

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

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

www.deal.gov.uk

To all Committee Members: You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at the Town Hall on **Tuesday 22nd July 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 21st July 2025 by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all present at the meeting and become part of the public record of the meeting, names will be redacted.



Paul Bone
Responsible Finance Officer
Date: 16 July 2025

AGENDA

1	Chairperson's opening remarks:	Chairperson
2	Apologies for absence:	
3	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach.1
4	Public participation and statements received: For Councillor information: Members of the public may make representations, answer questions and give evidence at the meeting in respect of the business on the agenda. This shall not exceed 15 minutes.	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 21st May 2025 for approval and signing: Decision required.	Attach.2
6	Finance income & expenditure figures and full bank reconciliation to 30th June 2025: Information to note.	Attach.3
7	Kent Pension Fund consultation: Decision required	Attach.4
8	Review of committee terms of reference: i) Finance & General Purposes Committee: Decision required. ii) Grants Subcommittee: Decision required.	Attach.5 Attach.6
9	Financial regulations statutory update July 25: Decision required	Attach.7
10	IT review: Decisions required	Attach 8
11	Town Hall hire charges annual review: Decision required	Attach.9
12	Annual Grants 2025-26 Round 1 & Community Contributions grant applications: Decisions required	Attach.10
13	Allotment update: Information to note.	Attach.11
	Date of next F&GP Committee meeting: 23 rd September 2025	

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

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

Deal Town Council, Town Hall, High Street, Deal, Kent, CT14 6TR
The Finance and General Purposes meeting held at the Town Hall
on Wednesday 21 May 2025 at 7:15pm.

Present: Cllr T Bond (Chairperson) Cllr L Craggs
Cllr B Bano Cllr M Eddy

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

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting, read out the fire evacuation procedures and advised all to put their mobile phones on silent.	Chairperson
2	Apologies for absence received: Cllr S Beer due to prior commitments, Cllr D Cronk due to prior commitments. Cllr D Parks and Cllr M Cronk were absent.	
3	Declarations of interest: None	
4	Public participation and statements received: None received	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 18th March 2025 for approval and signing: Members RESOLVED: to approve and adopt the minutes from the F&GP meeting held on 18 March as a true and accurate record. (P) Cllr L Craggs (S) Cllr M Eddy. All agreed. The Chairperson duly signed the minutes.	Chairperson
6	Year-End Financial Reports to 31st March 2025: Members RESOLVED: To note the report. (P) Cllr B Bano (S) Cllr M Eddy. All agreed.	
7	Finance Income & Expenditure figures and Full Bank reconciliation to 30th April 2025: Members RESOLVED: To note the information. (P) Cllr M Eddy (P) Cllr B Bano. All agreed.	
8	Community Contribution Grant application from Deal Community Carnival Association: Members RESOLVED: To accept the Community Contribution Grant application from Deal Community Carnival Association and pay a grant of £2,000 to the Association this year and that the payments of £2,000 for the two subsequent years are to be made subject to the annual grant monitoring form being received from the association in respect of this grant and being audited by the R.F.O. and the Chairperson of the Finance & General Purposes Committee who will make a recommendation to the Finance & General Purposes Committee regarding payment of the next annual payment. (P) Cllr B Bano (S) Cllr L Craggs. All agreed.	R.F.O. & Chairperson
9	Saturday Market update: Members RESOLVED: To amend the Saturday Market rules to include a section for Key traders . Key traders are traders who are identified by the R.F.O. and Market Officer as key to the viability of a thriving market. A maximum of 4 Key traders to be allowed at any one time. Key traders will be allowed a maximum of 5 bays charged at the same rate per bay as all other traders. To delegate authority to the R.F.O. to make the final decision on whether a trader meets the criteria to be a Key Trader. (P) Cllr M Eddy (S) Cllr L Craggs. All agreed.	R.F.O. & Market Officer
10	Town Hall free use request from the NHS Emotional Wellbeing Team Kent: Members RESOLVED: To grant free use of the chamber between 1pm and 5pm on 17/06, 1/07 and 22/07 to allow the NHS Emotional Wellbeing Team Kent to hold meetings of their team. (P) Cllr L Craggs (S) Cllr M Eddy. All agreed.	Facilities Manager
11	Braderie 2025 update: Members RESOLVED: To note the information.	

	(P) Cllr M Eddy (S) Cllr L Craggs. All agreed.	
	Resolution to exclude the public: Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature. (P) Cllr M Eddy (S) Cllr L Craggs. All agreed. Clerical Officer P Read left the meeting at 7:30pm.	
12	Lease renewal of the space in the Town Hall occupied by Kent Police: Following debate Members RESOLVED: To offer Kent Police Asset Management a three year extension to the existing lease at the same level of rent. (P) Cllr M Eddy (S) Cllr L Craggs. All agreed.	
	The Chairperson closed the meeting at 19:45	
	Date of next F&GP Committee meeting: 22nd July 2025	

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Nat West Combined A/C's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nat West Current A/C	30/06/2025		100.00
Nat West Deposit A/C	30/06/2025		194,508.05
			<u>194,608.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			194,608.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			194,608.05
		Balance per Cash Book is :-	194,608.05
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity A/C	30/06/2025		4.56
			<u>4.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4.56
		Balance per Cash Book is :-	4.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
PRE PAID CARD	30/06/2025		230.67
			<u>230.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			230.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			230.67
		Balance per Cash Book is :-	230.67
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Town Hall Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
PETTY CASH	30/06/2025		168.94
			<u>168.94</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			168.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			168.94
		Balance per Cash Book is :-	168.94
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nat west Treasury account	30/06/2025		100,000.00
			<u>100,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			100,000.00
		Balance per Cash Book is :-	100,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA ACCOUNT	30/06/2025		100,000.00
			<u>100,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			100,000.00
		Balance per Cash Book is :-	100,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Income</u>								
1076 Precept	0	295,109	590,218	295,109			50.0%	
1080 Bank Interest	575	1,996	9,000	7,004			22.2%	
1085 Office space rental	0	2,250	9,000	6,750			25.0%	
General Income :- Income	575	299,354	608,218	308,864			49.2%	0
Net Income	575	299,354	608,218	308,864				
<u>200 Staff Salaries</u>								
4000 Salaries Gross	26,713	74,884	334,073	259,189		259,189	22.4%	
Staff Salaries :- Indirect Expenditure	26,713	74,884	334,073	259,189	0	259,189	22.4%	0
Net Expenditure	(26,713)	(74,884)	(334,073)	(259,189)				
<u>202 Employment Costs</u>								
4010 Salaries Employers Pension	5,619	11,238	73,840	62,602		62,602	15.2%	
4020 Salaries Employers NI	3,255	6,509	37,127	30,618		30,618	17.5%	
4080 HR & HS	0	0	1,750	1,750		1,750	0.0%	
4085 Payroll Services	0	0	2,000	2,000		2,000	0.0%	
Employment Costs :- Indirect Expenditure	8,874	17,747	114,717	96,970	0	96,970	15.5%	0
Net Expenditure	(8,874)	(17,747)	(114,717)	(96,970)				
<u>203 Staff Costs</u>								
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	2,000	2,000		2,000	0.0%	
4075 Staff Uniforms	0	0	250	250		250	0.0%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	0	0	3,100	3,100	0	3,100	0.0%	0
Net Expenditure	0	0	(3,100)	(3,100)				
<u>205 Official Car</u>								
4060 Official Car Lease	326	977	3,921	2,944		2,944	24.9%	
Official Car :- Indirect Expenditure	326	977	3,921	2,944	0	2,944	24.9%	0
Net Expenditure	(326)	(977)	(3,921)	(2,944)				
<u>210 Civic</u>								
4055 Travel & Subsistence	0	13	100	88		88	12.5%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Cllr. Allowances	0	0	4,800	4,800		4,800	0.0%	
4220 Robes & Regalia	0	0	250	250		250	0.0%	
Civic :- Indirect Expenditure	0	13	5,150	5,138	0	5,138	0.2%	0
Net Expenditure	0	(13)	(5,150)	(5,138)				
<u>215 Mayor's Budget</u>								
4210 Hospitality	68	233	1,500	1,267		1,267	15.5%	
4225 Mayoral Travel & Subsistence	26	534	100	(434)		(434)	533.8%	
4230 Mayor Expenses	0	0	500	500		500	0.0%	
4235 Deputy Mayor Expenses	0	0	300	300		300	0.0%	
4240 Mayoress Expenses	0	0	300	300		300	0.0%	
5020 Mayoral Ceremonial Event	0	0	200	200		200	0.0%	
5030 Charter Day	0	0	500	500		500	0.0%	
Mayor's Budget :- Indirect Expenditure	94	767	3,400	2,633	0	2,633	22.6%	0
Net Expenditure	(94)	(767)	(3,400)	(2,633)				
<u>220 Administration</u>								
4080 HR & HS	305	610	1,750	1,140		1,140	34.9%	
4085 Payroll Services	0	530	0	(530)		(530)	0.0%	
4300 Mobile Phones	120	352	1,250	898		898	28.1%	
4305 Stationery	16	536	800	264		264	67.0%	
4310 Postage	0	0	500	500		500	0.0%	
4315 Bank Charges	107	353	1,500	1,147		1,147	23.5%	
4320 General Admin	342	2,210	5,000	2,790		2,790	44.2%	
4325 Office Equipment	0	813	500	(313)		(313)	162.5%	
4330 IT Equipment	689	699	3,000	2,301		2,301	23.3%	
4335 IT Support & Website	788	3,804	10,000	6,196		6,196	38.0%	
4340 Telephone & Broadband	235	695	2,000	1,305		1,305	34.7%	
4345 Pat Testing	0	0	500	500		500	0.0%	
4365 Legal Advice	0	0	500	500		500	0.0%	
4375 Marketing/Communications	274	274	2,000	1,726		1,726	13.7%	
4390 Waste & Recycling	101	303	2,000	1,697		1,697	15.2%	
4405 Annual Planting	0	0	5,000	5,000		5,000	0.0%	
4410 Flags	0	0	500	500		500	0.0%	
4415 Audit Fees	0	(2,300)	2,500	4,800		4,800	(92.0%)	
4420 Subscriptions	0	2,270	2,000	(270)		(270)	113.5%	
4430 Data Protection Officer	840	840	1,000	160		160	84.0%	
4435 General Maintenance	0	1,033	0	(1,033)		(1,033)	0.0%	
Administration :- Indirect Expenditure	3,816	13,020	42,300	29,280	0	29,280	30.8%	0
Net Expenditure	(3,816)	(13,020)	(42,300)	(29,280)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Council</u>								
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4370 Election Costs	0	0	11,375	11,375		11,375	0.0%	
4376 Carbon Audit	0	0	770	770		770	0.0%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
Council :- Indirect Expenditure	0	0	23,145	23,145	0	23,145	0.0%	0
Net Expenditure	0	0	(23,145)	(23,145)				
<u>250 Grants & Donations</u>								
4470 Annual Grants	2,000	7,000	20,000	13,000		13,000	35.0%	
4473 Community Grants	0	0	10,000	10,000		10,000	0.0%	
4485 Food Poverty Fund	0	0	10,000	10,000		10,000	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	2,000	7,000	40,500	33,500	0	33,500	17.3%	0
Net Expenditure	(2,000)	(7,000)	(40,500)	(33,500)				
<u>300 Town Hall</u>								
1100 Wedding Hire	570	4,605	15,000	10,395			30.7%	
1105 Chamber Hire	0	825	3,000	2,175			27.5%	
1110 Committee Room Hire	0	0	2,000	2,000			0.0%	
1115 Under Croft Hire	0	25	1,000	975			2.5%	
Town Hall :- Income	570	5,455	21,000	15,545			26.0%	0
4080 HR & HS	0	305	0	(305)		(305)	0.0%	
4345 Pat Testing	149	149	0	(149)		(149)	0.0%	
4360 Insurance	0	5,706	8,000	2,294		2,294	71.3%	
4420 Subscriptions	0	90	0	(90)		(90)	0.0%	
4500 Repairs & Maintenance	532	2,048	4,000	1,952		1,952	51.2%	
4505 Under Croft Cleaning	0	220	1,100	880		880	20.0%	
4510 Furniture & Equipment	0	0	4,000	4,000		4,000	0.0%	
4520 Boiler Service & Maint.	0	0	500	500		500	0.0%	
4525 Window Cleaning	0	230	1,100	870		870	20.9%	
4530 Gas	0	2,782	5,100	2,318		2,318	54.5%	
4535 Electricity	0	684	4,780	4,096		4,096	14.3%	
4540 Water	0	0	300	300		300	0.0%	
4710 Rates	1,272	3,821	13,500	9,680		9,680	28.3%	
4720 Licences	0	0	500	500		500	0.0%	
Town Hall :- Indirect Expenditure	1,952	16,034	42,880	26,846	0	26,846	37.4%	0
Net Income over Expenditure	(1,382)	(10,579)	(21,880)	(11,301)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 VIC</u>								
4605 Terminal Charges	35	99	500	401		401	19.7%	
VIC :- Indirect Expenditure	35	99	500	401	0	401	19.7%	0
Net Expenditure	(35)	(99)	(500)	(401)				
<u>410 Saturday Market</u>								
1410 Market Traders	3,694	11,807	45,000	33,193			26.2%	
Saturday Market :- Income	3,694	11,807	45,000	33,193			26.2%	0
4420 Subscriptions	0	484	500	16		16	96.8%	
4715 Profit Share	0	0	3,000	3,000		3,000	0.0%	
4730 Market General Costs	1,945	2,038	3,000	962		962	67.9%	
4735 Market Licence/Rates	0	0	1,750	1,750		1,750	0.0%	
4750 Road Closures	0	2,200	0	(2,200)		(2,200)	0.0%	
Saturday Market :- Indirect Expenditure	1,945	4,722	8,250	3,528	0	3,528	57.2%	0
Net Income over Expenditure	1,749	7,085	36,750	29,665				
<u>420 Braderie Market</u>								
1415 Braderie stall holders	420	1,240	3,000	1,760			41.3%	
Braderie Market :- Income	420	1,240	3,000	1,760			41.3%	0
4400 Advertising	290	290	0	(290)		(290)	0.0%	
4705 Road Closure	0	0	750	750		750	0.0%	
4720 Licences	0	0	800	800		800	0.0%	
4725 First Aid	0	0	600	600		600	0.0%	
4740 Toilet Hire	0	248	350	103		103	70.7%	
Braderie Market :- Indirect Expenditure	290	538	2,500	1,963	0	1,963	21.5%	0
Net Income over Expenditure	130	703	500	(203)				
<u>500 Public Conveniences</u>								
4800 Public Conveniences	0	0	40,000	40,000		40,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%	0
Net Expenditure	0	0	(40,000)	(40,000)				
<u>600 Allotments Golf Road</u>								
1500 Allotment Income	0	1,745	2,900	1,155			60.2%	
Allotments Golf Road :- Income	0	1,745	2,900	1,155			60.2%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Repairs & Maintenance	0	106	2,500	2,394		2,394	4.2%	
4540 Water	8	23	500	477		477	4.6%	
Allotments Golf Road :- Indirect Expenditure	8	129	3,000	2,871	0	2,871	4.3%	0
Net Income over Expenditure	(8)	1,616	(100)	(1,716)				
<u>610 Allotments Park Ave</u>								
1500 Allotment Income	0	1,447	2,300	853			62.9%	
Allotments Park Ave :- Income	0	1,447	2,300	853			62.9%	0
4500 Repairs & Maintenance	503	1,099	2,500	1,401		1,401	43.9%	367
4540 Water	0	129	500	371		371	25.8%	
Allotments Park Ave :- Indirect Expenditure	503	1,228	3,000	1,772	0	1,772	40.9%	367
Net Income over Expenditure	(503)	220	(700)	(920)				
6000 plus Transfer from EMR	0	367	0	(367)				
Movement to/(from) Gen Reserve	(503)	587	(700)	(1,287)				
<u>620 Allotments Mill Road</u>								
1500 Allotment Income	0	1,328	2,300	972			57.7%	
Allotments Mill Road :- Income	0	1,328	2,300	972			57.7%	0
4500 Repairs & Maintenance	0	226	2,500	2,274		2,274	9.0%	
4540 Water	0	227	500	273		273	45.5%	
Allotments Mill Road :- Indirect Expenditure	0	453	3,000	2,547	0	2,547	15.1%	0
Net Income over Expenditure	0	875	(700)	(1,575)				
<u>700 Town Events</u>								
5000 Town Events	0	0	3,600	3,600		3,600	0.0%	
5040 Deal/St Omer 50th Anniversary	0	925	0	(925)		(925)	0.0%	
Town Events :- Indirect Expenditure	0	925	3,600	2,675	0	2,675	25.7%	0
Net Expenditure	0	(925)	(3,600)	(2,675)				
<u>900 Projects</u>								
4475 Special Projects	0	9,307	0	(9,307)		(9,307)	0.0%	9,307
4476 Approved Projects	293	293	0	(293)		(293)	0.0%	293
Projects :- Indirect Expenditure	293	9,600	0	(9,600)	0	(9,600)		9,600
Net Expenditure	(293)	(9,600)	0	9,600				
6000 plus Transfer from EMR	293	9,600	0	(9,600)				
Movement to/(from) Gen Reserve	0	0	0	0				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	5,259	322,377	684,718	362,341			47.1%	
Expenditure	46,848	148,134	677,036	528,902	0	528,902	21.9%	
Net Income over Expenditure	<u>(41,590)</u>	<u>174,242</u>	<u>7,682</u>	<u>(166,560)</u>				
plus Transfer from EMR	293	9,967	0	(9,967)				
Movement to/(from) Gen Reserve	<u>(41,297)</u>	<u>184,210</u>	<u>7,682</u>	<u>(176,528)</u>				

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond - Chairperson of the Finance & General Purposes Committee,
All Committee Members
From: Paul Bone. Responsible Finance Officer
Date: 11th July 2025
Subject: Kent Pension Fund Consultation

At the June Full Council meeting, members considered a request from the Kent Pension Fund to respond to a consultation on the possibility of Town and Parish Council Pooling within the Kent Pension Fund. (A copy of the Full Council agenda item and support reports from the pension fund are attached below.)

Members considered the information supplied and **RESOLVED**: To delegate to the Finance and General Purposes Committee any further discussion/debate and to decide on the response from Deal Town Council to this consultation.

During the debate members advised that we needed to know more about the contribution rate the Deal Town Council pays compared to the other Town and Parish Councils in the scheme.

The R.F.O. requested further information regarding these rates and has received the following response from the Kent Pension Fund:

As you may know the Fund is in the middle of its triennial valuation with new employer contributions being set from 1 April 2026. As this valuation is not yet complete, we can't give you the exact rates for town and parish council if pooling goes ahead. We can however give you the rate that would have been set if town and parish councils had been pooled at the last valuation in 2022.

The actuary has advised the Fund that the theoretical rate applied if town and parish councils had been pooled at the last valuation, would have been set at 22.1% from 1/4/23 for 3 years. Currently parish councils in the Fund all pay their own rates and these range between 16% and 68% with your rate being 26.4%, so as you will see if town and parish councils has been pooled at the last valuation, Deal Town Council would have benefitted from a reduction to your employer rate.

There are currently 12 town or parish councils, who following the 2022 valuation, paid less than the theoretical pooled rate. And most of those are only less by a small margin of 1% or 2 %.

The rest of the Fund either stayed the same or pay more under the current arrangement. If they had been pooled at the last valuation, these employers would have seen a reduction of between 1% and 46%.- with the majority being between 1% and 10%.

As mentioned above, we won't know what each employer rate will be at the next valuation or what the theoretical pooled rate will be until the valuation of the Fund has concluded but I hope that the comparison to the last valuation in 2022 might offer an insight.

The theory is that pooling a certain category of employers controls volatility of contributions and funding positions which is what the Fund aims to do overall.

I hope this information, whilst theoretical, gives you an insight into the overall effect of pooling on employer contributions.

Consultation

The report listed the following Pooling options:

- **Full Pooling** where all employers in the pool pay the pooled total employer contribution rate and are assigned assets such that they share the pool's funding level
- **Pooling past experience only** where all employers share the funding level of the pool, and therefore share a secondary employer contribution rate, but pay their own primary employer contribution rate, reflecting their active members' profile
- **Pooling future service only** where all employers in the pool pay the pooled primary employer contribution rate but retain their individual funding level, and so their individual secondary employer contribution rate

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 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.

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.



253 (70284) Deal Town Council

31 March 2022 valuation
employer results schedule

Kent Pension Fund

Barnett Waddingham LLP

23 December 2022



Introduction

This schedule is provided to Kent County Council as administering authority to Kent Pension Fund (the Fund). It has been generated from our online employer results modelling tool **Illuminate Me**. It may be shared with (70284) Deal Town Council (the Employer) but it does not constitute advice to them. The Fund is part of the Local Government Pension Scheme (LGPS).

The purpose of this document is to provide a summary of the preliminary results of the actuarial valuation as at 31 March 2022 in relation to the Employer's individual funding position. A full valuation report will follow by 31 March 2023, which will provide details of the valuation method, assumptions and results of the valuation.

The purpose of the valuation is to review the financial position of the Fund and to set appropriate contribution rates for each employer in the Fund for the period from 1 April 2023 to 31 March 2026 as required under Regulation 62 of the Local Government Pension Scheme Regulations 2013 (the Regulations) as amended. These contributions rates will be based on each employer's own membership/funding unless the employer participates in a pool, in which case the funding position of the pool will be considered.

McCloud judgment

At the time of writing, the amending regulations to address the remedy to LGPS benefits under the McCloud judgment have not been made. However, guidance for the 2022 valuations has been provided by the Department for Levelling Up, Housing & Communities (DLUHC). Using this guidance, the liabilities calculated for each employer include an allowance for the McCloud remedy. Please note that this allowance will change from year to year as the impact on members will change from year to year. For more information, please contact the administering authority.

Compliance statement

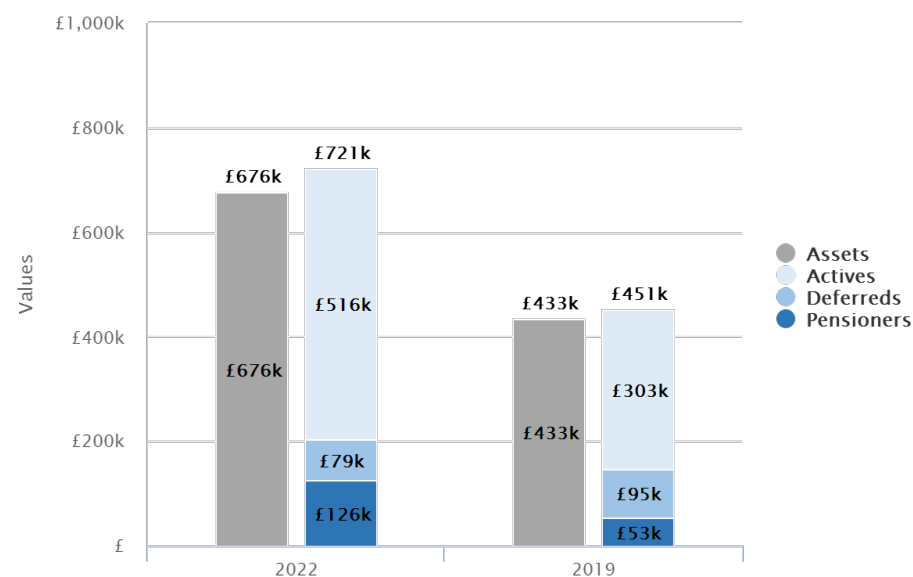
This schedule is subject to and complies with Technical Actuarial Standard 100: Principles for Technical Actuarial Work (TAS 100) as a component communication of the 2022 valuation. This schedule does not constitute advice to the Employer.

Employer results

Funding position

Each participating employer, or group of similar employers, will likely have differing results to the Fund as a whole depending upon their own profile of membership within the Fund, and how this has changed in the inter-valuation period.

Using the proposed assumptions, the preliminary results as at 31 March 2022 for (70284) Deal Town Council are set out in the chart below. We have included the funding position at 31 March 2019 for comparison.



The Employer has a funding deficit of £44.7k at 31 March 2022, relating to a funding level of 93.8%, compared to a funding deficit of £17.3k at 31 March 2019, relating to a funding level of 96.2%.

We have estimated that the increase in liabilities as a result of the McCloud remedy is £10.2k. Please note that this figure will differ from year to year as member's benefits change.

Contribution rates

The total contribution rates payable by employers consists of two elements, the primary rate and the secondary rate. The primary rate covers the cost of benefit accrual and the secondary rate is the adjustment required to reach the total rate payable (for example, to recover a funding deficit identified).

The proposed minimum contribution rates for the three year period from 1 April 2023 to 31 March 2026 are detailed below. These contribution rates have been provided to the administering authority and reviewed via [Illuminate Me](#). The Employer may pay further amounts at any time.

Contribution rate results	Previously certified		Provisionally certified	
	31 March 2023	31 March 2024	31 March 2025	31 March 2026
Year ending				
Total contributions	21.9%	26.4%	26.4%	26.4%
<i>Consisting of:</i>				
Primary rate (of pay p.a.)	21.9%	24.0%	24.0%	24.0%
Secondary rate (% of pay plus £ p.a.)	-	2.4%	2.4%	2.4%
Contribution rate analysis				
Estimated annual pay	£199k	£207k	£215k	£223k
Estimated Total contributions	£43.6k	£54.6k	£56.7k	£58.9k
Increase (in absolute terms)	-	25.2%	3.9%	3.9%

Assumptions

These rates have been calculated using the following assumptions:

- The employer is open to new members.
- The deficit is assumed to be repaid over a period of 11 years.
- Monetary contributions are assumed to be paid monthly.
- Secondary contributions are assumed to increase in line with salaries.

Minimum-risk cessation information

If the Employer was to exit the Fund, with no further support for their remaining Fund liabilities on exit, we would establish the funding position on a “minimum-risk” basis. This is similar to adopting a basis that would be used to secure the liabilities from an insurance company. In practice there is no scope for the liabilities to be bought out via such an arrangement but it represents one measure of the cost of funding the liabilities while minimising the risk of further costs having to be met by other employers in the future. In particular, an appropriate approach to determine the liabilities on a minimum-risk basis would be to use gilt yields as the discount rate. At 31 March 2022, the minimum-risk discount rate is 1.72% p.a. and the CPI inflation assumption is 3.02% p.a.

On this basis, the Employer has a deficit of £578k at 31 March 2022. Note if the employer was to exit the Fund, a full cessation valuation at the exit date would be required which would set out any payment to be made on exit.

Please note that the administering authority should have a separate policy on deferred debt agreements and debt spreading agreements for exiting employers. Please get in touch with the administering authority for more information.

Next steps

The administering authority is happy to discuss the proposed rates with the Employer. The agreed contributions payable by the Employer will be set out in the Rates and Adjustments Certificate issued alongside the actuarial valuation report by 31 March 2023.

Appendix 1 Information and methods

Membership data

The membership data provided for the Employer is summarised below and this is what the results are based on. The Employer should let the Fund know if this does not look in line with their expectations of the existing membership profile.

	31 March 2022			31 March 2019		
	Current Number	Salary/Pension	Average Age*	Current Number	Salary/Pension	Average Age*
Active	9	£199k	55.0	11	£172k	49.3
Deferred (inc. Undecided)	5	£5k	48.6	3	£6k	53.3
Pensioner and Dependant	4	£7k	68.4	3	£3k	68.5

*Average ages at 31 March 2022 have been weighted by salary for active members and pension amount for deferred and pensioner members. Average ages at 31 March 2019 are unweighted.

Valuation of liabilities

Using the valuation assumptions shown below, we estimate the future cashflows which will be made to and from the Fund throughout the future lifetime of existing active members, deferred pensioner members, pensioners and their dependants. We use these to calculate the amount of money which if invested now, would be sufficient together with the assumed growth in the assets to make those payments in future. This amount is called the present value of members' benefits and separate calculations are made in respect of service up to the valuation date (past service), and for service after (future service).

We compare the value of existing assets with the value of past service benefits (allowing for future salary and pension increases). If there is an excess of assets over accrued liabilities then there is a surplus, otherwise, there is a deficit.

To calculate contribution rates we first calculate the value of future benefits. If an employer is open to new members, we will usually consider the value of benefits accruing in the first year. If an employer is closed to new members, then we will usually consider a longer term, for example, the value of benefits accruing in the remaining working lifetime of the members. The value of these benefits is then expressed as a percentage of payroll over the same period, having first deducted the projected contributions to be paid by the members.

If there is a deficit, additional contributions are required to be paid by employers over an agreed period, either as a percentage of payroll, or as monetary amounts.

Assets

Assets are calculated as a six-month smoothed market value straddling the valuation date. The purpose of smoothing the asset value is to help stabilise employer contributions and it means that contribution rates are not singularly dependent on the market value of assets and market conditions on one particular day.

Assets are not separately held for each employer. The Fund holds assets in respect of all of the employers in the Fund and each employer has a notional share of these assets. Each employer's own notional share is fully re-apportioned at the actuarial valuation by accumulating the assets from the previous valuation with respect to the Fund's investment return achieved over the period, and with allowance for cashflows paid in respect of the Employer and any other experience.

Appendix 2 Summary of the Fund results

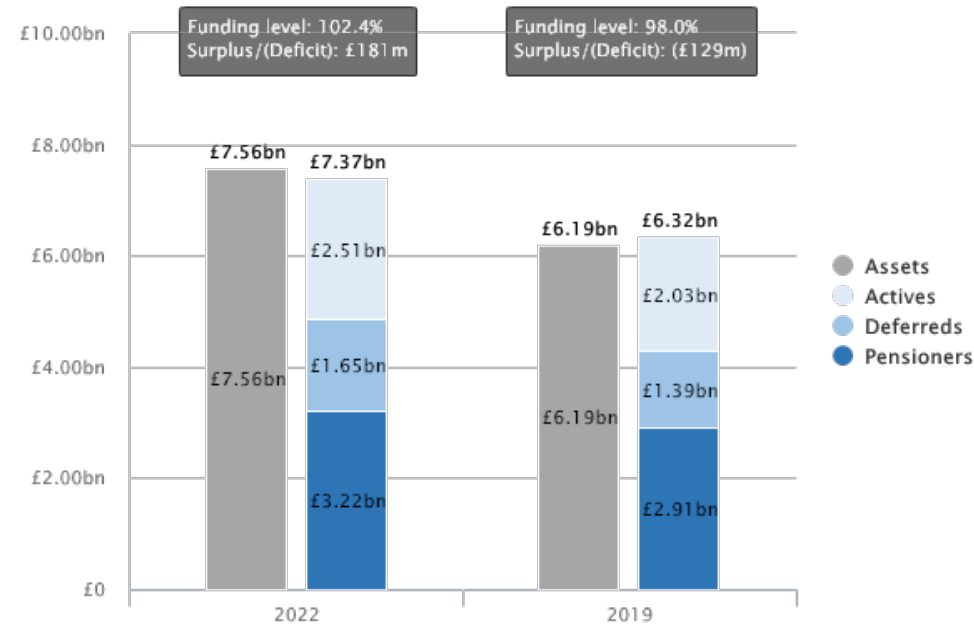
Assumptions

In summary, we have adopted the following key assumptions at 31 March 2022 (with comparison to those adopted at the previous funding valuation).

Key assumptions		31 March 2022	31 March 2019
Discount rate		4.5%p.a	4.7%p.a
CPI inflation		2.9%p.a	2.6%p.a
Salary increases		3.9%p.a	3.6%p.a
Post-retirement mortality	Member base table	Male / Female S3 tables	Male / Female S3 tables
	Mortality multiplier	110% / 110%	110% / 115%
	Projection model	CMI_2021	CMI_2018
	Long-term rate of improvement	1.25%	1.25%
	Smoothing parameter	7.0	7.5
	Initial addition to improvements	0.0%	0.5%
	2020 and 2021 weight parameter	5%	n/a

Past service funding position (whole Fund)

Using these assumptions, the chart below sets out the preliminary valuation results for the Fund as a whole as at 31 March 2022 (with comparison to the whole fund results at 31 March 2019):



Comments on Fund results

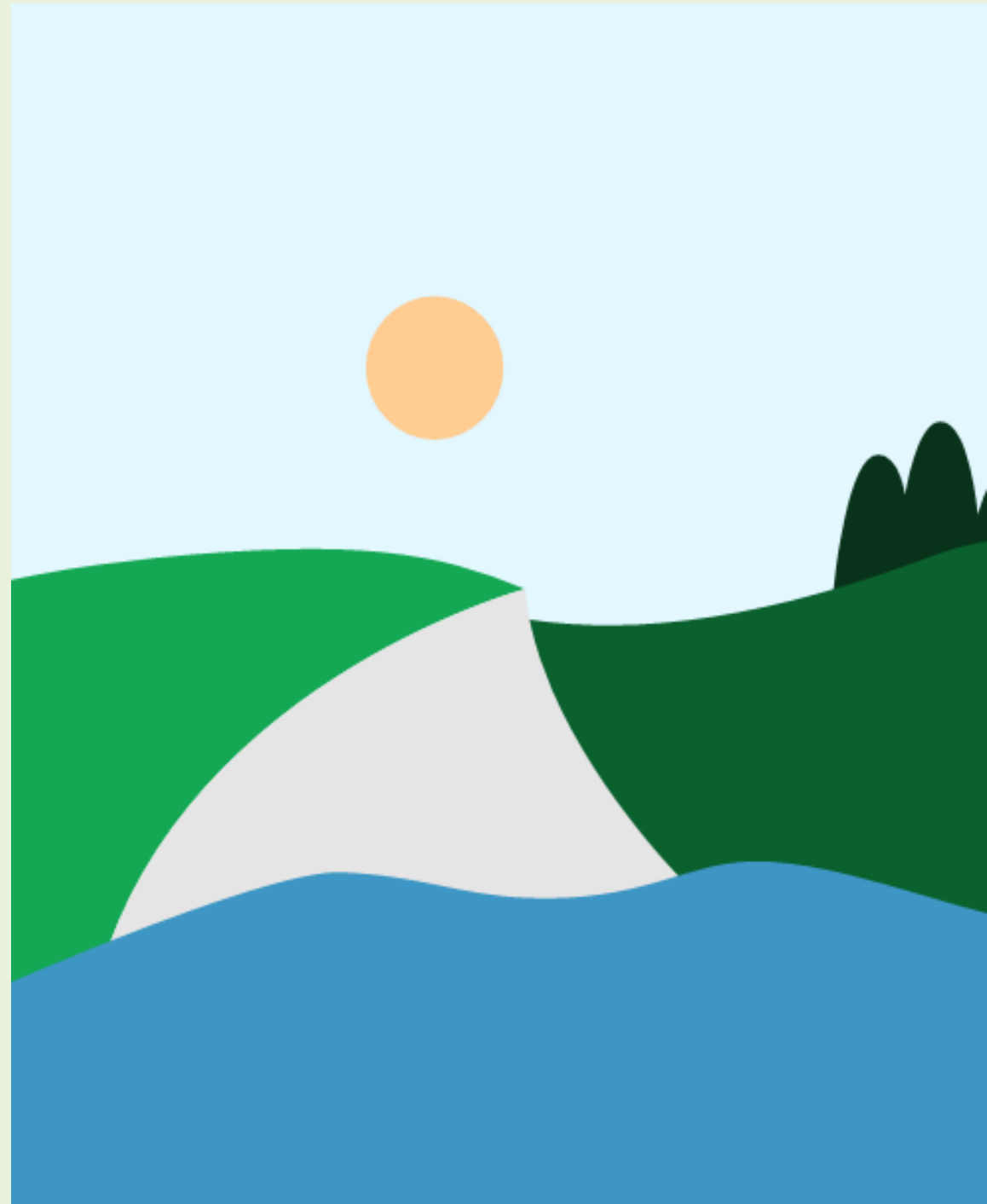
We have the following comments on the Fund results:

- Changes in market conditions has increased the Fund deficit by approximately £100m
- Payment of secondary contributions has decreased the Fund deficit by approximately £30m
- Higher inflation than assumed has increased the deficit by approximately £40m
- Lower salary increases than assumed has decreased the deficit by approximately £10m
- The increase in Fund liability on the ongoing basis due to allowing for the McCloud ruling is £49m

Kent Pension Fund Consultation Town and Parish Council Pooling

4th June 2025 to 4th August 2025

4th June 2025



Kent Pension Fund

Proposal

The Kent Pension Fund (the Fund) propose that all town and parish councils are fully pooled at the 2025 valuation, with a pooled employer contribution rate in place from 1 April 2026.

This short paper explains what pooling is, what it could mean for affected employers and why the Fund considers it appropriate.

The Fund is consulting with affected employers from 4 June 2025 to 4 August 2025 on this proposal and would welcome any comments as part of the consultation process.

Please email Kentpensionfundconsultation@kent.gov.uk if you have any questions.

What is pooling?

Pooling is the grouping together of employers for the purposes of sharing risks and setting employer contribution rates at each funding valuation.

The key reason for pooling employers is to minimise employer contribution rate volatility which is a stated aim in the LGPS Regulations. Stable employer contributions are also noted as the main purpose of pooling in the Fund's [Funding Strategy Statement \(FSS\)](#).

As many town and parish councils are small employers, without pooling, they are currently subject to significant risk of volatility in funding positions and employer contribution rates.

What are the advantages and disadvantages of pooling

The main advantage of pooling is that it controls volatility of employer contributions and funding positions for employers which is impacted by individual employer membership. E.g., Age and gender of members, members joining, leaving or retiring, Fund asset returns and pension increases. Employer contributions are expected to stay more stable than for an individual employer and pooling helps with affordability of pensions costs and budgeting. Under a pooled approach, funding positions are expected to be more stable, which helps to keep employer contribution rates stable. Whilst there could be winners and losers in the initial stages, in the long term the benefits would be expected to even out amongst all employers

The main disadvantage of pooling is that employers will share experience and costs with other employers in the pool. The contributions that an employer pays will be driven by the experience of all employers in the pool. This means that some employers will benefit from being in the pool by paying less than if they were funded for individually, whilst others may pay more than if they were funded for individually.

Approach adopted at the 2022 valuation

At the 2022 valuation all town and parish councils were provided with an individual funding level and employer contribution rate based on their individual experience.

The Fund adopted funding pools for Kent County Council, some colleges and all academies, so examples of successful pools already exist within the Fund. In all cases, the pooling consists of both a pooled employer contribution rate and funding level.

More information on the Fund's approach to pooling, including the formation of a new pool can be found in the FSS. In particular, it notes that a new pool could be formed if '*the Fund identifies a group of employers with similar characteristics*'.



Considerations for setting up a new pool

Different pooling options

Employers can be pooled in a variety of ways. Some examples include:

Full pooling where all employers in the pool pay the pooled total employer contribution rate and are assigned assets such that they share the pool's funding level

Pooling past experience only where all employers share the funding level of the pool, and therefore share a secondary employer contribution rate, but pay their own primary employer contribution rate, reflecting their active members' profile

Pooling future service only where all employers in the pool pay the pooled primary employer contribution rate but retain their individual funding level, and so their individual secondary employer contribution rate

The Fund believe fully pooling the town and parish councils would provide the greatest benefit in terms of reducing funding level and employer contribution rate volatility.

How employers join and leave the pool

If the Pool was established town and parish councils would not choose whether they joined the Pool hence, when a new town or parish council joins the Fund they automatically join the Pool. This would mean the new employer would be certified with the Pool's total employer contribution rate and be notionally allocated with assets such that the employer had the same funding level as the Pool. If the member(s) of the new town or parish council had any past service, assets equal to the past service liabilities (as calculated on an ongoing funding basis) would be transferred to the Pool.

Similarly, employers would not choose whether to leave the Pool. The next section describes a scenario where an employer might be required to leave the Pool and what would be involved in this.

What happens on cessation?

It is common with town or parish councils that the last active employee will leave service and a period of no active members follows until a replacement is found. To avoid employers leaving and re-joining the Pool unnecessarily, when the last active member leaves an employer in the Pool the employer could enter what is known as a 'suspension period' where they essentially become a deferred employer in the Fund. The maximum duration for a suspension period is three years. After those three years, if no new members join the employer, the actuary would carry out a formal cessation valuation. During this suspension period the employer would continue to pay deficit employer contributions, which would be calculated as a monetary lump sum using recent pay information.

On cessation the employer would remain in the Pool as a ceased employer, the cessation could be carried out on an ongoing funding basis and the ceasing employer would pay any deficit into the Pool and become a ceased employer in the Pool. They wouldn't be required to pay anything else into the Pool unless they re-join.

Impact on self-insurance

If the town and parish councils are pooled they would no longer be included in the self-insurance reserve. The proposed Pool would provide protection for the employers in terms of ill-health and death-in-service risk.

Town and parish councils will continue to contribute to the self-insurance reserve until the Pool is formed, if the Fund decide to do so, so that the employers continue to be protected.



Next steps

The Fund will consult with affected employers on this proposal from 4 June 2025 to 4 August 2025 and welcome your views.

If you have any questions on the information set out in this paper, please [email](mailto:kentpensionfundconsultation@kent.gov.uk) kentpensionfundconsultation@kent.gov.uk



Kent Pension Fund

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To call from abroad dial +44 3000 41 34 88

Email: KentPensionfundconsultation@kent.gov.uk



Kent Pension Fund

Delivering an outstanding service to our customers



**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond - Chairperson of the Finance & General Purposes Committee,
All Committee Members
From: Paul Bone. Responsible Finance Officer
Date: 14th July 2025
Subject: Terms of Reference review - Finance & General Purposes Committee

Committee terms of reference should outline clear and specific information on how the Committee is organised, the Committee's objectives, what it is trying to achieve, membership details, responsibilities and meeting schedules.

I have reviewed the current terms of reference, and I have the following recommendations to make:

- To update the format of the Finance & General Purposes terms of reference to be in line with the layout of other Deal Town Council Committees.
- To include the management of any lease agreements taken out by or made with Deal Town Council.
- To Include the management of the Council's allotment sites.
- To Include the management of the Council's Saturday market.
- To Include the management of the Council's Hire charges

I have attached a draft copy of the updated terms of reference as well as the current version for reference.

Recommendations:

Members to consider and agree the above changes

Members to refer the amended Finance & General Purposes Committee terms of reference to Full Council for approval.

Decision required: Members to consider the above recommendations.

(New Format)

Terms of Reference: Finance & General Purposes Committee

Aim: To manage and monitor all aspects of the Council's Finances and assets.

Status: The Finance & General Purposes Committee is a Standing Committee of Deal Town Council appointed at the Annual Meeting of the Council. It has the power to make decisions which support aims of the committee without the need to refer to Full Council unless a matter is specifically referred up. It is subject to the same general rules of conduct in relation to meetings as set out in the Council's Standing Orders.

Membership: The Committee shall consist of elected Members of Deal Town Council. Its quorum shall be 3.

Co-options: The Finance & General Purposes Committee will not have co-opted members

Meetings: Meetings of the Committee shall normally take place at least six times a year. The time, date and place of meetings shall be determined by the Council at the Annual Council Meeting, or otherwise by the Council.

Objectives:

- To receive statements of income and expenditure; monitoring revenue and capital budgets; receiving details of urgent expenditure incurred by the Clerk under Financial Regulation 4.1; incurring revenue expenditure over and above Council's approved budget up to £500 per item; recommending capital expenditure over the Council's approved budget; recommending revenue expenditure in excess of £500 over the Council's approved budget.
- To considering and approve items of expenditure between £500 and £25,000 that are within the Council's approved budget.
- To consider and recommend for approval the Councils' annual revenue and capital budgets and precept.
- To report the need for and, if necessary, recommend the taking out of loans.
- To consider and recommend for approval the end of year Accounts and Annual Return.
- To consider the recommendations for the payment of Grants from the Grants Sub Committee in accordance with the Grants Policy.
- To review the Financial Risk Assessment
- To review the Internal Audit Control procedures
- To deal with matters specifically referred by Council or any other Standing Committee, and with all matters not specifically delegated to any other Standing Committee
- To review the maintenance and security of artefacts held at the Town Hall
- To manage any lease agreements taken out by or made with Deal Town Council
- To manage the Council's allotment sites.
- To manage the Council's Saturday market.
- To manage the Council's Hire charges

(Current/old Format)

Terms of Reference: Finance and General Purposes Committee

The Finance and General Purposes committee are responsible for the following:

1. Receiving statements of income and expenditure; monitoring revenue and capital budgets; receiving details of urgent expenditure incurred by the Clerk under Financial Regulation 4.1; incurring revenue expenditure over and above Council's approved budget up to £500 per item; recommending capital expenditure over the Council's approved budget; recommending revenue expenditure in excess of £500 over the Council's approved budget.
2. Considering and approving items of expenditure between £500 and £25,000 that are within the Council's approved budget.
3. Considering and recommending for approval the Councils' annual revenue and capital budgets and precept.
4. Reporting the need for and, if necessary, recommending the taking out of loans. Considering and recommending for approval the end of year Accounts and Annual Return.
5. Consideration of recommendations for the payment of Grants from the Grants Sub Committee in accordance with the Grants Policy.
6. Review of Financial Risk Assessment
7. Review of Internal Audit Control procedures
8. Dealing with matters specifically referred by Council or any other Standing Committee, and with all matters not specifically delegated to any other Standing Committee
9. Review the maintenance and security of artefacts held at the Town Hall

Reviewed and agreed: F/C 19.04.22

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond - Chairperson of the Finance & General Purposes Committee,
All Committee Members
From: Paul Bone. Responsible Finance Officer
Date: 14th July 2025
Subject: Terms of Reference review – Grants Subcommittee

Committee terms of reference should outline clear and specific information on how the Committee is organised, the Committee's objectives, what it is trying to achieve, membership details, responsibilities and meeting schedules.

I have reviewed the current terms of reference, and I have the following recommendations to make:

- To update the format of the Grants Subcommittee terms of reference to be in line with the layout of other Deal Town Council Committees.

I have attached a draft copy of the updated terms of reference as well as the current version for reference.

Recommendation:

Members to consider and agree the above change

Members to refer the amended Grants Subcommittee terms of reference to Full Council for approval.

Decision required: Members to consider the above recommendation.

(New Format)

Terms of Reference: Grants Sub-Committee

Aim: To review all applications received for Deal Town Council grants and make recommendation to the Finance & General Purposes Committee.

Status: The status of this committee is a Sub-committee – Local Government Act 1972 s 101 (1) (a)(b) refers.

Membership: Membership shall be made up of a maximum of 5 councillors with a quorum of 3.

Co-options: The Sub-committee will not have co-opted members.

Meetings: The Sub-committee will meet as and when required.

The Town Clerk and Responsible Finance Officer will be invited to all meetings in an advisory capacity with no voting rights.

The Sub-committee meetings shall not normally be open to the public

Accountability:

All recommendations must be referred to the Finance and General Purposes committee for decision

The Sub-committee recommendations to the Finance and General Purposes committee will be made by the majority vote of the attendees.

The Sub-committee has the delegated authority to consider all applications and select via a scoring process (following the criteria agreed by council) those to be submitted to council for consideration.

Objectives:

- To review all applications received for Deal Town Council grants
- To follow all guidelines agreed by council for Deal Town Council grants.
- The Responsible Finance Officer will ensure that all information required from the applicant is supplied and that the application form is completed correctly.
- Sub-committee members who require further information on an application must request this via the Responsible Finance Officer.

(Current/old Format)

Terms of Reference: Grants Sub-Committee

Status

- The status of this committee is a Sub-committee – Local Government Act 1972 s 101 (1) (a)(b) refers

Accountability

- All recommendations must be referred to the Finance and General Purposes committee for decision
- The Sub-committee recommendations to the Finance and General Purposes committee will be made by the majority vote of the attendees.
- The Sub-committee has the delegated authority to consider all applications and select via a scoring process (following the criteria agreed by council) those to be submitted to council for consideration.

Purpose/role of the Sub-committee

- To review all applications received for Deal Town Council grants.
- To follow all guidelines agreed by council for Deal Town Council grants.
- The Responsible Finance Officer will ensure that all information required from the applicant is supplied and that the application form is completed correctly.
- Sub-committee members who require further information on an application must request this via the Responsible Finance Officer.

Meetings/ Membership

- The Town Clerk and Responsible Finance Officer will be invited to all meetings in an advisory capacity with no voting rights.
- Membership shall be made up of a maximum of 5 councillors with a quorum of 3
- The Sub-committee meetings shall not normally be open to the public
- The Sub-committee will not have co-opted members
- The Sub-committee will meet as and when required

Reviewed and agreed: F/C 19.04.22

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond - Chairperson of the Finance & General Purposes Committee,
All Committee Members
From: Paul Bone. Responsible Finance Officer
Date: 14th July 2025
Subject: Financial Regulations Statutory Update March 2025

At the November 2024 meeting of this committee, members reviewed and resolved to adopt Deal Town Council's Financial Regulations 2025.

In March 2025 KALC issued an updated Model Financial Regulations template that included 3 statutory amendments to the Procurement section that must be followed.

These are:

For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices

Contracts must not be split to avoid compliance with these rules

Recommendation:

Members to agree that the above statutory amendments are applied to the Deal Town Council's Financial Regulations 2025 in the appropriate sections.

That the updated version is issued as 'Deal Town Council's Financial Regulations July 2025'.

Decision required: Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond - Chairperson of the Finance & General Purposes Committee,
All Committee Members
From: Paul Bone. Responsible Finance Officer
Date: 14th July 2025
Subject: IT review

Following the announcement from Microsoft that Windows 10 will no longer be supported after October this year and that customers will need to move to Windows 11, a review of all the Council's IT has been carried out by ADM (The Council's approved IT contractor).

This review has identified 5 staff workstations that due to their age, will not be compatible with windows 11 as well as 1 laptop device.

These devices were purchased from ADM and installed in June 2019.

Please find attached in your pink papers the quotation from ADM for the replacement and set up these devices.

As this compatibility issue had not been expected, no current budget is in place to cover the expenditure.

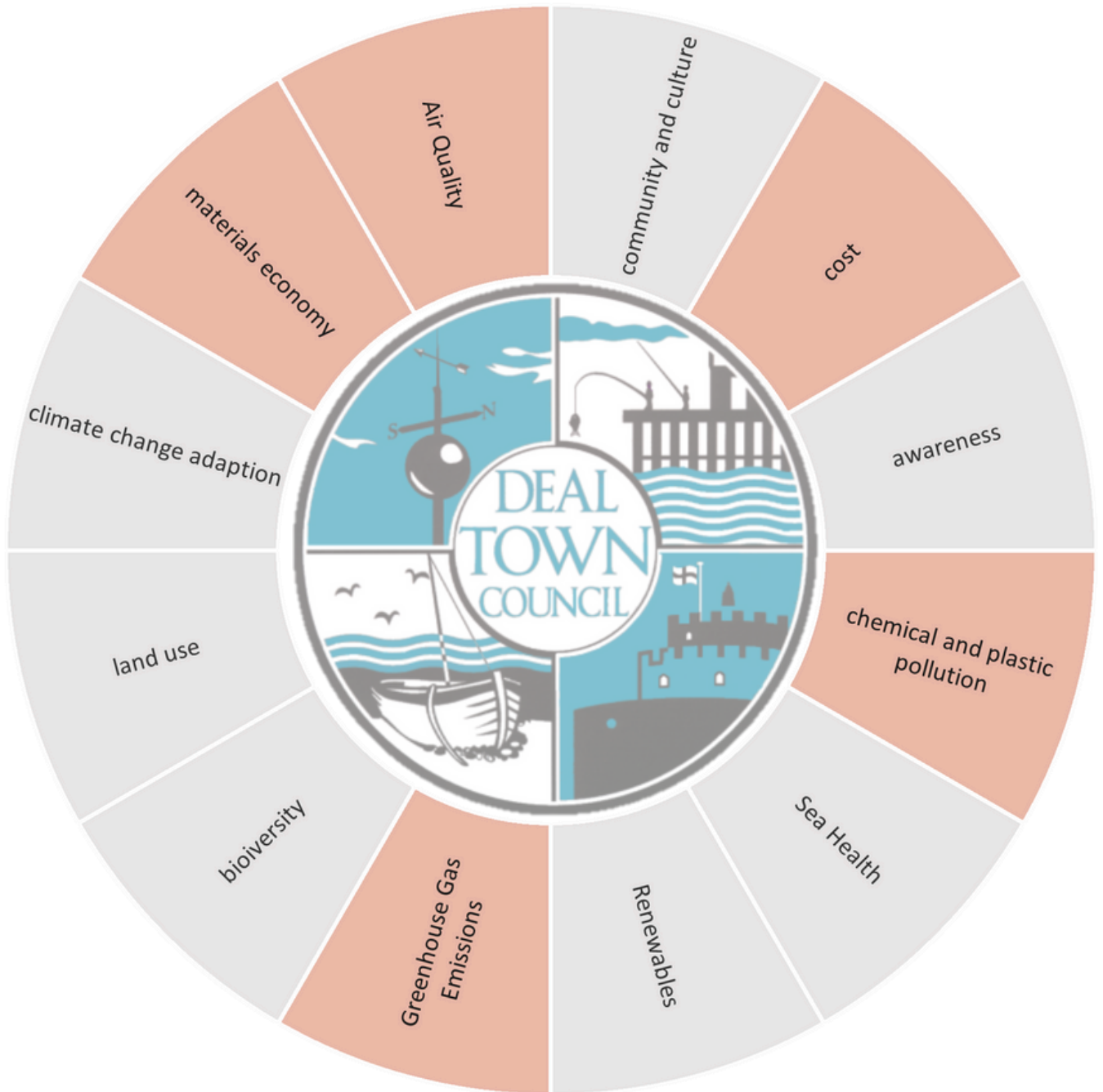
Recommendation:

That members accept the quotation from ADM to carry out this essential work.

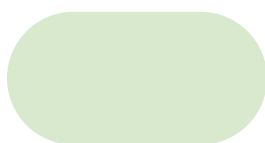
That the funds come contingency budget

Decision required: Members to consider the above recommendations.

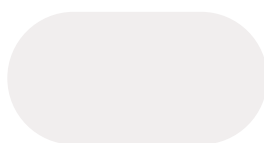
IT review



long lasting
positive impact



short term or
limited
positive impact



no known
impact



short term or
limited
negative impact



long lasting
negative impact

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond - Chairperson of the Finance & General Purposes Committee,
All Committee Members
From: Gary Simpson, Facilities Manager
Date: 14th July 2025
Subject: Town Hall Hire charges - Annual Review

Following the decision made by this committee at the last review, the Mayors Parlour is now included in the wedding packages offered. The capacity is limited to 16 guests and decorations are not allowed. The price remains the same for either room, but the paperwork does differ slightly. (Chamber & Parlour paperwork attached).

Having monitored the bookings for venue hire since the price rise last May, a decline in bookings has been noticed, the feedback we have received is the cost is too high.

Members may wish to consider having the charities and local organisations tariff to be a flat £30 p/h, rather than the minimum £120 for the first two hours and then £30 per additional hour, to help the local community.

Recommendations.

To agree and accept the revised wedding booking forms.

To change the current hire fee for Charities and local organisations to a flat £30 p/h from April 2026.

Decisions required:

Members to consider the above recommendations.



Deal Town Hall – Mayors Parlour Wedding & Civil Partnership Booking Form

Date of Wedding/Civil Partnership:

Time of Wedding/Civil Partnership:

Full name of Partner 1:

Title: Surname:

Nationality:

First Name:

Other names:

Address:

Post Code:

Date of Birth: Day

Month

Year

Telephone Number:

Mobile:

Email address:

Full name of Partner 2:

Title: Surname:

Nationality:

First Name:

Other names:

Address:

Post Code:

Date of Birth: Day

Month

Year

Telephone Number:

Mobile:

Email address:

**Approximate number of
guests:**

(Max 16)

Any other relevant details or special requirements:

Package Required and any other details:

Payment: The cost of a wedding at Deal Town Hall is Monday–Friday £370.00, Saturday £460.00. A deposit of £100.00 is required at the time of the booking.

Please note no refunds on deposits will normally be made for cancellations. The balance must be paid at least 2 weeks before the ceremony, including any additional items requested.

Declaration: I confirm that I have read and understand the Conditions of Hire and I agree that I and all those attending will adhere to them:

Name: (please print)

Signature:

Date:

Please return this form to the:

Facilities Manager

Deal Town Council,

Town Hall, High Street,

Deal CT14 6TR

Tel: 07785629006

Email: gary.simpson@deal.gov.uk

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(See our Privacy Notice & Retention Policy online at: www.deal.gov.uk for further information)



Deal Town Hall – Chamber Wedding & Civil Partnership Booking Form

Date of Wedding/Civil Partnership:

Time of Wedding/Civil Partnership:

Full name of Partner 1:

Title: Surname:

Nationality:

First Name:

Other names:

Address:

Post Code:

Date of Birth: Day

Month

Year

Telephone Number:

Mobile:

Email address:

Full name of Partner 2:

Title: Surname:

Nationality:

First Name:

Other names:

Address:

Post Code:

Date of Birth: Day

Month

Year

Telephone Number:

Mobile:

Email address:

**Approximate number of
guests:**

(Max 60)

Any other relevant details or special requirements:

Package Required and any other details:

Payment: The cost of a wedding at Deal Town Hall is Monday–Friday £370.00, Saturday £460.00. A deposit of £100.00 is required at the time of the booking.

Please note no refunds on deposits will normally be made for cancellations. The balance must be paid at least 2 weeks before the ceremony, including any additional items requested.

Declaration: I confirm that I have read and understand the Conditions of Hire and I agree that I and all those attending will adhere to them:

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**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond - Chairperson of the Finance & General Purposes Committee,
All Committee Members
From: Paul Bone. Responsible Finance Officer
Date: 14th July 2025
Subject: Annual Grants 2025-26 Round 1 & Community Contributions Grant applications

Annual Grants 2024-25

The budget for the Annual Grants 2025-26 was set at £20,000

Three rounds of applications were agreed with the following dates:

Round 1 - Applications close on **Friday 31 May 2025** (Finance & General Purposes Committee meeting date to decide is Tuesday 22 July 2025)

Round 2 - Applications close on **Tuesday 30 September 2025** (Finance & General Purposes Committee meeting date to decide is Tuesday 18 Nov 2025)

Round 3 - Applications close on **Saturday 31 January 2026** (Finance & General Purposes Committee meeting date to decide is Tuesday 24 March 2026)

Community Contributions

The budget for the Community Contributions Grants 2025-26 was set at £10,000

Application will be considered of up to £2,000 per year for up to 3 years to provide larger community groups or organisations with regular funding for projects or activities that benefit the residents of the 3 Deal Wards

Recommendations

Please see below the recommendations from the Grants subcommittee.

Annual Grants:-

- 1) **BECKY VINCER:-** Requested a grant of £405 towards the costs of putting on a family-friendly craft creative workshop in the October half term.
Members scored the application 17.5 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £405 towards the costs of putting on a family-friendly craft creative workshop in the October half term.
(P) Cllr A Friend (S) Cllr T Bond All agreed.

- 2) **DEAL & WALMER ALLOTMENT ASSOCIATION:-** Requested a grant of £500 towards a rainwater harvesting project at the Telegraph Road allotment site.
Members scored the application 25 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £500 towards a rainwater harvesting project at the Telegraph Road allotment site.

(P) Cllr A Friend (S) Cllr M Walters All agreed.

- 3) **DEAL ARTS MANAGEMENT:-** Requested a grant of £1,000 towards the purchase of a new sound system.

Members scored the application 23.5 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 towards the purchase of a new sound system subject to a full breakdown being supplied as to where all the funds came from for the sound system within the grant monitoring form.

(P) Cllr T Bond (S) Cllr M Walters All agreed.

- 4) **DEAL & WALMER CHAMBER OF TRADE:-** Requested a grant of £500 towards the purchase of new bunting for the High Street.

Members scored the application 24.5 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £500 towards the purchase of new bunting for the High Street. The grant may only be used to purchase new additional or replacement budget and may not be used to pay for bunting already purchased.

(P) Cllr M Walters (S) Cllr T Bond All agreed

- 5) **DEAL COMMUNITY CARNIVAL ASSOCIATION:-** Requested a grant of £1,000 towards the cost of putting on the summer and winter carnivals.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 to be used towards the cost of road closures and barriers for the summer and winter carnivals.

(P) Cllr T Bond (S) Cllr M Walters All agreed

- 6) **CINQUE PORTS FOOTBALL CLUB:-** Requested a grant of £1,000 towards the costs of purchasing training and pitch marking equipment.

Members scored the application 19.5 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 towards the costs of purchasing training and pitch marking equipment.

(P) Cllr A Friend (S) Cllr M Walters All agreed.

- 7) **ST ANDREWS CHURCH:-** Requested a grant of £1,000 towards the costs of the construction of a permanent disabled access to the main church entrance.

Members scored the application 23.5 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 towards the costs of the construction of a permanent disabled access to the main church entrance.

(P) Cllr A Friend (S) Cllr M Walters All agreed.

Community Contributions:-

- A) **NORTH DEAL COMMUNITY COMPANY:-** Requested a grant of £1,940 for 1 year to run a community get together club.
Members scored the application 26.5 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,940 for 1 year to run a community get together club.
(P) Cllr A Friend (S) Cllr T Bond All agreed.

- B) **DEAL ARTS MANAGEMENT:-** Requested a grant of £2,000 for 1 year towards the purchase of a new sound system.
Members scored the application 25.5 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £2,000 for 1 year towards the purchase of a new sound system.
(P) Cllr M Walters (S) Cllr T Bond All agreed.

Decisions Required

Members to consider the above recommendations

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond - Chairperson of the Finance & General Purposes Committee,
All Committee Members
From: Gary Simpson, Facilities Manager
Date: 14th July 2025
Subject: Allotment July update

The following are the allotment occupancy status;

- Golf Road - plots 40, in use 40
- Mill Road – plots 46, in use 45
- Park Ave – plots 42, in use 41

The two empty plots have been offered, but we are awaiting confirmation.

We currently have 40 people on the waiting list. The oldest is from February 2024, apart from Golf Road that is October 23, giving us an eighteen month wait on average.

The raised beds are finished, and a wheelchair accessible surround has been laid at Park Avenue.

The three bike racks have been installed on each site.

Work has started on putting the stakes on each plot so they can be numbered on all sites.

Decisions required:

To note report.