



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

**To all Councillors:** You are hereby summoned to attend a meeting of Full Council at the Town Hall on Tuesday 31 March 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 30 March 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 councillors present at the meeting and become part of the public record of the meeting; names will be redacted.

**Mrs. L Crow - Town Clerk**

**Date:** 24 March 2026

**AGENDA**

1	<b>Chairperson's opening remarks:</b>	Chairperson
2	<b>Apologies for absence received:</b>	Town Clerk
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>The minutes of the meeting of Full Council held on Tuesday 24 February 2026 for approval and signing:</b> Decision required.	Attach. 2
5	<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.	Town Clerk
6	<b>List of payments including payments exceeding £500 for approval and signing between 1 February 2026 and 28 February 2026:</b> Decision required	Attach. 3
7	<b>Appointment of Internal Auditor:</b> Decision required	Attach. 4
8	<b>Financial Risk Management Plan 2026/27:</b> Decision required	Attach. 5
9	<b>Recommendation from the Transport &amp; Infrastructure Committee for Accessible Boardwalk:</b> Decision required	Attach. 6
10	<b>Non-Councillor Co-opted Members on Deal Town Council Committees:</b> Decisions required	Attach. 7
11	<b>Councillor Outside Body Quarterly Reports:</b> (a) The Astor Theatre: For information (b) The Deal & Walmer Chamber of Trade: For information	Attach. 8 Attach. 9
12	<b>Deal Town Council Committee Minutes:</b> Information to note (a) The minutes of the Environment Committee meeting held on 14.10.25 (b) The minutes of the Transport & Infrastructure Committee meeting held on 13.01.26. (c) The minutes of the Planning Committee meeting held on 09.02.26	Attach.10 Attach.11 Attach.12
13	<b>Resolution to exclude the public:</b> Public Bodies (admission to meetings) Act 1960 s1 (2) on the grounds that the information to be discussed is of a confidential nature.	
14	<b>Staff Update:</b> Decision required	
	<b>Date of next meeting:</b> 21 April 2026	
<p>Filming and audio recording of Town Council meetings, by representatives of the media and also by members of the public using small media tools, is permitted. Please refer to the council's protocol for recording of meetings for guidance, available to download on <a href="http://www.deal.gov.uk">www.deal.gov.uk</a> or on request.</p>		

**Disclosable Pecuniary Interest (DPI)**

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

**Other Significant Interest (OSI)**

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

**Voluntary Announcement of Other Interests (VAOI)**

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

**Note to the Code:**

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

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

The Minutes of the Full Council meeting held at the Town Hall on Tuesday 24 February 2026  
at 7.15pm.

Present: Cllr M Eddy (Chairperson) Cllr B Bano  
Cllr S Beer Cllr L Craggs  
Cllr A Friend Cllr M Walters  
Cllr T Bond Cllr P Jull  
Cllr D Cronk Cllr S Cullen  
Cllr D Parks Cllr P Findley

Officers: Mr P Bone (Deputy Town Clerk)  
Ms N Miller (Climate Change, Projects & Communications Officer)

Others: 11 Members of public

1	<b>Chairperson's opening remarks:</b> The Chairperson read the fire evacuation procedures and welcomed everyone to the meeting.	Chairperson
2	<b>Apologies for Absence received:</b> Cllr M Cronk due to a work commitment and Cllr O Richardson due to a personal commitment. Absent: Cllr S Brookfield.	Deputy Town Clerk
3	<b>Declarations of interest:</b> Cllr A Friend declared a VAOI for agenda item 8 as he is a personal friend of many of the landowners surrounding the park.	
4	<b>The minutes of Full Council meeting held on Tuesday 27 January 2026 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Full Council meeting held on Tuesday 27 January 2026 as a true and accurate record. (P) Cllr A Friend (S) Cllr P Findley. 10 For, 2 Abstentions. Agreed. The Chairperson duly signed the minutes.	Chairperson
5	<b>Public participation and statements received:</b> Written statements received from 3 members of the public regarding agenda item 14 were circulated to all Cllrs present and to the members of the public present. 2 members of the public spoke regarding agenda item 14 and answered questions from Councillors.	
6	<b>List of payments including payments exceeding £500 for approval and signing from between 1 January 2026 and 31 January 2026:</b> Members RESOLVED: To accept the list of payments including payments exceeding £500 for approval and signing from the 1 January to 31 January 2026. (P) Cllr A Friend (S) Cllr M Walters. All agreed.	Chairperson
7	<b>Tree Guardian Project Update &amp; Revised Project Plan:</b> Members RESOLVED: To agree the updated Deal Tree Guardians 2026 project plan. (P) Cllr A Friend (S) Cllr S Cullen 11 For, 1 Against. Agreed.	Climate Change, Projects & Communications Officer
8	<b>Correspondence Received – Friends of Betteshanger:</b> Members RESOLVED: As a Council, we support the Betteshanger Country Park being retained as a nature haven that is complimentary to the environment. (P) Cllr T Bond (S) Cllr S Cullen 7 For, 1 against, 4 Abstentions. Agreed.	Deputy Town Clerk

9	<p><b>Local Government Reorganisation:</b></p> <p>a) Local Government Reorganisation Consultation: Members RESOLVED: That Deal Town Council does not respond to this consultation, and for members to respond individually. P) Cllr P Jull (S) Cllr P Findley All agreed.</p> <p>b) LGR Update and Initial Asset Expression of Interest: Members RESOLVED: To Note the report. (P) Cllr L Craggs (S) Cllr D Cronk All agreed.</p>	Councillors
10	<p><b>DDC Community Governance Review:</b> Members RESOLVED: Not to recommend any change to the number of Deal Town Councillors. (P) Cllr S Beer (S) Cllr A Friend All agreed</p>	Deputy Town Clerk
11	<p><b>Deal Town Council draft Meeting Schedule 2026/27:</b> Members RESOLVED: To accept the draft meeting schedule for 2026/27 (P) Cllr D Cronk (S) Cllr A Friend All agreed.</p>	R.F.O.
12	<p><b>Deal Town Council Committee Minutes:</b> Members RESOLVED: To note the following minutes:</p> <p>(a) The minutes of the Planning Committee meeting held on 5.1.26 (b) The minutes of the Finance and General Purposes Committee held on 16.12.25 (P) Cllr A Friend (S) Cllr D Cronk 11 For, 1 Abstention. Agreed.</p>	Committee Clerk/ R.F.O.
13	<p><b>Resolution to exclude the public:</b> At 20:30 Members RESOLVED: To exclude the members of public on the grounds that the information to be discussed is of a confidential nature. (P) Cllr A Friend (S) Cllr M Eddy 8 For, 4 Against. Agreed</p>	
14	<p><b>UK Town of Culture Competition:</b></p> <p>a) Report from the Project Officer: Members RESOLVED: That Deal Town Council bring forward the project as proposed by the Project Officer and to set up a Deal Cultural Partnership with signed letters of agreement. Deal Town Council are to be the accountable body and Deal Cultural Partnership will be the bidder. To delegate authority to the Project Officer, in liaison with the Town Clerk, R.F.O and Mayor to complete and submit an expressions of interest for the UK Town of Culture 2028 and to take forward if the application is successful.  (P) Cllr S Beer (S) Cllr D Parks 9 For, 2 Against, 1 abstention. Agreed.</p> <p>b) Request received from Deal Town of Culture Steering Group Members RESOLVED: That Deal Town Council will not act as the accountable body for the Deal Partnership's bid for the UK Town of Culture 2028.  (P) Cllr L Craggs (S) Cllr D Parks 8 For, 2 Against 1 abstention Agreed. (Cllr D Parks was absent from the room when the vote was taken):</p>	<p>Project Officer, Town Clerk, R.F.O and Mayor</p> <p>Town Clerk</p>
	<p><b>The Chairperson closed the meeting at 21:21</b></p>	

**Deal Town Council**  
**Nat West Combined A/C's**

**List of Payments made between 01/02/2026 and 28/02/2026**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Transaction Detail</b>	<b>Amount Paid</b>
02/02/2026	BRITISH SAFETY COUNCIL	STAFF TRAINING	£ 474.00
02/02/2026	VIC YOUNG SS	TOWN CAR LEASE	£ 390.89
04/02/2026	CINQUE PORTS	CINQUE PORT REGISTRARS	£ 62.50
04/02/2026	BRITISH TELECOM	INTERNET TOWN HALL	£ 61.14
05/02/2026	VODAFONE	WORK MOBILES	£ 143.67
06/02/2026	NEATHOUSE PARTNERS	HR & HS	£ 366.00
06/02/2026	DEAL PANTRY	COMMUNITY CONT GRANT	£ 2,000.00
09/02/2026	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 266.47
12/02/2026	RG WILLIAMS	NEW TAP GR ALLOTS	£ 76.98
13/02/2026	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,650.00
16/02/2026	DNA PAYMENTS	VIC CARD MACHINE	£ 36.70
16/02/2026	NAT WEST	BANK CHARGES	£ 32.45
18/02/2026	ST ANDREWS PCC	WARM WELC JAN 26	£ 340.00
18/02/2026	DEAL PANTRY	WARM WELC JAN 26	£ 700.00
18/02/2026	DEAL FOODBANK	WARM WELC JAN 26	£ 500.00
18/02/2026	TRINITY CHURCH DEAL	WARM WELC JAN 26	£ 388.00
18/02/2026	UPPER DEAL AND GT	WARM WELC JAN 26	£ 640.00
18/02/2026	HOME START DOV DIST	WARM WELC JAN 26	£ 800.00
18/02/2026	ST GEORGES	WARM WELC JAN 26	£ 400.00
18/02/2026	KENT PENSION FUND	EE's PENSION	£ 1,476.88
18/02/2026	KENT PENSION FUND	ER's PENSION	£ 5,857.90
19/02/2026	DOVER DIST COUNCIL	PUBLIC CONVIENENC	£ 10,000.00
19/02/2026	DOVER DIST COUNCIL	MARKET FEES	£ 4,977.52
19/02/2026	STAFF NET PAY	NET PAY	£ 20,921.31
20/02/2026	PHILLIP VALLANCE	ALLOT MAINT PA	£ 147.00
20/02/2026	PHILLIP VALLANCE	ALLOT MAINT MR	£ 147.00
20/02/2026	PHILLIP VALLANCE	ALLOT MAINT GR	£ 146.00
20/02/2026	BUSINESS STREAM	WATER PA ALLOTS	£ 64.87
20/02/2026	HMRC	PAYE EE	£ 3,966.92
20/02/2026	HMRC	EE NI	£ 985.44
20/02/2026	HMRC	ER NI	£ 3,414.54
23/02/2026	BUSINESS STREAM	WATER GR ALLOTS	£ 80.00
26/02/2026	VIC YOUNG SS	TOWN CAR ROAD TAX	£ 195.00
27/02/2026	CAFFYNS	TOWN CAR SERVICE	£ 49.00
27/02/2026	ADM COMP SERVICES	IT SUPPORT TOWN HALL	£ 966.76
27/02/2026	KONICA MINOLTA	PHOTOCOPIES TH	£ 59.26
27/02/2026	KONICA MINOLTA	PHOTO COPIER RENTAL TH	£ 139.32
27/02/2026	FCS EXT CLEANING	PRESSURE WASH TH	£ 220.00
27/02/2026	FCS EXT CLEANING	CLEANING WINDOWS TH	£ 190.00
27/02/2026	ADM COMP SERVICES	MICROSOFT LICENCES	£ 4,390.56
27/02/2026	SUEZ RECYCLING AND	WASTE & RECYCLING TH	£ 143.24
27/02/2026	NAT WEST	BANK CHARGES	£ 64.03
			<b>£ 67,931.35</b>

**Deal Town Council**  
**Nat West Combined A/C's**

**List of Payments over £500 made between 01/02/2026 and 28/02/2026**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Transaction Detail</b>	<b>Amount Paid</b>
06/02/2026	DEAL PANTRY	COMMUNITY CONT GRANT	£ 2,000.00
13/02/2026	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,650.00
18/02/2026	DEAL PANTRY	WARM WELC JAN 26	£ 700.00
18/02/2026	DEAL FOODBANK	WARM WELC JAN 26	£ 500.00
18/02/2026	TRINITY CHURCH DEAL	WARM WELC JAN 26	£ 388.00
18/02/2026	UPPER DEAL AND GT	WARM WELC JAN 26	£ 640.00
18/02/2026	HOME START DOV DIST	WARM WELC JAN 26	£ 800.00
18/02/2026	KENT PENSION FUND	EE's PENSION	£ 1,476.88
18/02/2026	KENT PENSION FUND	ER's PENSION	£ 5,857.90
19/02/2026	DOVER DIST COUNCIL	PUBLIC CONVIENENC	£ 10,000.00
19/02/2026	DOVER DIST COUNCIL	MARKET FEES	£ 4,977.52
19/02/2026	STAFF NET PAY	NET PAY	£ 20,921.31
20/02/2026	HMRC	PAYE EE	£ 3,966.92
20/02/2026	HMRC	EE NI	£ 985.44
20/02/2026	HMRC	ER NI	£ 3,414.54
27/02/2026	ADM COMP SERVICES	IT SUPPORT TOWN HALL	£ 966.76
27/02/2026	ADM COMP SERVICES	MICROSOFT LICENCES	£ 4,390.56
			<b>£ 63,635.83</b>

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr M Eddy – Chairperson of Deal Town Council; All Council members  
**From:** Mr P Bone – Responsible Finance Officer  
**Date:** 23 March 2026  
**Subject:** **Appointment of Internal Auditor**

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McCabe Ford Williams have been the Internal Auditor for Deal Town Council for over 14 years and have provided an excellent service.

Their fee for the internal audit for the year ended 31 March 2026 will be £1,195 plus VAT assuming that the records are complete / available at the time of the audit.

**Recommendation**

- 1) To re-appoint McCabe Ford Williams to continue as the Internal Auditor for Deal Town Council for the financial year 2026-2027
- 2) To delegate authority to two Councillors. to sign the engagement letter on behalf of the Council.

**Decisions required**

- 1) To consider re-appointing McCabe Ford Williams to continue as the Inter Internal Auditor for Deal Town Council for the financial year 2026-2027.
- 2) To consider and decide on the two Councillors who will sign the engagement on behalf of the Council.

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr M Eddy - Chairperson of Deal Town Council,  
All Council Members  
**From:** Paul Bone. Responsible Finance Officer  
**Date:** 23<sup>rd</sup> March 2026  
**Subject:** **Financial Risk Management Schedule 2026 - 2027**

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Please find attached the draft Financial Risk Management Schedule for 2026-2027.

Amendments included to reflect changes to the Financial regulations for statutory updates as agreed by F&GP in July.

Town Hall full structural and maintenance survey carried out in October 2025 added to: Fixed Assets – under or over evaluation and unplanned emergency expenditure section.

The schedule has been reviewed, and no further changes are recommended for 2026-27

**Recommendation:**

To agree and accept the Financial Risk Management Schedule 2026 - 2027

**Decision Required:**

Members to consider and agree to the above recommendation.

## Deal Town Council Financial Risk Management Schedule 2026 – 2027

### Consequences of Risk:

1. Increased costs:
  - Putting things right – legal & Auditor's fees
  - Premium renewals
  - Loss of funds – fraud & misappropriation.
2. Litigation.
3. Loss of reputation.
4. Impede ability to bid for funds.

Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action needed
Fixed Assets – under or over evaluation and unplanned emergency expenditure.	Low	Medium	<ul style="list-style-type: none"> <li>• Annual review of level of insurance cover – included in Audit scrutiny. Professional advice sought regarding re-evaluation.</li> <li>• Appropriate level of reserves in place.</li> <li>• Full Structural and maintenance survey carried out in October 2025</li> </ul>	Ongoing monitoring and inspection. Scheduled plan of works including ongoing maintenance schedule in place now that Deal Town Council owns freehold of Deal Town Hall.
Fixed Assets – missing assets	Low	Medium	<ul style="list-style-type: none"> <li>• Annual review of asset register documented.</li> </ul>	Ongoing revision of asset register, monitoring and inspection.
Debtors	Low	Low	<ul style="list-style-type: none"> <li>• Financial Regulations in place w.e.f. 31<sup>st</sup> March 2010. Electronic accounts are presented to all Finance Committee &amp; Full Council meetings.</li> <li>• Financial Regulations last updated, reviewed, and agreed by F&amp;GP July 2025.</li> </ul>	Ongoing monitoring. Financial regulations.
Cash risk – late banking of cash and cheques received.	Low	Low	<ul style="list-style-type: none"> <li>• Documents in place e.g. expenses forms, petty cash forms etc.</li> <li>• Electronic spreadsheets now detail all transactions.</li> </ul>	Ongoing monitoring and inclusion in Internal Audit Control checks.

Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action needed
Electronic Payments	Low	Low	<ul style="list-style-type: none"> <li>• Amendments to add payees requires authorisation by Finance Assistant and R.F.O</li> <li>• Scrutiny by Finance Committee and Full Council of financial records at all scheduled meetings.</li> <li>• Responsibility for internal financial control procedures in place.</li> </ul>	Ongoing monitoring including internal and external audit control procedures.
Credit Card	Low	Low	<ul style="list-style-type: none"> <li>• Card kept locked away by Town Clerk</li> <li>• Only issued to R.F.O when agreed expenditure is required to be paid by card and when alternative methods of payment are not suitable</li> <li>• Monthly Direct Debit to clear balance</li> <li>• Monthly statement checked by R.F.O, Finance assistant and authorised Councillor.</li> </ul>	Ongoing monitoring including internal and external audit control procedures.
Bank & Cash – segregation of duties	Low	Low	<ul style="list-style-type: none"> <li>• Scrutiny by Finance Committee at all scheduled meetings.</li> <li>• Responsibility for internal financial control procedures in place.</li> <li>• Adequate number of cheque signatories in place.</li> <li>• Two authorised Councillor Bank Signatories required to authorise and sign all cheque payments once the invoice has been verified by the R.F.O.</li> </ul>	Ongoing monitoring including internal and external audit control procedures.

Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action needed
Budget Overspend	Low	Medium	<ul style="list-style-type: none"> <li>• Budget preparation undertaken from November onwards for the following year and discussed by the Finance Committee before the budget and precept are agreed and ratified by Full Council.</li> <li>• Budget to actual income reviewed monthly.</li> <li>• All invoices scrutinised to ensure they match quotation figures.</li> <li>• Staff to seek competitive quotations for all purchases as required by Financial Regulations and Standing Orders.</li> <li>• Staff salaries reviewed annually in accordance with NALC guidelines and staff contracts.</li> </ul>	<p>Accounts are presented to the scheduled Finance Committee and Full Council meetings.</p> <p>Bank reconciliation is completed monthly.</p> <p>Appropriate level of financial reserves in place for unexpected expenditure that could not have been anticipated.</p>
Loss of funds due to misappropriation of public money.	Low	High	<ul style="list-style-type: none"> <li>• A list of all payments is submitted retrospectively for acknowledgment at Full Council meetings, recorded in the minutes and duly signed by the Chairperson.</li> <li>• All cheque, BACS and electronic payments are verified by the Finance assistant and R.F.O prior to payment and retrospectively checked by an authorised Councillor.</li> <li>• No members of staff are authorised to sign cheques.</li> <li>• No Councillors are authorised to sign incomplete cheques.</li> </ul>	<p>All statutory requirements and deadlines to be met. Internal Control checks to be undertaken by appointed Councillors to ensure governance procedures are adhered to. The R.F.O to ensure that a pool of signatories remains available to the Council in order to conduct timely</p>

			<ul style="list-style-type: none"> <li>• Officers have the ability to view instruments of payment and receipt through the Bank Line service.</li> <li>• All expenses claims are made on the appropriate claim forms with receipts attached as appropriate.</li> <li>• DDC maintain a register of Councillor Declaration of Interests.</li> <li>• Declarations of Interest are also recorded in the minutes at all meetings.</li> <li>• Members have a duty to declare any interest at meetings.</li> <li>• All statutory requirements for public reporting of accounts are met.</li> <li>• Independent Internal Auditors are appointed annually.</li> <li>• The Council has its accounts audited each year by external auditors and the auditor appointed by the Audit Commission.</li> </ul>	financial transactions.
Creditors – unknown liabilities	Low	Low	<ul style="list-style-type: none"> <li>• Financial Regulations in place w.e.f. 31<sup>st</sup> March 2010.</li> <li>• Electronic accounting system in place.</li> <li>• Financial reports are presented to all scheduled Finance &amp; Full Council meetings.</li> </ul>	Ongoing monitoring. Financial regulations. Last updated July 2025

Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	<ul style="list-style-type: none"> <li>Existing controls in place</li> </ul>	Action needed
Non - compliance by Councillors with statutory requirements.	Low	High	<ul style="list-style-type: none"> <li>All resource material has been updated including new Financial Internal Controls – Governance &amp; Accountability (England): A Practitioners Guide 2025 refers.</li> <li>The Kent Code of Conduct for Members was adopted by Deal Town Council w.e.f. 1<sup>st</sup> July 2012.</li> <li>Procedural advice for Council is the Town Clerk who is CiLCA qualified.</li> <li>Financial advice for the Council is provided by the R.F.O. who is ATT qualified.</li> <li>All resolutions are recorded clearly in the minutes and confirmed and signed by the Chairperson at the next meeting.</li> <li>Clear Terms of Reference and Standing Orders are in place.</li> </ul>	<p>Training strategy for staff and Councillors developed.</p> <p>Internal Financial Controls undertaken by two nominated Members ongoing. Standing Orders and Terms of Reference reviewed annually.</p>
Fidelity Insurance	Low	Medium	<ul style="list-style-type: none"> <li>Annual review of level of cover to meet with the Audit Commission guidelines and formula.</li> </ul>	Annual review.
Financial Bonds & exposure to single Bank	Low	High	<ul style="list-style-type: none"> <li>Annual formal review and regular informal dialogue with Bank Adviser.</li> <li>Full Council authorises movement of investment funds – the amount covered for compensation by the Financial Services Compensation Scheme is £85,000 per banking group used for banking or investments</li> </ul>	Ongoing review of financial market.

Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	<ul style="list-style-type: none"> <li>Existing controls in place</li> </ul>	Action needed
Business Continuity – Council not being able to continue its business due to unexpected or tragic circumstances.	Medium	High	<ul style="list-style-type: none"> <li>Back up of electronic financial records held on and off site.</li> <li>Monthly manual print out of financial records held in case of IT failure.</li> <li>All Council documents are held in Town Hall.</li> </ul>	<p>Ongoing review of IT and financial recording systems.</p> <p>IT back up system in place.</p>
Litigation – Employment Tribunals, claims for damages, discrimination or compensation.	Medium	High	<ul style="list-style-type: none"> <li>Insurances are in place including Public Liability cover of £10,000,000.</li> <li>The Town Clerk conducts staff appraisal interviews and reviews their job descriptions and training needs.</li> <li>‘Back to Work’ interviews are conducted by the Town Clerk for all staff on return to work after a period of sickness absence.</li> <li>All policies are accessible for all staff.</li> <li>Qualified Town Clerk in post to advise Council.</li> <li>Advisory and support services contract in place with Neathouse for matters relating to Employment Law and Health &amp; Safety.</li> <li>Risk Assessments undertaken for all events hosted by Deal Town Council.</li> <li>Health &amp; Safety checks on the building and all Risk Assessments carried out by the Council H&amp;S officer and audited annually by Neathouse.</li> </ul>	<p>Council signed with Neathouse for HR and Health &amp; Safety advisory and support services.</p> <p>All insurance policies reviewed annually.</p> <p>Staff encouraged to undertake training relevant to the posts covered.</p>

Specific risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	• Existing controls in place	Action needed
Loss of Town Clerk	Low	High	<ul style="list-style-type: none"> <li>• SLCC membership in place – can provide a locum Town Clerk if needed.</li> <li>• KALC membership in place – will advise Council accordingly.</li> </ul>	<p>Staff Liaison panel to have regular meetings with Town Clerk.</p> <p>Annual appraisal to be undertaken by the Chairperson and/or Vice Chairperson of the SLP Panel for Town Clerk in accordance with contract of employment – review to include workload, terms and conditions, working environment, resources and job description.</p>

Review undertaken: March 2026.  
Next review: March 2027.

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr M Eddy, Chairperson of Deal Town Council; All Councillors  
**From:** Mrs L Marney - Committee Clerk  
**Date:** 23<sup>rd</sup> March 2026  
**Subject:** **Recommendation from the T&I Committee for accessible boardwalk**

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At the T&I Committee meeting held on 18<sup>th</sup> March the information below, which included correspondence from the DDC Design Team regarding a proposed access boardwalk for Deal/Walmer was discussed. At the meeting members RESOLVED: To recommend to Full Council to support the proposed DDC access boardwalk plan in principle and contribute £5,000 if DDC can confirm that the financial contribution is for the enhancement of the boardwalk.

**DDC Correspondence received:**

*"You may have already heard but the council is looking to improve wheelchair access onto the beach following requests from local members of the public. Consequently, I attach the above proposal that looks to install the boardwalk opposite Marine Road just past the paddling pool and Hut 55. The reason for this location is mainly for the access and parking on Marine Road, which can incorporate further blue badge parking if deemed successful. The beach also remains at its widest point being unaffected by winter storms which allows good opportunity for improved access to the beach and an area where wheelchair users can rest and enjoy the extended coastal viewpoints.*

*The Councils coastal budget is looking to provide as much access as feasible and so with the attached engineering solution the design can reach 45m off the promenade. However, the Council is keen to enhance the area further with some indigenous low maintenance coastal planting beds, timber wind breaks and benching possibly (plan attached). I appreciate this sits close to your boundary lines, but I think members would agree to see the full potential of this project and so I would appreciate it if you would share this with your members and see if each Council would be willing to make a small contribution? I have estimated the enhancements to be approximately 10k total and so if each Council could consider a 5k contribution it could make all the difference."*

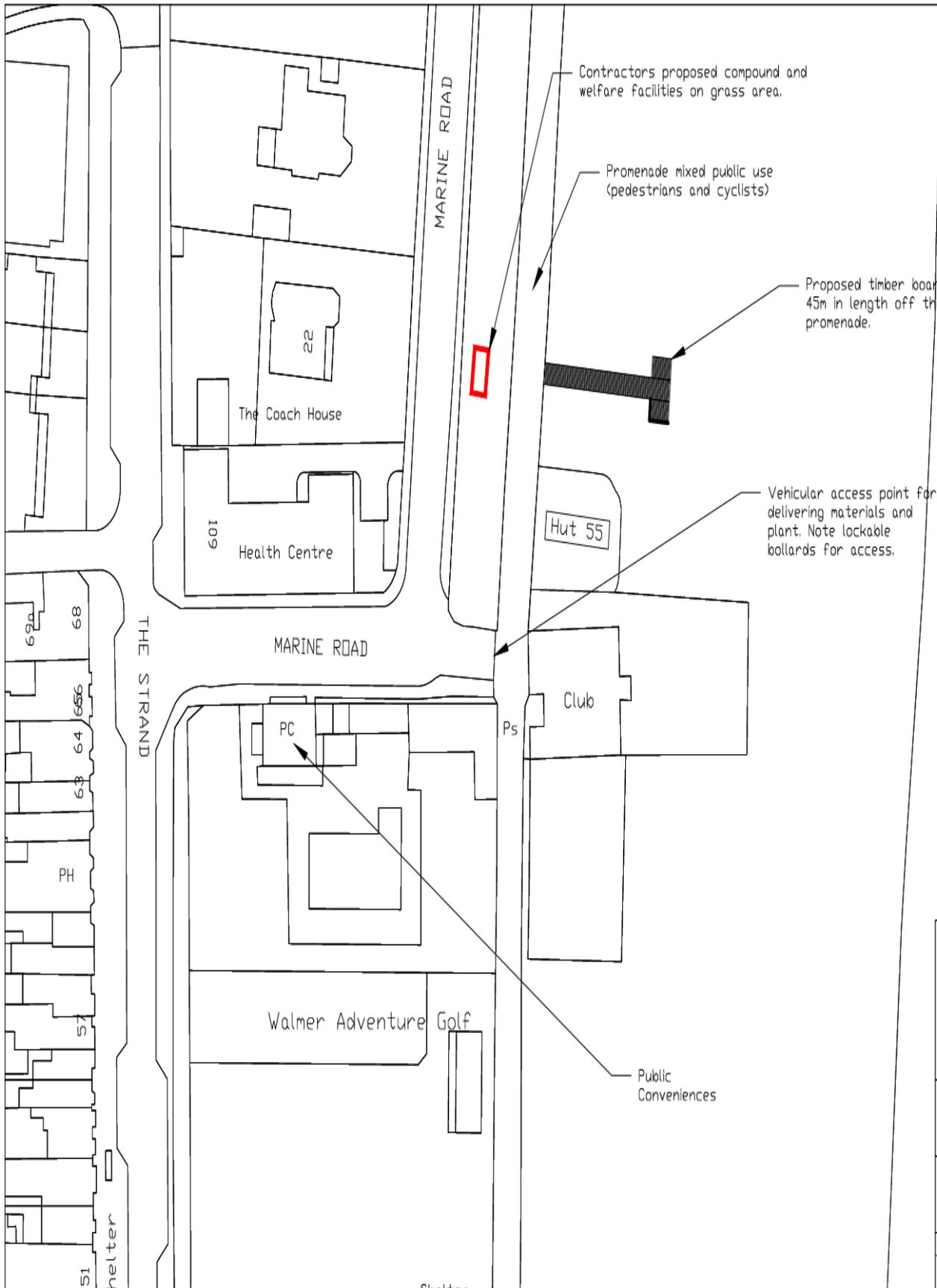
**See attached location plan, proposed plan and proposed timber boardwalk details.**

**For T&I Committee Member information:**

Officers explored what has been achieved at other sites, in June 2025, Bexhill on Sea opened their accessible boardwalk and beach garden for residents and people with mobility issues. The following link shows this boardwalk/garden in detail. [Bexhill Beach Garden has official opening this weekend](#)

**Recommendation:** Full Council to consider the recommendation from the T&I Committee to support the proposed DDC access boardwalk plan in principle and contribute £5,000 if DDC can confirm that the financial contribution is for the enhancement of the boardwalk.

**Decision required:** Full Council to consider the above recommendation.



Prepared by  
**DOVER DISTRICT COUNCIL**  
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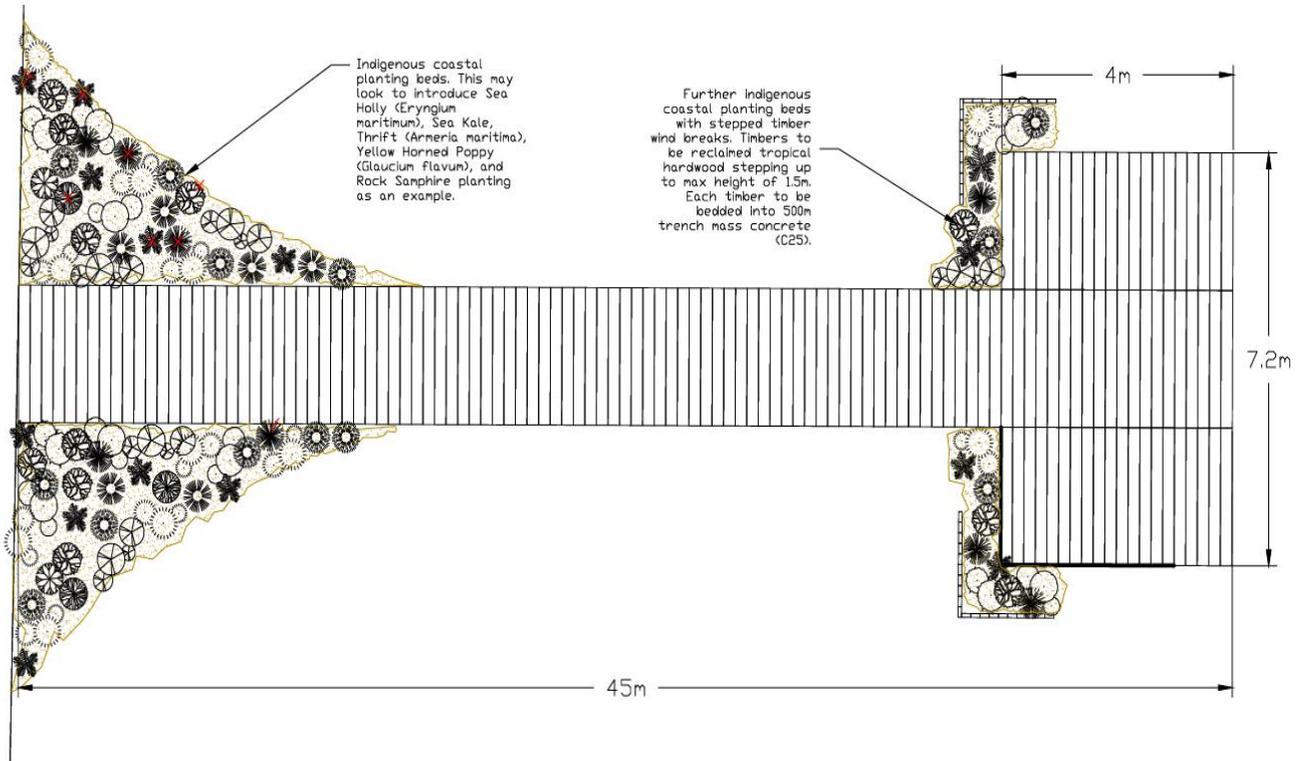
Earing Roger Walton, C. Eng. M.I.C.E.  
 Strategic Director (Operations & Commercial)

Scheme/ Draw Title  
**Proposed Boardwalk Location Plan**

Location  
**Walmer Beach Deal**

Designed: KW    Drawn: KW    Date: Jan 26

Scale: NTS    Drawing Number: C55.400.PA001    Rev:



Sea Kale



Sea Holly



Yellow Horned Poppy



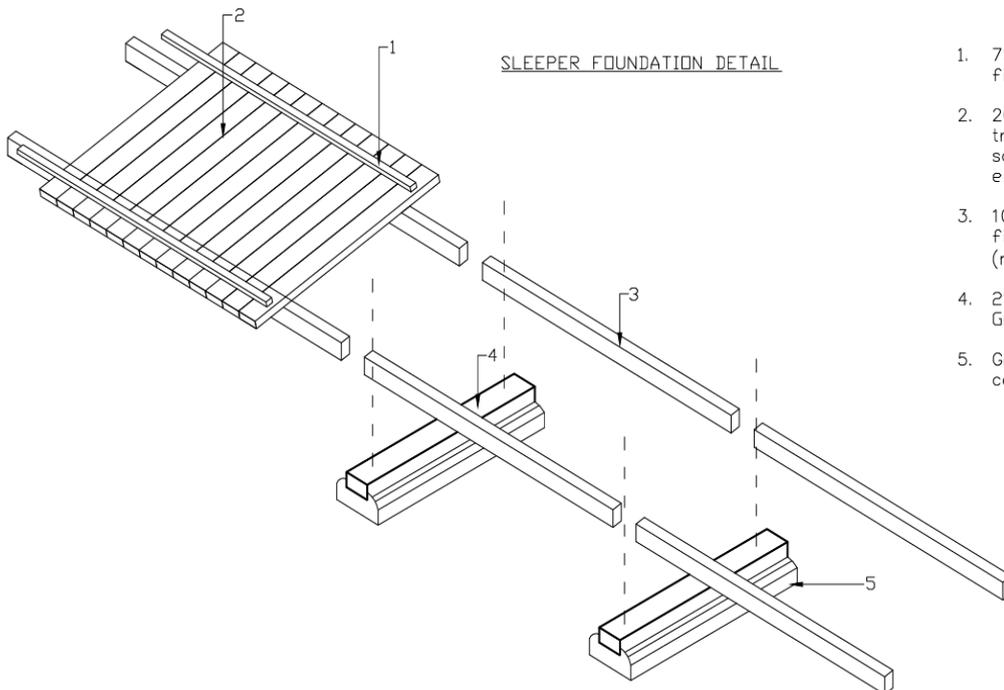

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Euring Roger Walton, C. Eng. M.I.C.E.  
 Strategic Director (Operations & Commercial)

Scheme Draw Title  
**Proposed Boardwalk Plan**

Location  
**Walmer Beach Deal**

Designed: KW | Drawn: KW | Date: Jan



1. 75 x 50mm HC4 treated timber edging strips fixed to decking with stainless steel screws.
2. 200 x 75 x 2400mm HC4 Treated timber decking treads fixed to sleeper joists with stainless steel screws. Allow 5-8mm between each board for expansion.
3. 100 x 175mm treated Greenheart timber joists fixed internally with stainless steel coach screws (m12) & Galvanised truss clips.
4. 250 x 150 x 2000mm treated reclaimed Greenheart sleepers.
5. Greenheart sleepers to be haunched in C25 concrete 600mm mass trench fill.

**DEAL TOWN COUNCIL  
MEMORANDUM**

To: Cllr M Eddy - Chairperson of Deal Town Council & All council members

From: Mrs L Crow – Town Clerk

Date: 19 March 2026

Re: **Non-Councillor Co-opted members on Deal Town Council Committees**

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For a number of years Deal Town Council has included non-councillor co-opted members on some of their committees.

These have always been representatives of a local group or organisation, with the exception of one co-opted member who was appointed in September 2025 to the Transport & Infrastructure committee (subject to a review) who runs a private business in Deal and Sandwich. It is understood that this member has not attended a Transport & Infrastructure committee meeting since their appointment.

The current non councillor co-opted members are

**Planning Committee**

Deal Society

Friends of North Deal

**Environment Committee**

East Kent Climate Action Group

Kent Tree and Pond Partnership

**Transport & Infrastructure Committee**

Deal Speaking Up Group

Stagecoach Southeast

Private business owner

**Recommendations:**

1. Non-councillor co-opted members are only appointed as the organisation/group that is required to assist the committee, and it remains the responsibility of the organisation/group to decide on who they want to represent them.
2. That the appointment of the co-opted member on the Transport & Infrastructure committee who is a private business owner is now withdrawn.

**Decisions required:**

Members to consider the above

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr M Eddy - Chairperson of Deal Town Council and all Members  
**From:** Cllr L Craggs  
**Date:** 5 March 2026  
**Subject:** **Outside body report on the Astor Theatre**

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**Information to note.**

As Linked Councillor, along with the RFO, I attended a six monthly monitoring meeting with the Astor's CEO, held on 5 March.

- Since our last meeting, DDC Grant Funding has reached the Astor. In addition, certain works, including gutter clearance, have been carried out by DDC. The CEO reported that the ongoing programme of maintenance and, where possible, improvement to the theatre was continuing. He provided data to shows a drop-off in ticket sales in recent months; we discussed the economic and societal pressures that the theatre has to grapple with as it provides its programme to the community. Once again, the CEO paid tribute to the work of volunteers and similarly his own (unpaid) endeavours were lauded as a key factor in the Astor's current success and vibrancy, albeit functioning in challenging circumstances.
- It is agreed that marketing and efficient communications remain key, to which end the CEO queried why so long had been taken to post a small advert within the Precinct Notice Board.
- The next meeting will be in six months time at a date to be confirmed.

**Recommendation:** to note the report.

**DEAL TOWN COUNCIL  
MEMORANDUM**

To: Clerk, Full Council  
From: Cllr Mike Eddy  
Date 18<sup>th</sup> March 2026  
Subject: **Outside Body Report on Deal & Walmer Chamber of Trade**

---

As Deal town council representative, I have attended the following meetings of the Deal and Walmer Chamber of trade.

16<sup>th</sup> February at the Royal Hotel, business meeting.  
16<sup>th</sup> March at the Landmark Centre, AGM.  
16<sup>th</sup> March at the Landmark Centre, business meeting.

**AGM – 16<sup>th</sup> March**

Peter Varrel was re-elected as President and Peter Jull was re-elected as Chairman. It was reported that Pat Heath was stepping down as a director. It was decided make no other changes to the directors.

**Business Meetings 16<sup>th</sup> February and 16<sup>th</sup> March**

The two meetings are dealt with together as issues covered were similar with updates on progress at the second meeting.

The key issues for this Council seemed for me to be:

- 1.) The 200<sup>th</sup> Anniversary of Deal Regatta, the origin of Deal Carnival. Proposals for the celebration include a possible “Regency Ball” to be held in mid July. The provision of specific banners and additional bunting was discussed.
- 2.) Plans for the annual Stranger in the Window competition.
- 3.) Repairs to the Christmas lights.
- 4.) The repair, funding and re-installation of the Turk clock.
- 5.) Negotiations for a banking hub in the town, which were progressing.

Chamber members also discussed the prospects for various vacant premises, networking among local business, community and membership figures and funding for activities.

Between myself and Cllr. Jull, I would hope to be able to answer any questions colleagues may have.

**Recommendation:** to note the report.

**Minutes - approved by Committee and signed by Chairperson 18/02/2026****Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR**  
**Tel: 01304 361999. Email: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)**

The Minutes of the Environment Committee meeting held at the Town Hall on Tuesday 14 October 2025 at 7.15pm.

Present: Cllr M Eddy (Vice Chairperson) Cllr P Findley  
Cllr B Bano Ms H Charlton (Co-opted member)

Officers: Mr P Bone (Deputy Town Clerk) Others:1  
Miss J Harper (Asst. to the Town Clerk)  
Ms Nadine Miller (Climate Change, Projects & Communications Officer)

1	<b>Chairperson's opening remarks:</b> The Vice Chairperson advised that he would be the Chairperson for this meeting as Cllr Cullen was unable to attend due to a work commitment. He welcomed everyone to the meeting and read the fire evacuation procedures.	Chairperson
2	<b>Apologies for absence received:</b> Cllr S Cullen due to prior work commitments. Absent: Cllr D Cronk and Cllr M Cronk.	Deputy Town Clerk
3	<b>Declarations of interest:</b> None received.	
4	<b>Public participation and Statements received:</b> None received.	Deputy Town Clerk
5	<b>The minutes of the Environment Committee meeting held on Thursday 19<sup>th</sup> June 2025 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Environment Committee Meeting held on Thursday 19 <sup>th</sup> June 2025 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr B Bano (S) Cllr P Findley. All agreed.	Chairperson
6	<b>Project Plan-Seeds for Spring:</b> Members RESOLVED: To accept the Seeds for Spring project plan and budget and refer them to Full Council for consideration. (P) Cllr B Bano (S) Cllr P Findley. All agreed.	Project Officer
7	<b>Hedgehog Friendly Deal Project Update:</b> Members RESOLVED: To note the report. (P) Cllr B Bano (S) Cllr P Findley. All agreed.	Committee Clerk
8	<b>Action On Litter Project Update:</b> Members RESOLVED: To note the report. (P) Cllr P Findley (S) Cllr B Bano. All agreed.	Committee Clerk
9	<b>Committee Clerk Report:</b> Members RESOLVED: To note the report. (P) Cllr P Findley (S) Cllr B Bano. All agreed	Committee Clerk
	<b>The Chairperson closed the meeting at 19.32pm.</b>	

**Minutes - approved by Committee and signed by Chairperson 18/03/2026**

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

**Tel: 01304 361999. Email: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)**

The Minutes of the Transport & Infrastructure Committee meeting held on Tuesday 13 January 2026 at Deal Town Hall.

Present: Cllr B Bano (Vice-Chairperson) Cllr T Bond  
 Cllr M Eddy Ms C Dubber (Co-opted member)  
 Cllr P Jull

Officers: Mrs L Marney (Committee Clerk) Other: None present  
 Ms J Harper (Asst to the Town Clerk)

1	<b>Chairman's opening remarks:</b> The Chairperson welcomed everyone to the meeting and read the fire evacuation procedures.	Chairperson
2	<b>Apologies for absence:</b> Cllr D Parks due to work commitments. Cllr D Cronk and Cllr M Cronk were absent. Co-opted Members Louise Sills and Toby Taylor were absent.	Committee Clerk
3	<b>Declarations of interest:</b> None received.	
4	<b>Public Participation and Statements received:</b> None received.	
5	<b>The minutes of the Transport &amp; Infrastructure Committee meeting held on Wednesday 19<sup>th</sup> November 2026 for approval and signing: Members RESOLVED:</b> To accept the minutes of the Transport & Infrastructure Committee meeting held on Wednesday 19 <sup>th</sup> November 2026. The Chairperson duly signed the minutes. (P) Cllr M Eddy (S) Cllr T Bond. All agreed.	Chairperson
6	<b>DTC 4<sup>th</sup> HIP Applications:</b> Members RESOLVED: To take forward the current priority list and consider further options before the 4 <sup>th</sup> HIP is submitted in May 2026. (P) Cllr P Jull (S) Cllr M Eddy. All agreed.	Committee Clerk
7	<b>KCC Feedback – DTC HIP:</b> Members RESOLVED: To note the report. (P) Cllr M Eddy (S) Cllr T Bond. All agreed.	Committee Clerk
8	<b>DDD – Amendment No.2 to On-Street Traffic Order:</b> Members RESOLVED: To accept the DDC Disabled parking amendments for Deal and Walmer. (P) Cllr M Eddy (S) Cllr T Bond. All agreed.	Committee Clerk
9	<b>Correspondence received:</b> <ol style="list-style-type: none"> <li>1. <b>Sandown Castle Campervan Parking:</b> Members RESOLVED: The Committee Clerk liaise with Walmer Town Council, DDC and Kent County Council to explore ways to resolve this issue. (P) Cllr M Eddy (S) Cllr T Bond. All agreed.</li> <li>2. <b>Albert Road - HGV's and Traffic Volumes:</b> Members RESOLVED: Committee Clerk to reply to the resident to acknowledge their communication to say the Council appreciates her concerns but unfortunately, it is out of our jurisdiction. (P) Cllr T Bond (S) Cllr M Eddy. All agreed.</li> <li>3. <b>Accessible Toilets in Deal – Emergency Cords/Buttons:</b> Members RESOLVED: The Deputy Town Clerk in liaison with the Committee Clerk writes to DDC Property Services to request that appropriate signage is placed inside and outside the toilets and advise DDC that it is unacceptable that there are no plans to improve the alarm system in the disabled toilets of which DTC provides a substantial contribution towards cleaning and maintenance. (P) Cllr T Bond (S) Cllr M Eddy. All agreed.</li> </ol>	 Committee Clerk   Committee Clerk   Deputy Town Clerk/ Committee Clerk
	<b>The Chairperson closed the meeting at 7.50pm.</b>	

**Minutes - approved by Committee and signed by Chairperson 09/03/2026**

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

**Tel: 01304 361999. Email: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)**

The Minutes of the Planning Committee held on Monday 9<sup>th</sup> February 2026 at the  
Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson)  
Cllr T Bond (Vice Chairperson)  
Cllr P Findley

Cllr A Friend  
Ms E Fogarty (FOND)

Officers: Mrs L Marney – Committee Clerk

Others: 2 Members of the public

<b>1</b>	<b>Chairperson’s opening remarks:</b> The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.				Chairperson
<b>2</b>	<b>Apologies for absence:</b> None received.				Committee Clerk
<b>3</b>	<b>Declarations of interest:</b> None received.				
<b>4</b>	<b>Public Participation and Statements received:</b> A resident spoke with an objection to planning application 25/01377, 6 St George’s Road, Deal CT14 6BA.				Committee Clerk
<b>5</b>	<b>The minutes of the planning committee meeting held on 5<sup>th</sup> January 2026 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 5 <sup>th</sup> January 2026 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr A Friend (S) Cllr P Findley. All Agreed.				Chairperson
<b>6</b>	<b>Planning applications received:</b>				Committee Clerk
	<b>DDC Ref</b>	<b>Ward</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
	25/01349	MH	Land On The West Side Of Cross Road Deal CT14 9LA	Reserved matters for application for the details of appearance, landscaping, layout and scale, including affordable housing, public open space and landscaping for the erection of 140 dwellings pursuant to Outline Planning Permission 21/01822.	Members RESOLVED: Objection. Due to the lack of affordable housing on this site and DTC object to the principle of this application as the current design documents are not suitable as there is potential for flooding and the impact of water quality in the Aquifer. (P) Cllr T Bond (S) Cllr A Friend All agreed.
	25/00320	MH	115 Station Road Walmer Deal CT14 9JN	Erection of 30 dwellings with associated access, parking, public open space, soft and hard landscaping (existing dwelling	Members RESOLVED: Objection. DTC still think this is an over development of the site, and is not within the Local Plan, this development will have a detrimental effect on

			to be demolished).	the existing local highway network. (P) Cllr A Friend (S) Cllr P Findley All agreed.
25/01355	ND	9 Vlissingen Drive Deal CT14 6TZ	Garage conversion to habitable accommodation with alterations to door/window.	Members RESOLVED: No objection. (P) Cllr A Friend (S) Cllr P Findley All agreed.
25/01331	MH	14 - 16 Rectory Road Deal CT14 9LU	Erection of a single storey rear extension.	Members RESOLVED: No objection. Subject to the comments from the Conservation Officer. (P) Cllr A Friend (S) Cllr P Findley All agreed.
25/01332	MH	14 - 16 Rectory Road Deal CT14 9LU	Proposed rear ground floor extension. Including removing walls and infilling ground floor door opening. Internal alterations to first and second floors removing and inserting partitions and door openings to form bathrooms.	Members RESOLVED: No objection. Subject to the comments from the Conservation Officer. (P) Cllr A Friend (S) Cllr P Findley All agreed.
25/01362	MH	215 St Richards Road Deal CT14 9LF	Variation of conditions 2 (plans) and 6 (access) of planning permission 23/01197 (Variation of conditions 2 and 11 and removal of condition 10 of planning permission 22/00768 for "Erection of 1no. detached, 2no. pairs of semi-detached and 3no. terraced dwellings (8no. dwellings), cycle/bin store, new vehicular	Members RESOLVED: No objection. (P) Cllr T Bond (S) Cllr A Friend 3 For, 1 Abstention. Motion carried.

			access and associated parking"; to allow changes in roofs, attic space, rooflights, materials, amended surface/foul water drainage with amendments to ecology and soft and hard landscaping) to allow changes to access arrangements.	
25/01377	ND	6 St Georges Road Deal CT14 6BA	Change of use from commercial to 3 dwellinghouses along with erection of first and second floor extension..	Members RESOLVED: Objection. This is an over development of the site, and will have a detrimental effect on the surrounding conservation area & listed buildings and will be out of character with the existing Deal skyline. This will also be a loss of an artisanal/commercial asset which is part of the heritage of the town. (P) Cllr A Friend (S) Cllr M Eddy All agreed.
26/00017	MH	21 Jute Fields Deal Kent CT14 9ZL	Conversion of car port into habitable room and the creation of an additional parking space.	Members RESOLVED: No objection. (P) Cllr A Friend (S) Cllr T Bond All agreed.
26/00004	MD	23 Park Avenue Deal CT14 9AL	Erection of a single storey rear extension (existing conservatory and utility to be demolished).	Members RESOLVED: No objection. (P) Cllr A Friend (S) Cllr P Findley All agreed.
26/00033	ND	Site Of 7 South Street Deal CT14 7AW	Variation of condition 2 (approved plans) of planning permission 24/01084 (Erection of a	Members RESOLVED: No objection. (P) Cllr P Findley (S) Cllr A Friend All agreed.

			building and conversion of two buildings to create 11no. dwellings and 4no. retail units (2no. buildings to be demolished)) to allow amendments to openings/external materials in unit 3, amendments to number of bedrooms in unit 3 (from 3 to 2), amendments to levels in new building to comply with M4(2) accessibility requirements, amendments to internal layout to provide lift.	
24/00670	MD	71 London Road Deal CT14 9TG	Erection of 2 detached dwellings with parking (existing garage to be demolished).	Members RESOLVED: No objection. (P) Cllr A Friend (S) Cllr P Findley All agreed.
26/00046	ND	75 High Street Deal CT14 6EH	Installation of a satellite dish (Retrospective).	Members RESOLVED: No objection. (P) Cllr P Findley (S) Cllr A Friend All agreed.
26/00028	ND	41 Wellington Road Deal CT14 7AL	Erection of a first floor rear extension.	Members RESOLVED: Objection. DTC object to the use of Upvc cladding, as this is out of keeping with the conservation area. (P) Cllr A Friend (S) Cllr P Findley 3 For, 1 Against. Motion carried.
26/00029	ND	42 Wellington Road Deal CT14 7AL	Erection of a ground and first floor rear extensions and detached annexe for ancillary use.	Members RESOLVED: Objection. DTC object to the use of Upvc cladding, as this is out of keeping with the conservation area. (P) Cllr A Friend (S) Cllr P Findley 3 For, 1 Against. Motion carried.

	26/00063	MD	276 Middle Deal Road Deal CT14 9SW	Erection of a single storey rear extension and enlarge rear first floor window (conservatory demolished).	Members RESOLVED: No objection. (P) Cllr A Friend (S) Cllr M Eddy All agreed.	
	26/00099	MD	18 Poplar Drive Deal CT14 9ZG	Erection of a single storey rear extension.	Members RESOLVED: No objection. (P) Cllr M Eddy (S) Cllr A Friend All agreed.	
<b>7</b>	<b>Correspondence received: Betteshanger Park – Colliers Gate Closure:</b> Members RESOLVED: To note the information and support the work of Sholden Parish Council. (P) Cllr A Friend (S) Cllr M Eddy. All agreed.					
<b>8</b>	<b>Committee Clerk Report:</b> Members RESOLVED: To note the report. (P) Cllr A Friend (S) Cllr M Eddy. All agreed.					Committee Clerk
<b>9</b>	<b>DDC Decisions:</b> Members RESOLVED: To note the report. (P) Cllr P Findley (S) Cllr T Bond. All agreed.					
	<b>Date of next meeting: 9<sup>th</sup> March 2026.</b>					
	<b>The Chairperson closed the meeting at 8.42pm</b>					