



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 27 October 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 26 October 2026 by email to 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.

L. Crow

Mrs. L Crow - Town Clerk

Date: 20 October 2026

AGENDA

1	Chairperson's opening remarks:	Chairperson
2	Apologies for absence received:	Town Clerk
3	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	The minutes of the Full Council meeting held on Tuesday 29 September 2026 for approval and signing: Decision required.	Attach. 2
5	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.	Town Clerk
6	List of Payments including payments exceeding £500 for approval and signing between 1 September to 30 September 2026: Decision required.	Attach. 3
7	Annual Return – External Auditors report: Decision required	Attach. 4
8	Councillor Co-Option Committee recommendation: Decision required	Attach. 5
9	Correspondence received from Dover District Council: Decision required	Attach. 6
10	Council Project Plans received: (a) Recommendation from the Transport & Infrastructure Committee – Best Foot Forward 2027 Project Plan: Decision required (b) Celebrating Young Carers at Christmas Project Plan: Decision required (c) Secondary School Eco Fair Project Plan: Decision required	Attach. 7 Attach. 8 Attach. 9
11	Dover District Parish Charter: Decision required	Attach. 10
12	Community Governance Review: For information	Attach. 11
13	Councillor Outside Body report for the Astor Theatre: For information	Attach. 12
14	Deal Town Council Committee minutes: Information to note (a) The minutes of the Environment Committee meeting held on 24.06.26 (b) The minutes of the Finance & General-Purpose Committee meeting held on 21.07.26	Attach. 13 Attach. 14
	Resolution to exclude the public: Public Bodies (admission to meetings) Act 1960 s1 (2) on the grounds that the information to be discussed is of a confidential nature.	
15	Correspondence Update: Decision required	
	Date of next meeting: 24 November 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 meetings for guidance, available to download on www.deal.gov.uk or on request.

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 29 September 2026
at 7.15pm.

Present: Cllr M Eddy (Chairperson)
Cllr S Beer
Cllr A Friend
Cllr O Richardson

Cllr P Jull
Cllr L Craggs
Cllr P Findley
Cllr M Walters

Officers: Mrs L Crow (Town Clerk)
Mr P Bone (Responsible Finance Officer)
J Harper (Asst. to the Town Clerk)
N Miller (Climate Change, Projects & Communications Officer)

Others: 1 Member of public.

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read out the fire instructions.	Chairperson
2	Apologies for Absence received: Cllr S Brookfield, Cllr T Bond, Cllr D Cronk and Cllr M Cronk due to work commitments. Cllr S Cullen due to being unwell. Absent: Cllr D Parks	Town Clerk
3	Declarations of interest: None received.	
4	The minutes of the Full Council Meeting of the Council meeting held on Tuesday 28 July 2026 for approval and signing: Members RESOLVED: To accept the minutes of the Full Council meeting held on Tuesday 28 July 2026 as a true and accurate record. (P) Cllr a Friend (S) Cllr O Richardson. 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 July and 31 August 2026: Members RESOLVED: To accept the list of payments including payments exceeding £500 for approval and signing from the 1 July to 31 August 2026. (P) Cllr A Friend (S) Cllr P Jull. All agreed.	Chairperson
7	Communications Office Update re Kent Fire & Rescue Service: Members RESOLVED: To note the report and take no further action at this time. (P) Cllr A Friend (S) Cllr M Eddy. All agreed.	
8	Climate Action Strategy report: Members RESOLVED: Accept the following recommendations: • To introduce monthly active or alternative travel monitoring for all staff and councillors. • Climate Change Officer to create an updated carbon footprint calculator tool for Deal Town Council based on its estate and consumption, using updated conversion factors. • Submit updated carbon footprint calculator tool to Full Council by February 2027 for consideration and introduction in April 2027 (P) Cllr L Craggs (S) Cllr S Beer. 6 For, 1 Against, 1 Abstention.	Climate Change, Projects and Comms Officer Climate Change, Projects and Comms Officer

9	Town of Culture 2028 bid update: Members RESOLVED: Deal Town Council to publish the EOI once all partner permissions have been received in line with DCMS guidance. (P) Cllr P Findley (S) Cllr L Craggs. All agreed.	Climate Change, Projects and Comms Officer
10	Vacancy at Deal Town Council update: Members RESOLVED: To note the report. (P) Cllr A Friend (S) Cllr P Findley. All agreed.	
11	Councillor Outside Body report received: Members RESOLVED: To note the following reports. a) Cliffs of Sanctuary. b) Deal and Dover Fairtrade Network. c) Deal/Saint Omer Twining Society. (P) Cllr A Friend (S) Cllr L Craggs. All agreed.	
12	Deal Town Council Committee minutes: Members RESOLVED: To note the following minutes: a) The minutes of the Planning Committee meeting held on 03.08.2026 b) The minutes of the Planning Committee meeting held on 06.07.2026 c) The minutes of the Finance & General Purpose Committee meeting held on 19.05.26 d) The minutes of the Transport & Infrastructure meeting held on 14.05.26. (P) Cllr A Friend (S) Cllr P Findley All agreed.	
13	Resolution to exclude the public: At 7.35pm 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 O Richardson. All agreed.	
14	Staff Update: RESOLVED: To note the report. (P) Cllr A Friend (S) Cllr L Craggs. All agreed.	
	The Chairperson closed the meeting at 7.50pm.	

Deal Town Council
Nat West Combined A/C's

List of Payments made between 01/09/2026 and 30/09/2026

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/09/2026	VIC YOUNG SS	OFFICIAL CAR LEASE	£ 390.89
02/09/2026	VIKING OFFICE DEPOT	STATIONERY TH	£ 105.22
03/09/2026	BRITISH TELECOM	INTERNET TOWN HALL	£ 64.74
04/09/2026	FCS EXTERIOR CLEANING	WINDOW CLEANING TH	£ 40.00
04/09/2026	GUIDELINE LIFT SERVICE	LIFT MAINTENANCE	£ 181.72
07/09/2026	NEATHOUSE PARTNERS	HR & H&S	£ 366.00
07/09/2026	VODAFONE BUSINESS	WORK MOBILES	£ 205.72
09/09/2026	SSE ELECTRIC	ELECTRICITY TH	£ 769.35
09/09/2026	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 321.84
11/09/2026	INFORM PRINTED SOLUTIONS	CHARTER DAY TOTE BAGS	£ 525.60
14/09/2026	DON RUFFLES LTD	OFFICE SHREDDER	£ 614.58
14/09/2026	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,770.00
14/09/2026	PHILLIP VALLANCE	MAINTENANCE GR ALLOTS	£ 208.00
14/09/2026	PHILLIP VALLANCE	MAINTENANCE ALLOTS PA	£ 208.00
14/09/2026	PHILLIP VALLANCE	MAINTENANCE ALLOTS MR	£ 209.00
14/09/2026	DNA PAYMENTS	CARD PAYMENT FEES	£ 31.68
15/09/2026	BANK CHARGES	BANK CHARGES	£ 42.00
18/09/2026	BLACKBURN IT SERVICES	LICENCE FOR ALLOTS APP	£ 180.00
18/09/2026	ADM COMPUTER SERVICES	IT SUPPORT AND SECURITY	£ 938.57
18/09/2026	WINCHELSEA CORPORATION	SPEAKERS DAY 2	£ 16.00
18/09/2026	STAFF NET PAY	STAFF NET PAY	£ 23,911.47
18/09/2026	KENT PENSION FUND EE	KENT PENSION FUND EE	£ 1,439.99
18/09/2026	KENT PENSION FUND ER	KENT PENSION FUND ER	£ 4,118.41
21/09/2026	DOVER DISTRICT COUNCIL	BUSINESS RATES	£ 1,127.00
22/09/2026	BUSINESS STREAM	WATER GR ALLOTS	£ 80.00
22/09/2026	VIKING OFFICE DEPOT	ARCHIVE BOXES	£ 83.98
22/09/2026	HMRC EE PAYE	HMRC EE PAYE	£ 2,990.09
22/09/2026	HMRC EE NI	HMRC EE NI	£ 1,010.17
22/09/2026	HMRC ER NI	HMRC ER NI	£ 3,366.26
30/09/2026	FCS EXTERIOR CLEANING	WINDOW CLEANING TH	£ 190.00
30/09/2026	FCS EXTERIOR CLEANING	PRESSURE WASH FRONT TH	£ 220.00
30/09/2026	SUEZ RECYCLING AND	WASTE & RECYCLING TH	£ 135.61
30/09/2026	SSE ELECTRIC	ELECTRICITY TH	£ 237.38
30/09/2026	SSE SWALEC GAS	GAS TOWN HALL	£ 121.79
30/09/2026	BANK CHARGES	BANK CHARGES	£ 75.58
			£ 46,296.64

Deal Town Council
Nat West Combined A/C's

List of Payments over £500 made between 01/09/2026 and 30/09/2026

Date Paid	Payee Name	Transaction Detail	Amount Paid
09/09/2026	SSE ELECTRIC	ELECTRICITY TH	£ 769.35
11/09/2026	INFORM PRINTED SOLUTIONS	CHARTER DAY TOTE BAGS	£ 525.60
14/09/2026	DON RUFFLES LTD	OFFICE SHREDDER	£ 614.58
14/09/2026	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,770.00
18/09/2026	ADM COMPUTER SERVICES	IT SUPPORT AND SECURITY	£ 938.57
18/09/2026	STAFF NET PAY	STAFF NET PAY	£ 23,911.47
18/09/2026	KENT PENSION FUND EE	KENT PENSION FUND EE	£ 1,439.99
18/09/2026	KENT PENSION FUND ER	KENT PENSION FUND ER	£ 4,118.41
22/09/2026	HMRC EE PAYE	HMRC EE PAYE	£ 2,990.09
22/09/2026	HMRC EE NI	HMRC EE NI	£ 1,010.17
22/09/2026	HMRC ER NI	HMRC ER NI	£ 3,366.26
			£ 41,454.49

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr M Eddy – Chairperson of Deal Town Council
All Council members
From: Mr P Bone – Responsible Finance Officer
Date: 14 October 2026
Subject: **Annual Return – External Auditors report**

I am pleased to advise members that the Audit of the Annual Return for Deal Town Council for the year ending 31st March 2026 has been concluded and Deal Town Council has received a 'clean' external auditor's report with no items that need to be brought to the attention of the Council.

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

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

Decision required:

Members to note the report.

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

Dear Mr Bone

Completion of the limited assurance review for the year ended 31 March 2026

We have completed our review for the year ended 31 March 2026 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council should consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, such as the Smaller Authorities Proper Practices Panel Practitioners' Guide (England) 2026/27. This can be obtained via your NALC or SLCC branch, or downloaded free of charge at the following website: <https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>.

Please also note that a copy of the 2026/27 Practitioner's Guide has now been released and is available, alongside a summary of the summary of changes from the 2025 version, at the following website: <https://www.nalc.gov.uk/resource/practitioners-guide-2026-27.html>. We would encourage all authorities to become familiar with this document ahead of preparing their 2026/27 Annual Governance and Accountability Returns.

Action you are required to take:

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

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

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

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

Minor scope for improvement in 2026/27

The authority did not initially provide a quantification and explanation of the variance in Box 9 (Total Fixed Assets and Long-Term Investments and Assets) in the significant variances document, as this was not flagged up by the template. As Box 9 is exempt from the 15% threshold, any movement must be fully explained and reconciled to the pound. Although explanations were subsequently obtained the authority must ensure that for the 2026/2027 AGAR, any variance in Box 9 is clearly quantified and explained within the significant variances document to comply with reporting requirements.

Amendment to the Practitioners' Guide 2026/27 in respect of Section 2 Box 11 Trust Fund Transactions

As part of the Accounting Statements (Section 2), the authority is asked to confirm whether there are any trust fund transactions included in the figures. Box 11 has been amended to state the authority should answer based on whether trust fund transactions have been excluded from the AGAR.

We wish to draw attention to a change within the 2026/27 Practitioner's Guide (point 2.32) which confirms the authority will need to respond 'Yes' where the figures include trust fund transactions. We would encourage all authorities to familiarise themselves with the 2026/27 Practitioner's Guide (available on the NALC website) ahead of completing their 2026/27 AGAR.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations 2015 requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

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

If your invoice is not as expected, please check the audit fee scales via the link above as your fee band may have changed.

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

Commitment to achieving net zero

We've made an important change to how we handle post - and sustainability is driving it.

In line with our net zero targets, we encourage digital communication wherever possible. However, should it be necessary for you to communicate with us by post, our correspondence address is **30 Old Bailey, London, EC4M 7AU**.

Yours sincerely

Mark Outterside

Director

For and on behalf of Forvis Mazars LLP

In respect of

Deal Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

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

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

Not applicable

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

22 September 2026

Deal Town Council

Notice of conclusion of audit

Annual Return for the year ending 31 March 2026 Section

25 of the Local Audit and Accountability Act 2014 Accounts and Audit

(England) Regulations 2015

—

1. The audit of accounts for the Council for the year ending 31 March 2026 has been concluded.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of the Council on application to:

Paul Bone, Responsible Finance Officer, Deal Town Council The
Town Hall, High Street, Deal, CT14 6TR

(Between 9:30 am and 12:30 pm) 07555292446
3. Copies will be provided to any local government elector on payment of **£1** for each copy of the Annual Return.

Announcement made by: Paul Bone, Responsible Finance Officer,

Deal Town Council

Date of announcement: 30th September 2026

DEAL TOWN COUNCIL

MEMORANDUM

To: Chairperson of Deal Town Council, all Council members
From: Mrs L Crow, Town Clerk
Date: 12 October 2026
Subject: **Councillor Co-Option Committee Recommendation**

The Council received ten applications to fill the vacancy of Councillor for the Mill Hill Ward.

The applications were emailed confidentially to all Deal Town Councillors. The two Councillors currently without Council laptops were advised that hard copies were available to read in the office on request.

The membership of the Council's Co-option Committee was agreed at the September meeting of Full Council: Cllr M Eddy, Cllr S Beer, Cllr D Cronk and Cllr O Richardson.

All candidates were invited to meet the Co-option Committee. Before the meetings, three withdrew their applications for personal reasons, and one candidate did not attend without giving notice.

The Co-option committee met each candidate and used a set list of questions that had been prepared by the Town Clerk and agreed by the Chairperson of the Council as per the Co-option policy.

Following these meetings the Co-option committee has advised the following;

"All candidates were of a high standard and would be assets to the Town Council. However, one candidate stood out because of their enthusiasm for the position, their research into Mill Hill Ward, and the Council's current work programme.

For this reason, the Co-option Committee are recommending Mr Jonathan Groves to fill the vacancy of Councillor for the Mill Hill Ward.

The Co-option Committee also recommend that when Mr Groves has signed the Declaration of Office, he is permitted to become a member on any of the following Council Committees should he wish to do so:

*Finance and General Purposes Committee
Environment Committee
Planning Committee
Transport & Infrastructure Committee*

Decision required: Members to consider the above.

DEAL TOWN COUNCIL - MEMORANDUM

To: Cllr M Eddy, Chairperson of Deal Town Council, all members
From: Mrs L Crow, Town Clerk
Date: 20 October 2026
Subject: **Request from Dover District Council re Archaeology Project.**

The Council has received the following request from Dover District Council.

Dover District Council is progressing the Roman Dover Archaeology Project, focused initially on securing a sustainable future for the nationally important Roman archaeology of Dover and its better protection and display.

We've submitted a development phase application to the National Lottery Heritage Fund. This phase would fund the surveys, specialist investigations, archaeological work, community engagement and options appraisal needed before any major capital solution is considered.

The proposed work includes:

- Condition surveys and environmental monitoring.
- Investigation of water ingress and conservation requirements.
- Archaeological investigations and review of associated collections.
- Consideration of access, interpretation and visitor experience.
- Community and stakeholder engagement.
- Governance, management and business planning.
- Development of a costed recommendation to support a future main funding application.

No preferred capital solution has been selected. The purpose of this phase is to build the evidence, involve partners and communities, and identify the most appropriate and sustainable route for the project.

We'd be grateful if Deal Town Council could formally support the development phase and provide a letter of support for our National Lottery Heritage Fund application.

Some examples of ways the Town Council could offer support include, but aren't limited to:

- Supporting the principle of protecting Dover's nationally important Roman archaeology.
- Helping promote future consultation and engagement opportunities through the Town Council's networks.
- Helping the project connect with local residents, schools, community groups and businesses.
- Sharing local knowledge and views on access, interpretation and the visitor experience.
- Supporting the project's role within Dover's wider cultural, educational and visitor offer.
- Remaining involved as the evidence and options are developed during the development phase.

These are only examples. Given the Town Council's knowledge of the site, the town and local communities, we'd welcome any other forms of support the Council considers would be most useful to the project.

The Council may wish to consider the following resolution; That Deal Town Council supports the aims of the Roman Dover Archaeology Project and Dover District Council's application to the National Lottery Heritage Fund for development phase funding, agrees to provide a letter of support for the application, and welcomes the opportunity to support the project as the evidence, engagement and future options are developed.

Decision required: Members to consider the above

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr M Eddy, Chairperson of Deal Town Council; All Councillors
From: Mrs L Marney - Committee Clerk
Date: 12th October 2026
Subject: **Best Foot Forward Project Plan 2027**

Following the success of the Best Foot Forward Project that ran from March to September 2024, where people signed up and pledged to remove more than **220 kilos** of CO2e emissions (or **750 miles** - that's the equivalent of driving from Deal to Durham...and back again!). Deal Town Council Officers recommended that this project is revisited for 2027.

At the Transport & Infrastructure Committee held on 16th September 2026, this project was discussed and Members **RESOLVED**: *To accept the recommendation that the Best Foot Forward 2027 project plan goes to October's Full Council for budget approval, and delegate authority to the Committee Clerk and Climate Change, Project & Comms Officer to manage the project.*

The aim of the Best Foot Forward project plan 2027 is to again encourage as many people as possible to swap their cars for walking or cycling instead. We will ask people to pledge a certain amount of miles a month and we will record that mileage. We will then calculate the emissions that would be saved using the miles that have been pledged. Active travel has mental and physical health benefits such as reducing stress, aiding cognitive function and can improve cardiovascular health.

Deal residents who sign up will be entered into a monthly draw from April to September where they can win a £20 voucher for free refreshments at one of Deal's local independent cafes. This campaign will start on Saturday 20 March 2027, to coincide with Earth Hour, and will run for six months through the summer to #Cycle September. When the project concludes, we will calculate how many miles people have promised to swap and reveal the amount of carbon savings that were pledged. **Please see attached proposed project plan.**

Recommendation: The Transport & Infrastructure Committee recommend that Full Council accept the Best Foot Forward project plan for budget approval and delegate authority to the Committee Clerk and Climate Change, Project & Comms Officer to manage the project.

Decision required: Members to consider the above recommendation.



Deal Town Council PROJECT PROPOSAL

The Council will consider new project proposals twice a year, in June and October.

It will be at the Town Clerk's discretion if a project proposal is brought forward outside of these two months in liaison with the Chairperson of the relevant committee or Chairperson of the Council.

Project proposals must demonstrate how the project fits with Deal Town Council Policies or Commitments.

The following to be completed in detail by all Councillors and Officers bringing forward a new project for consideration. (*Sections 1 – 9 must be completed. Section 10 is to be completed if a detailed plan is available.*)

Project Title: Best Foot Forward 2027

1

PROJECT AIM (*A short statement – about 100 words. What would be the key activities? What changes do you want to see? What will the wider impact be?*)

Encouraging more people to walk or cycle instead of driving.

2

LEAD BODY: Deal Town Council

LEAD PERSON: Committee Clerk and Climate Change, Project & Communications Officer

3

PROJECT SUMMARY (*A longer explanation - What will happen? How will it be done? Who will benefit?*)

The average petrol car on the road in the UK produces the equivalent of 290g of CO₂ every mile. We would ask people to commit to swapping one or more journeys a week, leaving the car at home.

We'd host this on a webpage and share health stats and climate stats too that it would positively affect change. We will ask people to pledge a certain amount of miles a month and we will record that mileage.

We will signpost local business and organisations to encourage employees and members to sign up. People who sign up will be entered into a monthly draw, that will run from April to September 2027, each month 2 residents can win a voucher for free refreshment at one of the local independent cafes in Deal.

This campaign will start in March to coincide with Earth Hour will run for six months through the summer to #Cycle September. In September we will add up how many miles people had promised to swap and share the amount of carbon potentially saved from those people that pledge.

4

PROJECT PERIOD (*How long will the project run? When do you want it to start?*)

To start March 2027 and run until September 2027

5 EVIDENCE OF NEED:

TOWN PLAN: Deal Town Council to set up a campaign to reduce car use in the town by promoting walking scooting and cycling

CLIMATE ACTION STRATEGY:

Priority Area three, Transport - Encourage staff & councillors to adopt sustainable transport options

Priority Area six, A community response to climate action

- Share the work the Council has undertaken to reduce its carbon footprint
- Encourage, promote, campaign for and foster good public transport, walking, wheeling and cycling
- Share the work the Council has undertaken to reduce its carbon footprint

HEALTH & WELLBEING STRATEGY:

To enhance the health and wellbeing of Deal residents

OCEAN & COASTAL RECOVERY STRATEGY:

Sea Health - Continue to support the work of local groups and work together for a better marine environment

6

OBJECTIVES AND TARGETS - To encourage as many people as possible to swap the car for walking or cycling. We would calculate the emissions that would be saved using the miles that have been pledged. Alternative travel has mental and physical health benefits too

7

SUSTAINABILITY – Ongoing

8

ESTIMATED BUDGET

How much do you think it will cost? £300

Where will this come from: Project Fund

How does it represent Value for Money?: It is a project that will be welcomed by residents, allowing them to encourage them to walk and cycle in the town instead of using their vehicles.

OTHER RESOURCES- Staff time will be required to set up and update the webpage, manage and promote the project.

9

How does the project fit with the existing commitments or policies of Deal Town Council?

Policy/Commitment	FIT Yes/No	Comments
The Town Plan Action	Yes	Promoting walking/cycling
Climate Action Strategy	Yes	Active transport and reducing carbon footprint
The Declaration of Ecological Emergency	Yes	Local nature recovery
The City of Sanctuary Strategy	No	
Health and Wellbeing	Yes	enhance the health and wellbeing
Ocean and Coastal Recovery Strategy	Yes	Sea Health

Please complete the ACTION PLAN below if a detailed plan is available.

10

PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES
Create new page on the website to include a form to record monthly miles pledged and information about the benefits of walking and cycling and the positive effect to the environment by having less car journeys	February 2027	Climate Change, Project & Communications Officer/Committee Clerk	
Update DTC 'Local Walking' page	February 2027	Comms Officer/Committee Clerk	
Prepare marketing materials	February 2027	Comms Officer/Committee Clerk	
Liaise with local cafes – sharing timetable, marketing materials etc	February 2027	Committee Clerk	
Launch Best Foot Forward – to coincide with Earth Hour (supported by WWF)	March 2027	Comms Officer/Committee Clerk	Photo opportunity with Local Independent Cafes and press release.
Liaise with those who have signed up – monthly updates and draw information	March 2027 onwards	Committee Clerk	
Signpost local businesses and organisations to raise awareness of the project	April 2027	Comms Officer/Committee Clerk	
Draw Winners	Monthly from April 2027 - September 2027	Councillors/ Officers	

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr M Eddy, Chairperson of Deal Town Council; All Council members
 From: Nadine Miller, Climate Change, Projects and Communications Officer
 Date: 13 October 2026
 Re: **Celebrating Young Carers at Christmas**

Working alongside our local primary schools, exploring new ideas to expand our Deal Warm Welcome offering this year, a section in the school population was highlighted – young carers.

Young carers aged 11 years and younger, taking on the responsibility of care for parents and/or siblings.

We would like to celebrate and give thanks to the young carers in Deal, and, working with our local primary schools, gift bespoke Christmas hampers to the children.

A Deal Headteacher explained how isolating it can be for a young carer, how they can often feel overlooked. This recognition would be very welcomed and allow them to feel rewarded and supported.

Children's charity Barnardo's says: "Young carers take on caring responsibilities not just occasionally but as part of their everyday lives, often over a long period of time, meaning they also often miss out on opportunities that other children have to play, learn and be young."

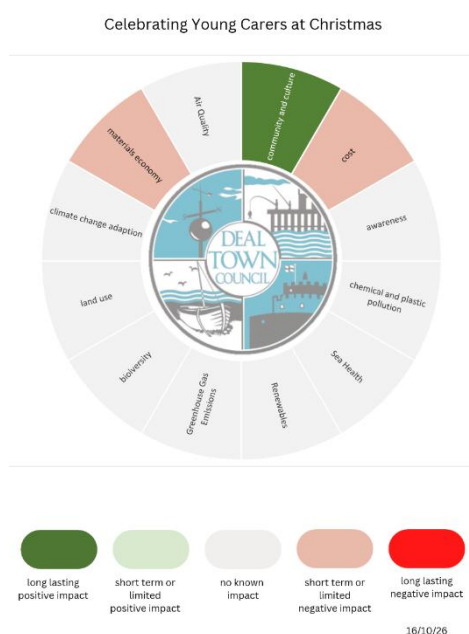
"They can become isolated, with no relief from the pressures at home, with 1 in 3 young carers saying that caring makes them feel stressed."

A special event at the Town Hall to celebrate them was explored but due to their commitments and responsibilities, this could have proved onerous.

In discussion with our local schools, a special tailored hamper for each child was considered the most welcome and appropriate way to say 'thank you'.

Details of Celebrating Young Carers at Christmas are detailed on the project plan attached.

Decision required: Members to agree the Celebrating Young Carers at Christmas project plan and budget.



Deal Town Council PROJECT PROPOSAL

The Council will consider new project proposals twice a year, in June and October.

It will be at the Town Clerk's discretion if a project proposal is brought forward outside of these two months in liaison with the Chairperson of the relevant committee or Chairperson of the Council.

Project proposals must demonstrate how the project fits with Deal Town Council Policies or Commitments.

The following to be completed in detail by all Councillors and Officers bringing forward a new project for consideration. (*Sections 1 – 9 must be completed. Section 10 is to be completed if a detailed plan is available.*)

Project Title: Celebrating Young Carers at Christmas

1

PROJECT AIM (*A short statement – about 100 words. What would be the key activities? What changes do you want to see? What will the wider impact be?*)

To recognise the care given by young children who look after members of their own family.

2

LEAD BODY: Deal Town Council

LEAD PERSON: Climate Change, Project & Communications Officer, Town Clerk & R.F.O

POTENTIAL PARTNERS: Sandown School, Hornbeam Primary School, Warden House Primary School and St Mary's Catholic Primary School

3

PROJECT SUMMARY (*A longer explanation - What will happen? How will it be done? Who will benefit?*)

Our local primary schools create support networks for their pupils who have caring responsibilities at home.

Bespoke Christmas hampers will be assembled for each young carer in liaison with the schools, and gifted to them.

There will also be a message of seasonal greetings from Deal Town Council and the Mayor included in the hampers.

4

PROJECT PERIOD (*How long will the project run? When do you want it to start?*)

November 2026 to December 2026

5

EVIDENCE OF NEED: (*Why is it needed? How do you know?*)

As many as 1 in 5 children and young people are young carers in the UK.

One primary school in Deal has 15 young carers. Through our youth project liaising with the schools it is understood that all of our local primary schools support young carers. Our primary schools create support networks for their pupils who have these additional responsibilities at home.

One headteacher explained how isolating it can be for a young carer, how they can often feel overlooked. This recognition would be very welcomed and allow them to feel rewarded and worthy of such special attention.

6

OBJECTIVES AND TARGETS (What will have happened by the end? NB your targets must be measurable).

To recognise the care and commitment the children are making in supporting and caring for their families. Young carers aged 11 or under in Deal will have received a special Christmas hamper.

7

SUSTAINABILITY (*Will the actions carry on after the project closes? Will it end and close down?*)

The project will be delivered in our local schools at Christmas. If successful, explore if it could be repeated in 2027 and to include our secondary school.

8

ESTIMATED BUDGET

How much do you think it will cost? £4,000

Where will this come from: Project fund

How does it represent Value for Money?: It is estimated the project will reach approximately 60 children and their families.

OTHER RESOURCES (*Will it need staff time? Volunteer support?*); Officer and school time

9

How does the project fit with the existing commitments or policies of Deal Town Council?

Policy/Commitment	FIT Yes/No	Comments
The Town Plan Action	Yes	Deal Town Council to seek ways to engage and involve young people. Deal Town Council to review how voluntary and community groups are supported by the Council and establish what their needs are and how best to support them. Council to build links with organisations which

		support vulnerable people e.g. people living with dementia, neurodiversity, sight or hearing impairment.
The Climate Change Declaration	no	
The Declaration of Ecological Emergency	No	
The City of Sanctuary Strategy	no	
Health and Wellbeing	yes	To enhance the health and wellbeing of Deal residents
Ocean and Coastal Recovery Strategy	no	

Please complete the ACTION PLAN below if a detailed plan is available.

**10
PROJECT ACTION PLAN**

ACTION REQUIRED	WHEN BY	WHO	NOTES
Contact each school to confirm how many young carers would be part of the project	First week in November	Climate Change, Project & Communications Officer	
Schools to host a special workshop with young carers to discover a theme for each hamper	November 2026	Primary Schools	
To agree the contents for the hampers and where to source them	November 2026	Town Clerk, Climate Change, Project & Communications Officer & R.F.O	
Order gifts and create the bespoke hampers	November 2026	Climate Change, Project & Communications Officer & R.F.O	
Christmas message from Deal Town Council	End of November	Mayor of Deal	
Deliver hampers to each school	December 2026	Town Hall team	

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr M Eddy, Chairperson of Deal Town Council; All Council members
 From: Nadine Miller, Climate Change, Projects and Communications Officer
 Date: 13 October 2026
 Re: **The Big School Uniform EcoFair**

According to Keep Britain Tidy, 300,000 tonnes of used clothing is sent to landfill or incinerated annually in the UK—more per person than in any other European country.

Through our engagement with local primary schools, we understand that they routinely provide pre-loved uniforms through 'swap shops'. However, schools have advised us that families can find it difficult to access secondary school 'swap shops' during the transition from primary to secondary education.

Working with local schools and volunteer groups, Deal Town Council would host The Big School Uniform EcoFair in July and August 2027 to enable families of Year 6 leavers to collect pre-loved school uniforms.

Schools will administer the day-to-day collection and distribution of donated uniforms during term time, then the Big School Uniform EcoFair would be a one-stop shop for all on dedicated dates during the summer holidays.

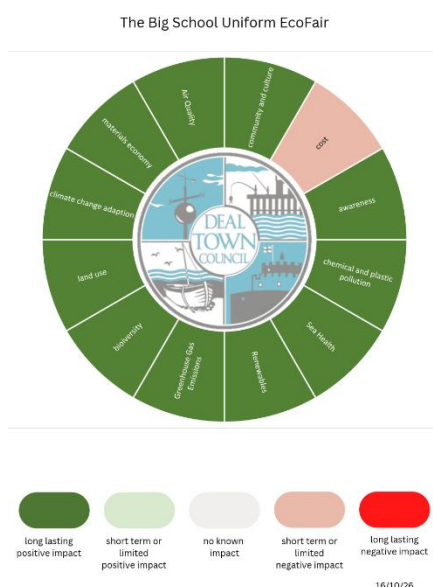
The schools would collect clean, donated uniforms and Deal Town Council would facilitate bringing the stock together so families of Year 6 leavers would have access to a range of pre-loved secondary school uniforms.

The fairs would be held during the summer holidays at the Town Hall and St Mary's Catholic Primary School.

Deal Foodbank has pledged its support to the project and we are in discussion with the local volunteer group Deal Pirates.

Details of the Big School Uniform EcoFair are outlined in the project plan attached.

Decision required: Members to agree the Big School Uniform EcoFair project plan and budget.



Deal Town Council PROJECT PROPOSAL

The Council will consider new project proposals twice a year, in June and October.

It will be at the Town Clerk's discretion if a project proposal is brought forward outside of these two months in liaison with the Chairperson of the relevant committee or Chairperson of the Council.

Project proposals must demonstrate how the project fits with Deal Town Council Policies or Commitments.

The following to be completed in detail by all Councillors and Officers bringing forward a new project for consideration. (*Sections 1 – 9 must be completed. Section 10 is to be completed if a detailed plan is available.*)

Project Title:

The Big School Uniform EcoFair

1

PROJECT AIM (*A short statement – about 100 words. What would be the key activities? What changes do you want to see? What will the wider impact be?*)

To provide free recycled school uniforms to the year six students when they leave primary school, ready for when they start their new school as year sevens.

2

LEAD BODY: Deal Town Council

LEAD PERSON: Climate Change, Project & Communications Officer

POTENTIAL PARTNERS: Sandown School, Hornbeam Primary School, Warden House Primary School and St Mary's Catholic Primary School, Goodwin Academy, Dover Grammar School for Girls, Dover Grammar School for Boys, Sir Roger Manwood's, Sandwich Technical College, Astor School, St Edmunds, Deal Area Foodbank, Deal Pirates

3

PROJECT SUMMARY (*A longer explanation - What will happen? How will it be done? Who will benefit?*)

Schools readily provide eco 'swap shops' for school uniforms, but it can be difficult during the transition from primary to secondary to access this.

Working with local schools and volunteer groups, in July and August 2027 Deal Town Council will host the Big School Uniform EcoFair for families of year six leavers to collect donated school uniform.

The events will be held at the Town Hall and St Mary's Catholic Primary School.

4

PROJECT PERIOD (*How long will the project run? When do you want it to start?*)

January 2027 to September 2027

5

EVIDENCE OF NEED: (*Why is it needed? How do you know?*)

One primary school reported needing to support a family who faced several hundred pounds in costs when two siblings left primary for secondary at the same time.

Another school welcomed the idea, echoing parents' concerns about cost but also how it would focus on Deal's keen sense of being environmentally friendly.

The English Indices of Deprivation 2019 shows Middle Deal is one of five wards in the Dover District that are in the top 10% most deprived in England.

In Middle Deal, 37% of children aged between 0-15 years are living in income- deprived families.

The most recent 2025 data has yet to be broken down by index and ward, but do indicate some areas of Middle Deal are in the second decile (10-20%) most deprived areas in England.

According to Keep Britain Tidy: "300,000 tonnes of used clothing ends up in landfills or incinerated annually, more per person than any other European country.

"Nearly 10% of the world's carbon emissions come from the clothing industry. Producing one t-shirt, in terms of carbon, is equivalent to watching TV for 34,000 hours. It's huge, it's mind-boggling."

6

OBJECTIVES AND TARGETS (What will have happened by the end? NB your targets must be measurable).

Families will have collected recycled uniforms for their children, saving the clothes from landfill and saving money too.

7

SUSTAINABILITY (*Will the actions carry on after the project closes? Will it end and close down?*)

After the first year the project will be reviewed. Once evaluated, it could be extended to include all neighbouring primary schools which are attended by Deal pupils but aren't situated in the town.

8

ESTIMATED BUDGET

How much do you think it will cost? £1,000

£200 detergent and energy, £200 hangers, £450 collection bins, £150 contingency budget

Where will this come from: Project fund

How does it represent Value for Money?: Equipment purchased can be reused

OTHER RESOURCES (*Will it need staff time? Volunteer support?*); Officer time, school time and volunteer hours

9

How does the project fit with the existing commitments or policies of Deal Town Council?

Policy/Commitment	FIT Yes/No	Comments
The Town Plan Action	yes	Deal Town Council to work with local groups and DDC on a campaign about waste and recycling. Deal Town Council to seek ways to engage and involve young people.
The Climate Change Declaration	yes	A community response to climate action - Work with local businesses and organisations to encourage more sustainability
The Declaration of Ecological Emergency	yes	actions on local nature protection and recovery, including community engagement and partnership working.
The City of Sanctuary Strategy	yes	The relief of financial hardship amongst those granted and seeking refugee status and their dependants living (temporarily or permanently) in Deal and the surrounding area
Health and Wellbeing	yes	To enhance the health and wellbeing of Deal residents
Ocean and Coastal Recovery Strategy	yes	We will use our power and influence to protect and improve the environment and encourage and support others to do the same

Please complete the ACTION PLAN below if a detailed plan is available.

10 PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES
Schools, working with their 'feeder' secondary schools and parents collect clean, donated uniforms	April 2027	Local schools	In liaison with and support of DTC throughout
Order cardboard collection bins if required	April 2027	Local Schools, Climate Change, Project & Communications Officer & RFO	
Finalise dates for uniform fair	April 2027	DTC, schools and volunteers	

Assess stock size, finalise requirements for the EcoFairs and order hangers if required	June 2027	Local Schools, Climate Change, Project & Communications Officer, RFO, Facilities Manager	
Receive and collect clean recycled clothes at the Town Hall	July 2027	Town Hall team	
Host uniform fairs	July & August 2027	Town Hall team, volunteers	
Surplus stock redistributed back to the primary schools, secondary schools and local support organisations	August 2027	Local Schools, Climate Change, Project & Communications Officer	

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr M Eddy, Chairperson of Deal Town Council
All members
From: Mrs L Crow, Town Clerk
Date: 13 October 2026
Subject: **Dover District Parish Charter**

As members may recall back in June 2024 Council considered a report advising that the KALC Dover Area Committee had decided to update the Dover District Parish Charter.

This draft updated Charter was shared with Council, and members were asked to comment on the content before KALC submitted it to Dover District Council.

Members RESOLVED: To provide feedback to KALC that Deal Town Council would like to see Climate Change and Biodiversity, the use of pesticides and Equality and Diversity included in the Charter.

Further to this decision in July 2025 the Council received the updated draft Charter from Dover District Council that had been approved by cabinet for consultation from 1 June 2025 to 31 July 2025.

At that time members RESOLVED: Deal Town Council has no issue with this charter, however, would like to know how it will fit into the reorganisation of the government structure.

The Council has now received the following from Dover District Council;

"Please find attached the proposed Dover District Parish Charter that was agreed by Dover District Council's Cabinet following the consultation that was held on the earlier draft.

I would like to thank every authority that took the time to respond. All consultation responses were given full consideration although not all proposals were incorporated into the final version. This Dover District Parish Charter marks the first step in what we hope will be an evolving document and is primarily about establishing the base line from which this document will grow.

As this is a Charter that is based on a partnership, we are asking if each town/parish council could confirm their agreement to it, once you have gone through your necessary governance processes, by Friday 18 December 2026.

We would be looking to bring the Dover District Parish Charter into effect in late January/early February 2027. The Charter will be reviewed in late 2028/early 2029 to see how it has worked and what developments should be incorporated into the next iteration of the Charter.

If there are any towns/parishes that do not wish to agree the Charter, we will review how to proceed with our Cabinet. It may be that we in those cases we look to bring into effect only the DDC part of the Charter for that town/parish council area."

Recommendation: Members to consider confirming agreement to the final version of the Dover District Parish Charter. *Please see attached*

Decision required: Members to consider the above.

Dover District Town and Parish Charter

INTRODUCTION

Dover District Council and Town and Parish Councils of the district recognise that each tier of local government has distinct statutory powers, duties and responsibilities, and that these roles are complementary in serving local communities. Dover District Council is responsible for delivering a range of strategic and regulatory services across the district, while Town and Parish Councils act as the tier of local government closest to residents, representing local interests and providing services, facilities and community leadership within their areas.

Both parties acknowledge the importance of respecting their respective democratic mandates and legal responsibilities, and commit to working collaboratively, sharing information and engaging constructively to promote the social, economic and environmental wellbeing of local communities.

The Charter and its principles will be disseminated throughout member councils as the basis for working together to achieve greater efficiencies and better outcomes for our local communities.

AIMS OF THE CHARTER

- To acknowledge the vital roles played by both parties in local government.
- To clearly define the expectations that Dover District Council and the local councils have of each other.
- To work together to promote local economic, social and environmental wellbeing for the benefit of everyone in the district.
- To respect the democratic mandates of all our individual councils within their legal and service remits, recognising that Dover District Council and the town and parish councils exist as separate bodies.
- To work together to address the significant challenges facing our district. We will collaborate in supporting communities to do more for their areas and make the best use of new ways of working, with greater emphasis on the use of digital technology.
- To encourage a positive working relationship between the ward councillor and the town and parish councils within the area they represent.

AREAS OF COLLABORATION

1. Communication and Information Sharing

Dover District Council will...

- Hold an up-to-date list of town/parish clerks/other appropriate officers and links to parish web pages on this website (www.dover.gov.uk) for use by all its staff for contact purposes.

- Publish publicly accessible contact details for each town/parish council on its website in line with the contacts provided by each town/parish.
- Provide parishes with details of services with appropriate contact details so they are clear who is responsible for each function and can raise issues with the right person.
- Designate a Cabinet Portfolio Holder as the Council's lead for relationships with town and parish councils.
- Designate a lead officer for matters relating to the Town and Parish Charter.
- Provide up-to-date information about Dover District Councillors, the governance structure and membership of committees via the Council's website.
- Familiarise its key staff on the role, responsibilities and functions of the town/parish tier.
- Encourage use of the Dover District Council 'Keep me Posted' service by town/parish councils. The service provides details of news releases, minutes and agendas of committee meetings. Advice will be provided to town/parish clerks so they are aware of this facility and know how to use it, including how to refine their alerts.
- Inform all town/parish councils of the annual Calendar of Meetings and give consideration to the annual schedules of town/parish council meetings when arranging special/extraordinary meetings of Council committees. Recognise the role and responsibilities of town/parish councils and treat their Members and officers with respect and civility.

Town and Parish Councils will...

- Identify a named Member and officer contact for each town and parish council (it is expected that this will be the clerk and Chairperson/Mayor). The main officer contact will be responsible for onward dissemination of information provided by the district council.
- Promptly inform Dover District Council of any changes to the town or parish clerk contact details and links to parish web pages.
- Advise Dover District Council of the town and parish meeting calendars so that each district councillor can be made aware and officers have a single point of reference for scheduled town/parish council meeting dates.
- Encourage town/parish clerks and Chairperson/Mayors to attend training sessions provided by the district council for town/parish councils.
- Consider the annual schedule of meetings provided by Dover District Council in arranging their meetings.
- Recognise the role and responsibilities of Dover District Council and treat its Members and officers with respect and civility.

2. Consultation

Dover District Council will...

- Involve, where appropriate, town/parish councils in the setting of its long-term corporate strategies and other priorities via consultation.
- Allow a minimum of six weeks for responses or explain if not able to do so and be prepared to negotiate appropriate timescales with local councils where there is the flexibility to do so. Where the council is bound by other statutory requirements (e.g. planning applications), we will provide an explanation to parish councils where different timescales are required.
- Take town/parish council representations into account, where appropriate, when making decisions.
- We will notify the town/parish clerk of all new relevant consultation exercises published on our website.

Town and Parish Councils will...

- Endeavour to respond to all relevant consultations, within the agreed timescale.
- Where possible, use electronic forms of communication to respond to consultations.
- Work with Dover District Council to seek mutually acceptable solutions to contentious issues up to the point where a decision is taken.
- Consider signing up to receive notifications from the Council's 'Keep me Posted' service if they wish to be updated on key issues.

3. Service Delivery

Local councils and Dover District Council share a number of statutory functions and also share the desire to deliver joined up, effective and efficient local government services to the public.

Dover District Council will...

- Work in partnership to explore further opportunities for working together where this will benefit local communities, in accordance with Dover District Council policies, noting that not all town/parish councils have the resources or the desire to take on additional services and assets and there is no compulsion or expectation for them to do so.

Town and Parish Councils will...

- Work in partnership to explore further opportunities to work together where this will benefit local communities, in accordance with Town/Parish Council policies.

4. Democracy and Community Leadership

Dover District Council will...

- Advise towns and parishes on changes to the Kent Model Code of Conduct for those town/parish councils that have adopted it and facilitate training.
- Send a representative to Kent Association of Local Council (KALC) meetings, if possible, when invited.
- Encourage Dover District Councillors to regularly attend local council meetings in their ward.
- Hold two Town and Parish Council Meetings each year with the dates for these meetings set at the same time as the Council's Calendar of Meetings in May.
- Continue to provide through the 'Keep me Posted' service the facility for town/parish councils to have online access to, and sign-up for, alerts when committee agendas are published.
- Collate and publish the town/parish council Register of Interests on behalf of the local councils.
- Conduct town and parish council elections and locally raised referendums in accordance with legislative requirements.

Town and Parish Councils will...

- Endeavour to attend relevant training in respect of the Code of Conduct.
- Update, as required, the Monitoring Officer about changes to the Register of Disclosable Pecuniary Interests. This can be done through democraticservices@dover.gov.uk
- Notify Democratic Services (democraticservices@dover.gov.uk) when there is a change in town/parish clerk or a change in the contact details or website address for the town/parish council.
- Notify Electoral Services (elections@dover.gov.uk) when a vacancy arises in the membership of their parish council and advertise the vacancy using the notice provided by Electoral Services.

5. Finance and Funding

Dover District Council will...

- Collect precepts on behalf of the town and parish councils.
- Process precept and other payments within agreed timescales.
- Consult with town/parish councils about any significant Council budget changes which may impact on local councils and residents

Town and Parish Councils will...

- Return any required financial information within the set timescales.
- Provide evidence of expenditure relating to grants or reimbursements received from DDC.

6. Advice and Support

Dover District Council will...

- Endeavour to have an officer from the relevant service or Cabinet Portfolio Holder respond to specific queries raised by town/parish councils.

Town and Parish Councils will...

- Take responsibility for acting on advice given by Dover District Council on issues affecting their community.

7. Planning

Dover District Council will...

- Use its adopted 'Statement of Community Involvement' regarding consultation with parish and town councils on planning issues.
- Support parish and town councils to set policies for their own local areas by preparing Neighbourhood Plans.
- Inform town/parish councils about how they can inspect relevant planning applications and allow the statutory 21-day response for comments. It is recognised that town/parish councils are statutory consultees.
- Provide information on how town/parish councils can access the online information alert system through the Public Access service.
- Consider and respond to comments and concerns about issues that have an impact on a specific town/parish council or group of councils.

Town and Parish Councils will...

- Submit comments within the 21-day period to enable Dover District Council to process applications within the timescale set out in the legal framework of the Town and Country Planning Act.
- Make effective use of websites, online systems and emails for timeliness, efficiency and environmental reasons.

8. Monitoring and Review

Dover District Council and the Kent Association of Local Councils (KALC) will...

- Review individual elements where there is consensus that a charter commitment needs to be changed because it is out of step with current practice. The matter will be raised initially with the lead officers of the district council and KALC.

Dover District Council will...

- Draw matters to the attention of the town/parish council chair if the district council feels a town/parish council or councillor is not acting in the spirit of the Charter.
- If a matter cannot be resolved, then the district council will also draw the matter to the attention of the Chair of KALC Dover Area Committee.

Town and Parish Councils will...

- Draw matters to the attention of the relevant political group leader (if applicable) where a town/parish council feels an individual councillor is not acting within the spirit of the Charter.
- Draw matters to the attention of the Leader of Dover District Council, Chief Executive and/or lead officer if town/parish councils feel the district council is not acting within the spirit of the Charter.

Town and Parish Council Engagement Meeting

Terms of Reference

1. Purpose

- To provide an informal environment for discussion between the district council and town and parish councils on matters of mutual interest.

2. Membership

- Leader of Dover District Council supported by Cabinet Portfolio Holders, members of the Corporate Management Team and relevant Heads of Service. Other officers will attend as necessary.
- A representative of KALC and up to two representatives from each of the town and parish councils will be invited.
- The meeting will be chaired by the Leader of Dover District Council or a Cabinet Portfolio Holder, supported by appropriate officers.

3. Roles and Responsibilities

- To work collaboratively with all town/parish councils on issues of mutual interest.
- To build effective direct working relationships between the district council and town/parish councils.
- To act as a consultative stakeholder group on council topics affecting the district.
- To monitor the effectiveness of the Charter.

4. Meetings – Frequency/Duration

- There will be a minimum of two pre-arranged meetings held each year at broadly six-monthly intervals.
- Meetings may be physical, virtual or hybrid depending on the agenda.
- This is not a public meeting. Attendance is by invitation only.
- Meetings will be held at 6pm where possible but may vary according to availability or the content of the agenda.
- Meetings will include a Question & Answer session with the Leader or Cabinet Portfolio Holder (for consistency) in the chair, supported by officers.

5. Business Management

- Agendas will be agreed by the Leader or Cabinet Portfolio Holder in consultation with the Chair of KALC.
- Town/Parish council representatives will be invited to suggest agenda items for meetings.

- Parish councils and KALC are also welcome to raise discussion points informally with the lead councillor or lead officer so that they can be addressed at the earliest opportunity.
- Matters will be added to the agenda of the next scheduled meeting where they are of interest to multiple town/parish councils and it is not possible to resolve matters directly or informally.
- Meeting dates will be arranged by Dover District Council's Democratic Services team.
- Meeting dates for consultation-led items will be scheduled to fit in with the consultation timetable.
- Agendas and supporting documents will be circulated at least a week prior to the meeting.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr M Eddy, Chairperson of Deal Town Council
All members
From: Mrs L Crow, Town Clerk
Date: 12 October 2026
Subject: **Community Governance Review 2026**

Dover District Council made the decision at its meeting held on 28 January 2026 to hold a Community Governance Review (CGR) based upon the number of councillors allocated to each town and parish council / council ward.

A consultation was launched which ran from 9 February 2026 until 2 April 2026 to allow the public and local town and parish councils to comment on what changes they would like to see to councillor numbers in their area as part of the Community Governance Review.

At the February Full Council meeting members considered this consultation and **RESOLVED:** Not to recommend any change to the number of Deal Town Councillors.

The responses to that consultation were considered and draft recommendations were published based on the responses received, this draft agreed with the Council's recommendation to make no changes to the number of Deal Town Councillors.

Dover District Council held a second consultation which ran from 18 May 2026 until 7 August 2026 for the public to have their say on the draft recommendations.

Deal Town Council has now been advised that both stages of consultation have been completed and the responses considered by the Electoral Matters Committee, and Dover District Council. Final recommendations have been made from the responses received at Stage 2 of the Review and are now available to view.

It is understood that a Community Governance Reorganisation Order will be made, and the changes will come into force on 1 April 2027 for financial and administrative purposes, and from the ordinary day of election of councillors, Thursday 6 May 2027, for electoral purposes.

All information on the Review is available on DDC's Community Governance Review webpage which can be found here: <https://www.dover.gov.uk/Council--Democracy/Elections/Community-Governance-Review-2026.aspx>

Recommendation: To note the report

Decision required: To consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

TO: Councillor Mike Eddy, Chairperson of Deal Town Council
Deal Town Councillors

FROM: Cllr L Craggs

DATE: 18 September 2026

SUBJECT: Outside body report on the Astor Theatre

As Linked Councillor, along with the RFO, I attended a six monthly monitoring meeting with the Astor's CEO, held on 18 September.

- The CEO relayed his pleasure and satisfaction as to how things have gone in the last period. With the management action taken, the theatre is now financially stable. He commented that at this point The Astor has no need to be applying for external funding to maintain its operations. A vibrant programme is in place for coming months. Feedback indicates that the local community sees the theatre as an important locus for entertainment and a cultural hub. The Astor has been able to bring forward diverse activities such as creative and film workshops. The CEO was especially pleased with the theatre's ability to provide around 750 free tickets to local families of restricted means. It was noted that to a significant extent this success is due to the personal and unpaid contribution he, personally, is making to the life of The Astor. A strategic issue begins to emerge as to whether future development should be based on maintaining the current successful level of function or whether plans for growth should be considered, for example with major works to the balcony.
- The next meeting will be scheduled for six months hence.

Minutes - approved by Committee and signed by Chairperson 14/10/2026

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

The Minutes of the Environment Committee meeting held at the Town Hall on Wednesday
24th June 2026 at 7.15pm.

Present: Cllr S Cullen (Chairperson) Cllr M Eddy (Vice Chairperson)
Cllr P Findley Ms H Charlton (Co-opted)

Officers: Mrs L Marney (Committee Clerk) Others: No members of public
Miss J Harper (Asst. to the Town Clerk)
Nadine Miller (Climate Change, Projects & Comms Officer)

1	Chairperson's opening remarks: The chairperson welcomed everyone to the meeting and read the fire evacuation procedures.	Chairperson
2	Apologies for absence received: None received.	Committee Clerk
3	Declarations of interest: None received.	
4	Public participation and Statements received: None received.	Committee Clerk
5	The minutes of the Environment Committee meeting held on 18th February 2026 for approval and signing: Members RESOLVED: To accept the minutes of the Environment Committee Meeting held on 18 th February 2026 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr M Eddy (S) Cllr P Findley. All agreed.	Chairperson
6	Hedgehog Friendly Gravel Boards Update: Members RESOLVED: To revisit the project in the autumn and ask people to apply online and distribute the remaining boards on a first come first served basis and move the remaining budget of £1,157 back into the council reserves. (P) Cllr P Findley (S) Cllr M Eddy. All agreed.	Project Officer
7	Seeds For Spring Update: Members RESOLVED: To note the report. (P) Cllr M Eddy (S) Cllr P Findley. All agreed.	Project Officer
8	Hedge Pledge 2 Update: Members RESOLVED: To recommend to Full Council that the Hedge Pledge 2 and Tree Jamboree project are now closed and move the budget of £1,200 for the purchase of hedgerow packs back into council reserves. (P) Cllr M Eddy (S) Cllr P Findley. All agreed.	Project Officer
9	Ocean and Coastal Recovery Strategy Update: Members RESOLVED: To note the report and thank all staff and Cllrs who were involved. (P) Cllr M Eddy (S) Cllr P Findley. All agreed.	Project Officer
10	Action on Litter Project: Members RESOLVED: To note the report. (P) Cllr M Eddy (S) Cllr P Findley. All agreed.	Project Officer
11	Correspondence received: Ministry of Housing, Communities & Local Government: Members RESOLVED: To note the correspondence and review it in six months. (P) Cllr M Eddy (S) Cllr S Cullen. All agreed.	Committee Clerk
	The Chairperson closed the meeting at 19.40.	

Minutes – approved by Committee and signed by the Chairperson 28/09/2026

The minutes of the Finance and General Purposes Committee Meeting held on Tuesday 21st July 2026 in Deal Town Hall Chamber starting at 7.15pm.

Present: Cllr T Bond (Chairperson) Cllr M Eddy
Cllr P Jull Cllr S Beer

Officers:

Mr P Bone – Responsible Finance Officer
Ms J Harper – Asst. to the Town Clerk

Others: No members of public

1.	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and advised of the fire evacuation procedures.	Chairperson
2.	Apologies for absence: Cllr L Craggs due to prior commitments. Cllr D Cronk, Cllr M Cronk and Cllr D Parks were absent.	R.F.O
3.	Declarations of interest: Cllr P Jull declared a VAOI for item 7(a) Annual Grant request for the Braderie as he is an officer of the Chamber of Trade.	
4.	Public Participation and Statements Received: None received.	
5.	The minutes of the previous Finance & General Purposes Committee meeting held on 19th May 2026 for approval and signing: Members RESOLVED: To accept the minutes of the previous meeting held on 19th May 2026 as a true and accurate record. (P) Cllr M Eddy (S) Cllr P Jull. All agreed. The Chairperson then duly signed the minutes.	Chairperson
6.	Finance: Income & Expenditure Figures and Full Bank reconciliation to 30th June 2026: Members RESOLVED: To note the Income & Expenditure Figures and Full Bank reconciliation to 30 th June 2026. (P) Cllr S Beer (S) Cllr M Eddy. All agreed.	R.F.O
7.	Grant applications: Recommendations from the Grants Subcommittee: a) Annual Grants 2026/27 Round 2: Members RESOLVED: To accept the following recommendations Upper Deal & Gt Mongeham PCC: To not make a grant award JBS Community Workshops: To defer this application to a future meeting as the applicant has failed to supply the supporting documents requested. The Missing Project (SEAS): To defer this application to a future meeting as the applicant has failed to supply the supporting documents requested. Deal Film Festival: To award a grant of £500 towards the cost of delivering the next Deal Film Festival in October 2026 Clear Steps SEND CiC: To not make a grant award. IMAGO Community Young Carers: To not make a grant award. (P) Cllr S Beer (S) Cllr M Eddy. All agreed. Cllr P Jull left the room.	R.F.O

	Deal Braderie: (supported by Deal & Walmer Chamber of Trade, the Deal Business Collective, the Deal Flea and the Deal Partnership): To make a payment of £1,000 from the 2026/27 Deal Braderie budget to the applicant (www.dealbraderie.uk) as a contribution towards the cost of running a street Braderie on 13th September 2026. (P) Cllr S Beer (S) Cllr M Eddy. All agreed. Cllr P Jull returned to the room b) Community Contributions Grants 2026/27 - Recommendations from the Grants Subcommittee: Members RESOLVED: To accept the following recommendations: Deal Music & Arts: To award a Community Contributions grant of £1,000 per year for 2 years as a contribution towards supporting their programme of free outdoor events in the Deal Festival. Clear Steps SEND CiC: To not make a grant award. (P) Cllr S Beer (S) Cllr P Jull. All agreed. c) Community Contributions Grant - Recommendations from the R.F.O: Members RESOLVED: To award Goodwin Academy a Community Contributions grant of £1,000 per year for 2 years to expand their offering of cultural activities to our young people so that they can access a wider range of experiences. (P) Cllr S Beer (S) Cllr M Eddy. 3 For, 1 Against, 0 Abstentions. Agreed	
8.	DTC E-bikes: Transfer of ownership applications: Members RESOLVED: To transfer ownership of 3 DTC E-Bikes to the Sandwich Bay Bird Observatory at no cost or liability to the council. (P) Cllr S Beer (S) Cllr M Eddy. All agreed.	R.F.O
9.	Utility Contract Renewal: Cllr S Beer proposed to accept the 24 month contract, seconded by Cllr M Eddy. 2 For, 2 Against, The chairperson used his casting vote against. Motion failed. Cllr P Jull proposed to accept the 36 Month Contract, seconded by Cllr T Bond. 2 For, 2 Against. The Chairperson Cllr T Bond used his casting vote For. Members RESOLVED: To renew the contracts with SSE Energy Solutions for both 100% SSE Green Electricity and 100% SSE Green Gas Plus for a 36-month term. (P) Cllr P Jull (S) Cllr T Bond 3 For, 2 Against. Agreed.	R.F.O
	The Chairperson closed the meeting at 20.04pm	