White Cliffs Community Rail Partnership and Southeastern Railway Stakeholder meetings and Cllr M Walters is the reserve councillor from May 2025 – Apr 26 (P) Cllr A Friend (S) Cllr P Findley All agreed</p>	

	<p>East Kent Climate Action: RESOLVED: Cllrs S Cullen and Cllr M Eddy were elected as the council representatives to East Kent Climate Action from May 2025 to Apr 26 (P) Cllr A Friend (S) Cllr M Walters All agreed</p> <p>East Kent Network of Sanctuary, Deal Area Refugee Aid and Cliffs of Sanctuary: RESOLVED: Cllr L Craggs and Cllr Bano were elected as the council representatives to the East Kent Network of Sanctuary, Deal Area Refugee Aid and Cliffs of Sanctuary from May 2025 to Apr 26. (P) Cllr S Beer (S) Cllr P Findley All agreed</p>	
	The Chairperson closed the meeting at 8.28pm.	

Deal Town Council
Nat West Combined A/C's

List of Payments made between 01/04/2025 and 30/04/2025

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/04/2025	SCREWFIX	MAINTENANCE TOWN HALL	£ 571.87
01/04/2025	VIKING OFFICE DEPOT	STATIONERY AND TONER	£ 551.63
01/04/2025	VIC YOUNG SOUTH S S	OFFICIAL CAR LEASE	£ 390.89
04/04/2025	BRITISH TELECOM	BROADBAND T H	£ 58.68
07/04/2025	NABMA	ANNUAL SUBSCRIPTION	£ 484.00
07/04/2025	K & N GARDENING	ALLOT MAINT MR	£ 120.00
07/04/2025	K & N GARDENING	ALLOT MAINT PA	£ 120.00
07/04/2025	MARKET TRADER	REFUND	£ 100.00
07/04/2025	RG WILLIAMS	BOILER SERVICE AND CERT	£ 172.00
07/04/2025	VODAFONE BUSINESS	MOBILE PHONES	£ 135.05
09/04/2025	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 214.16
10/04/2025	LE SHUTTLE	ST OMER TRIP	£ 508.00
14/04/2025	RIALTAS BUSINESS	ALLOT SOFTWARE SUPPORT	£ 139.20
14/04/2025	RIALTAS BUSINESS	ALLOT SOFTWARE LICENCE	£ 318.00
14/04/2025	RIALTAS BUSINESS	OMEGA LICENCE	£ 1,270.80
14/04/2025	NEATHOUSE PARTNERS	H&S AND HR TOWN HALL	£ 366.00
14/04/2025	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,320.00
14/04/2025	DDC	SAT MKT PROFIT SHARE	£ 3,000.00
15/04/2025	VISION ICT LTD	SSL CERTIFICATE RENEW	£ 60.00
15/04/2025	KALC	ANNUAL SUBSCRIPTION	£ 2,244.00
15/04/2025	BUSINESS STREAM	WATER MR ALLOTMENTS	£ 227.43
15/04/2025	DNA PAYMENTS	CARD MACHINE FEE	£ 31.65
15/04/2025	DDC	BUSINESS RATES	£ 1,276.50
15/04/2025	NAT WEST	BANKLINE CHARGES	£ 40.55
17/04/2025	MICHAEL BENNETT	SCULPTURE PAYMENT	£ 11,168.26
17/04/2025	KENT PENSION FUND	EE PENSION	£ 1,417.00
17/04/2025	KENT PENSION FUND	ER PENSION	£ 5,618.96
17/04/2025	STAFF NET PAY	STAFF NET PAY	£ 20,216.08
22/04/2025	CONEXIA LTD	PAYROLL SERVICES	£ 635.69
22/04/2025	ADM COMPUTER SERV	IT SUPPORT	£ 945.54
22/04/2025	HMRC	ER NI	£ 2,507.69
22/04/2025	HMRC	EE PAYE	£ 3,404.94
22/04/2025	HMRC	EE NI	£ 924.52
23/04/2025	BUSINESS STREAM	WATER GR ALLOTMENTS	£ 7.60
28/04/2025	SSE SWALEC GAS	GAS TOWN HALL	£ 3,337.95
29/04/2025	TAYBERRY FOODS LTDS	ST OMER 50th ANNIVERSARY	£ 864.00
30/04/2025	SIDEWAYS MEDIA	SUBSCRIPTION	£ 108.00
30/04/2025	RIALTAS BUSINESS SOL	YEAR END CLOSEDOWN	£ 1,036.80
30/04/2025	SUEZ RECYCLING	WASTE & RECYCLING TH	£ 122.09
30/04/2025	NAT WEST	BANK CHARGES	£ 88.64
			£ 66,124.17

Deal Town Council
Nat West Combined A/C's

List of Payments over £500 made between 01/04/2025 and 30/04/2025

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/04/2025	SCREWFIX	MAINTENANCE TOWN HALL	£ 571.87
01/04/2025	VIKING OFFICE DEPOT	STATIONERY AND TONER	£ 551.63
10/04/2025	LE SHUTTLE	ST OMER TRIP	£ 508.00
14/04/2025	RIALTAS BUSINESS	OMEGA LICENCE	£ 1,270.80
14/04/2025	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,320.00
14/04/2025	DDC	SAT MKT PROFIT SHARE	£ 3,000.00
15/04/2025	KALC	ANNUAL SUBSCRIPTION	£ 2,244.00
15/04/2025	DDC	BUSINESS RATES	£ 1,276.50
17/04/2025	MICHAEL BENNETT	SCULPTURE PAYMENT	£ 11,168.26
17/04/2025	KENT PENSION FUND	EE PENSION	£ 1,417.00
17/04/2025	KENT PENSION FUND	ER PENSION	£ 5,618.96
17/04/2025	STAFF NET PAY	STAFF NET PAY	£ 20,216.08
22/04/2025	CONEXIA LTD	PAYROLL SERVICES	£ 635.69
22/04/2025	ADM COMPUTER SERV	IT SUPPORT	£ 945.54
22/04/2025	HMRC	ER NI	£ 2,507.69
22/04/2025	HMRC	EE PAYE	£ 3,404.94
22/04/2025	HMRC	EE NI	£ 924.52
28/04/2025	SSE SWALEC GAS	GAS TOWN HALL	£ 3,337.95
29/04/2025	TAYBERRY FOODS LTDS	ST OMER 50th ANNIVERSARY	£ 864.00
30/04/2025	RIALTAS BUSINESS SOL	YEAR END CLOSEDOWN	£ 1,036.80
			£ 62,820.23

Deal Town Council
Nat West Combined A/C's

List of Payments made between 01/05/2025 and 31/05/2025

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/05/2025	SCREWFIX	HARDWARE TH	£ 64.45
01/05/2025	VIC YOUNG S S	OFFICIAL CAR LEASE	£ 390.89
06/05/2025	BRITISH TELECOM	BROADBAND T H	£ 62.82
08/05/2025	KONICA MINOLTA	PHOTO COPIER RENTAL	£ 835.92
08/05/2025	FOUR JAYS LTD	WC HIRE BRADERIE	£ 297.00
08/05/2025	VODAFONE BUSINESS	MOBILE PHONES T H	£ 143.52
09/05/2025	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 216.68
13/05/2025	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£ 1,320.00
14/05/2025	D & W COM ASSOC	GRANT	£ 5,000.00
15/05/2025	NAT WEST	BANK CHARGES	£ 33.10
16/05/2025	DNA PAYMENTS	CARD MACHINE FEE	£ 31.62
16/05/2025	KENT PEN FUND	KENT PENSION FUND EE	£ 1,417.00
16/05/2025	KENT PENS FUND	KENT PENS FUND ER	£ 5,618.96
19/05/2025	DDC	BUSINESS RATES	£ 1,272.00
19/05/2025	STAFF NET PAY	STAFF NET PAY	£ 21,882.46
20/05/2025	VIKING OFFICE DEPOT	PAPER TOWN HALL	£ 52.62
21/05/2025	BUSINESS STREAM	WATER PA ALLOTS	£ 129.02
21/05/2025	SSE SOUTHERN	ELECTRIC TOWN HALL	£ 718.16
22/05/2025	NEATHOUSE PARTNERS	H&S AND HR TOWN HALL	£ 366.00
22/05/2025	CLD SERVICES LTD	ANNUAL FEE	£ 624.00
22/05/2025	ADM COMPUTER SERV	IT SUPPORT	£ 945.54
22/05/2025	BUSINESS STREAM	WATER GR ALLOTS	£ 7.60
22/05/2025	HMRC	HMRC EE PAYE	£ 3,726.92
22/05/2025	HMRC	HMRC EE NI	£ 924.52
22/05/2025	HMRC	HMRC ER NI	£ 3,254.61
27/05/2025	RG WILLIAMS	SUPPLY & FIT FLUE DUCT	£ 140.04
28/05/2025	K & N GARDENING	MAINTENANCE PA ALLOTS	£ 108.00
28/05/2025	K & N GARDENING	ALLOT MAINTENANCE GR	£ 106.00
28/05/2025	K & N GARDENING	MAINTENANCE MR ALLOTS	£ 106.00
29/05/2025	CONF. CINQUE PORTS	ANNUAL SUBSCRIPTION	£ 400.00
30/05/2025	KONICA MINOLTA	PHOTO COPIES T H	£ 391.99
30/05/2025	KONICA MINOLTA	PHOTO COPIER RENTAL T H	£ 139.32
30/05/2025	FCS CLEANING	U/C WASHING T H	£ 220.00
30/05/2025	FCS CLEANING	WINDOW CLEANING T H	£ 230.00
30/05/2025	SUEZ RECYCLING	WASTE & RECYCLING T H	£ 120.49
30/05/2025	NAT WEST	BANK CHARGES	£ 74.99
			£ 51,372.24

Deal Town Council
Nat West Combined A/C's

List of Payments over £500 made between 01/05/2025 and 31/05/2025

Date Paid	Payee Name	Transaction Detail	Amount Paid
08/05/2025	KONICA MINOLTA	PHOTO COPIER RENTAL	£ 835.92
13/05/2025	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£ 1,320.00
14/05/2025	D & W COM ASSOC	GRANT	£ 5,000.00
16/05/2025	KENT PEN FUND	KENT PENSION FUND EE	£ 1,417.00
16/05/2025	KENT PENS FUND	KENT PENS FUND ER	£ 5,618.96
19/05/2025	DDC	BUSINESS RATES	£ 1,272.00
19/05/2025	STAFF NET PAY	STAFF NET PAY	£ 21,882.46
21/05/2025	SSE SOUTHERN	ELECTRIC TOWN HALL	£ 718.16
22/05/2025	NEATHOUSE PARTNERS	H&S AND HR TOWN HALL	£ 366.00
22/05/2025	CLD SERVICES LTD	ANNUAL FEE	£ 624.00
22/05/2025	ADM COMPUTER SERV	IT SUPPORT	£ 945.54
22/05/2025	HMRC	HMRC EE PAYE	£ 3,726.92
22/05/2025	HMRC	HMRC EE NI	£ 924.52
22/05/2025	HMRC	HMRC ER NI	£ 3,254.61
			£ 47,540.09

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr M Eddy - Chairperson of Deal Town Council,
All Council Members
From: Mr P Bone. Responsible Finance Officer
Date: 9th June 2025
Subject: **Annual Governance & Accountability Return 2024/25**

Deal Town Council's Annual Return must be approved and published by 1st July 2025. Due to the timing of meetings, the approval of the Annual Governance Statement and Accounting Statements are being brought directly to Full Council by the Responsible Finance Officer.

Please see attached documents:

- i) Annual Internal Audit Report 2024/25.
- ii) Covering letter from Deal Town Council's Internal Auditor regarding the Annual Internal Audit Report 2024/25
- iii) Copy of Deal Town Council's Internal Audit Control Checklist.
- iv) Annual Return Section 1 - Annual Governance Statement 2024/25
- v) Annual Return Section 2 - Accounting Statements 2024/25

a) Annual Internal Audit Report 2024/25

Members to receive the Annual Internal Audit Report 2024/25, the covering letter from Deal Town Council's Internal Auditor regarding the Annual Internal Audit Report 2024/25, and the copy of Deal Town Council's Internal Audit Control Checklist.

Decision Required:

Members to note the Annual Internal Audit Report 2024/25

NOTE: The Annual Governance Statement below must be considered and voted on BEFORE the Accounting Statements

b) Annual Governance Statement 2024/25

Recommendation:

That assertions 1, 2, 3, 4, 5, 6, 7 & 8 are answered 'YES'

That assertion 9 is answered 'N/A'

That the Chairperson of the Council and Town Clerk are authorised to sign Section 1 - Annual Governance Statement 2024/25 for Deal Town Council

Decision Required:

Members to consider and agree the above recommendations

c) Accounting Statements 2024/25

Recommendation:

To agree the Accounting Statements 2024/25

That the Chairperson of the Council is authorised to sign Section 2 – Annual Accounting Statements 2024/25 for Deal Town Council

Decision Required:

Members to consider and agree the above recommendations.

a)

Annual Internal Audit Report 2024/25

Deal Town Council

www.deal.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28/05/2025

Name of person who carried out the internal audit

John Donald Sheather FCA

Signature of person who
carried out the internal audit



Date

04/06/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



McCabe Ford Williams

Charlton House
Dour Street
Dover
CT16 1BL

Tel 01304 204006

dover@mfw.co.uk
mfw.co.uk

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

DEA2/JDS/ES

4 June 2025

Dear Madam

We have recently carried out our internal audit for the year ended 31 March 2025. During the audit, we checked the following:

1. The accounting software is kept up to date.
2. The bank reconciliation at 31 March 2025 was checked and agreed to the underlying records at that date.
3. Debtors and creditors at 31 March 2025.
4. That the fixed asset register was updated as necessary.
5. Payroll procedures.
6. Ascertained the financial systems in place.
7. Sample checked the procedures surrounding income and bankings for the period from 1 April 2024 to 31 March 2025 including checking that the precept requirement resulted from an adequate budgetary process.
8. Sample checked the procedures surrounding purchase order requests, purchase invoices and payments for the period from 1 April 2024 to 31 March 2025.
9. Minutes from Full Town Council and Finance and General Purposes Committee meetings were reviewed to ensure that correct financial procedures appear to have been followed and that financial effects of decisions reached were accurately recorded in the Council's records.
10. That adequate insurance cover was held.
11. That an annual risk assessment had been carried out during the year.
12. That the period for the exercise of public rights and publication requirements for 2023/24 were correctly complied with.
13. That the required information is published on a website up to date at the time of the internal audit in accordance with relevant legislation.
14. The figures on the annual return were checked back to the accounting records and other supporting documentation.

The following matters are brought to your attention:

- a) A couple of minor year end "cut off" errors were identified which have subsequently been corrected by the RFO.
- b) A minor error was identified with the fixed asset register which has subsequently been corrected by the RFO.

Partners: *[Faint names]*
Accountants: *[Faint names]*



Deal Town Council 2024/25
Internal Audit Control Checklist

Dates checked

16/05/2025 02/06/2025 2025

Internal Control	What is tested	RFO	McCabe Ford Williams	Cllr P Jull Auditor 1
Proper Bookkeeping	Is the cashbook maintained and up to date?	✓	✓	
	Is the cashbook arithmetic correct?	✓	✓	
	Is the cashbook regularly balanced?	✓	✓	
Standing Orders & payment control	Has the council formally adopted standing orders & financial regs?	✓	✓	
	Has an RFO been appointed with specific duties?	✓	✓	
	Have items or services above £500 been purchased in accordance with financial regs?	✓	✓	
	Are payments in the cashbook supported by invoices, authorised & minuted?	✓	✓	
	Has VAT on payments been identified, recorded and reclaimed?	✓	✓	
Risk management arrangements	Is s137 expenditure separately recorded and within statutory limits?	✓	✓	
	Would a review of the minutes identify any unusual financial activity?	✓	✓	
	Do minutes record the council carrying out an annual risk assessment	✓	✓	
	Is insurance cover appropriate and adequate?	✓	✓	
	Are internal financial controls documented and regularly reviewed?	✓	✓	
Budgetary Controls	Has the Council prepared an annual budget in support of its Precept	✓	✓	
	Is actual expenditure against the budget regularly reported to the council?	✓	✓	
	Are there any significant unexplained variances from budget?	No	No	
Income Controls	Is income properly recorded and promptly banked?	✓	✓	
	Does the Precept recorded agree to the Council Tax authority's notification?	✓	✓	
	Are security controls over cash and near cash adequate and effective?	✓	✓	
Petty cash Control	Is all petty cash spent recorded and supported by VAT invoices/receipts?	✓	✓	
	Is all petty cash expenditure reported to F&GP committee?	✓	✓	
	Is petty cash reimbursement carried out regularly?	✓	✓	
Payroll Controls	Do all employees have contracts of employment with clear terms & conditions?	✓	✓	
	Do salaries paid agree with those approved by the council?	✓	✓	
	Are other payments to employees reasonable and approved by council?	✓	✓	
	Have PAYE/NIC been properly operated by the council as an employer?	✓(Capita)	✓(Capita)	
Assets Controls	Does the council maintain a register of all material assets owned or in its care?	✓	✓	
	Are the assets and investments registers up to date?	✓	✓	
	Do asset insurance valuations agree with those in the asset register?	✓	✓	

Internal Control	What is tested	RFO	McCabe Ford Williams	Cllr P Jull Auditor 1
Bank reconciliation	Is there a bank reconciliation for each account? Is a bank reconciliation carried out in a timely fashion? No unexplained balancing entries are recorded in any reconciliation Is the value of investments held summarised on the reconciliation?	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	
Year-end procedures	Are year-end accounts prepared on the correct accounting basis Are accounts Prepared on an Income and Expenditure)? Do accounts agree with the cashbook? Is there an audit trail from underlying financial records to the accounts? Where appropriate, have debtors and creditors been properly recorded?	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	

Checked by:-

Responsible Finance
Officer

Paul Bone

Outside internal
Auditors

McCabe Ford Williams

Internal Auditor 1

Cllr P Jull

Signed



MCCABE FORD WILLIAMS
CHARTERED ACCOUNTANTS
CHARLTON HOUSE
DOOR STREET
DOVER, KENT CT16 1BL
PHONE 01304 204006

Signed

McCabe Ford Williams

Signed

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER Deal Town Council RITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2024/25 for

ENTER Deal Town Council AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	473,856	305,245	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	475,932	501,918	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	85,005	90,315	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	393,606	411,398	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	335,942	248,434	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	305,245	237646	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	287,122	245937	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	591,371	593162	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

P. Bony

Date

09/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr M Eddy - Chairperson of Deal Town Council,
All Council Members
From: Mr P Bone. Responsible Finance Officer
Date: 4th June 2025
Subject: **Kent Pension Fund Consultation**

Deal Town Council has been advised of a consultation on the possibility of Town and Parish Council Pooling within the Kent Pension Fund.

Kent Pension Fund are the provider of pension services to Deal Town Council employees past and present.

Members may recall that the last valuation of the scheme that took place in March 2022, resulted in employer contributions for Deal Town Council rising by 25.2% from March 2024, 3.9% from March 2025 and 3.9% from March 2026. (Copy of the 31 March 2022 valuation attached for information)

Please see below extract from the correspondence received from the Kent Pension Fund together with the attached report regarding a consultation on the possibility of Town and Parish Council Pooling within the fund:

Dear Scheme employer,

Introduction

In preparation for the 31 March 2025 triennial valuation results, the Kent Pension Fund (the Fund) is formally consulting with town and parish councils currently participating in the Fund, and other interested parties (e.g. borough, district and city councils), on proposals to form a Local Government Pension Scheme (LGPS) funding pool (the Pool) specifically for town and parish councils as at 31 March 2025, with a possible universal LGPS pooled employer contribution rate for all involved, operative from 1 April 2026.

The consultation period

This consultation starts on 4 June 2025 and ends on 4 August 2025.

Background

The Local Government Pension Scheme (LGPS) is a Defined Benefit pension scheme in which the funding risks lies with the employer and not with the individual members. Employer admission to the LGPS is currently governed by the Local Government Pension Scheme Regulations 2013 (as amended from time to time).

The Fund is not formally segregated so individual employers do not have legal ownership of any of the Fund's assets. However, in order to set contribution rates for individual employers, the Fund Actuary notionally allocates assets in the Fund to employers based on how much has been paid in and out of the Fund in relation to the employer's membership, and allocates a proportionate share of the investment returns achieved on the Fund's assets (which may be positive or negative). Employer contributions are set by calculating the cost of benefits accruing to the employer's

employee members (net of employee contributions) and making adjustments as required where the notional asset share is more or less than the value of the employer's liabilities.

Town and parish councils do not participate as employers in the Fund by default as do for example, bodies such as county, borough, district or city councils. Instead town and parish councils may resolve to join the Fund by making a written resolution in accordance with Regulations 2, 3 and Schedule 2 Part 2 of the Regulations LGPS regulations Schedule 2 PART2 2. As a town or parish council participating in the Fund, you have been included in this consultation.

There are currently 61 town or parish councils participating in the Fund who vary in membership, size and by the longevity of their participation in the Fund. However, most are small employers with a small number of active members. In order to deliver greater stability of contributions for employers (which is easier to achieve based on a greater number of members), as well as reduce the burden on the Fund of administering separate contribution rates for all 61 councils, we are proposing to "pool" contributions for town and parish councils. In simple terms this means calculating a single contribution rate across the group. Further details of the proposals and why we are suggesting pooling are set out in the attached note which has been prepared with input from the Fund Actuary.

Next steps

In advance of the expected consultation on the Funding Strategy Statement, the Fund is offering a formal period of consultation, allowing you to comment, ask questions regarding and to give feedback on the proposed pooling of the individual funds of town and parish councils for funding purposes.

The attached Report explains the options regarding pooling and the consequences of those options. (Please see separate attachment)

Recommendation

To help mitigate the very large variations in employer contribution experienced over the past 3 years, my Officer recommendation is to support the 'Full Pooling' option.

Decision Required

Members to consider the above recommendation.

DEAL TOWN COUNCIL

MEMORANDUM

To: Cllr Mike Eddy Chairperson of Deal Town Council
All council members

From: Mrs L Crow, Town Clerk

Date: 10 June 2025

Re: **Local Government Reorganisation**

As members will be aware the current local government structure in Kent will be undergoing a major reorganisation.

The Government has asked County and Borough Councils in Kent to explore moving from the current local government structure to unitary authorities which would take over the responsibilities currently divided between them. The deadline for their submissions is 28 November 2025.

For Dover District Council, this would mean the abolition of KCC, the 12 district councils and Medway Council, and for them to be replaced by the creation of a smaller number of unitary authorities. For the Dover District specifically, this is likely to be covered by a wider East Kent authority that also covers neighbouring districts as well as the services and functions currently provided by KCC. They are currently working on building a comprehensive business case to submit.

The district/borough and county councils will be replaced with unitary authorities as early as April 2028.

I have attended a DDC briefing session on the reorganisation and will be going to a KALC Extraordinary General Meeting that has been called to discuss the important and evolving issue of Local Government Reorganisation and its potential implications for town and parish councils across Kent with the R.F.O on the 19 June.

The Mayor and I have also had a very positive meeting with the Town Clerks and Mayors of Dover and Sandwich Town Council. It was agreed that it will be beneficial to explore ways of working together to progress the potential for transfers in Dover District. The sharing of information and best practice will be helpful, and it is planned to include other local councils in meetings where appropriate.

Although the full impact of this reorganisation is yet to be determined, it's possible there could be some local assets and services that Deal Town Council may like to explore taking on for the benefit of Deal residents i.e. toilets, parks and green spaces.

The Town Plan will be a helpful guide as it was compiled from a widespread engagement process and thorough consultation with businesses, residents and other stakeholders.

Further research is required as Deal Town Council will need detailed information about all potential cost implications for assets, they may be interested in acquiring from Dover District Council.

Deal Town Council will need a robust business plan for any acquisitions.

Recommendation

1. To delegate authority to the Town Clerk and R.F.O in liaison with the Chairperson of the Council and the Staff Liaison Panel to explore assets and services that may be suitable for transfer to Deal Town Council, and to submit an initial non-binding expression of interest for the transfer of these assets and services to DDC if required.

2. To delegate authority to the Town Clerk and R.F.O in liaison with the Chairperson of the Council to continue in discussions with stakeholders and local councils.

Decision required

Members to consider the above recommendations

For further information here are some useful links

[Local government reorganisation: Policy and programme updates - GOV.UK](#)

[LGR Interim Plan Feedback: Kent and Medway](#)

[Letter from Kent Council Leaders regarding Kent Interim Plan for Local Government Reorganisation](#)

[Kent Interim Plan for Local Government Reorganisation](#)

[English Devolution White Paper - GOV.UK](#)

[The devolution and LG reorganisation hub | Local Government Association](#)

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr M Eddy, Chairperson of Deal Town Council & All council members
From: Mrs L Crow, Town Clerk
Date: 12 June 2025
Re: **Review of council's project plan procedure**

I have undertaken a review of the Council's project plan procedures to explore how successful they have been since being adopted.

Background information

In 2022 Councillor Bano submitted a project plan to Full Council to consider a Warm Places project.

This plan included a summary, evidence of need and financial implications for the council to consider.

Due to the details supplied the council were able to make an informed decision and agreed to the project. It became a great success, continuing for the next two years with a name change to Warm Welcome.

The council was so impressed with this project plan, the template for projects continued for all project ideas by officers and councillors.

This was formalised at the Full Council meeting in February 2024 when a procedure was agreed with the addition that any new projects brought forward support one or more of the council's current commitments, which are:

- The Town Action Plan
- The Climate Change Declaration
- The Declaration of Ecological Emergency
- The City of Sanctuary Strategy

They also agreed that project proposals would be considered twice a year, in June and October, and that it would be at the Town Clerk's discretion if a project proposal is brought forward outside of these two months in liaison with the Chairperson of the relevant committee or Chairperson of the Council.

Any projects must meet the following criteria

1. Clear fit with one or more of the commitments of the council.
2. That the project will meet the needs of the residents of Deal.
3. That the project will make a significant difference to the community
4. That the project plan offers value for money.

The project template was updated accordingly.

Conclusion

Before the template was introduced council would decide at meetings on an idea in principle (often coming out of a discussion with little time for research or feedback from the officers) and then an officer would undertake the work to check if the idea was viable reporting back to council for a further decision.

However, now that the council has a clear direction through its four commitments the template enables the council to have the relevant information required before taking a decision. This has meant that members are fully informed before taking a decision and helps with the budget and managing staff time.

Since January 2023 the council has considered 14 project plans, 6 have been submitted by councillors and 8 by officers of the council, all have been in line with this council's ambitions and commitments.

When the council adopted the project plan procedure it assisted greatly in keeping the council on track with their agreed commitments, and members should be proud of the projects that the council has undertaken.

Should a councillor need assistance in completing their project plans officers are happy to assist, however, they do expect the project to fit into the council's criteria as their work is led by this.

I have observed that there has been some excellent collaborative working between councillors and officers when completing their project plans.

The Council has also indicated it would like to move in the direction of Health & Wellbeing, and while many of the council's projects encapsulates this, to ensure further clarity I recommend that Health & Wellbeing becomes the fifth commitment on the Project Plan Template.

It is expected that should the draft Ocean and coastal recovery strategy be approved by Full Council that this will become the sixth and final commitment on the Project Plan Template.

Recommendation

That the council continues with the Project Plan procedure and includes Health and Wellbeing and Ocean and Coastal recovery to the criteria when their strategies have been approved by Council.

Decision required

Members to consider the above

MEMORANDUM

TO: Cllr M Eddy, Chairperson of Deal Town Council, All Council Members

FROM: Nadine Miller, Climate change, projects & communications officer

SUBJECT: Project Plan - Deal Together (formally Deal Warm Welcome)

DATE: 11 June 2025

In April, following lengthy discussion, members RESOLVED: to formally close the Deal Warm Welcome project and advertise details of this report in the media after the elections.

‘The Town Clerk and Project Officer to prepare a new project plan recreating the best parts of Deal Warm Welcome Project within the overall context of a health and wellbeing theme. The Town Clerk and Project Officer to decide how and when this is done.’

After reviewing each of the final reports from the three years of Deal Warm Welcome, the ‘best parts’ of the project were determined firstly as the sense of community and friendship the scheme fostered at venues across the town, tackling loneliness. Second was the immediate financial help and support many families received.

According to the latest research from the [Marmalade Trust](#): “Recent studies suggest that long-term loneliness is one of the largest health concerns we face. It is as harmful as obesity or smoking 15 cigarettes a day. Feeling lonely can lead to depression, anxiety, disrupted sleep and stress. It can also be a factor in heart disease, increased blood pressure and degenerative brain diseases such as Alzheimer’s.”

Deal Together will combine those elements of fostering friendships and practical help to support venues of welcome across the winter and give direct funding to organisations best placed to offer immediate support for those struggling to feed their families or heat their homes.

Deal Together will go further to provide additional support and signposting to promote better health and wellbeing in the town, inviting organisations to attend the venues across the four-month project to explain their work, share their expertise and offer help.

Invited agencies will include, but are not limited to, the Deal Social Prescribing team, United Families, Deal Pantry, Citizens Advice Bureau, Talk It Out, Age UK, Home Start and Memory Café.

Details of Deal Together are detailed on the project plan attached.

Decision required:

Members to agree Deal Together project plan and budget

Deal Town Council PROJECT PROPOSAL

The Council will consider new project proposals twice a year, in June and October.

It will be at the Town Clerk's discretion if a project proposal is brought forward outside of these two months in liaison with the Chairperson of the relevant committee or Chairperson of the Council.

Project proposals must demonstrate how the project fits with Deal Town Council Policies or Commitments.

The following to be completed in detail by all Councillors and Officers bringing forward a new project for consideration. (*Sections 1 – 9 must be completed. Section 10 is to be completed if a detailed plan is available.*)

Project Title:

Deal Together 25/26

1

PROJECT AIM (*A short statement – about 100 words. What would be the key activities? What changes do you want to see? What will the wider impact be?*)

Deal Together will support venues during the winter months to foster friendship and community, give direct funding to organisations best placed to offer immediate support for those struggling to feed their families or heat their homes and provide additional support and signposting to promote better health and wellbeing in the town.

2

LEAD BODY: Deal Town Council

LEAD PERSON: Project Officer

POTENTIAL PARTNERS: NHS Deal Social Prescribing team, United Families, Deal Pantry, Citizens Advice Bureau, Talk It Out, Age UK, Home Start, Memory Café, Deal Area Foodbank, St Richard's Church, St Andrew's Church, Trinity Church and St George's Church

3

PROJECT SUMMARY (*A longer explanation - What will happen? How will it be done? Who will benefit?*)

Deal Town Council has identified and will fund five venues across the town who will provide a weekly safe space of friendship and community during the winter months. An additional venue is being sought.

Funding will also be given to three organisations identified as having direct contact with residents in need and who have correct policies and procedures in place to allocate monies appropriately.

To improve health and wellbeing support agencies will be invited to visit the venues to bolster their provision. These will include, but are not limited to, the Deal Social Prescribing team, United Families, Deal Pantry, Citizens Advice Bureau, Talk It Out, Age UK, Home Start and Memory Café.

4

PROJECT PERIOD (*How long will the project run? When do you want it to start?*)

For 15 weeks from Monday 1 December 2025 to Friday 27 March 2026

5

EVIDENCE OF NEED: (*Why is it needed? How do you know?*)

The English Indices of Deprivation 2019 shows Middle Deal is one of five wards in the Dover District that are in the top 10% most deprived in England.

In Middle Deal, 37% of children aged between 0-15 years are living in income- deprived families.

There is a clear need for help in Deal, and this is also borne out by the feedback from three years of Deal Warm Welcome in reports from 2022/23, 23/24 and 24/25.

According to the latest research from the [Marmalade Trust](#): "Recent studies suggest that long-term loneliness is one of the largest health concerns we face. It is as harmful as obesity or smoking 15 cigarettes a day. Feeling lonely can lead to depression, anxiety, disrupted sleep and stress. It can also be a factor in heart disease, increased blood pressure and degenerative brain diseases such as Alzheimer's."

6

OBJECTIVES AND TARGETS (What will have happened by the end? NB your targets must be measurable).

Deal Together will offer community, friendship, wellbeing and support to people of all ages across the town during the winter of 2025/26.

The project will have improved the health and wellbeing of those who is has supported and given them the opportunity to seek help too.

Residents struggling to heat their homes or afford food will be given immediate help to buy fuel and food.

A report will be published at the close of the project that will show the number of guests welcomed across the six venues, contain a breakdown of how the direct funding was allocated and how many people were supported.

7

SUSTAINABILITY (*Will the actions carry on after the project closes? Will it end and close down?*)

Deal Together will close in March 2026 and a report of the project will be submitted to Full Council. Consideration will then be given to see if the project is to be repeated.

8

ESTIMATED BUDGET

How much do you think it will cost? £7,500

Where will this come from: £10,000 Warm Places budget line

How does it represent Value for Money?: An allowance for marketing has been included following feedback of the Deal Warm Welcome project that encouraged reaching a wider audience. Money has also been included for an additional venue, allowing Deal Together to extend its weekly offering. Venue funding equates to £3780 of the total amount and direct funding of £3,000 to be divided equally between three organisations that work directly with residents in need.

OTHER RESOURCES (Will it need staff time? Volunteer support?);

600 volunteer hours and 75 staff hours

9

How does the project fit with the existing commitments or policies of Deal Town Council?

Policy/Commitment	FIT Yes/No	Comments
The Town Plan Action	Yes	<p>Deal Town Council to seek ways to engage better and make people feel they are listened to.</p> <p>Deal Town Council to review how voluntary and community groups are supported by the Council and establish what their needs are and how best to support them.</p> <p>Council to build links with organisations which support vulnerable people e.g. people living with dementia, neurodiversity, sight or hearing impairment</p> <p>Deal Town Council to seek ways to engage and involve young people.</p>
Climate Action Strategy	Yes	A community response to climate action - encourage people to improve the thermal performance of their homes
The Declaration of Ecological Emergency	No	
The City of Sanctuary Strategy	Yes	The relief of financial hardship amongst those granted and seeking refugee status and their dependants living (temporarily or permanently) in Deal and the surrounding area

		<p>The provision of facilities for the recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have a need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances</p> <p>To develop the capacity & skills of the members of the refugee community in Deal in such a way that they are better able to identify and help meet their needs and to participate more fully in society</p>
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Please complete the ACTION PLAN below if a detailed plan is available.

10 PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES
Deal Together project plan submitted to Full Council for consideration	June 2025	Project Officer	
Explore provision of a sixth venue to host four hours of welcome each week	October 2025	Project Officer	
Confirm all six venues, agree provision and sign new contracts with each partner agency	October 2025	Project Officer	
Share report of final Deal Warm Welcome in the media	October 2025	Communications Officer	
Begin promoting Deal Together; update website, social media campaign, produce suite of marketing materials, secure media advert campaign	November 2025	Communications Officer	
Confirm schedule of visits by support agencies to the six venues	November 2025	Project Officer	
Transfer funding to each partner agency and organisation	November 2025	R.F.O	

Advertise calendar of visits by support agencies to the six venues	December 2025	Communications Officer	
Schedule visits to all venues to ensure all are fully supported and to capture information and pictures for additional media coverage	December 2025	Project & Communications Officer	
Interim report delivered to Full Council	February 2026	Project Officer	
Deal Together draws to a close	27 March 2026	Venues	
Full report submitted to Full Council	June 2026	Project & Communications Officer	

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr Mike Eddy Chairperson of Deal Town Council & All council members
From: Mrs L Crow, Town Clerk
Date: 9 June 2025
Re: **Health and Wellbeing Report**

At the April meeting of Full Council members made the following decision,

RESOLVED: To request that the Town Clerk brings a report to the next convenient meeting of Full Council on how Deal Town Council can take forward health and wellbeing for their residents.

Following this I have reviewed some of the work that the council has already undertaken. Most of the projects and initiatives, although not especially mentioned, have health and wellbeing for residents running through them. I have recommended in my separate report regarding the council's Project Plans that Health and Wellbeing is included within the criteria.

My research covered what other councils are doing, and I noted that they mostly focussed on employee welfare. Deal Town Council already has very robust policies for their employees within the Employee Handbook, and I am confident that we are covered in this area.

I have drafted a Health and Wellbeing Strategy (Please see separate attachment) for the council to consider based on some of the work currently undertaken and have included an Aims page that clearly shows the practical way that the council will be able to support Health and Wellbeing through its work and move forward in the future.

I am currently investigating if there are any additional local organisations or forums for Health and Wellbeing that officers or councillors would be able to attend as outside body reps, to keep the council fully informed, for example DDC's Health Alliance.

I am also exploring holding a Health and Wellbeing Fair at the Town Hall during World Wellbeing Week in June 2026 which could become an annual event for the Council. I have discussed this with the Project Officer and a project plan will be submitted in October for members to consider.

Recommendation

That the council approves the draft Health and Wellbeing Strategy.

Decision required

Members to consider the above

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr M Eddy, Chairperson of Deal Town Council
All members
From: Mrs L Crow, Town Clerk
Date: 10 June 2025
Subject: District Town and Parish Charter Consultation

In June 2024 Deal Town Council considered a report advising that the KALC Dover Area Committee had decided to update the Dover District Parish Charter.

This draft updated Charter was shared with Council and members were asked to comment on the content before KALC submitted it to Dover District Council.

Members RESOLVED: To provide feedback to KALC that Deal Town Council would like to see Climate Change and Biodiversity, the use of pesticides and Equality and Diversity included in the Charter.

The Council has now received the updated draft Charter from Dover District Council that has been approved by cabinet for consultation with the Town and Parish Council's (and KALC) from 1 June 2025 to 31 July 2025.

Please see attached.

DDC advise that when the consultation has been completed, the responses received will be submitted to a meeting of the Cabinet in the autumn along with any proposed changes.

Recommendation:

Members to consider a response to the Draft District Town and Parish Charter Consultation

Decision Required:

Members to consider the above.

Dover District Town and Parish Charter

INTRODUCTION

This Charter has been jointly agreed by Dover District Council (DDC) and the town and parish councils within the district to ensure that all parties work together as efficiently as possible for the benefit of local people. This Charter represents a mutual agreement between Dover District Council and each town/parish council within the district. It is a statement of intent, but not a legally binding document.

AIMS OF THE CHARTER

- To acknowledge the vital roles played by both parties in local government.
- To clearly define the expectations that Dover District Council and the local councils have of each other.
- To work together to promote local economic, social and environmental wellbeing for the benefit of all the people in the district.
- To respect the democratic mandates of all our individual councils within their legal and service remits, recognising that Dover District Council and the town and parish councils exist as separate bodies.
- To work together to address the significant challenges facing our district. We will collaborate in supporting communities to do more for their areas and make the best use of new ways of working, with greater emphasis on the use of digital technology.
- To encourage a positive working relationship between the ward councillor and the town and parish councils within the area they represent.

AREAS OF COLLABORATION

1. Communication and Information Sharing

Dover District Council will...

- Hold a publicly accessible, up-to-date list of town/parish clerks and links to parish web pages on this website (www.dover.gov.uk) and ensure that all its staff use the information for contact purposes.
- Provide parishes with details of services with appropriate contact details so they are clear who is responsible for each function and can escalate problems to the right person.
- Designate a Cabinet Portfolio Holder as the Council's lead for relationships with town and parish councils.
- Designate a lead officer for matters relating to the Town and Parish Charter.
- Ensure that the named town/parish contact provided by the town/parish council is the key contact for all communications with the town/parish council.

- Provide up-to-date information about Dover District Councillors, the governance structure and membership of committees via the Council's website.
- Familiarise its key staff on the role, responsibilities and functions of the town/parish tier.
- Encourage use of the Dover District Council 'Keep me Posted' service by town/parish councils. The service provides details of news releases, minutes and agendas of committee meetings. Advice will be provided to ensure town/parish clerks are aware of this facility and know how to use it, including how to refine their alerts.

Town and Parish Councils will...

- Ensure a named Member and officer contact is identified for each town and parish council (it is expected that this will be the clerk and Chairman/Mayor). The main officer contact will be responsible for onward dissemination of information provided by the district council.
- Promptly inform Dover District Council of any changes to the town or parish clerk contact details and links to parish web pages.
- Advise Dover District Council of the town and parish meeting calendars so that each district councillor can be made aware.
- Encourage town/parish clerks and Chairmen/Mayors to attend training sessions provided by the district council for town/parish councils.

2. Consultation

Dover District Council will...

- Involve, where appropriate, town/parish councils in the setting of its long-term corporate strategies and other priorities via consultation.
- Wherever possible, provide a minimum of six weeks for consultation on any district wide or specific issues that affect parishes - other than in cases where the council is bound by other statutory requirements (e.g. planning applications). We will provide a rationale to parish councils where shorter timescales are required.
- Take town/parish council representations into account, where appropriate, when making decisions.
- We will notify the town/parish clerk of all new relevant consultation exercises published on our website.

Town and Parish Councils will...

- Respond to all relevant consultations, within the agreed timescale.
- Where possible, use electronic forms of communication to respond to consultations.

- Work with Dover District Council to seek mutually acceptable solutions to contentious issues up to the point where a decision is taken.
- Sign up to receive notifications from the Council's 'Keep me Posted' service if they wish to be updated on key issues.

3. Service Delivery

Local councils and Dover District Council share a number of statutory functions and also share the desire to deliver joined up, effective and efficient local government services to the public.

Dover District Council will...

- Work in partnership to explore further opportunities for devolution where this will benefit local communities, in accordance with Dover District Council policies, noting that not all town/parish councils have the resources or the desire to take on additional services and assets and there is no compulsion or expectation for them to do so.
- Deliver services on behalf of, and to, its residents that are value for money and follow the Council's contract standing orders.

Town and Parish Councils will...

- Ensure value for money when delivering local services and, where appropriate, consider alternative providers and collaboration with other local councils to deliver those services.

4. Democracy and Community Leadership

Dover District Council will...

- Advise towns and parishes on changes to the Code of Conduct and provide training.
- Send a representative to Kent Association of Local Council (KALC) meetings, if possible, when invited.
- Encourage Dover District Councillors to regularly attend local council meetings in their ward.
- Hold two Town and Parish Council Meetings each year with the dates for these meetings set at the same time as the Council's Calendar of Meetings in May.
- Continue to provide through the 'Keep me Posted' service the facility for town/parish councils to have online access to, and sign-up for, alerts when committee agendas are published.
- Collate and publish the town/parish council Register of Interests on behalf of the local councils.
- Conduct town and parish council elections and locally raised referendums in accordance with legislative requirements.

Town and Parish Councils will...

- Attend relevant training in respect of the Code of Conduct.
- Give advance notification to district councillors of any relevant papers for local council meetings.
- Update, as required, the Monitoring Officer about changes to the Register of Disclosable Pecuniary Interests. This can be done through democraticservices@dover.gov.uk
- Notify Democratic Services (democraticservices@dover.gov.uk) when there is a change in town/parish clerk or a change in the contact details or website address for the town/parish council.
- Notify Electoral Services (elections@dover.gov.uk) when a vacancy arises in the membership of their parish council and advertise the vacancy using the notice provided by Electoral Services.

5. Finance and Funding

Dover District Council will...

- Collect precepts as appropriate on behalf of the town and parish councils.
- Process precept and other payments within agreed timescales.
- Consult with town/parish councils about any budget changes which may impact on local councils and their residents

Town and Parish Councils will...

- Return any required financial information within the set timescales.
- Provide evidence of expenditure relating to grants or reimbursements received from DDC.

6. Advice and Support

Dover District Council will...

- Ensure an officer from the relevant service or Cabinet Portfolio Holder responds to specific queries raised by town/parish councils

Town and Parish Councils will...

- Take responsibility for acting on advice given by Dover District Council on issues affecting their community.

7. Planning

Dover District Council will...

- Adopt a 'Statement of Community Involvement' regarding consultation with parish and town councils on planning issues.
- Enable parish and town councils to set policies for their own local areas by preparing Neighbourhood Plans.
- Inform town/parish councils about, and ensure they have sight of, relevant planning applications and allow the statutory 21-day response for comments. It is recognised that town/parish councils are statutory consultees.
- Ensure town/parish councils can access the online information alert system through the Public Access service.
- Consider and respond to comments and concerns about applications that have an impact on a specific town/parish council or group of councils.

Town and Parish Councils will...

- Submit comments within the 21-day period to enable Dover District Council to process applications within the timescale set out in the legal framework of the Town and Country Planning Act.
- Make effective use of websites, online systems and emails for timeliness, efficiency and environmental reasons.

8. Monitoring and Review

Dover District Council and the Kent Association of Local Councils (KALC) will...

- Review the Town and Parish Charter at four-year intervals and within two years from first adoption. As part of the review process, town/parish councils will be consulted on any proposals for change.
- Review individual elements where there is consensus that a charter commitment needs to be changed because it is out of step with current practice. The matter will be raised initially with the lead officers of the district council and KALC.

Dover District Council will...

- Draw matters to the attention of the town/parish council chair if the district council feels a town/parish council or councillor is not acting in the spirit of the Charter.
- If a matter cannot be resolved, then the district council will also draw the matter to the attention of the chair of KALC.

Town and Parish Councils will...

- Draw matters to the attention of the relevant political group leader (if applicable) where a town/parish council feels an individual councillor is not acting within the spirit of the Charter.
- Draw matters to the attention of the Leader of Dover District Council and lead officer if town/parish councils feel the district council is not acting within the spirit of the Charter.

DRAFT

Town and Parish Council Engagement Meeting

Terms of Reference

1. Purpose

- To provide an informal environment for discussion between the district council and town and parish councils on matters of mutual interest.

2. Membership

- Leader of Dover District Council supported by Cabinet Portfolio Holders, members of the Corporate Management Team and relevant Heads of Service. Other officers will attend as necessary.
- A representative of KALC and up to two representatives from each of the town and parish councils.
- The meeting will be chaired by the Leader of Dover District Council or a Cabinet Portfolio Holder, supported by appropriate officers.

3. Roles and Responsibilities

- To work collaboratively with all town/parish councils on issues of mutual interest.
- To build effective direct working relationships between the district council and town/parish councils.
- To act as a consultative stakeholder group on council topics affecting the district.
- To monitor the effectiveness of the Charter.

4. Meetings – Frequency/Duration

- There will be a minimum of two pre-arranged meetings held each year at broadly six-monthly intervals.
- Meetings may be physical, virtual or hybrid depending on the agenda.
- This is not a public meeting. Attendance is by invitation only.
- Meetings will be held at 6pm where possible but may vary according to availability or the content of the agenda.
- Meetings will include a Question & Answer session with the Leader or Cabinet Portfolio Holder (for consistency) in the chair, supported by officers.

5. Business Management

- Agendas will be agreed by the Leader or Cabinet Portfolio Holder in consultation with the Chair of KALC.
- Town/Parish council representatives will be invited to suggest agenda items for meetings.

- Parish councils and KALC are also welcome to raise discussion points informally with the lead councillor or lead officer so that they can be addressed at the earliest opportunity.
- Matters will be added to the agenda of the next scheduled meeting where they are of interest to multiple town/parish councils and it is not possible to resolve matters directly or informally.
- Meeting dates will be arranged by Dover District Council's Democratic Services team.
- Meeting dates for consultation-led items will be scheduled to fit in with the consultation timetable.
- Agendas and supporting documents will be circulated at least a week prior to the meeting.

DRAFT

DEAL TOWN COUNCIL

MEMORANDUM

TO: Cllr M Eddy, Chairperson of Deal Town Council, All Council Members

FROM: Mrs L Crow, Town Clerk

DATE: 9 June 2025

SUBJECT: Town Plan Review

The Town Plan was formally adopted by the Council in June 2023. At that time Council agreed it should be reviewed after the first two years of adoption.

The evidence and background information for the Town Plan was carried out between January 2020 and December 2022. It involved independent consultations with Deal residents, businesses and stakeholders.

A questionnaire was posted to every household in Deal and forums were held to ensure as many voices as possible fed into the conversation.

A long list of actions and ideas was drawn up following the feedback. In order to prioritise this work, we asked a group of volunteers from the household survey to rank them from most to least urgent. This became the Action Plan within the Town Plan, a strategy which steers the activities of the council.

Alongside the Climate Action Strategy, the Declaration of Ecological Emergency and Deal Town Council of Sanctuary Strategy, the Town Plan has helped shape the direction and ambitions of the Council.

The Action Plan identified twelve priority areas to address, and since the Town Plan was adopted, I have regularly reviewed this work and been mindful of the proposed timelines suggested by the Council.

I am pleased to advise that there has been excellent progress through the priority areas. All have been addressed, some completed, and others are well underway and should be completed by the end of the year. I have listed them below with the updates for members' information.

Officers and I are now currently reviewing the long list of any further elements that may be inserted into the Action Plan and will be exploring initiatives to enhance the priority areas currently identified.

A future report with these details and associated project plans will be submitted to Council in due course for consideration.

Recommendation: Members to note the report

Decision required: Members to consider the above

No	Priority Area	When By	Who	Comment (Agreed actions)	Current Update
1	Deal Town Council to seek ways to engage better and make people feel they are listened to	2023 onwards	Town Clerk & Comms Officer	Annual meeting to include progress on the Town Plan	The Annual Meeting includes a review of the year of the council's work progress on the Town Plan
		2023	Town Clerk & Comms Officer	Deal Town Council Communications Strategy to be reviewed	Communications Strategy has been updated to: <ul style="list-style-type: none"> • to be the voice for the people of Deal and lobby for change, • promote inclusion, understanding and tolerance • to promote the work of the town council
		2025	Town Clerk & Comms Officer	The Town Plan to be reviewed after two years	There is now a DTC presence at key events in the town calendar
2	Deal Town Council to consult on the permanent pedestrianisation of the north part of the High Street	2023-24	Transport & Infrastructure Committee	Saturday Road Closure is now permanently in place.	In March 2024 Deal Town Council agreed that based upon the several crucial points and factors that may have an impact of the effectiveness and public support of a pedestrianisation as raised by Kent County Council, a scheme for the permanent pedestrianisation of the North part of the High Street is not viable at this time and to close this Town Plan action. (Action closed by T & I Committee)
3	Deal Town Council to seek ways to engage and involve young people	2023-24	Town Clerk	Talks required with KCC youth workers and local schools as to options.	In June 2024 the Youth Engagement Plan was approved by council to create a workable, sustainable plan on how the council can increase

			Youth engagement working group/ Comms Officer		<p>its engagement with young people.</p> <p>This work is ongoing to provide sustainable links with local schools, youth organisations and stakeholders</p>
4	Deal Town Council to work with local groups and DDC on a campaign about waste and recycling	2023-24	Environment Committee	Deal Annual Grant Schemes offer support to local organisations	<p>The Environment Committee launched an Action on litter campaign 'Look After What You Love' to help reduce litter in the town</p> <p>Grant streams continue to be available</p>
5	Deal Town Council to review how voluntary and community groups are supported by the Council and establish what their needs are and how best to support them. Council to build links with organisations which support vulnerable people e.g. people living with dementia, neurodiversity sight or hearing impairment	2024-25	Town Clerk/Council	<p>Deal Annual Grant Schemes offer support to local organisations</p> <p>Mayor/Council to meet voluntary groups</p> <p>Deal Town Council officer and councillors to attend community networking meetings</p>	<p>Ongoing</p> <p>Cllrs & officers are invited and attend regular networking meetings</p> <p>A new Health & Wellbeing strategy is being prepared to explore how the council can better support residents of Deal.</p> <p>A new Community Garden has been built at Park Avenue allotment site – offered free to local groups whose members will benefit from gardening and being in nature</p>
6	Deal Town Council to support and promote local events and activities	2023-24	Town Clerk & Comms Officer	A revised Communications Strategy to include more What's on items	<p>Visitor Information Centre and Deal Saturday Market stall share latest information about the town's activities</p> <p>A new 'What's On' section added to the website</p>

					<p>Events shared on DTC noticeboards and, where appropriate, website and social media channels</p> <p>Local groups section on website maintained and updated</p>
7	Deal Town Council to work with DDC, KCC and local organisations to plant trees in urban areas	2023-26	Environment Committee	Some tree planting done more to add	<p>Trees funded by Deal Town Council have been planted at Victoria Park and in the Mill Hill area.</p> <p>Work continues to identify further areas to plant trees in urban areas.</p>
8	Deal Town Council to meet with DDC and agree a plan of action which will improve public toilets in Deal. Deal Town Council to follow up discussion on toilets, if necessary, with the creation of an options study for taking on the management of the toilets	2024-25	Town Clerk & R.F.O	Partly done – Deal Town Council lobbying brought about improvements in 2022. More to do	<p>Meetings continue with DDC to address ongoing concerns, lobby for improvements and agree appropriate maintenance budgets</p> <p>DTC are now invited as consultees to the drafting of the cleaning/minor repair contract and respective service level agreement for the Deal toilets with DDC</p>
9	Deal Town Council to work with local groups on a campaign to promote planting and maintaining hedges, keeping front gardens green, rewilding etc	2024-25	Environment Committee	Deal Annual Grant schemes offer support to local organisations more to be done.	<p>Hedge Pledge saw more than 300 metres of hedgerow planted at Golf Road allotment site.</p> <p>Bee-Bombs were distributed for free at Deal Pride 2024 for people to 'grow the rainbow' across the town</p> <p>Projects, including Hedge Pledge 2, Hedgehog Friendly Deal, to increase planting and support</p>

					<p>residents to support nature and wildlife</p> <p>Grant streams available to support local groups</p>
10	Deal Town Council to set up a campaign to reduce car use in the town by promoting walking scooting and cycling	2024-25	Transport & Infrastructure Committee	Cycle friendly Deal Part One completed, Part Two in place. Follow on needed.	Initiatives launched including changing the location of the council's fleet of e-bikes, Best Foot Forward
11	Deal Town Council to seek to acquire land for more allotments	2024-25	Finance and General Purposes Committee	Already approved as a task	Exploratory work continues
12	Deal Town Council to meet with DDC and KCC to consider how Deal Town Centre can be improved (street furniture, planting, lighting, accessibility etc.)	2024-25	Town Clerk & R.F.O	Town Clerk & R.F.O working with DDC on possible funding from the UK Prosperity fund	Ongoing – DDC to advise on new funding stream that they are exploring

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr M Eddy - Chairperson of Deal Town Council,
All Council Members
From: Mr P Bone. Responsible Finance Officer
Date: 12th June 2025
Subject: **Sound Mirror update**

The Sound Mirror project is now nearing completion.

By agreement with Bill Elliott's executor and family members, the following words are being added to the sculpture.

"Kindly donated by, and in memory of, Bill Elliott who loved this town - A friend. A philanthropist. A gentleman"

The front dish and detailed rear map are both now complete and have been transported to the company that is dealing with the final fabrication of the sculpture.

Please see attached pictures taken of these parts during their fabrication.

This final stage began in May this year and is expected to be completed by the end of July.

Subject to no problems with this final stage of fabrication, it is anticipated that installation can be arranged for during August.

The final installation will be carried out by Deal contractors.

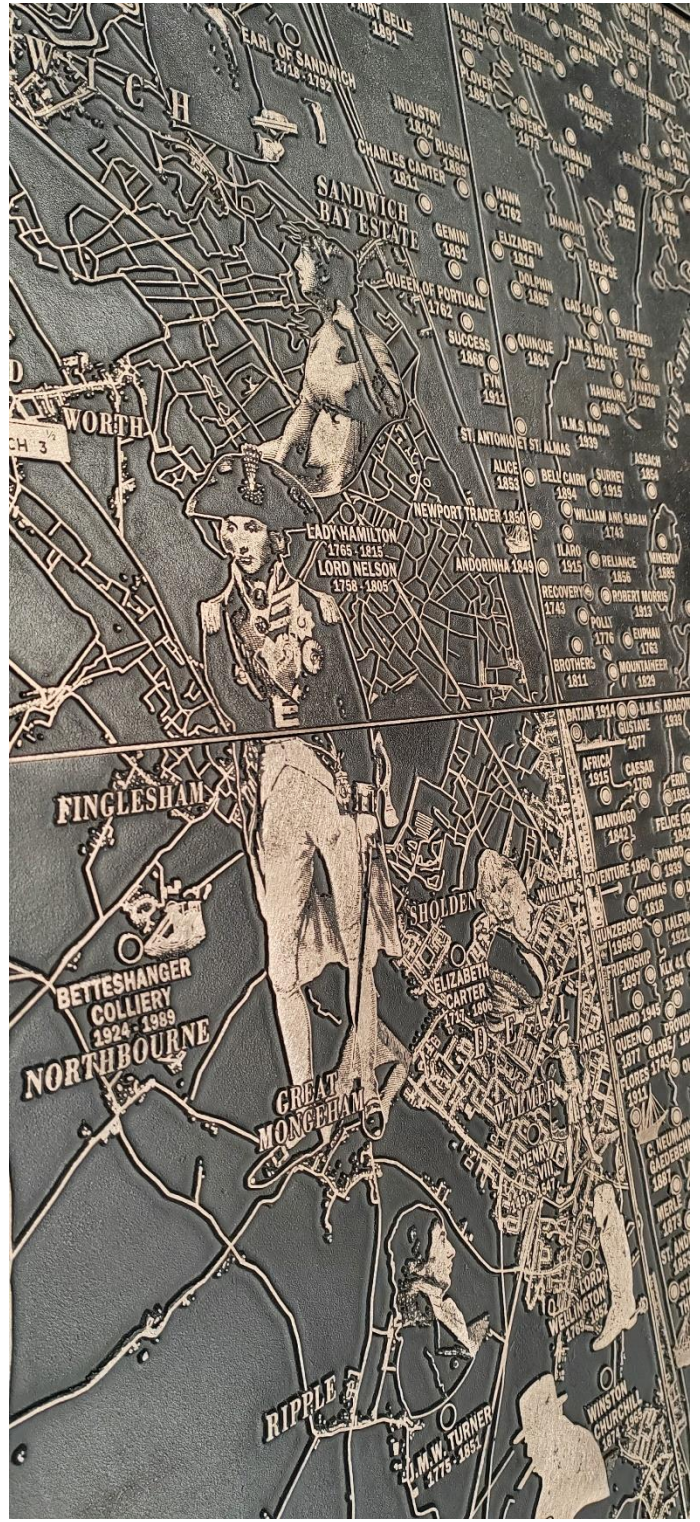
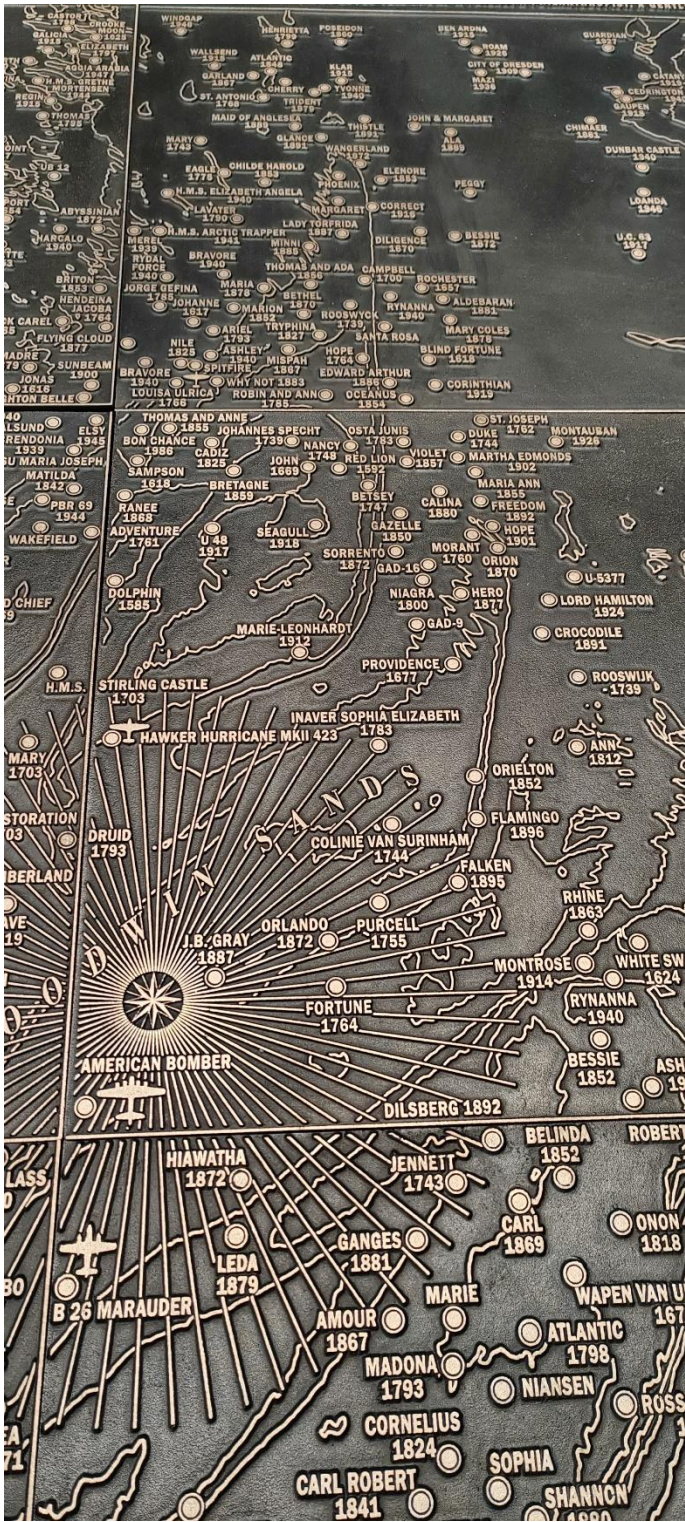
Due to the very specialist nature of the processes involved in the fabrication of the front dish and detailed rear map, the project has taken longer than originally estimated.

The overall cost of the project has remained within budget.

Once a final completion date is known, a formal unveiling of the finished sculpture will be arranged.

Decision required

Members to note the report.





**DEAL TOWN COUNCIL
MEMORANDUM**

TO: Councillor M Eddy, Chairperson of Deal Town Council
Deal Town Councillors

FROM: Cllr L Craggs

DATE: 3 May 2025

SUBJECT: Outside body report on the Dover District Fairtrade Network (FTN)

As Linked Councillor, I attended the inaugural meeting of the Dover District FTN held on 2 May.

- In accordance with strategic plans, the erstwhile two groups met in Deal to formalise how, into the future, they would conduct Fairtrade activities. Four members of the earlier Dover group attended and six from Deal. DDC, DTC and Dover Town Council were all represented.
- The bulk of the meeting was used to agree those arrangements that would cover an interim period between now and September, at which point the next AGM will make further plans for the year thereafter.
- A draft constitution had been circulated and discussed by both groups. Amendments were agreed and the ensuing re-draft will be commended to the next meeting for adoption.
- Five officer roles were filled for the interim: chair, secretary, two vice-chairs and treasurer.
- How the DD FTN will link with local authorities (such as DTC) was discussed. The point was made that as the FTN develops, a wider group of authorities, including other parish and town councils, will hopefully become involved.
- The topic of membership was also discussed. The next meeting(s) of the Executive group of officers will see the compilation of a target list of those who might provide support as a priority task. Membership is defined essentially as anyone who supports the core aims and values of Fairtrade.
- Necessarily, some work needs to take place to merge bank accounts, financial arrangements and other resources.
- The pre-existing two FT Facebook pages will be merged. One of the two interim vice-chairs will *pro tem* oversee social media developments.
- A number of planned activities across the next few months will go forward. The Executive group will again focus as a priority on future event and campaigns, including Fairtrade fortnight.
- Brief reports from the earlier two secretaries and treasures were received and the next meeting, which will cement the new arrangements is scheduled for Saturday 10 May in Dover.

Les Craggs

DEAL TOWN COUNCIL
MEMORANDUM

TO: Councillor M Eddy, Chairperson of Deal Town Council & Deal Town Councillors
FROM: Cllr L Craggs
DATE: 29th April 2025
SUBJECT: Outside body report on Cliff of Sanctuary (CoS)

I attended a meeting of the CoS AGM on 28th April, as did Cllr Bano.

- * In accordance with its constitutional requirement, an AGM was held, during which:
 - the current team of Trustees elected to continue in post; at a subsequent meeting they intend to agree how posts will be distributed. The current Chair re-stated her desire to relinquish that role.
 - The Treasurer's report was received about which no issues were raised.
 - The Chair's Report was also received which lucidly summarises the work done and outcomes achieved in the preceding year. A copy of this report can be made available to anyone who requests it. I commented on how successful that year had been.
- * The bulk of the meeting was given to a discussion as to how CoS might develop in order to achieve even greater success going forward.
- * If CoS seeks to remain a constituent part of the nationwide organisation, *Cities of Sanctuary*, it will be necessary to sign a further affiliation agreement. Discussion evinced that there were significant benefits that would accrue from continued affiliation. The final decision will be made a meeting of the Trustees.
- Some disquiet was expressed by the Chair about the workload that falls on the shoulders of a relatively small group of people. Discussion touched on a number of ways in which this might be addressed: limiting the number of events that CoS plans; forming a Network organisation with other groups operating in this domain (eg DARA, Samphire, Seeking Sanctuary, Care4Calais) and adopting a more collaborative approach to tackling business; the recruitment of additional members, especially those who can give the necessary time and energy to planning and implementing activities; and adding to the number of officers who handle the workload or parcelling out tasks amongst more people than is currently the case.
- One immediate action agreed was to hold more regular meetings, perhaps monthly. Other actions to be taken include: making contact with faith communities with recruitment in mind and asking all those currently involved to help increase capacity.
- * The meeting ended with thanks being given to all those who give of their time and energy to contribute to the current success of CoS. A meeting of the Trustees will take matters forward.

Minutes - approved by Committee and signed by Chairperson 06/05/25

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

Tel: 01304 361999. Email: deal.town.council@deal.gov.uk

The Minutes of the Planning Committee held on Monday 7th April 2025 at the Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson)
Cllr P Findley (Vice Chairperson)
Cllr M Walters

Cllr T Bond
Ms E Fogarty (FOND)

Officers: Mrs L Marney – Committee Clerk

Others: 0

1	Chairpersons 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: Cllr L Craggs and Mr R Green (Co-opted Member) due to prior commitments.					Committee Clerk
3	Declarations of interest: None received.					
4	Public Participation and Statements received: None received.					Committee Clerk
5	The minutes of the planning committee meeting held on 3rd March 2025 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 3 rd March 2025 as a true and accurate record. The Chairperson duly signed the minutes (P) Cllr T Bond (S) Cllr M Walters. All Agreed.					Chairperson
6	Planning applications received:					Committee Clerk
	DDC Ref	Ward	Address	Proposal	Decision	
	24/01303	ND	Saracens Head 1 Alfred Square Deal CT14 6LS	<u>Replacement windows to rear elevation.</u> <u>removal/insertion of windows to rear/side elevations.</u> <u>enlargement of existing rooflight, 2 airbricks to front elevation.</u> <u>refurbishment of existing windows and replacement of glazing to windows on front and side elevations.</u> <u>replacement doors and amendments to render.</u>	Members RESOLVED: No Objection. (P) Cllr T Bond (S) Cllr P Findley All Agreed.	
	25/00176	ND	90 West Street Deal CT14 6EB	<u>Erection of a single storey rear extension;</u> <u>replacement porch;</u>	Members RESOLVED: No Objection (P) Cllr M Walters (S) Cllr M Eddy.	

			<u>alterations to windows/doors and repainting front elevation and windows.</u>	All Agreed.
25/00178	MD	7A Hayward Close Deal CT14 9PJ	<u>Erection of a single storey side extension and 2 rear dormer windows to facilitate a loft conversion.</u>	Members RESOLVED: No Objection. (P) Cllr T Bond (S) Cllr M Walters All Agreed.
25/00205	MH	31 Douglas Road Deal CT14 9HT	<u>Erection of a single storey front extension, two storey and single storey rear extensions.</u>	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. 3 For, 1 Against. Motion Carried.
25/00202	ND	13 Clanwilliam Road Deal CT14 7BX	<u>Erection of a dwelling (Self-build).</u>	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.
25/00235	ND	Maisonette 47 Queen Street Deal CT14 6EY	<u>Change of use of use and conversion, from (Class E) to (Class C3), to create 4 self-contained flats to include a basement extension and insertion of 2 windows to rear ground floor.</u>	Members RESOLVED: No Objection. (P) Cllr P Findley (S) Cllr T Bond. 3 For, 1 Against. Motion Carried.
25/00204	ND	Land Forming Part of Sandfield Farm Northwall Road Deal CT14 6PP	<u>Change of use of land for dog walking, erection of a fence/gate, shelter and parking (retrospective).</u>	Members RESOLVED: No Objection. (P) Cllr P Findley (S) Cllr M Walters. All Agreed.
25/00262	MH	24 Redsull Avenue Deal Kent CT14 9HU	<u>Erection of single storey and part two storey rear extension.</u>	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.
25/00286	ND	Citizens Advice Bureau The Cedars 26 Victoria Road Deal CT14 7BJ	<u>Erection of 2 rear dormer windows to facilitate a loft conversion, insertion 5 rooflights, garden doors to replace window on east elevation, insertion of window on south elevation, repointing of</u>	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.

				<u>brickwork, repaint of window frames, creation of vehicular parking space, alteration to front wall and insertion of pedestrian gate (2 chimneys to be removed).</u>		
	25/00310	MD	56 Church Path Deal Kent CT14 9TH	<u>Erection of single storey rear and side extension, front porch and replacement garage/carport.</u>	Members RESOLVED: No Objection. (P) Cllr P Findley (S) Cllr M Walters. All Agreed.	
	25/00325	MD	219 Middle Deal Road Deal CT14 9SW	<u>Erection of a single storey rear, side and first floor side extensions (existing link extension demolished).</u>	Members RESOLVED: No Objection. (P) Cllr M Eddy (S) Cllr M Walters. All Agreed.	
	25/00229	MD	7 Grange Road Deal CT14 9TS	<u>Crown reduction back to previous pruning points of one Beech the subject of Tree Preservation Order No 3 of 2000.</u>	Members RESOLVED: Objection: Due to insufficient justification for the Works. (P) Cllr P Findley (S) Cllr T Bond. All Agreed.	
	25/00258	MH	5 Addelam Close Deal CT14 9LT	<u>Overall crown reduction by 3 metres of one Beech (T1) the subject of Tree Preservation Order No. 2 of 1965.</u>	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. 3 For, 1 Against. Motion Carried.	
	25/00230	MH	5 Tormore Mews Deal CT14 9SX	<u>Overall crown reduction of 2 - 3 metres of 3 x Holm Oaks (G1) the subject of Tree Preservation Order No 2 of 1965.</u>	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr M Eddy. 2 For, 1 Against, 1 Abstention. Motion Carried.	
7	Street Trading Licence Application: Following a lengthy discussion, Members RESOLVED: To object to this application on the grounds that the vehicle size is too big and would project into the road and is a potential road traffic safety hazard. Loss of car parking space on the seafront. There is also a potential hazard for pedestrians moving from one side of the road to the other. This vehicle will impact on visual amenity. Litter along the seafront. (P) Cllr M Walters (S) Cllr T Bond. All Agreed.					Committee Clerk
8	DDC decisions: Members RESOLVED: To note the report. (P) Cllr P Findley (S) Cllr T Bond. All Agreed.					
	The Chairperson closed the meeting at 8.25pm.					Chairperson

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The Minutes of the Planning Committee held on Tuesday 6th May 2025 at the Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson)
Cllr P Findley (Vice Chairperson)
Cllr L Craggs
Cllr M Walters

Cllr T Bond
Mr R Green (The Deal Society)
Ms E Fogarty (FOND)

Officers: Mrs L Marney – Committee Clerk

Others: 6 Members of the public.

1	Chairpersons 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: None received.				Committee Clerk
3	Declarations of interest: None received				
4	Public Participation and Statements received: The developer spoke and provided the committee with information for planning application 25/00350 - St Georges Hall, High Street, Deal, a member of the public spoke objecting to this planning application and a separate written statement was also received objecting to this application. A member of the public spoke objecting to planning application 25/00391 - Land to the North West of Deal Business Park, Southwall Road. A written statement from a member of the public was received objecting to planning applications 25/00364 & 25/00365 NatWest, 31 High Street, Deal.				Committee Clerk
5	The minutes of the planning committee meeting held on 7th April 2025 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 7 th April 2025 as a true and accurate record. The Chairperson duly signed the minutes (P) Cllr M Walters (S) Cllr T Bond. All Agreed.				Chairperson
6	Planning applications received:				Committee Clerk
	DDC Ref	Ward	Address	Proposal	
	25/00350	ND	St Georges Parish Hall High Street Deal CT14 6EG	<u>Erection of a terrace of 4 two-storey dwellinghouses, 2 two-storey detached dwellinghouses and a three-storey corner building of</u>	Members RESOLVED: Objection. DTC Object on the grounds that this is an over development of the site, and the design is not in keeping with the conservation area. This development will be a loss of a

			<u>3no. self-contained apartments with associated development (Existing buildings to be demolished).</u>	community asset to the residents of Deal. (P) Cllr T Bond (S) Cllr M Walters. 4 For, 1 Against. Motion carried.
25/00364	ND	National Westminster Bank Plc 31 High Street Deal CT14 6EW	<u>Replacement entrance door and installation of air conditioning condenser units and extract grilles.</u>	Members RESOLVED: No Objection. (P) Cllr M Walters. (S) Cllr M Eddy. All Agreed.
25/00365	ND	National Westminster Bank Plc 31 High Street Deal CT14 6EW	<u>Display of 3 fascia signs and 2 projecting signs, all internally illuminated.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs. (S) Cllr M Walters. All Agreed.
25/00337	MD	150 Middle Deal Road Deal CT14 9RJ	<u>Insertion of rear dormer window to facilitate a loft conversion with Juliette balcony and roof lights to front roof slope.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs. (S) Cllr M Walters. All Agreed.
25/00356	ND	50 Blenheim Road Deal Kent CT14 7DD	<u>Erection of a single storey rear/side extension.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.
25/00347	ND	120 High Street Deal CT14 6BB	<u>Insertion of 2 windows to side elevation and display of hanging sign.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs. (S) Cllr P Findley. All Agreed.
25/00320	MH	115 Station Road Deal CT14 9JN	<u>Erection of 30 dwellings with associated access, parking, attenuation pond, public</u>	Members RESOLVED: Objection. DTC object, as this is an over development of the site. This development will increase pressure on the existing over

			<u>open space, play area, soft and hard landscaping.</u>	stretched road network; Station Road, Ellens Road and Dover Road. Not enough affordable housing and this development is not in the 2024 Local Plan. The Ecological survey was not done at the right time of year and therefore not viable. (P) Cllr M Eddy (S) Cllr M Walters. All Agreed.
25/00322	ND	Flat 2 63 Victoria Road Deal CT14 7AY	<u>Replacement windows to front elevation.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs. (S) Cllr M Walters. 4 For, 1 Against. Motion Carried.
25/00367	MD	Grange House 15 Grange Road Deal CT14 9TS	<u>Erection of an outbuilding for ancillary use.</u>	Members RESOLVED: Objection. DTC object unless a condition is attached that prohibits habitation and commercial use. (P) Cllr M Eddy. (S) Cllr M Walters. All Agreed.
25/00289	MD	26 Grange Road Deal CT14 9TS	<u>Erection of a single storey rear/side extension (existing conservatory to be demolished).</u>	Members RESOLVED: No Objection. (P) Cllr P Findley. (S) Cllr M Walters. All Agreed.
25/00391	MD	Land North West Of Deal Business Park Southwall Road Deal CT14 9FH	<u>Outline application for the erection of up to 4,200sqm of commercial space with associated parking and infrastructure; with all matters reserved except access.</u>	Members RESOLVED: Objection. DTC object due to the impact of extra traffic & HGVs which will cause a severe strain on the residential road structure, and due to the flood risk in this area of Deal. (P) Cllr M Walters. (S) Cllr P Findley. All Agreed.

25/00372	MH	19 Manor Road Deal CT14 9BT	<u>Erection of a workshop/games room (existing outbuilding to be demolished).</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs. (S) Cllr T Bond. All Agreed
25/00360	ND	Pemberley 123 Middle Street Deal CT14 6JX	<u>Rendering works to front elevation (retrospective).</u>	Members RESOLVED: No Objection. (P) Cllr M Walters. (S) Cllr P Findley. All Agreed.
25/00361	ND	Pemberley 123 Middle Street Deal CT14 6JX	<u>Rendering works to front elevation.</u>	Members RESOLVED: No Objection. (P) Cllr M Walters. (S) Cllr P Findley. All Agreed
24/00870	ND	The Three Compasses 129 Beach Street Deal CT14 6JS	<u>Change of use and conversion of ground floor to 1no. holiday let.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs. (S) Cllr M Walters. All Agreed.
24/00871	ND	The Three Compasses 129 Beach Street Deal CT14 6JS	<u>Conversion of restaurant to 1No. holiday let to incl: Removal of existing & erection of new partition walls, infil; of openings to ground floor; raising of part of ground floor level, internal lining of external walls to ground floor & creation of new opening to 1st floor.</u>	Members RESOLVED: No Objection. (P) Cllr L Craggs. (S) Cllr M Walters. All Agreed.
25/00389	ND	23 High Street Deal CT14 7AA	<u>Change of use of first floor to residential, erection of a first-floor extension to create to self-contained flats with alterations</u>	Members RESOLVED: No Objection. (P) Cllr M Walters. (S) Cllr L Craggs. All Agreed.

			<u>to ground floor to create 2 new entrances and 2 retail units.</u>	
25/00420	ND	4 Broad Street Deal CT14 6ER	<u>Display of non-illuminated fascia sign and vinyl window graphics to ground and first floor windows.</u>	Members RESOLVED: No Objection. (P) Cllr M Eddy. (S) Cllr L Craggs. All Agreed.
25/00419	ND	199 - 199A Beach Street Deal CT14 6LZ	<u>Re-pointing side elevation garden wall. Change of external colour of render front and side elevations.</u>	Members RESOLVED: No Objection. (P) Cllr M Walters. (S) Cllr T Bond. All Agreed.
25/00439	ND	31 Water Street Deal Kent CT14 6DJ	<u>Replacement windows. Replacement fascia, timber repairs and installation of air bricks to front elevation (Part retrospective).</u>	Members RESOLVED: No Objection. (P) Cllr M Walters. (S) Cllr T Bond. 4 For, 1 Abstention. Motion Carried.
25/00413	MD	390A London Road Deal CT14 9PS	<u>Erection of a building to include 6 self-contained flats and erection 2 dwellings with associated parking and access.</u>	Members RESOLVED: Objection. DTC object on the grounds that this is an over development of the site. (P) Cllr T Bond. (S) Cllr M Eddy. 2 For, 2 Against, 1 Abstention. The Chairperson used their casting vote and the motion was carried.
25/00392	ND	98 Golf Road Deal CT14 6QG	<u>Erection of 2 dwellings, formation of new vehicle access and associated parking (existing garage to be demolished).</u>	Members RESOLVED: No Objection. (P) Cllr T Bond. (S) Cllr M Walters. 4 For, 1 Abstention. Motion Carried.

7	Premises Licence application:			Committee Clerk
	Ref	Address	Proposal	
	Premises Licence	The Ship, 141 Middle Street, Deal CT14 6JZ	<p>Grant of Premises Licence</p> <p>1)To enable the sale of alcohol between Monday to Sunday 10.00 to 01.00</p> <p>2)To enable live and recorded music Sunday to Thursday 23.00 to 00.00. Friday & Saturday 23.00 00.30.</p> <p>3)To enable the provision of hot food and drink Sunday to Thursday 23.00 to 01.00. Friday & Saturday 23.00 to 01.30.</p> <p>4) To enable the sale of alcohol, playing of live and recorded music, and late night refreshment for extended hours on News Years as specified in the application.</p>	<p>Members RESOLVED:</p> <p>No Objection.</p> <p>(P) Cllr T Bond.</p> <p>(S) Cllr L Craggs.</p> <p>All Agreed.</p>
8	DDC Decisions: Members RESOLVED: To note the report and that Committee Clerk keeps record of DDC decisions relating to UPVc window planning applications. (P) Cllr P Findley (S) Cllr T Bond. All Agreed.			Committee Clerk
9	Committee Clerk Report: Members RESOLVED: To note the report. (P) Cllr L Craggs (S) Cllr T Bond. All Agreed.			Committee Clerk
	The Chairperson closed the meeting at 9.32pm			

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

The Minutes of the Environment Committee meeting held at the Town Hall on
Wednesday 12th February 2025 at 7:15pm.

Present: Cllr S Brookfield (Chairperson)
Cllr M Eddy (Vice-Chairperson)
Cllr D Cronk
Cllr M Cronk
Cllr L Craggs

Cllr B Bano
Cllr P Findley
Cllr S Cullen
Ms H Charlton (co-opted member)

Officers: Mrs L Marney - Committee Clerk
Nadine Miller - Climate Change Officer
Miss P Read - Clerical Officer

Others: 4 members of the public
and 6 delegates.

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures. He reminded those in attendance to switch their phones off or on to silent. The Chairperson thanked the delegates for agreeing to attend and speak at the meeting on Agenda item 6. He informed everyone that Agenda item 5 would be moved forward to become Agenda item 4 and Agenda item 4 be moved back to become Agenda item 5 to satisfy a more coherent flow to the meeting.	Chairperson
2	Apologies for absence: Mr. D Carey (co-opted member) was absent.	Committee Clerk
3	Declarations of interest: None received.	
4	The minutes of the Environment Committee meeting held on Wednesday 18th December 2024 for approval and signing: Members RESOLVED: To accept the minutes from the previous Environment Committee meeting on Wednesday 18 th December as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr D Cronk (S) Cllr B Bano. All agreed.	Chairperson
5	Public Participation: One member of the public from Save our Seas (SOS) Deal & Walmer put a question to the Environment Agency delegate on Agenda item 6.	Committee Clerk
6	Deal Sea Water Quality – Updates from the Environment Agency, Southern Water & DDC: The Chairperson invited representatives from Dover District Council, Southern Water and The Environment Agency to each present and speak at the meeting for five minutes on Agenda item 6 and to take questions collectively after everyone had presented. Presentations were heard in the following order: 1) The Senior Environmental Protection Officer at DDC laid out DDC's responsibilities, accountabilities, and commitments to Sea Water Quality in Deal. 2) The Head of Strategic Partnerships – Clean Rivers and Seas Task Force at Southern Water shared a slide presentation and laid out SW's responsibilities, accountabilities, and commitments to Sea Water Quality in Deal.	

	<p>3) The Area Environment Manager for Kent and South London at The Environment Agency shared a slide presentation on the classification, identification, analysis, and sampling processes involved in protecting the Sea Water Quality in Deal from pollution. The EA also brought attention to their pollution reporting hotline.</p> <p>After a discussion, Members RESOLVED: That over the coming months, Southern Water, The Environment Agency, and Dover District Council send regular updates on their work on Deal Sea Water Quality to the Committee Clerk to be referred on to the Environment Committee. (P) Cllr M Eddy (S) Cllr D Cronk All agreed. The 6 delegates left the meeting at 20:20pm</p>	Committee Clerk
7	<p>Recommendation from the Climate Change Officer – DTC Climate Action Strategy: Committee members thanked The Climate Change Officer on her excellent work on the report. Following a debate members RESOLVED: That the Environment Committee approve the updated Climate Action Strategy, with one amendment to Priorities & Aims, Item 6. Paragraph 5. To be changed to: - <i>Promote environmentally sustainable developments that add to biodiversity</i> and that this be referred to the next available meeting of the Full Council for adoption. (P) Cllr B Bano (S) Cllr M Eddy. All agreed.</p>	Committee Clerk
	<p>The Chairperson informed members of the date of next Environment Committee meeting on Wednesday 16th April 2025 and closed the meeting at 20:40pm.</p>	Chairperson

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The Minutes of the Transport and Infrastructure meeting held at the Town Hall on Wednesday 12th March 2025 at 7:15pm.

Present: Cllr M Walters (Chairperson)
Cllr M Eddy
Cllr B Bano

Cllr S Brookfield
Ms C Dubber (Co-opted member)
Ms L Sills (Co-opted member)

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

Others: 1 member of the public

1	<p>Chairperson's opening remarks:</p> <p>The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent. The Chairperson welcomed all members including new co-opted member, Ms L Sills. The Chairperson went over some of the recent activity that the Committee Clerk and RFO had made with him regarding the possibility of 20mph zones in Deal. The Chairperson advised that agenda item 9 would be addressed in agenda item 4 in its entirety to allow for public participation from Cllr Loffman from DDC. The Chairperson advised that Cllr S Brookfield would be attending the meeting approximately 10 minutes late due to a delayed train.</p>	Chairperson
2	<p>Apologies for absence: Cllr T Bond due to prior commitments. Cllr D Cronk due to prior work commitments. Cllr D Parks was absent.</p>	Committee Clerk
3	<p>Declarations of interest: None received</p>	
4&9	<p>Public Participation and Statement Received: Cllr Loffman from DDC spoke for 15 minutes on Agenda item 9 i).</p> <p>Correspondence received:</p> <p>9. i) Bollards outside 84 St Richards Road:</p> <p>Cllr Loffman outlined the complaint he had received from a local resident about illegal parking regularly occurring at 84 St Richard's Road to which he had received photographic evidence. Cllr Loffman put forward a proposal to mitigate this issue requesting 50% support from DTC.</p> <p>Following discussion, members RESOLVED: For the Chairperson in liaison with the Committee Clerk to contact KCC to advise on the issue that has been raised. To ask KCC that as soon as is practicably possible KC replace the double yellow lines and to look into bollards on this part of the road.</p> <p>(P) Cllr M Eddy (S) Cllr M Walters. All agreed.</p> <p>Cllr S Brookfield joined the meeting at 19:31.</p> <p>9. ii) Wheelchair accessible Taxis in Deal. Co-opted member Ms C Dubber put forward this agenda item as a representative of the disability community of Deal.</p>	<p>Chairperson/ Committee Clerk</p> <p>Chairperson</p>

	<p>Following discussion, members RESOLVED. For the Chairperson to write to Dover District Council on the issue of licenses for future taxi companies and drivers and request they increase the provision for wheelchair access and weekend availability in Deal. (P) Cllr M Walters (S) Cllr M Eddy. All agreed.</p> <p>9. iii) Walmer Train Station Facilities: Following debate, Members RESOLVED:</p> <ol style="list-style-type: none"> 1. For the Chairperson to write to Southeastern Trains and the Community Rail Partnership regarding the toilet facilities at Walmer Station. 2. For Cllr M Eddy, Cllr S Brookfield, and Cllr M Walters to meet at Walmer Station to look at the Deal side of the Station and put forward a list of proposals to discuss with DDC officers and then other Stakeholders with a view to putting together a project plan for Full Council. <p>(P) Cllr M Eddy (S) Cllr M Walters. All agreed.</p>	<p>Chairperson</p> <p>Chairperson/ Cllr Brookfield/ Cllr Eddy</p>
5	<p>The minutes of the Transport & Infrastructure Committee meeting held on Thursday 16th January 2025 for approval and signing: Members RESOLVED to accept the minutes of the Transport & Infrastructure Committee meeting held on Thursday 16th January 2025 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr M Eddy (S) Cllr M Walters. All agreed.</p>	Chairperson
6	<p>DTC 3rd HIP Application: Following discussion, Members RESOLVED to note the report. (P) Cllr M Eddy (S) Cllr S Brookfield. All agreed.</p>	
7	<p>Government Consultation – A Railway fit for Britain’s Future: Following a short discussion, Members RESOLVED to adopt the 2 recommendations.</p> <ol style="list-style-type: none"> 1. Due to the vast number of questions included in this consultation, members to complete this consultation individually online using the link provided above. 2. Due to the important nature of this consultation, send to all Deal Town Councillors to complete. Decision required: Members to consider the above recommendations. <p>(P) Cllr M Eddy (S) Cllr S Brookfield. All agreed.</p>	<p>Committee Members</p> <p>Committee Clerk</p>
8	<p>Land Train – Verbal report by the Chairperson of the Transport & Infrastructure Committee: The Committee Clerk read out a written statement on the procedure for verbal reports. Following debate and information provided by Ms L Sills (co-opted member) who had previous experience of running the Eastbourne Land Train and the costs incurred, Members RESOLVED: That this project was a good idea but not financially viable and the committee would not be taking this proposal any further. (P) Cllr M Walters (S) Cllr M Eddy. All agreed.</p>	
9	Please see agenda item 4.	
10	<p>DDC- New Parking Charges: Following discussion. Members RESOLVED: To note the report. (P) Cllr M Walters. (S) Cllr S Brookfield. All agreed.</p>	
	The Chairperson closed the meeting at 20.31	

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

The Finance and General Purposes meeting held at the Town Hall

on Tuesday 18 March 2025 at 7:15pm.

Present: Cllr S Beer Cllr B Bano
Cllr M Eddy Cllr L Craggs

Officers: Mr P Bone – Responsible Finance Officer
Ms H McAdam – Finance Assistant Others: Six members of the public
Miss P Read – Clerical Officer

	The R.F.O stated that apologies for absence had been received from the F&GP Committee Chairperson and Vice-Chairperson and asked members to decide who would be the Chairperson for this meeting. Members RESOLVED: That Cllr M Eddy be Chairperson for this meeting. (P) Cllr L Craggs (S) Cllr B Bano. 3 For 1 Abstention. Agreed.	
1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting, read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.	Chairperson
2	Apologies for absence received: Cllr M Cronk due to work commitments, Cllr D Cronk due to work commitments, Cllr D Parks due to personal commitments and Cllr T Bond due to personal commitments	
3	Declarations of interest: None received.	
4	Public participation and statements received: Five members of the public spoke in support of agenda item 6.) The Landmark Centre. One member of the public spoke in support of agenda item 8. 4) The Deal Society.	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 21st January 2025 for approval and signing. Members RESOLVED: to approve and adopt the minutes from the F&GP meeting held on 21 January 2025 as a true and accurate record. (P) Cllr B Bano (S) Cllr S Beer. All agreed. The Chairperson duly signed the minutes.	Chairperson.
6	Landmark Centre: Request from Deal & Walmer Community Association. Members RESOLVED: 1) To vire £2,000 from the Contingency budget to the Annual Grants budget. 2) To award an unconditional grant for the sum of £5000 to the Deal & Walmer Community Association for the Landmark Centre. The grant to be paid from the 2024/25 Annual Grants budget. (P) Cllr L Craggs (S) Cllr S Beer. 3 For 1 Abstention. Agreed.	R.F.O.
7	Finance Income & Expenditure figures and Full Bank reconciliation to 28th February 2025: Members RESOLVED: To note the report. (P) Cllr B Bano (S) Cllr L Craggs. All agreed.	
8	Annual Grants 24/25 Round 3: Members RESOLVED: To consider together, recommendations 1-14 & 16 from the Grants Subcommittee and then consider recommendation 15 separately.	

	<p>16) DARA: To award a full grant of £1,000 towards raising awareness regarding migration issues.</p> <p>(P) Cllr L Craggs (S) Cllr M Eddy All agreed</p> <p>15) DEAL MUSEUM: To award a full grant of £510.63 as part funding for storage cabinets.</p> <p>(P) Cllr S Beer (S) Cllr L Craggs. 3 For and 1 Abstention. Agreed</p>	R.F.O.
9	<p>Annual Grants 25/26: Following debate members RESOLVED: That the Annual Grants Rounds dates for 2025/26 are:</p> <p>Round 1: Applications close: 31st May 2025 F&GP Meeting date: 22nd July 2025</p> <p>Round 2: Applications close: 30th Sept 2025 F&GP Meeting date: 18th Nov 2025</p> <p>Round 3: Applications close: 31st Jan 2026 F&GP Meeting date: 24th Mar 2026</p> <p>(P) Cllr L Craggs (S) Cllr S Beer. All agreed.</p>	<p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p>
10	<p>Treasury Deposit: Members RESOLVED:</p> <p>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.</p> <p>2) To invest £100,000 in Nat West Treasury Reserve for a fixed 12 Month period.</p> <p>(P) Cllr S Beer (S) Cllr L Craggs. All agreed.</p>	<p>R.F.O</p> <p>R.F.O.</p>
11	<p>Allotment Officer's report: Members RESOLVED: To note the report and to approve the erection of a greenhouse on plot PA 4.</p> <p>(P) Cllr S Beer (S) Cllr L Craggs. All agreed.</p>	Allotment Officer
12.	<p>Allotment Recommendation from the Climate Change Officer: Members RESOLVED:</p> <p>1) That the agreed changes to the Allotment Tenancy Agreement are to be made effective from 1st April 2025.</p> <p>2) That all the allotment holders are sent a copy of the 'Cultivating naturally' leaflet.</p> <p>3) 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.</p> <p>(P) Cllr L Craggs (S) Cllr S Beer. All agreed.</p>	<p>Allotment Officer</p> <p>Allotment Officer</p> <p>Allotment Officer</p>
13.	<p>Free Use of the Town Hall:</p> <p>Free use request from DDC: Members RESOLVED: To grant 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. (P) Cllr B Bano (S) Cllr M Eddy. All agreed</p> <p>Free use request from the RNLI use of the Undercroft: Members RESOLVED: To note the information. (P) Cllr L Craggs (S) Cllr S Beer. All agreed</p>	<p>Facilities Manager and R.F.O.</p>

14.	Free Use Policy: Members RESOLVED: To adopt the revised Free Use Policy and associated application form subject the amendment that the free use of the kitchen remains in place until a report from the R.F.O. on kitchen usage on past free use requests can be considered at a future meeting. (P) Cllr B Bano (S) Cllr L Craggs. All agreed.	R.F.O. and Facilities Manager.
	The Chairperson closed the meeting at 20:15pm	