

To all Committee Members: You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at the Town Hall on **Tuesday 18th November 2025** at 7.15pm to transact the business shown on the agenda below.

Members of the public and press are welcome to attend.

Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 17th November 2025 by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all present at the meeting and become part of the public record of the meeting, names will be redacted.



Paul Bone
Responsible Finance Officer
Date: 12 November 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 23rd September 2025 for approval and signing: Decision required.	Attach.2
6	Finance income & expenditure figures and full bank reconciliation to 31st October 2025: Information to note.	Attach.3
7	Grants Application: i) Annual Grants 2025/26 – Round 2: Decisions required ii) Community Contributions Grant application: Decision required	Attach.4 Attach.5
8	Dover District Council - Council Tax Support (CTS) Scheme Consultation: Decision required.	Attach.6
9	2-year Market Plan 2026-2027: Decisions required.	Attach.7
10	Kent Pension fund Consultation: Decisions required.	Attach.8
11	Request received to reproduce the Elizabeth Carter Portrait: Decision required	Attach.9
12	Renewal of Deal Town Council Insurance policies: Decision required	Attach 10
13	Deal Braderie Report – 2025: Information to note.	Attach 11
14	Deal Town Council Annual Return 2025 - External Auditors report: Information to note.	Attach 12
15	National Pay Award 2025/26: Information to note.	Attach 13
16	Draft Budget 2026: Information to note.	Attach 14
	Date of next F&GP Committee meeting: 16 th December 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 23 September 2025 at 7:15pm.

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

Officers: Mr P Bone – Responsible Finance Officer
 Ms Heather 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 in attendance to put their mobile phones on silent.	Chairperson
2	Apologies for absence received: Apologies were received from Cllr P Jull as he is away. Cllr D Parks was absent.	R.F.O.
3	Declarations of interest: 1) A VAOI was declared by Cllr T Bond for agenda item 9 due to being an elected member of Walmer Town Council. 2) A VAOI was declared by Cllr M Eddy for agenda item 9 due to being an elected member of Walmer Town Council	
4	Public participation and statements received: None received	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 22 July 2025 for approval and signing: The R.F.O. acknowledged that at the F&GP meeting held on 22 July 2025, Cllr L Craggs' apologies for absence was received but not read out at the meeting and therefore not recorded on the minutes. Members RESOLVED: To approve and adopt the minutes from the Finance and General Purposes meeting held on 22 July 2025 as a true and accurate record. (P) Cllr L Craggs (S) Cllr D Cronk. All agreed. The Chairperson duly signed the minutes.	R.F.O. and Chairperson
6	Finance income & expenditure figures and full bank reconciliation to 31st August 2025: Members RESOLVED: to note the information. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	
7	Kent County Council's (KCC) Budget Consultation 2026-27: Members RESOLVED: For all Deal Town Councillors to respond to the survey individually as members of the public. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	R.F.O.
8	Recommendation from the Grants Subcommittee - Warm Welcome Food & Fuel Voucher funding: Members RESOLVED: To make full grant payments to the following organisations for the Warm Welcome Food & Fuel vouchers. Direct support organisations Type 'A' (2 tranches of £500 each) • United Families £1,000 • Deal Area Foodbank £1,000 • Home Start £1,000 Venue support Type 'B' (2 tranches of £100 each) • St Andrews Church £200 • Trinity Church £200 • St George's Church £200 • Deal Pantry £200 • St Richard's Church £200 Total funding £4,000 (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	R.F.O.

9	Free use request from Walmer Town Council: Members RESOLVED: 1) To grant the free use of the Chamber for one evening in October for a combined meeting between Walmer and Deal Town Councils regarding the reduction of the use of pesticides in the local area. 2) To delegate authority to the R.F.O. in liaison with the facilities manager and Walmer Town Council, to choose the most suitable date. (P) Cllr D Cronk (S) Cllr B Bano. 4 For. 0 Against, 2 Abstentions. Agreed.	R.F.O.
	The Chairperson closed the meeting at 19:36pm.	Chairperson

Detailed Income & Expenditure by Budget Heading 31/10/25

Month No: 7

Cost Centre Report

	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	295,109	590,218	590,218	0			100.0%	
1080 Bank Interest	539	3,926	9,000	5,074			43.6%	
1085 Office space rental	0	2,250	9,000	6,750			25.0%	
1999 Misc. Income	552	608	0	(608)			0.0%	
General Income :- Income	296,200	597,002	608,218	11,216			98.2%	0
Net Income	296,200	597,002	608,218	11,216				
<u>200 Staff Salaries</u>								
4000 Salaries Gross	28,748	185,712	334,073	148,361		148,361	55.6%	
Staff Salaries :- Indirect Expenditure	28,748	185,712	334,073	148,361	0	148,361	55.6%	0
Net Expenditure	(28,748)	(185,712)	(334,073)	(148,361)				
<u>202 Employment Costs</u>								
4010 Salaries Employers Pension	6,701	34,796	73,840	39,044		39,044	47.1%	
4020 Salaries Employers NI	4,014	20,287	37,127	16,840		16,840	54.6%	
4080 HR & HS	0	0	1,750	1,750		1,750	0.0%	
4085 Payroll Services	530	1,371	2,000	629		629	68.6%	
Employment Costs :- Indirect Expenditure	11,245	56,454	114,717	58,263	0	58,263	49.2%	0
Net Expenditure	(11,245)	(56,454)	(114,717)	(58,263)				
<u>203 Staff Costs</u>								
4055 Travel & Subsistence	0	54	100	46		46	54.0%	
4070 Training	85	85	2,000	1,915		1,915	4.3%	
4075 Staff Uniforms	0	0	250	250		250	0.0%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	85	139	3,100	2,961	0	2,961	4.5%	0
Net Expenditure	(85)	(139)	(3,100)	(2,961)				
<u>205 Official Car</u>								
4060 Official Car Lease	326	2,280	3,921	1,641		1,641	58.2%	
4500 Repairs & Maintenance	0	213	0	(213)		(213)	0.0%	
Official Car :- Indirect Expenditure	326	2,493	3,921	1,428	0	1,428	63.6%	0
Net Expenditure	(326)	(2,493)	(3,921)	(1,428)				

Detailed Income & Expenditure by Budget Heading 31/10/25

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Civic</u>								
4055 Travel & Subsistence	0	27	100	74		74	26.5%	
4200 Cllr. Allowances	0	0	4,800	4,800		4,800	0.0%	
4220 Robes & Regalia	0	88	250	162		162	35.4%	
Civic :- Indirect Expenditure	0	115	5,150	5,035	0	5,035	2.2%	0
Net Expenditure	0	(115)	(5,150)	(5,035)				
<u>215 Mayor's Budget</u>								
4210 Hospitality	55	485	1,500	1,015		1,015	32.3%	
4225 Mayoral Travel & Subsistence	0	536	100	(436)		(436)	535.7%	
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	404	821	500	(321)		(321)	164.2%	
Mayor's Budget :- Indirect Expenditure	459	1,842	3,400	1,558	0	1,558	54.2%	0
Net Expenditure	(459)	(1,842)	(3,400)	(1,558)				
<u>220 Administration</u>								
4080 HR & HS	305	1,525	1,750	225		225	87.1%	
4085 Payroll Services	0	530	0	(530)		(530)	0.0%	
4300 Mobile Phones	120	831	1,250	419		419	66.5%	
4305 Stationery	116	769	800	31		31	96.2%	
4310 Postage	3	33	500	467		467	6.6%	
4315 Bank Charges	156	876	1,500	624		624	58.4%	
4320 General Admin	345	4,400	5,000	600		600	88.0%	32
4325 Office Equipment	595	1,408	500	(908)		(908)	281.5%	
4330 IT Equipment	0	5,077	3,000	(2,077)		(2,077)	169.2%	
4335 IT Support & Website	1,145	9,188	10,000	812		812	91.9%	1,810
4340 Telephone & Broadband	515	1,904	2,000	96		96	95.2%	
4345 Pat Testing	0	0	500	500		500	0.0%	
4365 Legal Advice	0	0	500	500		500	0.0%	
4375 Marketing/Communications	0	274	2,000	1,726		1,726	13.7%	
4390 Waste & Recycling	101	768	2,000	1,232		1,232	38.4%	
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	(1,280)	2,500	3,780		3,780	(51.2%)	
4420 Subscriptions	0	2,270	2,000	(270)		(270)	113.5%	
4430 Data Protection Officer	0	840	1,000	160		160	84.0%	

Detailed Income & Expenditure by Budget Heading 31/10/25

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 General Maintenance	523	1,562	0	(1,562)		(1,562)	0.0%	
4720 Licences	0	150	0	(150)		(150)	0.0%	
Administration :- Indirect Expenditure	3,923	31,124	42,300	11,176	0	11,176	73.6%	1,842
Net Expenditure	(3,923)	(31,124)	(42,300)	(11,176)				
6000 plus Transfer from EMR	32	1,842	0	(1,842)				
Movement to/(from) Gen Reserve	(3,891)	(29,282)	(42,300)	(13,018)				
225 Council								
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)				
250 Grants & Donations								
4470 Annual Grants	0	12,405	20,000	7,595		7,595	62.0%	
4473 Community Grants	0	3,940	10,000	6,060		6,060	39.4%	
4485 Deal Warm Welcome	4,386	4,386	10,000	5,614		5,614	43.9%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	4,386	20,731	40,500	19,769	0	19,769	51.2%	0
Net Expenditure	(4,386)	(20,731)	(40,500)	(19,769)				
260 Astor Theatre								
1800 Astor Grant from DDC	5,000	5,000	0	(5,000)			0.0%	
Astor Theatre :- Income	5,000	5,000	0	(5,000)				0
4471 DDC Astor Grant	5,000	5,000	0	(5,000)		(5,000)	0.0%	
Astor Theatre :- Indirect Expenditure	5,000	5,000	0	(5,000)	0	(5,000)		0
Net Income over Expenditure	0	0	0	0				
300 Town Hall								
1100 Wedding Hire	1,260	9,700	15,000	5,300			64.7%	
1105 Chamber Hire	305	2,064	3,000	936			68.8%	
1110 Committee Room Hire	0	0	2,000	2,000			0.0%	
1115 Under Croft Hire	25	125	1,000	875			12.5%	
Town Hall :- Income	1,590	11,889	21,000	9,111			56.6%	0

Detailed Income & Expenditure by Budget Heading 31/10/25

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4080 HR & HS	0	915	0	(915)		(915)	0.0%	
4310 Postage	0	19	0	(19)		(19)	0.0%	
4345 Pat Testing	0	149	0	(149)		(149)	0.0%	
4360 Insurance	0	5,706	8,000	2,294		2,294	71.3%	
4420 Subscriptions	0	180	0	(180)		(180)	0.0%	
4500 Repairs & Maintenance	3,696	6,892	4,000	(2,892)		(2,892)	172.3%	2,800
4505 Under Croft Cleaning	0	660	1,100	440		440	60.0%	
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	690	1,100	410		410	62.7%	
4530 Gas	0	3,812	5,100	1,288		1,288	74.7%	
4535 Electricity	0	1,318	4,780	3,462		3,462	27.6%	
4540 Water	0	336	300	(36)		(36)	111.9%	
4710 Rates	1,272	8,909	13,500	4,592		4,592	66.0%	
4720 Licences	415	2,732	500	(2,232)		(2,232)	546.4%	
Town Hall :- Indirect Expenditure	5,383	32,317	42,880	10,563	0	10,563	75.4%	2,800
Net Income over Expenditure	(3,793)	(20,428)	(21,880)	(1,452)				
6000 plus Transfer from EMR	2,800	2,800	0	(2,800)				
Movement to/(from) Gen Reserve	(993)	(17,628)	(21,880)	(4,252)				
<u>305 Police Office</u>								
1120 Police Office Rent	2,250	2,250	0	(2,250)			0.0%	2,250
1121 Police Office Rent to EMR	0	2,250	0	(2,250)			0.0%	
Police Office :- Income	2,250	4,500	0	(4,500)				2,250
Net Income	2,250	4,500	0	(4,500)				
6001 less Transfer to EMR	2,250	2,250	0	(2,250)				
Movement to/(from) Gen Reserve	0	2,250	0	(2,250)				
<u>310 VIC</u>								
4605 Terminal Charges	32	243	500	257		257	48.6%	
VIC :- Indirect Expenditure	32	243	500	257	0	257	48.6%	0
Net Expenditure	(32)	(243)	(500)	(257)				
<u>410 Saturday Market</u>								
1410 Market Traders	4,087	27,412	45,000	17,588			60.9%	
Saturday Market :- Income	4,087	27,412	45,000	17,588			60.9%	0

Detailed Income & Expenditure by Budget Heading 31/10/25

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	0	2,476	3,000	524		524	82.5%	
4735 Market Licence/Rates	0	0	1,750	1,750		1,750	0.0%	
4750 Road Closures	1,100	7,975	0	(7,975)		(7,975)	0.0%	
Saturday Market :- Indirect Expenditure	1,100	10,935	8,250	(2,685)	0	(2,685)	132.5%	0
Net Income over Expenditure	2,987	16,477	36,750	20,273				
420 Braderie Market								
1415 Braderie stall holders	0	2,560	3,000	440			85.3%	
Braderie Market :- Income	0	2,560	3,000	440			85.3%	0
4400 Advertising	0	290	300	10		10	96.7%	
4720 Licences	0	780	800	20		20	97.5%	
4725 First Aid	585	585	600	15		15	97.5%	
4730 Market General Costs	(585)	705	0	(705)		(705)	0.0%	
4740 Toilet Hire	0	248	350	103		103	70.7%	
4750 Road Closures	800	800	750	(50)		(50)	106.7%	
Braderie Market :- Indirect Expenditure	800	3,407	2,800	(607)	0	(607)	121.7%	0
Net Income over Expenditure	(800)	(847)	200	1,047				
500 Public Conveniences								
4800 Public Conveniences	10,000	20,000	40,000	20,000		20,000	50.0%	
Public Conveniences :- Indirect Expenditure	10,000	20,000	40,000	20,000	0	20,000	50.0%	0
Net Expenditure	(10,000)	(20,000)	(40,000)	(20,000)				
600 Allotments Golf Road								
1500 Allotment Income	958	3,132	2,900	(232)			108.0%	
Allotments Golf Road :- Income	958	3,132	2,900	(232)			108.0%	0
4500 Repairs & Maintenance	147	546	2,500	1,954		1,954	21.8%	
4540 Water	8	53	500	447		447	10.6%	
Allotments Golf Road :- Indirect Expenditure	155	599	3,000	2,401	0	2,401	20.0%	0
Net Income over Expenditure	803	2,533	(100)	(2,633)				
610 Allotments Park Ave								
1500 Allotment Income	659	2,721	2,300	(421)			118.3%	
Allotments Park Ave :- Income	659	2,721	2,300	(421)			118.3%	0

Detailed Income & Expenditure by Budget Heading 31/10/25

Month No: 7

Cost Centre Report

	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	147	1,596	2,500	904		904	63.9%	367
4540 Water	0	338	500	162		162	67.6%	
Allotments Park Ave :- Indirect Expenditure	147	1,934	3,000	1,066	0	1,066	64.5%	367
Net Income over Expenditure	512	787	(700)	(1,487)				
6000 plus Transfer from EMR	0	367	0	(367)				
Movement to/(from) Gen Reserve	512	1,155	(700)	(1,855)				
620 Allotments Mill Road								
1500 Allotment Income	782	2,398	2,300	(98)			104.2%	
Allotments Mill Road :- Income	782	2,398	2,300	(98)			104.2%	0
4500 Repairs & Maintenance	146	665	2,500	1,835		1,835	26.6%	
4540 Water	322	867	500	(367)		(367)	173.3%	
Allotments Mill Road :- Indirect Expenditure	468	1,532	3,000	1,468	0	1,468	51.1%	0
Net Income over Expenditure	314	866	(700)	(1,566)				
700 Town Events								
5000 Town Events	228	228	3,600	3,372		3,372	6.3%	
5005 Town Hall Promotions	0	5	0	(5)		(5)	0.0%	
5010 Heritage Day	0	68	0	(68)		(68)	0.0%	
5040 Deal/St Omer 50th Anniversary	0	925	0	(925)		(925)	0.0%	
Town Events :- Indirect Expenditure	228	1,227	3,600	2,373	0	2,373	34.1%	0
Net Expenditure	(228)	(1,227)	(3,600)	(2,373)				
900 Projects								
4475 Special Projects	0	9,307	0	(9,307)		(9,307)	0.0%	9,307
4476 Approved Projects	0	293	0	(293)		(293)	0.0%	293
Projects :- Indirect Expenditure	0	9,600	0	(9,600)	0	(9,600)		9,600
Net Expenditure	0	(9,600)	0	9,600				
6000 plus Transfer from EMR	0	9,600	0	(9,600)				
Movement to/(from) Gen Reserve	0	0	0	0				
Grand Totals:- Income								
	311,526	656,614	684,718	28,104			95.9%	
Expenditure								
	72,485	385,404	677,336	291,932	0	291,932	56.9%	
Net Income over Expenditure	239,041	271,210	7,382	(263,828)				
plus Transfer from EMR	2,832	14,609	0	(14,609)				
less Transfer to EMR	2,250	2,250	0	(2,250)				
Movement to/(from) Gen Reserve	239,623	283,569	7,382	(276,187)				

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 10 November 2025
Subject: Annual Grants 2025/26 – Round 2

Annual Grants 2025-26

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

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)

Round 1

A total of **£5,405** was paid out against 8 Round 1 applications.

This leaves **£14,595** in the budget for rounds 2&3

Round 2

A total of 6 applications were received and validated. The total amount requested is **£5,208.96**

The Grants Subcommittee met on 5/11/25 to consider these applications and to make recommendations to this committee:

Recommendations from the Grants Subcommittee:

Age UK South Kent Coast: - Requested a grant of £1,000 as a contribution towards the purchase of new garden furniture and planting.
Members scored the application 25.5 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 as a contribution towards the purchase of new garden furniture and planting.

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

Deal Hospital Garden Volunteers: - Requested a grant of £949 towards the purchase of 2 new benches for Deal Hospital Garden.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £949 towards the purchase of 2 new benches for Deal Hospital Garden.

(P) Cllr A Friend (S) Cllr T Bond All agreed.

Sandown School PTA: - Requested a grant of £1,000 as a contribution towards the purchase of 30 new iPads.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £1,000 as a contribution towards the purchase of 30 new iPads.

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

2235 Deal RAF Air Cadets: - Requested a grant of £759.96 as a contribution towards the purchase of 6 paddleboards and associated safety equipment.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a full grant award of £759.96 as a contribution towards the purchase of 6 paddleboards and associated safety equipment.

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

Deal Photographers: - Requested a grant of £1,000 as a contribution towards the purchase of a new replacement projector.

Members scored the application 14 points out of a possible 33 points.

This application failed as the requirement for being scored a minimum of 50% of the available points was not achieved and no recommendation for payment was made.

Samphire Project: - Requested a grant of £500 as a contribution towards lantern materials and costs associated with the annual Lantern Parade on Deal pier.

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

Members considered the award of a grant with 2 separate proposals. Neither of these proposals was supported.

Members agreed that the application be deferred to the Finance & General Purposes Committee for consideration and to decide on any grant award.

Note: Please find copy of this grant application in your Pink Papers.

Decisions required.

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 10 November 2025
Subject: Community Contribution Grants

Community Contribution Grants 2025-26

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

A total of **£5,940** has already been awarded from this year's budget leaving **£4,060** in the budget for further applications.

One new application has been received from Deal & Walmer Chamber of Trade for £2,000 per year for 3 years.

The Grants Subcommittee met on 5/11/25 to consider this application and to make recommendation to this committee:

Recommendation from the Grants Subcommittee:

Deal & Walmer Chamber of Trade: - Requested a grant of £2,000 per year for 3 years with the grant being used as a contribution towards hosting the Christmas light switch on, additional Christmas tree light installations and upgrades/replacement parts for existing light maintenance. Members scored the application 28 points out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee that the application is supported and that a grant of £2,000 is paid for this year and that the payments for the two subsequent years are made subject to the annual grant monitoring form from the Deal & Walmer Chamber of Trade in respect of this grant be audited by the R.F.O. and the Chairperson of the Finance & General Purposes Committee who will make recommendation to the Finance & General Purposes Committee regarding payment of the next annual payment.
(P) Cllr M Walters (S) Cllr T Bond All agreed.

Decision required.

Members to consider the above recommendation.

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 10 November 2025
Subject: Dover District Council - Council Tax Support (CTS) Scheme Consultation

Dover District Council has requested that Deal Town Council provide a response as a Council to their 'Council Tax Support (CTS) Scheme Consultation'

Further information regarding the consultation can be found on this link: [Council Tax Support - have your say - Dover District Council](#)

Deal Town Council has been asked to let DDC know how strongly the Council either agree or disagree with each of the proposals.

The closing date for this consultation is 28 November 2025.

Members are asked to consider the response to each of questions 6 to 24 below

6. Change 1: The current income grid is updated each year, in line with increases to the National Living Wage. The proposed income grid will be based on Universal Credit rates and will increase each year in line with Universal Credit. This better reflects the current caseload whereby 98% of working-age claimants will be on UC by April 2026.

How strongly do you either agree or disagree this change to the income grid?

Select one option

Strongly agree

- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Don't know

7. If you disagree with this, what alternatives would you propose?

8. Change 2: Increasing the maximum award from 90% to 100%. This would ease the financial pressure on those with the lowest incomes in the district. Over 4,300 households in the district would benefit from this proposal.

How strongly do you either agree or disagree with increasing the maximum award from 90% to 100%?

Select one option

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Don't know

9. If you disagree with this, what alternatives would you propose?

10. Change 3: A household who receives Universal Credit and has no earned income will receive 100% Council Tax Support. This better replicates Income Support, Jobseekers Allowance and Employment Support Allowance in the current Council Tax Support scheme. This would ease the financial pressure on those with the lowest incomes. Such households receive direct support to return to work through Jobcentre Work Coaches.

How strongly do you either agree or disagree with the proposal for non-working households in receipt of Universal Credit to receive 100% Council Tax Support?

Select one option

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Don't know

11. If you disagree with this, what alternatives would you propose?

12. Change 4: This change would remove one of the five current bands and widen the remaining four. Wider bands result in less movement between bands for Council Tax Support claimants resulting in a more stable Council Tax Support award, making it easier to manage the household budget and giving more assurance to people month on month.

How strongly do you either agree or disagree with the proposal to remove one of the five current income bands and widen the remaining four?

Select one option

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Don't know

13. If you disagree with this, what alternatives would you propose?

14. Change 5: Simplifying the Council Tax Support award and removing the additional income allowances. The Council Tax Support award would be based on a list of incomes that would be included in the calculation of the award (for example, wages) and a list of incomes that would be excluded from the calculation (for example, Personal Independence Payments). Some awards would no longer have any additional income allowances that could reduce the net income for the calculation of Council Tax Support. If a resident is in receipt of Universal Credit and not in receipt of any earned income, they would be entitled to the maximum level of support. This would make the scheme more transparent and easier to understand.

How strongly do you either agree or disagree with simplifying the award and removing income allowances?

Select one option

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree

- Disagree
- Strongly disagree
- Don't know

15. If you disagree with this, what alternatives would you propose?

16. Change 6: Expanding the Capital Limits. This change would increase the current maximum amount of capital from £6,000, to £10,000. The previous limit of £6,000 has been in place since 2013 and needs to increase to reflect inflationary increases and to bring it in line with the capital limits for pension-age claimants.

How strongly do you either agree or disagree with expanding the Capital Limits?

Select one option

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

17. If you disagree with this, what alternatives would you propose?

18. Change 7: Removal of the Minimum Income Floor (MIF). This would result in Council Tax Support being calculated based on actual self-employed income rather than a minimum income floor (MIF) assessment which is an assumption based on the National Living Wage.

How strongly do you either agree or disagree with removing the Minimum Income Floor?

Select one option

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

19. If you disagree with this, what alternatives would you propose?

20. Change 8: Supporting care leavers from the age of 21 years, up to their 25th birthday. Where they are in receipt of Council Tax Support (CTS). If they are not entitled to 100% CTS then the council will cover the cost of their remaining Council Tax liability. Once they reach 25, the additional support will cease.

How strongly do you either agree or disagree with supporting care leavers from the age of 21 years, up to their 25th birthday?

Select one option

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know

21 If you disagree with this, what alternatives would you propose?

22. Overall, the intention of the proposed changes to Council Tax Support is to simplify the scheme and to increase the maximum level of support available for the residents of Dover District

How strongly do you either agree or disagree that the proposed changes meet that objective?

Select one option

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Don't know

23. Having now considered the reasons for proposing to change the Council Tax Support scheme, please tick the box that applies to you.

Select one option

- ☐ I support the Council Tax Support scheme changing
- ☐ I would prefer the current Council Tax Support scheme to stay as it is
- ☐ I don't have a preference / Don't know

24. Please use this space to provide any additional feedback on the proposed changes to the scheme, or to propose any further alternatives.

Recommendations.

Members to consider and decide the responses to the above consultation questions.

Members to delegate authority to the R.F.O. to complete the online consultation with the agreed responses.

Decision required.

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 11 November 2025
Subject: Saturday Market 2-year plan 2026/27

For the past 4 years the Saturday Market has been working to a planned timetable agreed by this committee every 2 years.

This format is working very well, and I do not propose any changes to the format.

Please find attached the draft 2-year plan for 2026/27

Recommendation:

- 1) Members to consider and agree the draft Saturday Market 2-year plan for 2026/27.
- 2) To consider and agree the proposed budget of £1,500 per year as outlined in the attached draft 2-year plan and to delegate authority to authorise expenditure and minor changes to the plan to the Town Clerk in liaison with the R.F.O.

Decisions required.

Members to consider the above recommendations.

Deal Saturday Market 2-year (working) plan.

2026/27

Month	Aim	Action	Who	Budget
Jan	General advertising of the market	Social media	Communications Officer	
Feb	General Market promotion	Send photos of market to the Communications Officer for content.	Market Officer	
		Send any market updates to the Communications Officer for content.	Finance Assistant	
		Social media content promoting market.	Communications Officer	
	Easter Egg giveaway prep	Send information on Easter egg give away to Communications Officer.	Event Manager/R.F.O	
Mar	Start advertising the change in opening times that will be 8am-2pm to start in April	Social media content and poster to be created and put on town hall window and precinct noticeboard.	Communications Officer	
		and Reminder email sent to all current traders.	Finance Assistant	
	Easter Egg giveaway event prep	Purchase eggs. Social media content and poster to be created and put on town hall window and precinct noticeboard	Event Manager/R.F.O Communications Officer	
	Day of Easter Egg giveaway event	To give out eggs and manage event	Market Officer	
Apr	First week of April: Advertise new start time of 8am-2pm	Social media and posters on town noticeboard and Reminder email sent to all current traders.	Communications Officer Finance Assistant	

May	General advertising of the market	Social media	Communications Officer	
June	General Market promotion	Send photos of market to the Communications Officer for content.	Market Officer	
		Send any market updates to the Communications Officer for content.	Finance Assistant	
		Social media content promoting market.	Communications Officer	
	Celebrate Pride month	Social media and posters on town noticeboard	Communications Officer	
		Pride flag to be put round the VIC table on site	Market Officer (Communications Officer has flag)	
	Celebrate Deal Music and Arts prep	Ask Deal Music and Arts Fest what acts they have available to play, and liaise with the R.F.O to agree acts to play at the market. Send any info on who is performing with dates to the Communications Officer, Market Officer and R.F.O End of June Social media and posters on town noticeboard advising that there will be live music at the market on those dates to celebrate the festival.	Finance Assistant Finance Assistant Communications Officer	
July	Celebrate Deal Music and Arts Festival with live music on 2 Saturdays in July 2026 and 2 Saturdays in July 2027 (dates to be agreed nearer the time)	Social media and posters on town noticeboard advising that there will be live music at the market on those dates to celebrate the festival. Manage the day	Communications Officer Market Officer	

	Celebrate Bank Holiday with music prep	To liaise with R.F.O to agree who is performing and to send the agreed info to the Communications Officer and Market Officer.	Finance Assistant	
Aug	General Market promotion	Social media	Communications Officer	
	Celebrate Bank holiday with live music on Sat 22 nd 2026 and 21 st 2027.	Social media content and posters on town noticeboards On the day, manage the event	Communications Officer Market Officer	
Sept	General advertising of the market.	Social media	Communications Officer	
	Charter Day prep	Tote bags to be purchased advertising Market Birthday Charter Event Manager to send info on Charter bags to Communications Officer	Event Manager in liaison with R.F.O Event Manager	£900 for tote bags each year
Oct	Celebrate Market Charter Birthday (Charter granted 13 th Oct). 2026/27 Sat 10 th October 2026 and 9 th October 2027	Social media and posters on town noticeboards advertising Market Charter Birthday and bag giveaway Bags to give away on day (usually with the Mayor).	Communications Officer Market Officer & Town Sergeant	
	Beginning of month start advertising the change in opening times to 9am-2pm, new time will start on 1 November	Social media and posters on town noticeboards Email all current traders.	Communications Officer Finance Assistant	
Oct/ Nov	Support remembrance commemorations.	Social media Sats 31 st Oct and 7 th Nov 2026 and 30 th Oct and 6 th Nov 2027 Provide free stall to the RBL for the two Saturdays selling poppies.	Communications Officer Finance Assistant	
	Santas Grotto prep	To liaise with the R.F.O and organise	Event Manager	

		using volunteer Cllrs for the three Saturdays		
Nov	First week of Nov: Advertise new start time of 9am-2pm	Social media and posters on town noticeboard and Reminder email sent to all current traders.	Communications Officer Finance Assistant	
	Santas Grotto prep	In liaison with R.F.O to order gifts In liaison with Event Manager and R.F.O to agree music acts and book. To send information on music acts to the Communications Officer. To send information on Santas Grotto to Communications Officer	Event Manger Finance Assistant Finance Assistant Event Manager	£300 for gifts each year
Dec	Santas Grotto On Sat 5 th , 12 th , 19h 2026 and 4 th , 11 th , 18 th 2027	Social media and posters on town noticeboards to promote Grotto and music for Christmas	Communications Officer	
	On the day	To set up and take down the Grotto on each Saturday	Market Officer	
	Advertise there is no Market on 26 th 2026 & 25 th 2027	Signpost on social media. Email to all current traders.	Communications Officer Finance Assistant	
TOTAL Budget				2026 - £1,500 2027 - £1,500

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 11 November 2025
Subject: Kent Pension Fund Consultation

As an employer who is a Kent Pension Fund scheme member, Deal Town Council has been asked to participate in the fund's consultation on its Funding Strategy Statement (FSS)

Full information can be found on the following link :

www.kentpensionfund.co.uk/fundingstrategystatement

The consultation is open until 31st December.

Recommendation:

- 1) To delegate authority to the Town Clerk and R.F.O. in liaison with the staff liaison panel to complete the questionnaire on behalf of the Council.
- 2) To delegate authority to the R.F.O to submit the completed questionnaire.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes
Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 10 November 2025
Subject: Request received to reproduce the Elizabeth Carter Portrait

Please see below a request that has been received regarding the reproduction of a photograph of the Elizabeth Carter Portrait hanging in the Town Hall Chamber.

Hello,

I am a descendant of Elizabeth Carter's (1717-1806) brother, John Carter. I am writing a book about my ancestors and their siblings. I would like to use the photograph of Elizabeth Carter's portrait, painted by Joseph Highmore, to illustrate my book, which will be published in a maximum of 50 copies and sold principal to family members and genealogical circles. As you are the owner of this image, I request, as stated on the ARTUK.org website (copyright notice), permission to reproduce this photo. Thank you for your response.

Decision Required.

Members consider the above request.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 10 November 2025
Subject: Renewal of Deal Town Council Insurance policies

Deal Town Council is currently insured by Zurich under a 'Select for Local Council's Policy'

This insurance has been in place with Zurich for over 15 years.

The current term was a 3-year Long term agreement that has then been extended by 2 further years. This term comes to an end on 19th January 2026.

It was agreed by this committee that quotations from alternative insurance providers would be considered as well as the current provider when this term is ending.

A total of 5 insurers who specialise in the Local Councils have been approached for quotations.

Of the 5 only 3 have provided quotations for suitable cover.

Please see details of quotations received in your PINK PAPERS.

Company A

Annual Cost:-

- New 1 year agreement - £10,897.58
- Long term agreement – N/A

Company B (Existing supplier)

Annual Cost:-

- Extend existing agreement by 1 or 2 years £7,669.23 per annum
- New 1 year agreement - £8,286.89
- New 3 year long term agreement – £7,666.36

Company C

Annual Cost:-

- New 1 year agreement - £Awaiting Quotation
- Long term agreement – £Awaiting Quotation

Recommendation:

To enter a new 3-year long term agreement with Company B (Existing supplier) at £7,666.36 per annum.

Decision Required.

Members consider the above recommendation

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone, Responsible Finance Officer
Date: 11 November 2025
Subject: Deal Braderie Report - 2025

Information to note.

In November 2024 members considered a report from the R.F.O. that showed the previous years Braderie had run at a loss of £1,857.61 (This did not include the cost of any staff time relating to the administration leading up to the event)

The report included a recommendation that considered an alternative location for the Braderie in 2025.

At that meeting members agreed:

- 1) *To include a budget line in the draft 2025/26 Budget for a Braderie event in 2025.*
- 2) *To set £2500 as the budget for the Braderie event in 2025 and strive to get as many stall holders to participate as possible.*
- 3) *To start exploring alternative options for a Braderie in 2026 and beyond, such as the use of DDC's Union Road Carpark, alongside an appropriate consultation with Deal residents and a communication strategy in the event of any changes to the existing Braderie format.*

The 2025 Braderie took place on Sunday 21 September.

Income:

Stallholder income was £2,560, this was £500 up on the previous year.

Direct Costs:

This year DDC increased costs without prior notice by including Parking Bay suspension at £270 and an ESAG fee of £40.

The total for the direct costs chargeable to the Braderie were £3,407

Cost of holding the 2025 Braderie:

Income	£2,560
Less Direct costs	£3,407
Less staff costs on the day	£1,580
Less staff administration costs(est)	£3,600
Total Loss	£6,027

This shows the total cost (loss) to the Council for hosting the event was around £6,000

Problems associated with the Braderie

Historically there has been a number of problems associated with holding the Braderie in the High Street. This was one of the reasons that a possible change of location was suggested last year.

This year a couple of new problems have been identified that will need to be taken into account when agreeing to the format of any future event.

- Disabled access to shops and venues along the route:

Over time, more and more shops and bars are opening to the public on the day of the Braderie. The number of drop kerbs to the pavements are very limited and are generally only at the road junctions. This means that due to the stalls being on the pavement, although they leave access to the shop doorways, there is no disabled access for mobility scooters, wheelchairs or similar available to these premises and any other buildings along the route of the Braderie.

This year, officers on duty at the Braderie received complaints from members of the public about this issue as one person needed to have their mobility scooter physically lifted onto the pavement to gain access to a community building.

It is not possible to move the stalls onto the road as access has to be left for emergency vehicles as part of the event plan.

- Parked Cars on the day:

Unfortunately, it is quite normal to find parked vehicles left in the Braderie route on the day despite the official notices advising of the parking bay suspensions being displayed. No enforcement is carried out by DDC to support these parking bay suspensions on the day. This often results in vehicles being left parked immediately in front of spaces on the pavement that have been allocated to stalls resulting in problems associated with finding alternative locations for these stalls, and frustrated vehicle owners who want to move their vehicles while the Braderie is still open.

- Pitch Marking:

For the previous two Braderie events the stall plots have been marked out with a spray marker paint that washed away within a few weeks. The paint was applied with a handheld device that could be used whilst standing. This meant that marking out the pitches avoided staff having to kneel to mark the plots. Repeated kneeling along the route, and exposure to traffic, has been identified as a potential H&S risk.

When reviewing the use of this spray marker paint for the 'Action on Litter' campaign, it was identified by the Climate Change Officer, that although the spray paint had good environmental characteristics, it had warnings about being discharged into surface water and drains due to toxicity to fish and was no longer being used by southern water for certain projects that could result in such run off. For this reason, chalk was used for the 'Action on Litter' campaign.

As an alternative, this year, for the Braderie, the use of an environmentally friendly children's poster paint was trialed that could be applied using a paint brush in a handheld extension device whilst standing.

This was not totally successful as soon after it was applied, heavy rains washed it away and needed to be re-marked with chalk before the event.

- Bars and Shops:

Some bars and shops spread out beyond the area identified within their street and/or alcohol licenses, selling alcohol and food in the Braderie area. Again, no enforcement is visible from the licensing authority on the day and this is not something the DTC staff can enforce. Although the staff will report it to DDC the following day, every year this is still an issue for the Braderie.

- Parking for stallholders:

A regular complaint from stallholders is the lack of parking provision or reserved spaces in the public car parks for stallholders' vehicles.

- Use of gazebos at stalls:

Another regular complaint is that stallholders are not able to erect gazebos at their stalls. This is because there are no fixings to the pavement available to ensure they are safely in place and stallholders would need to bring sufficient weights with them to do this. This would need to be checked by the staff on the day, which would be problematic. It would also mean encroaching into the road which is not permitted.

All of the above needs to be taken into account when considering future Braderie events, either in the High Street or at alternative locations, as well as exploring opportunities to reduce the overall cost for the Council to hold the event.

Public Consultation:

The public consultation of the Braderie is running for 5 weeks and will close on 28th November. This is available on our website and Facebook page and is being shared on Social Media. Links to the consultation has also been emailed to this year's stallholders.

To date we have had nearly 300 responses.

The full results of the consultation, along with a paper detailing the options identified for possible alternative locations for the Braderie, will be taken to the January meeting of this committee for decision.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone – Responsible Finance Officer
Date: 10 November 2025
Subject: Annual Return – External Auditors report

I am pleased to advise members that the Audit of the Annual Return for Deal Town Council for the year ending 31st March 2025 has been concluded and Deal Town Council has received a 'clean' external auditor's report with no items that need to be brought to the attention of the Council.

Due to the timing of meetings, this has already been reported to Full Council in the October meeting.

Please see attached Completion Letter, External Auditors report & Copy of the Conclusion of Audit notice.

A copy of the complete Annual return (AGAR) and Conclusion Notice are now published on the Council's website in compliance with the associated legislation.

Decision required:

Members to note the report.

Newcastle office Sustainably
routed via: 30 Old Bailey
London EC4M
7AU



Mr P Bone
Deal Town Council
Town Hall
High Street
Deal
Kent CT14 6TR

Dear Mr Bone

Completion of the limited assurance review for the year ended 31 March 2025

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2025/2026

The bank reconciliation was difficult to follow because it did not include cash book figures. In future the Council should use the standard proforma provided in our guidance or in the Practitioner's Guide when preparing the bank reconciliation.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity. Yours sincerely

A handwritten signature in blue ink, appearing to read 'Gavin Barker'.

Gavin Barker
Engagement Lead
For and on behalf of Mazars LLP

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Deal Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would.

The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website –

<https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not Applicable.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

26 September 2025

Deal Town Council

Notice of conclusion of audit

Annual Return for the year ending 31 March 2025

Section 25 of the Local Audit and Accountability Act 2014
Accounts and Audit (England) Regulations 2015

1. The audit of accounts for the Council for the year ending 31 March 2025 has been concluded.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of the Council on application to:

Paul Bone, Responsible Finance Officer, Deal Town Council

The Town Hall, High Street, Deal, CT14 6TR

(Between 10:00 and 1:00 pm) 07555292446
3. Copies will be provided to any local government elector on payment of **£1** for each copy of the Annual Return.

Announcement made by: Paul Bone, Responsible Finance Officer,

Deal Town Council

Date of announcement: 29th September 2025

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes
Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 11 November 2025
Subject: National Pay Award 2025/26

Kent Association of Local Councils (KALC) have advised Deal Town Council of the agreed national pay award figures for 2025/26.

In accordance with staff contracts of employment this must be applied and backdated to 1st April 2025.

This back-dated pay will show as unusually high salaries and associated National Insurance and Pension contributions when reported in the November payments.

This award represents an increase of approximately 3.2%.

The award is just above the estimate of 3.0% included in the current salaries budget and any potential overspend should be minimal.

Decision Required

Members to note the report

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 11 November 2025
Subject: Draft Budget 2026

Information to note.

As requested at previous meetings of this committee, an extra meeting of this committee on 16th December has been added to the meeting schedule to consider the draft budget in closed session and make recommendations to the January Full Council meeting.

Should more time be needed, there is the scheduled January meeting of this committee where the budget can be further debated if necessary.

As in some previous years, I will be inviting all Deal Town Councillors to an informal evening workshop with me, where I will go through the Budget and Precept setting process. I will aim to do this in the first week of December.

As previously requested by this committee, a full condition survey and report for the Town Hall was commissioned. The full, and very detailed report has just been submitted that includes details of works recommended to be carried out immediately as well as those that need to be built into the ongoing maintenance plan.

The full conditions report will be included on the December agenda.

Any additional funding required for next year will be built into the draft budget for consideration.