

To all Committee Members: You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at the Town Hall on **Wednesday 21st January 2026** 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 Tuesday 20th January 2026 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: 15 January 2026

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 16th December 2025 for approval and signing: Decision required.	Attach.2
6	Finance income & expenditure figures and full bank reconciliation to 31st December 2025: Information to note.	Attach 3
7	Community Contributions Grant application: Decision required.	Attach 4
8	Public Toilet Service Level Agreement: Decisions required.	Attach 5
9	Saturday Market update: Decision required.	Attach 6
10	Braderie Consultation update: Decision required	Attach 7
11	Correspondence received: i. Landmark centre: Decision required ii. Council tax on second homes: Decision required	Attach 8 Attach 9
	Date of next F&GP Committee meeting: 24 th March 2026	

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 minutes of the Finance and General Purposes Committee Meeting held on Tuesday 16th December 2025 in Deal Town Hall Chamber starting at 7.15pm.

Present: Cllr P Jull (Vice-Chairperson) Cllr M Eddy
Cllr B Bano Cllr L Craggs
Cllr D Parks

Officers: Mr P Bone – Responsible Finance Officer
Mrs L Crow – Town Clerk

Others: None

1.	Chairperson's opening remarks: The Vice-Chairperson advised that he would be chairing the meeting.	
2.	Apologies for absence: Apologies were received from Cllr T Bond due to a personal commitment, Cllr D Cronk and Cllr M Cronk due to work commitments.	R.F.O.
3.	Declarations of interest: None received.	
4.	Public Participation: None present.	
5.	The minutes of the previous Finance & General Purposes Committee meeting held on 18th November 2025 for approval and signing: RESOLVED: To accept the minutes of the previous meeting held on 18 th November 2025 as a true and accurate record. (P) Cllr D Parks (S) Cllr L Craggs. All agreed. The Chairperson then duly signed the minutes.	Chairperson
6.	Draft Budget 2026/27: Members RESOLVED: To agree the draft budget and to recommend the draft budget for 2026/27 to Full Council for agreement. (P) Cllr M Eddy (S) Cllr L Craggs. All Agreed.	R.F.O.
7.	Draft Precept demand 2026/27: Members RESOLVED: To agree that a Precept demand for 2026/27 is recommended to Full Council at a level to cover the final agreed budget plus a sum of £20,000 to be added to the Town Hall refurbishment earmarked reserve for essential works identified in the latest Town Hall condition survey. (P) Cllr L Craggs (S) Cllr P Jull 4 for 1 abstention. Agreed.	R.F.O.
	The Chairperson closed the meeting at 19.55pm.	

**Bank Reconciliation Statement as at 31/12/2025
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	31/12/2025		100.00
Nat West Deposit A/C	31/12/2025		202,062.37
			<u>202,162.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			202,162.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			202,162.37
		Balance per Cash Book is :-	202,162.37
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 12/01/2026

Deal Town Council

Page 1

Time: 10:30

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 2 - Nat West Mayors Charity Fund

User: HEATHER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity A/C	31/12/2025		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	31/12/2025		-94.49
			<u>-94.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-94.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-94.49
		Balance per Cash Book is :-	-94.49
		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>
PETTY CASH	31/12/2025		105.88
			<u>105.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			105.88
<u>Unpresented Receipts (Plus)</u>			
29/10/2025 CASH IN		2.56	
			<u>2.56</u>
			108.44
			Balance per Cash Book is :-
			105.88
			Difference Excluding Adjustments is :-
			2.56
<u>Adjustments to Reconciliation</u>			
29/10/2025 CORRECTION MONEY FOUND IN PETTY CASH TIN		2.56	
			<u>2.56</u>
			Unreconciled Difference is :-
			<u>0.00</u>

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 5 - Nat West Treasury Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nat west Treasury account	31/12/2025		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	31/12/2025		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 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	590,218	590,218	0			100.0%	
1080 Bank Interest	4,995	9,000	4,005			55.5%	
1085 Office space rental	2,250	9,000	6,750			25.0%	
1999 Misc. Income	608	0	(608)			0.0%	
General Income :- Income	598,072	608,218	10,146			98.3%	0
Net Income	598,072	608,218	10,146				
<u>200 Staff Salaries</u>							
4000 Salaries Gross	241,640	334,073	92,433		92,433	72.3%	
Staff Salaries :- Indirect Expenditure	241,640	334,073	92,433	0	92,433	72.3%	0
Net Expenditure	(241,640)	(334,073)	(92,433)				
<u>202 Employment Costs</u>							
4010 Salaries Employers Pension	46,394	73,840	27,446		27,446	62.8%	
4020 Salaries Employers NI	27,077	37,127	10,050		10,050	72.9%	
4080 HR & HS	0	1,750	1,750		1,750	0.0%	
4085 Payroll Services	1,371	2,000	629		629	68.6%	
Employment Costs :- Indirect Expenditure	74,842	114,717	39,875	0	39,875	65.2%	0
Net Expenditure	(74,842)	(114,717)	(39,875)				
<u>203 Staff Costs</u>							
4055 Travel & Subsistence	54	100	46		46	54.0%	
4070 Training	85	2,000	1,915		1,915	4.3%	
4075 Staff Uniforms	0	250	250		250	0.0%	
4090 Staff Recruitment	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	139	3,100	2,961	0	2,961	4.5%	0
Net Expenditure	(139)	(3,100)	(2,961)				
<u>205 Official Car</u>							
4060 Official Car Lease	2,932	3,921	989		989	74.8%	
4500 Repairs & Maintenance	213	0	(213)		(213)	0.0%	
Official Car :- Indirect Expenditure	3,144	3,921	777	0	777	80.2%	0
Net Expenditure	(3,144)	(3,921)	(777)				

	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	27	100	74		74	26.5%	
4200 Cllr. Allowances	2,250	4,800	2,550		2,550	46.9%	
4220 Robes & Regalia	88	250	162		162	35.4%	
Civic :- Indirect Expenditure	2,365	5,150	2,785	0	2,785	45.9%	0
Net Expenditure	(2,365)	(5,150)	(2,785)				
<u>215 Mayor's Budget</u>							
4210 Hospitality	899	1,500	601		601	59.9%	
4225 Mayoral Travel & Subsistence	536	100	(436)		(436)	535.7%	
4230 Mayor Expenses	0	500	500		500	0.0%	
4235 Deputy Mayor Expenses	0	300	300		300	0.0%	
4240 Mayoress Expenses	0	300	300		300	0.0%	
5020 Mayoral Ceremonial Event	0	200	200		200	0.0%	
5030 Charter Day	496	500	4		4	99.2%	
Mayor's Budget :- Indirect Expenditure	1,930	3,400	1,470	0	1,470	56.8%	0
Net Expenditure	(1,930)	(3,400)	(1,470)				
<u>220 Administration</u>							
4070 Training	295	0	(295)		(295)	0.0%	
4080 HR & HS	1,830	1,750	(80)		(80)	104.6%	
4085 Payroll Services	530	0	(530)		(530)	0.0%	
4300 Mobile Phones	1,070	1,250	180		180	85.6%	
4305 Stationery	893	800	(93)		(93)	111.6%	
4310 Postage	38	500	462		462	7.7%	
4315 Bank Charges	1,183	1,500	317		317	78.9%	
4320 General Admin	5,057	5,000	(57)		(57)	101.1%	32
4325 Office Equipment	929	500	(429)		(429)	185.8%	
4330 IT Equipment	794	3,000	2,206		2,206	26.5%	
4335 IT Support & Website	11,096	10,000	(1,096)		(1,096)	111.0%	1,810
4340 Telephone & Broadband	2,541	2,000	(541)		(541)	127.0%	
4345 Pat Testing	0	500	500		500	0.0%	
4365 Legal Advice	0	500	500		500	0.0%	
4375 Marketing/Communications	274	2,000	1,726		1,726	13.7%	
4390 Waste & Recycling	974	2,000	1,026		1,026	48.7%	
4405 Annual Planting	0	5,000	5,000		5,000	0.0%	
4410 Flags	0	500	500		500	0.0%	
4415 Audit Fees	(1,280)	2,500	3,780		3,780	(51.2%)	
4420 Subscriptions	2,420	2,000	(420)		(420)	121.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Data Protection Officer	840	1,000	160		160	84.0%	
4435 General Maintenance	1,735	0	(1,735)		(1,735)	0.0%	
4720 Licences	150	0	(150)		(150)	0.0%	
Administration :- Indirect Expenditure	31,369	42,300	10,931	0	10,931	74.2%	1,842
Net Expenditure	(31,369)	(42,300)	(10,931)				
6000 plus Transfer from EMR	1,842	0	(1,842)				
Movement to/(from) Gen Reserve	(29,527)	(42,300)	(12,773)				
<u>225 Council</u>							
4070 Training	0	1,000	1,000		1,000	0.0%	
4370 Election Costs	0	11,375	11,375		11,375	0.0%	
4376 Carbon Audit	0	770	770		770	0.0%	
4380 Contingency	4,400	10,000	5,600		5,600	44.0%	
Council :- Indirect Expenditure	4,400	23,145	18,745	0	18,745	19.0%	0
Net Expenditure	(4,400)	(23,145)	(18,745)				
<u>250 Grants & Donations</u>							
4470 Annual Grants	16,614	20,000	3,386		3,386	83.1%	
4473 Community Grants	5,940	10,000	4,060		4,060	59.4%	
4485 Deal Warm Welcome	4,425	10,000	5,575		5,575	44.2%	
4490 St Omer Twinning	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	26,979	40,500	13,521	0	13,521	66.6%	0
Net Expenditure	(26,979)	(40,500)	(13,521)				
<u>260 Astor Theatre</u>							
1800 Astor Grant from DDC	5,000	0	(5,000)			0.0%	
Astor Theatre :- Income	5,000	0	(5,000)				0
4471 DDC Astor Grant	5,000	0	(5,000)		(5,000)	0.0%	
Astor Theatre :- Indirect Expenditure	5,000	0	(5,000)	0	(5,000)		0
Net Income over Expenditure	0	0	0				
<u>300 Town Hall</u>							
1100 Wedding Hire	10,990	15,000	4,010			73.3%	
1105 Chamber Hire	1,929	3,000	1,071			64.3%	
1110 Committee Room Hire	0	2,000	2,000			0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1115 Under Croft Hire	250	1,000	750			25.0%	
Town Hall :- Income	13,169	21,000	7,831			62.7%	0
4080 HR & HS	1,220	0	(1,220)		(1,220)	0.0%	
4310 Postage	19	0	(19)		(19)	0.0%	
4345 Pat Testing	149	0	(149)		(149)	0.0%	
4360 Insurance	5,706	8,000	2,294		2,294	71.3%	
4420 Subscriptions	180	0	(180)		(180)	0.0%	
4500 Repairs & Maintenance	8,913	4,000	(4,913)		(4,913)	222.8%	2,800
4505 Under Croft Cleaning	880	1,100	220		220	80.0%	
4510 Furniture & Equipment	595	4,000	3,405		3,405	14.9%	
4520 Boiler Service & Maint.	0	500	500		500	0.0%	
4525 Window Cleaning	920	1,100	180		180	83.6%	
4530 Gas	3,812	5,100	1,288		1,288	74.7%	
4535 Electricity	1,969	4,780	2,811		2,811	41.2%	
4540 Water	789	300	(489)		(489)	262.9%	
4550 TH Events	10	0	(10)		(10)	0.0%	
4710 Rates	11,453	13,500	2,048		2,048	84.8%	
4720 Licences	2,732	500	(2,232)		(2,232)	546.4%	
Town Hall :- Indirect Expenditure	39,346	42,880	3,534	0	3,534	91.8%	2,800
Net Income over Expenditure	(26,177)	(21,880)	4,297				
6000 plus Transfer from EMR	2,800	0	(2,800)				
Movement to/(from) Gen Reserve	(23,377)	(21,880)	1,497				
<u>305 Police Office</u>							
1120 Police Office Rent	2,250	0	(2,250)			0.0%	2,250
1121 Police Office Rent to EMR	2,250	0	(2,250)			0.0%	
Police Office :- Income	4,500	0	(4,500)				2,250
Net Income	4,500	0	(4,500)				
6001 less Transfer to EMR	2,250	0	(2,250)				
Movement to/(from) Gen Reserve	2,250	0	(2,250)				
<u>310 VIC</u>							
4605 Terminal Charges	299	500	201		201	59.9%	
VIC :- Indirect Expenditure	299	500	201	0	201	59.9%	0
Net Expenditure	(299)	(500)	(201)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>410 Saturday Market</u>							
1410 Market Traders	34,360	45,000	10,640			76.4%	
Saturday Market :- Income	34,360	45,000	10,640			76.4%	0
4420 Subscriptions	484	500	16		16	96.8%	
4500 Repairs & Maintenance	67	0	(67)		(67)	0.0%	
4715 Profit Share	0	3,000	3,000		3,000	0.0%	
4730 Market General Costs	2,725	3,000	275		275	90.8%	
4735 Market Licence/Rates	0	1,750	1,750		1,750	0.0%	
4750 Road Closures	10,450	0	(10,450)		(10,450)	0.0%	
Saturday Market :- Indirect Expenditure	13,726	8,250	(5,476)	0	(5,476)	166.4%	0
Net Income over Expenditure	20,634	36,750	16,116				
<u>420 Braderie Market</u>							
1415 Braderie stall holders	2,560	3,000	440			85.3%	
Braderie Market :- Income	2,560	3,000	440			85.3%	0
4400 Advertising	290	300	10		10	96.7%	
4720 Licences	780	800	20		20	97.5%	
4725 First Aid	585	600	15		15	97.5%	
4730 Market General Costs	705	0	(705)		(705)	0.0%	
4740 Toilet Hire	248	350	103		103	70.7%	
4750 Road Closures	800	750	(50)		(50)	106.7%	
Braderie Market :- Indirect Expenditure	3,407	2,800	(607)	0	(607)	121.7%	0
Net Income over Expenditure	(847)	200	1,047				
<u>500 Public Conveniences</u>							
4800 Public Conveniences	20,000	40,000	20,000		20,000	50.0%	
Public Conveniences :- Indirect Expenditure	20,000	40,000	20,000	0	20,000	50.0%	0
Net Expenditure	(20,000)	(40,000)	(20,000)				
<u>600 Allotments Golf Road</u>							
1500 Allotment Income	3,497	2,900	(597)			120.6%	
Allotments Golf Road :- Income	3,497	2,900	(597)			120.6%	0
4500 Repairs & Maintenance	838	2,500	1,662		1,662	33.5%	
4540 Water	213	500	287		287	42.6%	
Allotments Golf Road :- Indirect Expenditure	1,051	3,000	1,949	0	1,949	35.0%	0
Net Income over Expenditure	2,446	(100)	(2,546)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>610 Allotments Park Ave</u>							
1500 Allotment Income	2,886	2,300	(586)			125.5%	
Allotments Park Ave :- Income	2,886	2,300	(586)			125.5%	0
4500 Repairs & Maintenance	1,890	2,500	610		610	75.6%	367
4540 Water	791	500	(291)		(291)	158.1%	
Allotments Park Ave :- Indirect Expenditure	2,681	3,000	319	0	319	89.4%	367
Net Income over Expenditure	205	(700)	(905)				
6000 plus Transfer from EMR	367	0	(367)				
Movement to/(from) Gen Reserve	572	(700)	(1,272)				
<u>620 Allotments Mill Road</u>							
1500 Allotment Income	2,586	2,300	(286)			112.4%	
Allotments Mill Road :- Income	2,586	2,300	(286)			112.4%	0
4500 Repairs & Maintenance	1,023	2,500	1,477		1,477	40.9%	
4540 Water	867	500	(367)		(367)	173.3%	
Allotments Mill Road :- Indirect Expenditure	1,890	3,000	1,110	0	1,110	63.0%	0
Net Income over Expenditure	696	(700)	(1,396)				
<u>700 Town Events</u>							
5000 Town Events	458	3,600	3,142		3,142	12.7%	
5005 Town Hall Promotions	5	0	(5)		(5)	0.0%	
5010 Heritage Day	68	0	(68)		(68)	0.0%	
5015 Christmas Events	330	0	(330)		(330)	0.0%	
5031 Climate Learning Day	194	0	(194)		(194)	0.0%	
5040 Deal/St Omer 50th Anniversary	925	0	(925)		(925)	0.0%	
Town Events :- Indirect Expenditure	1,981	3,600	1,619	0	1,619	55.0%	0
Net Expenditure	(1,981)	(3,600)	(1,619)				
<u>900 Projects</u>							
4475 Special Projects	12,518	0	(12,518)		(12,518)	0.0%	12,018
4476 Approved Projects	293	0	(293)		(293)	0.0%	293
Projects :- Indirect Expenditure	12,811	0	(12,811)	0	(12,811)		12,311
Net Expenditure	(12,811)	0	12,811				
6000 plus Transfer from EMR	12,311	0	(12,311)				
Movement to/(from) Gen Reserve	(500)	0	500				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	666,630	684,718	18,088			97.4%	
Expenditure	489,000	677,336	188,336	0	188,336	72.2%	
Net Income over Expenditure	<u>177,630</u>	<u>7,382</u>	<u>(170,248)</u>				
plus Transfer from EMR	17,321	0	(17,321)				
less Transfer to EMR	2,250	0	(2,250)				
Movement to/(from) Gen Reserve	<u>192,701</u>	<u>7,382</u>	<u>(185,319)</u>				

**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: 12 January 2026
Subject: Community Contributions Grant application.

Community Contribution Grants 2025-26

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

Applications 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 **£7,940** has already been awarded from this year's budget leaving **£2,060** in the budget for further applications.

One new application has been received from Deal Foodbank (Pantry) for £2,000 per year for 3 years.

Validated applications are considered at the next F&GP meeting. Due to the timing of this meeting, the Grants Subcommittee could not meet to consider this application and to make recommendations to this committee, however, the application was scored by the subcommittee members who recommended that the grant was approved for recommendation to F&GP with an average score of 25 out of a possible 33 points.

Both the Chairperson of the Grants subcommittee and Chairperson of F&GP recommend that the grant is approved for a payment of £2,000 this year and that years 2 & 3 are reconsidered each year by the Grants subcommittee when the grant monitoring form is submitted who will in turn make recommendation to F&GP.

Recommendation

That the grant is approved for a payment of £2,000 this year and that years 2 & 3 are reconsidered each year by the Grants subcommittee when the grant monitoring form is submitted who will in turn make recommendation to F&GP.

Decision required

Members to consider the above recommendation

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 12 January 2026
Subject: Public Toilet SLA

Please see attached the proposed Deal Public Toilets Service Level Agreement (SLA) for 2026/27 from DDC.

This arrived too late for inclusion in the November or December F&GP meetings.

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

For 2025/26 DDC requested £56,375.45 to cover the complete cost of providing toilets at King Street, South Street and Victoria Park. DTC agreed to only pay £40,000 as a contribution.

For 2026/27 DDC have requested £69,203.35 to cover the complete cost of providing toilets at King Street, South Street and Victoria Park

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

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

For budgetary purposes, the R.F.O. recommended setting the 2026/27 budget for the Public Toilets at £40,000

Recommendations

- 1) Not to accept the 2026/27 SLA and to advise DDC that the maximum amount that DTC are prepared to pay as a contribution to the Public Toilets in Deal for 2026/27 is £40,000 or the lower figure if Full Council agree to set a lower amount in the 2026/27 Budget.
- 2) To authorise the Town Clerk to sign a revised SLA if the requested contribution is amended by DDC to match the amount agreed above.

Decisions Required

Members to consider the above recommendations.

SLA Covering Letter from DDC sent to the Town Clerk.

Dear Lorna

Town and Parish Council Toilet Costs 2026-27

Thank you for your continued financial contribution towards the cost of providing public toilets in your area for 2025-26.

Dover District Council will again need to seek grant support from your council for 2026-27 in order to help cover the running costs of these facilities.

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

Cleaning Costs:

This figure is the actual cost for 2025-26.

This cleaning costs for the public toilets at King Street, Deal is £62.89 per day.

This cleaning costs for the public toilets at South Street, Deal is £33.01 per day.

This cleaning costs for the public toilets at Victoria Park, Deal is £40.65 per day.

This cost covers the following:

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

Utility Costs:

These figures are the actual bills paid for 2024-25

We have attached a spreadsheet of payments made by DDC. Credit amounts will have a minus figure in front of the £ sign.

Please be aware that these costs can vary greatly from year to year as the utility companies regularly use estimated meter readings and therefore some years may have a larger than normal bill or credit note.

The Council are working to change all electric meters in their buildings to automated meter read meters (AMR) so that all readings will eventually be actual reads.

Insurance:

This figure is the actual cost for 2025-26.

The Council re-tendered this contract this year and premiums have inevitably increased.

Repairs, Maintenance and Improvements:

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

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

For 2026-27 Dover District Council is requesting **£69,203.35** as grant support which is calculated as follows:

King Street, Deal

£22,893.63 - Cleaning

£ 1,453.98 - Electricity

£13,978.47 - Water and Sewerage

£ 250.17 - Insurance

£38,576.25 – Total

South Street, Deal

£12,016.54 - Cleaning

£ 2,084.53 - Electricity

£ 528.03 - Water and Sewerage

£ 134.00 - Insurance

£14,763.10 - Total

Victoria Park, Deal

£14,797.26 - Cleaning

£ 352.52 - Electricity

£ 559.68- Water and Sewerage

£ 154.54 - Insurance

£15,864.00 - Total

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

Yours sincerely



David Parish
Head of Property Assets

SERVICE LEVEL AGREEMENT

LOCATION PUBLIC CONVENIENCES

1 April 2026 to 31 March 2027

Property Assets

Mike Davis

Director of Housing, Finance and Assets

December 2025

Service Level Agreement for the Cleansing, Routine Maintenance and Associated Service Charges of location Public Conveniences, 1 April 2026 to 31 March 2027.

1.00 GENERAL

- 1.01 This agreement is entered into Deal Town Council (hereinafter known as the Sponsor) and Dover District Council (hereinafter known as the Provider).
- 1.02 This agreement may be varied by mutual agreement between both parties.

2.00 CONTACT POINTS

- 2.01 Contact points for any queries regarding this agreement are:

Sponsor: Ms Lorna Crow
Town Clerk
Deal Town Council

Provider: David Parish
Head of Property Assets
Dover District Council

3.00 SERVICES TO BE PROVIDED

- 3.01 The Sponsor will provide grant support to cover the running costs of the facility.
- 3.02 The Provider will provide and maintain public toilet facilities at the location described in Clause 4.01 for the period 1 April 2026 to 31 March 2027. The Provider will provide insurance cover for all toilets in this agreement.
- 3.03 The Provider shall insure that the cleansing of public toilets shall be undertaken by the Council's cleaning contractor. Monitor Services, in accordance with Tender Documents dated April 2022. A copy of the Tender Documents may be inspected at the Council Offices, Whitfield.

3.04 Any changes to the cleansing specification can only be made by mutual agreement between both parties.

4.00 **CHARGES**

4.01 The Sponsor agrees to pay the following contributions for the cleaning, utilities and insurance.

King Street, Deal public conveniences	Total due £38,576.25
South Street, Deal public conveniences	Total due £14,763.10
Victoria park, Deal public conveniences	Total due £15,864.00

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

Quarter 1 - £3,101.30 excluding VAT
Quarter 2 - £3,101.29 excluding VAT
Quarter 3 - £3,101.29 excluding VAT
Quarter 4 - £3,101.29 excluding VAT

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

5.00 **INFLATION**

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

6.00 **DUTIES OF THE SPONSOR**

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

7.00 **DUTIES OF THE PROVIDER**

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

8.00 **DURATION OF SERVICE LEVEL AGREEMENT**

8.01 The Agreement takes effect on 1 April 2026 and covers the period to 31 March 2027.

9.00 **SIGNED**

For the Sponsor:

For the Provider:

Ms L Crow
Town Clerk
Deal Town Council



David Parish
Head of Property Assets
Dover District Council

Dated:

Dated: 24.12.25

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 12 January 2026
Subject: Saturday Market update

The Saturday market gazebos have been in use for over 3 years now and over that time the stock of leg weights has fallen due to damage (wear & tear) as well as some that have gone missing over the period.

When the winds are predicted to be high, all gazebos must have sufficient weight to hold them safely in place.

We have recently had a number of occasions where the number of weights available was not sufficient for the requirement when the market is at capacity.

Originally the stock of leg weights was set at 186. We now have only 150 fit for use.

For the ongoing safety of the gazebos, traders & members of the public at the market, the stock needs to be replenished and based upon the feedback from traders to the market Officer, the stock level should be increased to 225.

Recommendation

That a sum of £2,000 is allocated from the market profits to purchase 75 additional weights.

Decision Required

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 12 January 2026
Subject: Braderie Consultation update

Previously it was agreed by this committee to start exploring alternative possible locations for the Braderie in 2026 and beyond. It was also agreed that a consultation with Deal residents regarding the Braderie would be held.

As members will be aware to continue holding the Braderie in the High Street has the following issues:-

- No Disabled access to shops and venues along the route
- Parked Cars on the day
- Pitch Marking
- Bars and Shops
- Parking for stallholders
- Use of gazebos at stalls

These issues are fully detailed in the Braderie report submitted to this committee in November 2025 (Copy attached).

Consultation

A consultation was held that was advertised with links on the Council's website, social media, and was also sent to last year's stallholders.

The consultation ran for 5 weeks and closed on 28th November 2025.

A total of 316 responses to the consultation were received.

Of these, 82 responses were from past stallholders, and the remaining 234 responses were from non-stallholders.

To present a balanced view, the results have been put into 3 separate reports. One that shows the results just from past stall holders, one from non-stallholders and one that combines all the results. (please see attached reports)

Also attached is a copy of the Braderie report that was noted at the November meeting of this committee.

From the analysis and reports below, there is strong support for DTC continuing to hold the annual Braderie event but not for a stall price increase.

Although some past stallholders indicated that they would not support a move away from the High Street, based upon the responses received, when replacing these with the new stallholders that would be attracted, the overall number of stalls would increase.

Possible alternative locations:

Union Road Car Park.

The Union Road car park would allow for a more controlled event that would require less staff management on the day.

Due to the restricted amount of parking available in Deal and the number of residence/business parking permits that are valid for this car park, it is unlikely that the whole car park would be available for hire and would more likely be restricted to the area used for the Saturday Market.

DDC have indicated that if they did agree to it being used, they would charge for the 72 spaces they would lose income from for the day.

Looking at the number of stalls that can be fitted into this space, the number of stalls would be restricted to around 30 maximum.

At £40 per stall, the income from stalls would be far too low to cover the DDC fees let alone staff costs.

Victoria Park.

Looking at the space available to hire for events at Victoria Park and the published charges for the hire of the park, a much larger event could be achieved allowing the opportunity for stallholders to erect their own gazebos and parking their cars (subject to DDC confirmation). There are also toilets on site and the tides car park opposite that could make access easier for members of the public.

Walmer Green.

Looking at the space available to hire for events at Walmer Green, again a larger event could be achieved, but it has no local parking, is outside the wards of Deal and may be confused with the Walmer Brocante. (Last year the Walmer Brocante was held on 25th August – 3 weeks before the Deal Braderie at £50 per stall)

Recommendation

That Officers liaise with DDC regarding the possible use of Victoria Park with a provisional date of Sunday 20th September 2026 and bring a fully costed proposal to the next meeting of this Committee for decision

Decision Required

Members to consider the above recommendation

Consultation analysis:

Question 1 – *How many of Deal Town Council's Braderies have you had a stall at?*

82 (26%) were from past stall holders. Of these, 90% were also Deal residents.

234 (74%) were not from past stallholders. Of these, 93% were Deal residents and 5% had not attended a Deal Braderie event

Question 2 - *How many of Deal Town Council's Braderies have you attended?*

304 (96%) of those who responded had attended a Deal Braderie event before

237 (75%) have attended 3 or more times

Question 3 - *If our Braderie was held at a different location within Deal, would you still attend?*

178 (56%) said they would attend if it was held at a different location in Deal.

54 (66%) of past stallholders said they would attend if it was held at a different location in Deal.

124 (53%) of non-stallholders said they would attend if it was held at a different location in Deal.

Question 4 - *If our Braderie was held at a different location within Deal that provided parking and you were able to use your own gazebo, would you book a stall?*

49 (60%) of past stallholders said they would book a stall if the Braderie was held at a different location within Deal that provided parking and you were able to use your own gazebo.

47 (20%) of non stallholders said they would book a stall if the Braderie was held at a different location within Deal that provided parking and you were able to use your own gazebo.

Question 5 - *In your opinion, is £40 for a pitch:*

173 (55%), said too high.

137 (43%) said just right.

6 (2%) said too low

Question 6 - *Are you a Deal resident?*

291 (92%) of responses came from Deal residents.

Of past stallholders who replied, 90% were Deal residents

Of non-stallholders who replied, 93% were Deal residents

Question 7 - *Do you think Deal Town Council should continue to hold an annual Braderie?*

288 (91%) of responses said yes.

Of past stallholders who replied, 99% said yes.

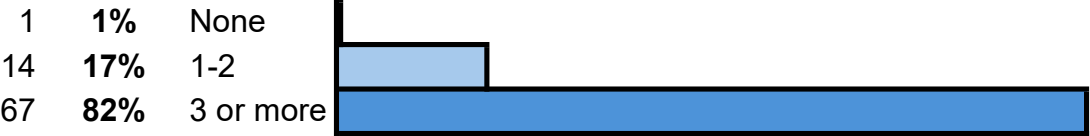
Of non-stallholders who replied, 88% said yes.

Stallholders

Of the total of 316 replies
82 **26%** Were past stallholders

Of the 82 past stallholders

How many of Deal Town Council’s Braderies have you attended?



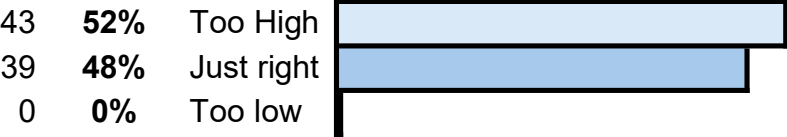
If our Braderie was held at a different location within Deal, would you still attend?



If our Braderie was held at a different location within Deal that provided parking and you were able to use your own gazebo, would you book a stall?



In your opinion, is £40 for a pitch:



Are you a Deal resident?



Do you think Deal Town Council should continue to hold an annual Braderie?



Non Stallholders

Of the total of 316 replies
234 **74%** Were non stallholders

Of the 234 Non stallholders

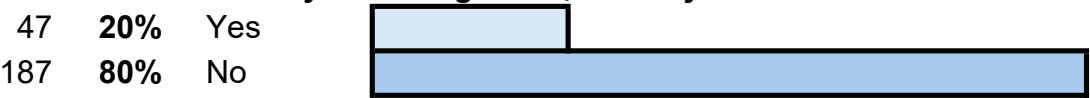
How many of Deal Town Council’s Braderies have you attended?



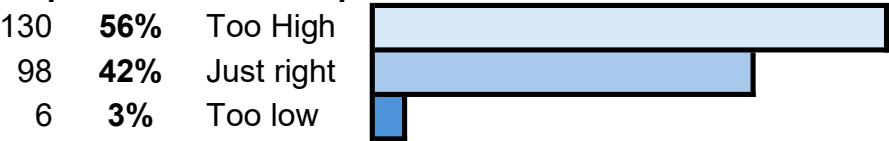
If our Braderie was held at a different location within Deal, would you still attend?



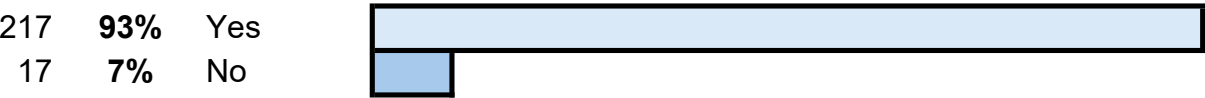
If our Braderie was held at a different location within Deal that provided parking and you were able to use your own gazebo, would you book a stall?



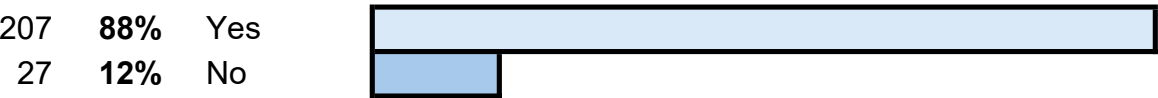
In your opinion, is £40 for a pitch:



Are you a Deal resident?

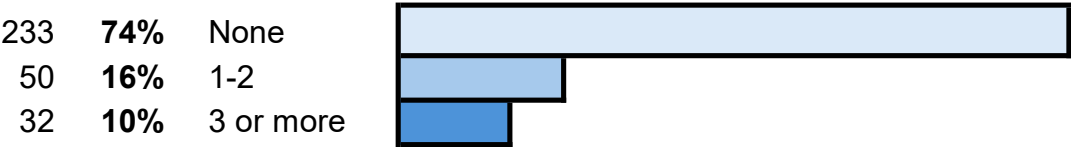


Do you think Deal Town Council should continue to hold an annual Braderie?



All replies

How many of Deal Town Council’s Braderies have you had a stall at?



How many of Deal Town Council’s Braderies have you attended?



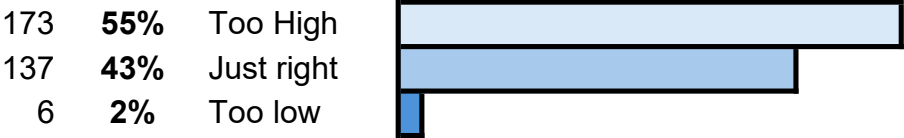
If our Braderie was held at a different location within Deal, would you still attend?



If our Braderie was held at a different location within Deal that provided parking and you were able to use your own gazebo, would you book a stall?



In your opinion, is £40 for a pitch:



Are you a Deal resident?



Do you think Deal Town Council should continue to hold an annual Braderie?



Copy of the Braderie report that was submitted as information to note at the November 2025 F&GP meeting.

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
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Less Direct costs	£3,407
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Less staff costs on the day	£1,580
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Total Loss	£2,427
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The above does not take into account any staff time relating to the administration leading up to the event that is estimated to be another £3,600

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.

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 12 January 2026
Subject: Correspondence received from the Deal and Walmer Community Association trustees.

Please see below a request from the Deal and Walmer Community Association trustees:

Dear Deal Town Council

The Landmark Centre has been making its toilets available to customers, staff and particularly stall holders of Deal Saturday Market. Without this facility they would be considerably inconvenienced by having to go further afield for relief.

This use has, on Saturdays when the community centre is busy with paying customers, been contributing to demand in excess of the cistern design capacity and closure of toilets when they will no longer flush, to the annoyance of hall hirers. The Landmark Centre is also bearing the cost of additional water charges, toilet rolls, hand towels and other cleaning materials.

Deal & Walmer Community Association does not wish to stop providing community toilets but, as a regular free user, Deal Town Council is invited to contribute to the costs from its market budget. £50 per month is suggested.

Kind regards

*The Trustees
Deal and Walmer Community Association*

Decision required

Members to consider the above request from the Deal and Walmer Community Association trustees.

**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: 12 January 2026
Subject: Correspondence received regarding Council Tax on second homes.

Please see below a request from a Deal resident:

Dear Deal Council,

I am writing to express my deep concern about Dover District Council's policy to charge double council tax on second homes. While I understand the intention behind this policy — to address local housing pressures — in practice it is having serious unintended consequences for Deal and risks damaging the town's economy and character.

The reality is that this policy is creating a paralysis in the housing market, particularly in Deal's historic conservation area. Local buyers are not purchasing these period properties — often because of the maintenance costs and constraints of conservation regulations — and the increased tax burden has deterred responsible second home owners who have traditionally invested in the area, maintained heritage homes, and supported the local economy.

This shift is already having a negative impact on the town centre (empty shops and more coming with Halifax and Lloyds closing soon). Second home owners contribute significantly to Deal's vitality by frequenting local restaurants, independent retailers, and food producers. They play a key role in sustaining the year-round economy and ensuring our high street remains vibrant and diverse. Penalising this group risks undermining precisely the sort of spending and investment that keeps Deal's community and businesses thriving.

I would therefore urge Deal Council to put maximum pressure on Dover Council to review and reconsider this flawed policy. A more balanced approach — one that recognises the different dynamics of towns like Deal and the unique nature of its housing stock — would be far more beneficial to both residents and the local economy.

Thank you for your time and consideration. I would appreciate a response to this email.

Yours sincerely,

(Name redacted)