

**To all Committee Members:** You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at the Town Hall on **Tuesday 19<sup>th</sup> May 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 Monday 18<sup>th</sup> May 2026 by email to [deal.town.council@deal.gov.uk](mailto: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: 13 May 2026**

### AGENDA

1	<b>Chairperson's opening remarks:</b>	Chairperson
2	<b>Apologies for absence:</b>	
3	<b>Declarations of interest:</b> To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach.1
4	<b>Public participation and statements received:</b> 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	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 24<sup>th</sup> March 2026 for approval and signing:</b> Decision required.	Attach.2
6	<b>Finance income &amp; expenditure figures and full bank reconciliation to 30<sup>th</sup> April 2026:</b> Information to note.	Attach 3
7	<b>Grant applications:</b> a) <b>Annual Grants 2026/27 Round 1 - Recommendations from the Grants Subcommittee:</b> Decisions required. b) <b>Community Contributions Grants 2026/27 - Recommendations from the Grants Subcommittee:</b> Decisions required. c) <b>Community Contributions Grant - Recommendations from the R.F.O. and Chairperson of the Finance &amp; General Purposes Committee:</b> Decision required.	Attach 4 Attach 5 Attach 6
8	<b>Annual return (AGAR) – Internal Auditors Report:</b> Decision required.	Attach 7
9	<b>Braderie update:</b> Decisions required.	Attach 8
10	<b>Town Hall – Free use request from DDC:</b> Decision required.	Attach 9
11	<b>Town Hall – Kitchen equipment:</b> Decision required.	Attach 10
	<b>Date of next F&amp;GP Committee meeting:</b> 21 <sup>st</sup> July 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 24<sup>th</sup> March 2026 in Deal Town Hall Chamber starting at 7.15pm.

Present: Cllr T Bond (Chairperson) Cllr M Eddy  
Cllr L Craggs Cllr P Jull

Officers: Mr P Bone – Responsible Finance Officer  
Mrs H Mcadam – Finance Assistant  
Ms J Harper - Asst. to the Town Clerk

Others: 4 Members of the public

1.	<b>Chairperson's opening remarks:</b> The Chairperson welcomed everyone to the meeting and advised of the fire evacuation procedures. He then advised that item 9. Town Hall Broadband connection had been withdrawn.	Chairperson
2.	<b>Apologies for absence:</b> Cllr M Cronk and Cllr D Parks due to prior commitments, Cllr D Cronk due to work commitments and Cllr B Bano due to a personal commitment.	R.F.O
3.	<b>Declarations of interest:</b> Cllr P Jull declared an OSI for Item 7.1 (5) Grant application for Deal, Walmer Community Association. Cllr M Eddy declared a VAOI for item 7.1 (2) Deal Hockey Club as the Mayoress is a member.	
4.	<b>Public Participation:</b> A member of the public thanked the committee for recommending their grant application and advised of the planned exhibition. 14 statements were received from members of the public regarding agenda item 10 regarding the Braderie update. Copies of these were circulated to the members present and will form part of the public record of this meeting.	
5.	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 21<sup>st</sup> January 2026 for approval and signing:</b> Members RESOLVED: To accept the minutes of the previous meeting held on 21 <sup>st</sup> January 2026 as a true and accurate record. (P) Cllr M Eddy (S) Cllr L Craggs. All agreed. The Chairperson then duly signed the minutes.	Chairperson
6.	<b>Finance: Income &amp; Expenditure Figures and Full Bank reconciliation to 28<sup>th</sup> February 2026:</b> Members RESOLVED: To note the Income & Expenditure Figures and Full Bank reconciliation to 28 <sup>th</sup> February 2026. (P) Cllr M Eddy (S) Cllr L Craggs. All agreed.	R.F.O
7.	<b>Grant applications –</b> I. <b>Annual Grants 2025/26 Round 3:</b> Members RESOLVED: To accept the following recommendations from the Grants Sub-committee.  <b>Deal Hockey Club:</b> To award a full grant of £500 as a contribution towards purchasing 40 new match shirts, plus 2 goalkeeper smocks for their men's and ladies' teams. The new shirts to include the Deal Town Council Logo as advised within the grant application.  <b>Deal Town Rangers:</b> To award a full grant of £1,000 as a contribution towards purchasing age-appropriate mini goals and essential training equipment.  <b>Deal, Walmer &amp; Kingsdown Amateur Rowing Club:</b> To award a full grant of £735 as a contribution towards the purchase of a new set of oars.	R.F.O

	<p><b>The Kent Mining Museum:</b> To award a full grant of £1,000 as a contribution to the cost of putting on an annual event.</p> <p><b>Bags of Taste:</b> To award a full grant of £1,000 as a contribution towards the cost of their Bags of Taste project.</p> <p><b>Deal Museum:</b> To award a grant of £750 as a contribution towards the purchase of a cashless donation system and 3 Perspex donation boxes.</p> <p><b>Addelam History Research Group:</b> To award a grant of £400 as a contribution towards exhibition costs and insurance.</p> <p><b>Sandown Primary School:</b> To award a full grant of £914.19 as a contribution towards the cost of providing resources for the green reading zone.</p> <p><b>WALDAS:</b> To award a full grant of £498.76 as a contribution towards the purchase of 10 Swift nesting boxes and promotional material.</p> <p><b>The Deal Society:</b> To award a full grant of £500 as a contribution towards the cost of putting on the Heritage open days.</p> <p>(P) Cllr M Eddy (S) Cllr L Craggs. All agreed.</p> <p>II. <b>Annual Grants 2026/27:</b> Members RESOLVED: To agree that for 2026/27 an increase from 3 to 4 grants rounds will be trialled with the following dates:</p> <ul style="list-style-type: none"> <li>• Round 1: Applications close: 30th April 2026 F&amp;GP Meeting date: 19<sup>th</sup> May 2026</li> <li>• Round 2: Applications close: 30th June 2026 F&amp;GP Meeting date: 21<sup>st</sup> July 2026</li> <li>• Round 3: Applications close: 30<sup>th</sup> September 2026 F&amp;GP Meeting date: 16<sup>th</sup> November 2026</li> <li>• Round 4: Applications close: 31<sup>st</sup> January 2027 F &amp; GP Meeting date: 25<sup>th</sup> March 2027</li> </ul> <p>(P) Cllr M Eddy (S) Cllr L Craggs. All agreed.</p>	R.F.O
8.	<p><b>Quadrennial Review of Town and Parish Council Allowances:</b> Members RESOLVED: To recommend to Full Council that the current level of Council Allowances is raised from £300 to £450.00 ‘</p> <p>(P) Cllr L Craggs (S) Cllr M Eddy. All agreed.</p>	R.F.O/Town Clerk
9.	<p><b>Town Hall Broadband connection:</b> Withdrawn.</p>	R.F.O
10.	<p><b>Braderie Consultation Update:</b> The Chairperson allowed a member of the public to speak on this item prior to Councillor debate.</p> <p>Members RESOLVED: To pass the running of the Deal Braderie to the Deal Flea and have an initial “hand over” meeting between the Deal Flea and DTC Officers to pass over any relevant information to assist with them taking over the Braderie.</p> <p>(P) Cllr L Craggs (S) Cllr P Jull. 3 For, 0 Against, 1 Abstention. Agreed.</p>	R.F.O/ DTC Officers

<p><b>11.</b></p>	<p><b>Town Hall Furniture – event/meeting chairs &amp; Chamber carpet.</b> Members RESOLVED: To accept the following recommendations:</p> <ol style="list-style-type: none"> <li>1) To purchase 100 chairs from the 2025/26 Town Hall furniture budget. (P) Cllr L Craggs (S) Cllr M Eddy. All agreed.</li> <li>2) To purchase 100 chair covers from the 2025/26 Town Hall furniture budget. (P) Cllr M Eddy (S) Cllr L Craggs. All agreed.</li> <li>3) To replace the carpet tiles for the Chamber and main stairs. (P) Cllr L Craggs (S) Cllr M Eddy. All agreed.</li> <li>4) To delegate authority to the R.F.O. in liaison with the Town Clerk and Facilities Manager to choose the fabric/frame of the chairs and main colour of the carpet tiles and purchase the most suitable tiles to the agreed specification with an agreed budget from the Town Hall refurbishment earmarked reserve. (P) Cllr T Bond (S) Cllr L Craggs. All agreed.</li> </ol>	<p>R.F.O/ Town Clerk/ Facilities Manager</p>
<p><b>12.</b></p>	<p><b>Treasury Deposit:</b> Members RESOLVED: That when the Nat West Treasury Reserve investment of £100,000 matures in May 2026, to increase the existing deposit in the CCLA Public Sector Deposit Fund to £200,000 and leave it in place for another year unless required earlier by resolution of this committee or Full Council. (P) Cllr M Eddy (S) Cllr L Craggs. All agreed.</p>	<p>R.F.O</p>
<p><b>13.</b></p>	<p><b>Town Hall – Free use request:</b> Members RESOLVED: To grant the Dover &amp; Deal and Royal Marines cadets free use of the Town Hall chamber between 1800-2200 hrs on Friday 5<sup>th</sup> June to celebrate their 100<sup>th</sup> anniversary.  (P) Cllr M Eddy (S) Cllr L Craggs. All agreed.</p>	<p>Facilities Manager</p>
	<p>The Chairperson closed the meeting at 8.17pm</p>	



**Bank Reconciliation Statement as at 30/04/2026  
for Cashbook 1 - Nat West Combined A/C's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	30/04/2026		100.00
Nat West Deposit A/C	30/04/2026		291,286.36
			<u>291,386.36</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			291,386.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			291,386.36
		<b>Balance per Cash Book is :-</b>	<b>291,386.36</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/04/2026  
for Cashbook 2 - Nat West Mayors Charity Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity A/C	30/04/2026		4.56
			<hr/> 4.56
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			4.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			4.56
		Balance per Cash Book is :-	4.56
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/04/2026  
for Cashbook 3 - Prepaid Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PRE PAID CARD	30/04/2026		507.11
			<u>507.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			507.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			507.11
		Balance per Cash Book is :-	507.11
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/04/2026  
for Cashbook 4 - Town Hall Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PETTY CASH	30/04/2026		88.01
			<u>88.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88.01
		Balance per Cash Book is :-	88.01
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/04/2026  
for Cashbook 5 - Nat West Treasury Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat west Treasury account	30/04/2026		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 .....

## Detailed Income &amp; Expenditure by Budget Heading 07/05/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>General Income</u>							
1076 Precept	305,109	610,218	305,109			50.0%	
1080 Bank Interest	(2,412)	9,000	11,412			(26.8%)	
General Income :- Income	<u>302,697</u>	<u>619,218</u>	<u>316,521</u>			48.9%	0
Net Income	<u>302,697</u>	<u>619,218</u>	<u>316,521</u>				
<u>200</u> <u>Staff Salaries</u>							
4000 Salaries Gross	20,941	350,777	329,836		329,836	6.0%	
Staff Salaries :- Indirect Expenditure	<u>20,941</u>	<u>350,777</u>	<u>329,836</u>	0	329,836	6.0%	0
Net Expenditure	<u>(20,941)</u>	<u>(350,777)</u>	<u>(329,836)</u>				
<u>202</u> <u>Employment Costs</u>							
4010 Salaries Employers Pension	0	56,387	56,387		56,387	0.0%	
4020 Salaries Employers NI	0	39,451	39,451		39,451	0.0%	
4085 Payroll Services	552	2,150	1,598		1,598	25.7%	
Employment Costs :- Indirect Expenditure	<u>552</u>	<u>97,988</u>	<u>97,436</u>	0	97,436	0.6%	0
Net Expenditure	<u>(552)</u>	<u>(97,988)</u>	<u>(97,436)</u>				
<u>203</u> <u>Staff Costs</u>							
4055 Travel & Subsistence	0	100	100		100	0.0%	
4070 Training	0	2,000	2,000		2,000	0.0%	
4075 Staff Uniforms	0	250	250		250	0.0%	
4090 Staff Recruitment	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	<u>0</u>	<u>3,100</u>	<u>3,100</u>	0	3,100	0.0%	0
Net Expenditure	<u>0</u>	<u>(3,100)</u>	<u>(3,100)</u>				
<u>205</u> <u>Official Car</u>							
4060 Official Car Lease	326	3,921	3,595		3,595	8.3%	
4065 Official Car Fuel	12	0	(12)		(12)	0.0%	
Official Car :- Indirect Expenditure	<u>338</u>	<u>3,921</u>	<u>3,583</u>	0	3,583	8.6%	0
Net Expenditure	<u>(338)</u>	<u>(3,921)</u>	<u>(3,583)</u>				
<u>210</u> <u>Civic</u>							
4055 Travel & Subsistence	0	100	100		100	0.0%	
4200 Cllr. Allowances	0	4,800	4,800		4,800	0.0%	
4220 Robes & Regalia	0	250	250		250	0.0%	
Civic :- Indirect Expenditure	<u>0</u>	<u>5,150</u>	<u>5,150</u>	0	5,150	0.0%	0
Net Expenditure	<u>0</u>	<u>(5,150)</u>	<u>(5,150)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 Mayor's Budget</u>							
4210 Hospitality	0	1,500	1,500		1,500	0.0%	
4225 Mayoral Travel & Subsistence	3	100	97		97	3.3%	
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	0	500	500		500	0.0%	
Mayor's Budget :- Indirect Expenditure	3	3,400	3,397	0	3,397	0.1%	0
Net Expenditure	(3)	(3,400)	(3,397)				
<u>220 Administration</u>							
4080 HR & HS	305	1,900	1,595		1,595	16.1%	
4300 Mobile Phones	120	1,375	1,255		1,255	8.7%	
4305 Stationery	95	800	705		705	11.8%	
4310 Postage	0	500	500		500	0.0%	
4315 Bank Charges	123	1,500	1,377		1,377	8.2%	
4320 General Admin	6,182	5,250	(932)		(932)	117.7%	
4325 Office Equipment	0	500	500		500	0.0%	
4330 IT Equipment	0	3,000	3,000		3,000	0.0%	
4335 IT Support & Website	807	10,000	9,193		9,193	8.1%	
4340 Telephone & Broadband	274	3,000	2,726		2,726	9.1%	
4345 Pat Testing	0	500	500		500	0.0%	
4365 Legal Advice	0	500	500		500	0.0%	
4375 Marketing/Communications	0	2,000	2,000		2,000	0.0%	
4390 Waste & Recycling	118	2,000	1,882		1,882	5.9%	
4405 Annual Planting	0	3,500	3,500		3,500	0.0%	
4410 Flags	0	500	500		500	0.0%	
4415 Audit Fees	(2,500)	2,500	5,000		5,000	(100.0%)	
4420 Subscriptions	2,000	2,100	100		100	95.2%	
4430 Data Protection Officer	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	7,522	42,425	34,903	0	34,903	17.7%	0
Net Expenditure	(7,522)	(42,425)	(34,903)				
<u>225 Council</u>							
4070 Training	0	1,000	1,000		1,000	0.0%	
4370 Election Costs	0	7,500	7,500		7,500	0.0%	
4380 Contingency	0	10,000	10,000		10,000	0.0%	
Council :- Indirect Expenditure	0	18,500	18,500	0	18,500	0.0%	0
Net Expenditure	0	(18,500)	(18,500)				

## Detailed Income &amp; Expenditure by Budget Heading 07/05/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250 Grants &amp; Donations</u>							
4470 Annual Grants	0	20,000	20,000		20,000	0.0%	
4473 Community Grants	0	10,000	10,000		10,000	0.0%	
4485 Deal Warm Welcome	0	10,000	10,000		10,000	0.0%	
4490 St Omer Twinning	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	0	40,500	40,500	0	40,500	0.0%	0
Net Expenditure	0	(40,500)	(40,500)				
<u>300 Town Hall</u>							
1100 Wedding Hire	4,203	17,000	12,798			24.7%	
1105 Chamber Hire	645	3,000	2,355			21.5%	
1110 Committee Room Hire	0	2,000	2,000			0.0%	
1115 Under Croft Hire	200	1,000	800			20.0%	
Town Hall :- Income	5,048	23,000	17,953			21.9%	0
4080 HR & HS	0	1,900	1,900		1,900	0.0%	
4360 Insurance	6,647	8,000	1,353		1,353	83.1%	
4500 Repairs & Maintenance	1,824	4,000	2,176		2,176	45.6%	
4505 Under Croft Cleaning	0	1,100	1,100		1,100	0.0%	
4510 Furniture & Equipment	(1,086)	1,000	2,086		2,086	(108.6%)	
4520 Boiler Service & Maint.	0	500	500		500	0.0%	
4525 Window Cleaning	0	1,100	1,100		1,100	0.0%	
4530 Gas	4,048	5,610	1,562		1,562	72.2%	
4535 Electricity	0	5,258	5,258		5,258	0.0%	
4540 Water	0	330	330		330	0.0%	
4710 Rates	1,128	13,750	12,622		12,622	8.2%	
4720 Licences	0	600	600		600	0.0%	
Town Hall :- Indirect Expenditure	12,561	43,148	30,587	0	30,587	29.1%	0
Net Income over Expenditure	(7,513)	(20,148)	(12,635)				
<u>305 Police Office</u>							
1121 Police Office Rent to EMR	0	9,000	9,000			0.0%	
Police Office :- Income	0	9,000	9,000			0.0%	0
Net Income	0	9,000	9,000				
<u>310 VIC</u>							
4605 Terminal Charges	26	500	474		474	5.3%	
VIC :- Indirect Expenditure	26	500	474	0	474	5.3%	0
Net Expenditure	(26)	(500)	(474)				

	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	4,430	45,000	40,570			9.8%	
Saturday Market :- Income	4,430	45,000	40,570			9.8%	0
4420 Subscriptions	0	500	500		500	0.0%	
4715 Profit Share	4,140	4,140	0		0	100.0%	
4730 Market General Costs	80	3,000	2,921		2,921	2.6%	
4735 Market Licence/Rates	0	1,750	1,750		1,750	0.0%	
4750 Road Closures	1,100	0	(1,100)		(1,100)	0.0%	
Saturday Market :- Indirect Expenditure	5,320	9,390	4,071	0	4,071	56.7%	0
Net Income over Expenditure	(890)	35,610	36,500				
<u>420 Braderie Market</u>							
1415 Braderie stall holders	0	3,000	3,000			0.0%	
Braderie Market :- Income	0	3,000	3,000			0.0%	0
4705 Road Closure	0	3,407	3,407		3,407	0.0%	
Braderie Market :- Indirect Expenditure	0	3,407	3,407	0	3,407	0.0%	0
Net Income over Expenditure	0	(407)	(407)				
<u>500 Public Conveniences</u>							
4800 Public Conveniences	0	40,000	40,000		40,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	40,000	40,000	0	40,000	0.0%	0
Net Expenditure	0	(40,000)	(40,000)				
<u>600 Allotments Golf Road</u>							
1500 Allotment Income	1,517	2,900	1,383			52.3%	
Allotments Golf Road :- Income	1,517	2,900	1,383			52.3%	0
4500 Repairs & Maintenance	146	2,500	2,354		2,354	5.8%	
4540 Water	80	550	470		470	14.5%	
Allotments Golf Road :- Indirect Expenditure	226	3,050	2,824	0	2,824	7.4%	0
Net Income over Expenditure	1,291	(150)	(1,441)				
<u>610 Allotments Park Ave</u>							
1500 Allotment Income	1,129	2,300	1,171			49.1%	
Allotments Park Ave :- Income	1,129	2,300	1,171			49.1%	0

## Detailed Income &amp; Expenditure by Budget Heading 07/05/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Repairs & Maintenance	169	2,500	2,331		2,331	6.8%	
4540 Water	0	550	550		550	0.0%	
Allotments Park Ave :- Indirect Expenditure	169	3,050	2,881	0	2,881	5.5%	0
Net Income over Expenditure	960	(750)	(1,710)				
<u>620 Allotments Mill Road</u>							
1500 Allotment Income	1,137	2,300	1,163			49.5%	
Allotments Mill Road :- Income	1,137	2,300	1,163			49.4%	0
4500 Repairs & Maintenance	522	2,500	1,978		1,978	20.9%	
4540 Water	0	550	550		550	0.0%	
Allotments Mill Road :- Indirect Expenditure	522	3,050	2,528	0	2,528	17.1%	0
Net Income over Expenditure	616	(750)	(1,366)				
<u>700 Town Events</u>							
5000 Town Events	18	2,100	2,082		2,082	0.8%	
Town Events :- Indirect Expenditure	18	2,100	2,082	0	2,082	0.8%	0
Net Expenditure	(18)	(2,100)	(2,082)				
Grand Totals:- Income	315,957	706,718	390,761			44.7%	
Expenditure	48,196	673,456	625,260	0	625,260	7.2%	
Net Income over Expenditure	267,761	33,262	(234,499)				
Movement to/(from) Gen Reserve	267,761	33,262	(234,499)				

**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:** 13 May 2026  
**Subject:** Annual Grants 2026/27 Round 1 - Recommendations from the Grants subcommittee

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**Annual Grants 2026-27**

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

**Round 1** - Applications close on **Thursday 30 April** (Finance & General Purposes Committee meeting date to decide is Tuesday 19 May 2026)

**Round 2** - Applications close on **Tuesday 30 June 2026** (Finance & General Purposes Committee meeting date to decide is Tuesday 21 July 2026)

**Round 3** - Applications close on **Wednesday 30 September 2026** (Finance & General Purposes Committee meeting date to decide is Monday 16 November 2026)

**Round 4** - Applications close on **Sunday 31 January 2027** (Finance & General Purposes Committee meeting date to decide is Thursday 25 March 2027)

**Annual Grants 2026/27 - Round 1.**

A total of 9 applications were received. 1 was withdrawn as it failed validation.

Members of the Grants subcommittee considered and scored the 8 validated applications and agreed the following funding levels to be recommended.

**Recommendations from the Grants subcommittee:**

**1 Clear Steps SEND:** Requested a grant of £1,000 as a contribution to putting on workshops and peer support groups.

Members scored the application 11 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.

Recommendation: To not make a grant award.

**2 St Andrews Church:** Requested a grant of £1,000 as a contribution to the purchase of a new PA system.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a grant of £1,000 as a contribution to the purchase of a new PA system.

(P) Cllr A Friend (S) Cllr S Cullen All Agreed.

**3 Deal Community Carnival Association:** Requested a grant of £1,000 as a contribution putting on the Carnival.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a grant of £1,000 as a contribution putting on the Carnival.

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

**4 Imago Community Kent Young Carers:** Requested a grant of £600 as a contribution towards providing two respite activities for young carers.

Members scored the application 15 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.

Recommendation: To not make a grant award.

**5 Deal Hospital Garden Volunteers:** Requested a grant of £305 to purchase a secure tools shed and tools.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a grant of £305 to purchase a secure tool shed and tools.

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

**6 Walmer Cricket Club:** Requested a grant of £500 to purchase recycling bins.

Members scored the application 30 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a grant of £500 to purchase recycling bins.

(P) Cllr S Cullen (S) Cllr A Friend All Agreed.

**7 Martha Trust:** Requested a grant of £495.20 to cover the costs of First Aiders and Marshalls for their annual Mistic on the Farm event.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a £495.20 grant to cover the costs of First Aiders and Marshalls for their annual Mistic on the Farm event.

(P) Cllr S Cullen (S) Cllr A Friend All Agreed.

**8 Chamber of Trade:** Requested a grant of £1,000 towards the cost of bunting for the High Street.

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

Recommendation: To recommend to the Finance & General Purposes Committee the payment of a £750 grant towards the cost of bunting for the High Street  
(P) Cllr T Bond (S) Cllr S Cullen All Agreed.

The above recommendations total **£4,050.20** as split below:

3 Large Grant (£500 to £1,000)	<b>£2,750.00</b>
3 Small Grant (£500 or under)	<b>£1,300.20</b>

If approved, the remaining budget for the 2026/27 year will be £15,949.80

### **Decisions required**

Members to consider the recommendations from the Grants Subcommittee.

**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:** 13 May 2026  
**Subject:** Community Contribution Grants 2026/27 - Recommendations from the Grants subcommittee

---

The budget for 2026-27 for Community Contribution Grants is £10,000

Of this, £6,000 is reserved for applications agreed for multiple years, leaving only £4,000 for new applications this year.

A total of 4 applications were received for consideration. 1 was deferred until the next meeting as officers were still awaiting information to validate the application.

Members of the Grants subcommittee considered and scored the 3 validated applications and agreed the following funding levels to be recommended.

**Grants Subcommittee recommendations to the Finance & General Purposes Committee:**

**C1 Sandown Community Garden Group and the Deal Pirates:** Requested a grant of £500 per year for 3 years as a contribution to the cost of hiring a toilet and PA system as well as promotional material for the Sandown Castle Community Garden picnic.

Members scored the application 30 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee to award a grant of £500 per year for 3 years as a contribution to the cost of hiring a toilet and PA system as well as promotional material for the Sandown Castle Community Garden picnic.

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

**C2 Clear Steps SEND:** Requested a grant of £2,000 per year for 2 years as a contribution towards the cost the planning and delivery of parent workshops.

Members scored the application 9 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.

Recommendation: To not make a grant award.

**C3 Paragon Hub:** Deferred to next meeting.- Awaiting further information

**C4 North Deal Community Company – Golf Road Community Centre:** Requested a grant of £2,000 per year for 3 years as a contribution towards their utility costs.

Members scored the application 16.5 out of a possible 33 points.

Recommendation: To recommend to the Finance & General Purposes Committee to award a grant of £1,000 per year for 2 years as a contribution towards their utility costs.

(P) Cllr T Bond (S) Cllr S Cullen All Agreed.

The above recommendation total £ 1,500 for this year, and if approved, the remaining budget for the 2026/27 year will be £2,500

### **Decisions required**

Members to consider the recommendations from the Grants Subcommittee.

**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:** 13 May 2026  
**Subject:** Community Contribution Grants 2026/27 - Recommendation from the Responsible Finance Officer and Chairperson of the Finance & General Purposes Committee

---

At the May 2025 meeting of this committee, Members RESOLVED: To accept the Community Contribution Grant application from Deal Community Carnival Association and pay a grant of £2,000 to the Association this year and that the payments of £2,000 for the two subsequent years are to be made subject to the annual grant monitoring form being received from the association in respect of this grant and being audited by the R.F.O. and the Chairperson of the Finance & General Purposes Committee who will make a recommendation to the Finance & General Purposes Committee regarding payment of the next annual payment.

The grant monitoring form for 202526 has been received together with the necessary supporting documents. These have been audited by the R.F.O. and the Chairperson of the Finance & General Purposes Committee, who are happy that the second payment can be released.

**Recommendation**

That the Community Contribution Grant payment for 2026/27 of £2,000 is paid to the Deal Community Carnival Association.

**Decisions 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:** 13 May 2026  
**Subject:** Annual Return (AGAR) – Internal Auditors Report

---

Please find attached a copy of the Internal Auditors report for the year ending 31<sup>st</sup> March 2026, Internal Auditors letter, and the Internal Audit Control Checklist.

Members will see that no matters were identified that needed to be brought to the attention of the Council.

**Decision Required**

Members are asked to note the report and support documentation.

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

DEA2/JDS/ES

30 April 2026

Dear Madam

We have recently carried out our internal audit for the year ended 31 March 2026. During the audit, we checked the following:

1. The accounting software is kept up to date.
2. The bank reconciliation at 31 March 2026 was checked and agreed to the underlying records at that date.
3. Debtors and creditors at 31 March 2026.
4. That the fixed asset register was updated as necessary.
5. Payroll procedures.
6. Ascertained the financial systems in place.
7. Sample checked the procedures surrounding income and bankings for the period from 1 April 2025 to 31 March 2026 including checking that the precept requirement resulted from an adequate budgetary process.
8. Sample checked the procedures surrounding purchase order requests, purchase invoices and payments for the period from 1 April 2025 to 31 March 2026.
9. Minutes from Full Town Council and Finance and General Purposes Committee meetings were reviewed to ensure that correct financial procedures appear to have been followed and that financial effects of decisions reached were accurately recorded in the Council's records.
10. That adequate insurance cover was held.
11. That an annual risk assessment had been carried out during the year.
12. That the period for the exercise of public rights and publication requirements for 2024/25 were correctly complied with.
13. That the required information is published on a website up to date at the time of the internal audit in accordance with relevant legislation.
14. The figures on the annual return were checked back to the accounting records and other supporting documentation.

No matters were identified that need to be brought to your attention.

Yours faithfully



McCabe Ford Williams

# Annual Internal Audit Report 2025/26

ENTER AUTHORITY Deal Town Council

www.deal.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

29/04/2026

DD/MM/YYYY

DD/MM/YYYY

John Donald Sheather FCA AL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

30/04/2026

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

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

**Deal Town Council 2024/25  
Internal Audit Control Checklist**

**Dates checked**

22/04/2026      29/04/2026      .....2026

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

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

Checked by:-

Responsible Finance Officer

Paul Bone

Signed



Outside internal Auditors

McCabe Ford Williams

Signed

*McCabe Ford Williams*

Internal Auditor 1

Cllr P Jull

Signed

McCABE FORD WILLIAMS  
 CHARTERED ACCOUNTANTS  
 CHARLTON HOUSE  
 FOUR STREET  
 DOVER, KENT CT16 1BL  
 PHONE: 01304 204006

**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:** 13 May 2026  
**Subject:** Braderie Update.

---

At the last meeting of this committee, members agreed to pass over the running of the Braderie to a local organisation.

Following the initial hand over meeting with that organisation, Officers were advised that the group did not want to proceed with their proposal to take over the running of the Braderie.

On the 29<sup>th</sup> April the R.F.O. contacted Cllr Peter Jull who is also the Chair of the Deal & Walmer Chamber of Trade, asking if he could shed any light on a rumour that the Chamber of Trade are looking to organise a street Braderie. No reply was received.

Last week, Officers received an email from a representative of the 'High Street retailers and associated groups' advising that they are managing the 2026 Braderie, under the DW Chamber of Trade. They also asked if the Council would communicate with previous pitch bookers with new contact information.

The representative was advised that the Chamber had not contacted the Council with any information regarding their involvement and that confirmation of their involvement would be needed.

Subsequently a very brief email was received from the Chair of the Deal & Walmer Chamber of Trade saying:

*"A sub committee of the Chamber of Trade has been formed to run a braderie, of which [REDACTED] is a lead member. For insurance and accounting purposes the Chamber will be the responsible body. Date to be Sunday 13th September"*

(The redacted name was the person who emailed from the High Street retailers and associated groups)

**Recommendation**

Members are asked to consider if Officers should send the contact details for the High Street retailers and associated groups to last year's stall holders regarding the Braderie they are running.

**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 G Simpson, Facilities Manager  
**Date:** 28 April 2026  
**Subject:** Town Hall – Free use request from DDC.

---

A request has been received from the DDC business development and grants department for free use of the Chamber.

They have requested free use of the chamber, from 9am-1pm on Wednesday the 8<sup>th</sup> of July 2026, to provide free defib training to the businesses of Deal. They did ask the same last year and it was granted by this committee.

Although they do meet our general guidelines criteria, they do not match with our eligibility criteria below.

- Not for profit local organisations and community groups based in the Deal Town Council area or with beneficiaries exclusively or predominantly in the Deal Town Council area.
- Registered charities based in the Deal Town Council area or with beneficiaries exclusively or predominantly in the Deal Town Council area.
- Social Enterprise Companies or Community Interest Companies based in the Deal Town Council area or with beneficiaries exclusively or predominantly in the Deal town Council area.

**Recommendation:**

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

**Decisions required:**

Members to consider hiring the Town Hall to DDC on Wednesday 8<sup>th</sup> of July 2026, free of charge, between the hours of 0900 -1300 hrs. to provide free defib training to the businesses of Deal.

**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 May 2026  
**Subject:** Kitchen Equipment

---

In October 2014 DTC purchased a commercial electric oven for the Town Hall kitchen for use by organisations who hire the town hall for events that included catering.

The oven cost £1,200 plus installation and was funded by a KCC grant of £1,400

Since that time the oven has failed 3 times with the same fault of the thermostats failing.

Each time the council has had to pay a call out charge to diagnose the fault and then a costly repair bill to fit the replacement parts. Each repair lasts about 4 years, and the fitters advise that due to the very low usage of the oven the thermostats will fail again in time.

The oven has failed again and paid £180 call out charge to diagnose the same fault.

A quotation has been received for the current repair is £524 plus VAT.

During the 12 years that the council has had this oven, the actual usage has been very low with an average of about 3 kitchen hires per year that wanted use of the oven.

Bearing in mind the age of the oven (now 12 years old), and facing a further repair bill, the premises team have asked that members consider replacing the oven with alternative kitchen equipment that would be more useful to hirers.

The proposed equipment list is:

Commercial Electric Combi Oven 5 trays 440x320mm with Steam - £645 plus VAT  
5 Zone Touch Control Ceramic Hob - £125  
Wine Cooler & Drinks 34 Bottle 93L - £190

Total cost approximately £960

**Recommendation**

Members to consider the following options:

- 1) Repair the current oven at a cost of £524 plus VAT
- 2) Replace the oven with a like for like model: Lincat Silverlink 6 Burner Electric Range 3 Phase £2,018 plus VAT
- 3) Agree a budget of £1,000 to purchase a Commercial Electric Combi Oven, 5 Zone Touch Control Ceramic Hob and Wine Cooler

**Decision required**

Members to consider the above recommendation.