



Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR, Tel: 01304 361999
E-mail: deal.town.council@deal.gov.uk

To all Councillors: You are hereby summoned to attend the Annual Meeting of the Council at the Town Hall on Tuesday 26 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 25 May 2026 by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to councillors prior to the meeting and become part of the public record of the meeting, names will be redacted.

Mrs Lorna Crow - Town Clerk

Date: 18 May 2026

AGENDA

1.	Chairperson’s opening remarks:	Chairperson
2.	Call for nominations for Chairperson/Town Mayor 2026-2027: If more than one nomination is received an election will be held immediately.	Attach. 1
3.	The newly elected Chairperson/Town Mayor will read out the Declaration of Acceptance of Office and then announce who their Mayoress/Consort will be.	Chairperson
4.	Call for nominations for Vice Chairperson/Deputy Mayor for 2026-2027: If more than one nomination is received an election will be held immediately.	Attach. 2
5.	The newly elected Vice Chairperson/Deputy Mayor will read out their Declaration of Acceptance of Office and then announce who their Deputy Mayoress/Consort will be.	Vice Chairperson
6.	Apologies for absence:	Town Clerk
7.	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 3
8.	Chairperson of the Council to announce the appointment of the Honorary Chaplain if required: Decision required	Chairperson
9.	The minutes of the Full Council meeting held on 21 April 2026 for approval and signing: Decision required	Attach. 4
10.	Public Participation and Statements received: For councillor information: Members of the public may make representations, answer questions, and give evidence at the meeting in respect of the business on the agenda. This shall not exceed 15 minutes.	Chairperson
11.	The Annual Governance and Accountability Return 2025/26: Decisions required (a) Annual Internal Audit Report 2025/26: Information to note (b) Annual Governance Statement 2025/26: For approval and signing (c) Accounting Statement 2025/26: For approval and signing	Attach. 5
12.	The Appointment of Members to Deal Town Council Committees: Decisions required	Attach. 6
13.	Outside Bodies and Liaison Representation: Decisions required	Attach. 7
	Date of next meeting: 30 June 2026	
	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 www.deal.gov.uk or on request	

DEAL TOWN COUNCIL – MEMORANDUM

To: Chairperson of Deal Town Council
All Council members

From: Mrs L Crow, Town Clerk

Date: 5 May2026

Subject: **Call for nominations for the Chairperson/Town Mayor 2026/27**

The council will elect a Chairperson/Town Mayor for 2026/27 and will follow their usual voting procedure as listed below for reference.

		Actioned by
1	The Town Clerk will read out any nomination requests that she has received from Councillors prior to the meeting for the role of Chairperson/Town Mayor.	Town Clerk
2	The Chairperson will ask if any Councillor who has not been named or who wants to change their request to indicate they wish to speak by raising their hand. The Chairperson will decide which order the Councillors who have raised their hands will speak in.	Chairperson
3	The Chairperson will ask for a proposer and seconder for each nomination in turn.	Chairperson
4	The Chairperson will then take the vote on each nomination.	Chairperson
5	The R.F.O will record the vote of each Councillor and then read out the result. If there is a tie, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person for the Chairperson/Town Mayor role. A tie in votes (after this process has been exhausted) must be settled by the casting vote exercisable by the current Chairperson of the meeting. (LGA 1972 s 15 (3) refers)	R.F.O Chairperson Chairperson

Decision required: Members to elect the Chairperson/Town Mayor for the municipal year of 2026/27.

DEAL TOWN COUNCIL – MEMORANDUM

To: Chairperson of Deal Town Council
All Council members

From: Mrs Lorna Crow, Town Clerk

Date: 5 May 2026

Subject: **Call for nominations for the Vice Chairperson/Deputy Town Mayor 2026/27**

The council will elect a Vice Chairperson/Deputy Town Mayor for 2026/27 and will follow the voting procedure as listed below for reference.

		Actioned by
1	The Town Clerk will read out any nomination requests that she has received from Councillors prior to the meeting for the role of Vice Chairperson/Deputy Town Mayor.	Town Clerk
2	The Chairperson will ask if any Councillor who has not been named or who wants to change their request to indicate they wish to speak by raising their hand. The Chairperson will decide which order the Councillors who have raised their hands will speak in.	Chairperson
3	The Chairperson will ask for a proposer and seconder for each nomination in turn.	Chairperson
4	The Chairperson will then take the vote on each nomination.	Chairperson
5	The R.F.O will record the vote of each Councillor and then read out the result. If there is a tie, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person for the Vice Chairperson/Deputy Town Mayor role. A tie in votes (after this process has been exhausted) may be settled by the casting vote exercisable by the Chairperson of the meeting. (LGA 1972 s 15 (3) refers)	R.F.O Chairperson Chairperson

Decision required: Members to elect the Vice Chairperson/Deputy Town Mayor for the municipal year of 2026/27.

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 21 April 2026 at 7.15pm.

Present: Cllr M Eddy (Chairperson) Cllr P Findley
 Cllr S Beer Cllr L Craggs
 Cllr A Friend Cllr M Walters
 Cllr T Bond Cllr P Jull
 Cllr B Bano Cllr O Richardson

Officers: Mrs L Crow (Town Clerk) Others: None present
 Mr P Bone (Responsible Finance Officer)
 Ms J Harper (Asst. to the Town Clerk)
 N Miller (Climate Change, Projects & Communications Officer)

1	Chairperson's opening remarks: The Chairperson read the fire evacuation procedures and welcomed everyone to the meeting. He then asked all Councillors to advise Ms. Harper before they left the meeting tonight if they were going to be attending the Annual Town Meeting	Chairperson
2	Apologies for Absence received: Cllr D Parks, Cllr S Brookfield, Cllr S Cullen due to work commitments. Cllr D Cronk and Cllr M Cronk due to other commitments.	Town Clerk
3	Declarations of interest: Cllr M Walters declared a VAOI for item 8, Outside Bodies Representation as he is a member of the Deal/St Omer Twinning Society.	
4	The minutes of Full Council meeting held on Tuesday 31 March 2026 for approval and signing: Members RESOLVED: To accept the minutes of the Full Council meeting held on Tuesday 31 March 2026 as a true and accurate record. (P) Cllr A Friend (S) Cllr P Findley. All agreed. The Chairperson duly signed the minutes.	Chairperson
5	Public participation and statements: None received.	
6	List of payments including payments exceeding £500 for approval and signing from between 1 March and 31 March 2026: Members RESOLVED: To accept the list of payments including payments exceeding £500 for approval and signing from the 1 March to 31 March 2026. (P) Cllr A Friend (S) Cllr P Jull. All agreed.	Chairperson
7	Recommendation from the Finance & General Purposes Committee for Councillor Allowances: Members RESOLVED: To raise the level of Council Allowances from £300 to £450 for 2026 and then raise annually from £450 by the published Consumer Price Index. (P) Cllr O Richardson (S) Cllr S Beer. 8 For, 1 Against (Cllr A Friend), 1 Abstention. Agreed.	R.F.O
8	Review of Representation of Outside Bodies and Liaison List: Members RESOLVED: To accept the recommendation to include Dover District Fairtrade Network on the Council's outside bodies and liaison list, and to contact Deal History Museum to ask if they would also like to be included on the list. (P) Cllr A Friend (S) Cllr L Craggs. All agreed.	Town Clerk

9	<p>Deal Town Council's Expression of Interest for UK Town of Culture 2028 Competition update: Members RESOLVED: To note the report.</p> <p>(P) Cllr P Jull (S) Cllr A Friend. All agreed.</p>	
10	<p>Town Clerk Report: Members RESOLVED: To note the report.</p> <p>(P) Cllr A Friend (S) Cllr T Bond. All agreed.</p>	
11	<p>Councillor Outside body report on the Cliffs of Sanctuary: Members RESOLVED: To note the report.</p> <p>(P) Cllr L Craggs (S) Cllr A Friend. All agreed.</p>	
12	<p>Deal Town Council Committee Minutes: Members RESOLVED: To note the following minutes:</p> <p>a) The minutes of the Finance & General Purposes Committee meeting held on 21.01.26.</p> <p>b) The minutes of the Planning Committee meeting held on 09.03.26.</p> <p>(P) Cllr A Friend (S) Cllr T Bond. All agreed.</p>	
13	<p>Resolution to exclude the public: At 19:40 Members RESOLVED: To exclude the members of public on the grounds that the information to be discussed is of a confidential nature.</p> <p>(P) Cllr A Friend (S) Cllr M Eddy. All agreed.</p>	
14	<p>Staff Update: Members RESOLVED: To proceed with option one.</p> <p>(P) Cllr O Richardson (S) Cllr A Friend. 8 For, 2 Against Agreed.</p>	Town Clerk/ R.F.O
	<p>The Chairperson closed the meeting at 20:15</p>	

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr M Eddy - Chairperson of Deal Town Council,
All Council Members

From: Paul Bone. Responsible Finance Officer

Date: 18th May 2026

Subject: Annual Governance & Accountability Return 2025/26

Deal Town Council's Annual Return must be approved and published by 30th June 2026. The Annual Internal Audit Report was also submitted to the May Finance and General Purposes Committee as information to note by the Responsible Finance Officer.

Please see attached documents:

- i) Annual Internal Audit Report 2025/26.
- ii) Covering letter from Deal Town Council's Internal Auditor regarding the Annual Internal Audit Report 2025/26
- iii) Copy of Deal Town Council's Internal Audit Control Checklist.
- iv) Annual Return Section 1 - Annual Governance Statement 2025/26
- v) Annual Return Section 2 - Accounting Statements 2025/26

a) Annual Internal Audit Report 2025/26

Members to receive the Annual Internal Audit Report 2025/26, the covering letter from Deal Town Council's Internal Auditor regarding the Annual Internal Audit Report 2025/26, and the copy of Deal Town Council's Internal Audit Control Checklist.

Decision Required:

Members to note the Annual Internal Audit Report 2025/26

NOTE: The Annual Governance Statement below must be considered and voted on **BEFORE** the Accounting Statements

b) Annual Governance Statement 2025/26

Recommendation:

That assertions 1, 2, 3, 4, 5, 6, 7, 8 & 10 are answered 'YES'

That assertion 9 is answered 'N/A'

That the Chairperson of the Council and Town Clerk are authorised to sign Section 1 - Annual Governance Statement 2025/26 for Deal Town Council

Decision Required:

Members to consider and agree the above recommendations

c) Accounting Statements 2025/26

Recommendation:

To agree the Accounting Statements 2025/26

That the Chairperson of the Council is authorised to sign Section 2 – Annual Accounting Statements 2025/26 for Deal Town Council

Decision Required:

Members to consider and agree the above recommendations.

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).

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

**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
DOUR STREET
DOVER, KENT CT16 1BL
PHONE: 01304 204006

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Deal Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2025/26 for

ENTER Deal Town Council AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	305,245	237,646	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	501,918	590,218	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	90,315	89,269	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	411,398	439,649	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	248,434	246,286	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	237,646	231,198	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	245,937	245,363	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	593,162	593,999	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

DEAL TOWN COUNCIL – MEMORANDUM

To: Chairperson of Deal Town Council
All Council members

From: Mrs L Crow, Town Clerk

Date: 5 May 2026

Subject: **Committee and Panel membership 2026/27**

The annual update of Council membership on the following committees is now required.

Recommendation: To consider and agree the Councillor membership, Chairperson and Vice Chairperson for the Council committees in the table below. This includes the current co-opted organisations.

The voting procedure for this is listed overleaf.

1	The Environment Committee Committee Quorum: 3 Councillors	Membership: Not restricted Chairperson: Vice Chairperson: Co-opted Members: East Kent Climate Action Kent Tree & Pond Partnership
2	Finance and General Purposes Committee Committee Quorum: 3 Councillors No co-opted members	Membership: Not restricted Chairperson: Vice Chairperson:
3	Grants Sub-Committee Committee Quorum: 3 Councillors	Membership: Maximum 5 Cllrs Chairperson: Vice Chairperson:
4	Planning Committee Committee Quorum: 3 Councillors	Membership: Not restricted Chairperson: Vice Chairperson: Co-opted Members: Deal Society FOND
5	Transport and Infrastructure Committee Committee Quorum: 3 Councillors	Membership: Not restricted Chairperson: Vice Chairperson: Co-opted Members: Deal Speaking Up Group Stagecoach Southeast
6	Staff Liaison Panel	Membership: Maximum 4 Cllrs Chairperson: Vice Chairperson:
7	The Grievance and Appeal Panel The council has a pool of Councillors (maximum of 6) who may be asked to sit on this panel or an appeal panel, the Town Clerk in liaison with the Chairperson of Staff Liaison Panel will decide on 3 members from this pool which includes who is the Chairperson and Vice Chairperson of the panel when required.	Membership: Maximum 6 Cllrs

Voting procedure: To be followed for Committee & Panel Membership

	Committee Membership including Co-opted Members	Actioned
1	The Chairperson will announce the Committee	Chairperson
2	The Town Clerk will read out the membership requests that she has received from Councillors prior to the meeting for the relevant Committee and current co-opted members	Town Clerk
3	The Chairperson will ask if any Councillors who have not been named or who want to change their request to indicate they wish to speak by raising their hand.	Chairperson
3	The final list of membership, including co-opted members will be read by the Town Clerk.	Town Clerk
4	<p>The Chairperson will ask for a Proposer and Seconder for the motion to accept the list and go to the vote.</p> <p>Grant Sub Committee (5 Cllrs), Staff Liaison Panel (4 Cllrs) and Grievance and Appeal Panel (6 Cllrs): If more than the required number of Councillors are put forward the Chairperson will ask for a Proposer and Seconder for each and take separate votes.</p> <p>The R.F.O will record the vote of each Councillor and read out the result. If there is a tie, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of the appropriate number of people for that committee.</p> <p>A tie in votes (after this process has been exhausted) may be settled by the casting vote exercisable by the Chairperson of the meeting. (LGA 1972 s 15 (3) refers)</p>	<p>Chairperson</p> <p>R.F.O</p>
	Chairperson and Vice Chairperson of a Committee	
5	The Town Clerk will read out the Chairperson and Vice Chairperson nominations that she has received from Councillors prior to the meeting for the relevant Committee.	Town Clerk
6	The Chairperson will ask if any Councillor who has not been named or who wants to change their request to indicate they wish to speak by raising their hand.	Chairperson
7	The final list of nominations for Chairperson/Vice Chairperson will be read out by the Town Clerk.	Town Clerk
8	The Chairperson will call for a Proposer and Seconder for each nomination. Once this has been confirmed the Chairperson will take a vote on each nomination.	Chairperson
9	<p>The R.F.O will record the vote of each Councillor and read out the result. If there is a tie, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes are given in favour of one person for the Chairperson/Vice Chairperson role.</p> <p>A tie in votes (after this process has been exhausted) may be settled by the casting vote exercisable by the Chairperson of the meeting. (LGA 1972 s 15 (3) refers)</p>	R.F.O
	This process will then begin again until all 7 committees have been voted on.	

DEAL TOWN COUNCIL - MEMORANDUM

To: Chairperson of Deal Town Council, all Council members
From: Mrs L Crow, Town Clerk
Date: 5 May 2026
Subject: Representation to Outside Bodies and Liaison Representatives

At the Full Council meeting last month members agreed the following list of organisations that the council would have councillor representatives for this municipal year.

It is now time for the Council to agree who the representatives will be. The Council representation on Outside Bodies policy provides guidance on the role. [Outside Bodies Policy April 2024.pdf](#)

The voting procedure is listed overleaf for reference.

Organisation	Usual Number of Councillor(s)
Deal/St Omer Twinning Association To note: This association has the following written in its constitution: Deal Town Council will appoint two of its members to serve on the Management Committee, with the addition of the Mayor and Deputy Mayor as ex officio members. These members are additional to those described.	The Mayor and Deputy Mayor + 2 councillors
North Deal Community Company	1 Councillor + 1 Reserve Councillor
Chamber of Trade liaison	1 Councillor+ 1 Reserve Councillor
Deal Music and Arts Ltd	1 Councillor+ 1 Reserve Councillor
Dover Joint Transportation Board	1 Councillor + 1 Reserve Councillor
Deal Memorial Bandstand Trust	The Mayor
Astor Theatre liaison	1 Councillor + Responsible Finance Officer
Citizens Advice Bureau	1 Councillor+ 1 Reserve Councillor
Dover District Fairtrade Network	2 Councillors
KALC area committee meetings	2 Councillors
White Cliffs Community Rail Partnership & Southeastern Railway Stakeholder Meetings	1 Councillor + 1 Reserve Councillor
Deal History Museum	1 Councillor + 1 Reserve Councillor
East Kent Climate Action	1 Councillor + 1 Reserve Councillor
East Kent Network of Sanctuary, Deal Area Refugee Aid (D.A.R.A) Cliffs of Sanctuary	1 Councillor + 1 Reserve Councillor

Decisions required

Members to agree Councillor representatives for the Outside Body Organisations for this municipal year.

