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 24 November 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 23 November 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.

Mrs. L Crow - Town Clerk
Date: 17.11.2026

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 27 October 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 October to 31 October 2026:** Decision required.	Attach. 3
7	**Recommendation from the Finance & General Purposes Committee:** Decision required	Attach. 4
8	**Cinque Ports Day:** Decisions required	Attach. 5
9	**Review of Council Policies:** Decisions required	Attach. 6
10	**Welcome the Stranger/Sanctuary Strategy updates:** Decision required	Attach. 7
11	**Councillor Co-Option update:** For information	Attach. 8
12	**Climate Action Day 2026 update:** For information	Attach. 9
13	**Councillor Outside Body report for Deal Area Refugee Aid**: For Information	Attach. 10
14	**Deal Town Council Committee minutes**: Information to note (a) The minutes of the Planning Committee meeting held on 07.09.26 (b) The minutes of the Finance & General-Purpose Committee meeting held on 28.09.26	 Attach. 11 Attach. 12
	Date of next meeting: 26 January 2027	

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.

Attachment 1

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.

Attachment 2

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 27 October 2026 at 7.15pm.

Present:	Cllr M Eddy (Chairperson)	Cllr T Bond
	Cllr S Beer	Cllr L Craggs
	Cllr D Cronk	Cllr M Cronk
	Cllr S Cullen	Cllr P Findley
	Cllr A Friend	Cllr P Jull
	Cllr D Parks	Cllr M Walters
Officers:	Mrs L Crow (Town Clerk)	Others: 2 Members of public.
	Mr P Bone (Responsible Finance Officer)	
	N Miller (Climate Change, Projects & Communications Officer)	

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 due to work commitments. Cllr O Richardson due to a personal commitment.	Town Clerk
3	**Declarations of interest:** None received.	
4	**The minutes of the Full Council Meeting of the Council meeting held on Tuesday 29 September 2026 for approval and signing:** Members RESOLVED: To accept the minutes of the Full Council meeting held on Tuesday 29 September 2026 as a true and accurate record. (P) Cllr A Friend (S) Cllr D Cronk. 10 for 2 abstentions. 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 September to 30 September 2026:** Members RESOLVED: To accept the list of payments including payments exceeding £500 for approval and signing from the 1 September to 30 September. (P) Cllr A Friend (S) Cllr D Cronk. All agreed.	Chairperson
7	**Annual Return – External Auditors report:** Members RESOLVED: To note the report. (P) Cllr D Cronk (S) Cllr A Friend. All agreed.	
8	**Councillor Co-Option Committee recommendation:** Members RESOLVED: To agree with the Councillor Co-Option Committee recommendation to appoint Mr Jonathan Groves as Deal Town Councillor for the Mill Hill Ward to fill the vacancy and when Mr Groves has signed his Declaration of Office to permit him to become a member of the following Council Committees should he wish to do so; Finance and General Purposes Committee, Environment Committee, Planning Committee and Transport and Infrastructure Committee. (P) Cllr M Eddy (S) Cllr D Cronk All agreed.	Town Clerk

9	**Correspondence received from Dover District Council:** Members RESOLVED: 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 and 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. (P) Cllr A Friend (S) Cllr L Craggs. All agreed.	Chairperson
10	**Council Project Plans received**: (a) Recommendation from the Transport & Infrastructure Committee – Best Foot Forward 2027 Project Plan: Members RESOLVED: To accept the Best Foot Forward 2027 Project Plan and budget and delegate authority to the Committee Clerk and Climate Change, Project & Comms Officer to manage the project. Cllr A Friend left the meeting at 7.38pm (P) Cllr S Cullen (S) Cllr P Findley. 9 for, 1 against, 1 abstention. (b) Celebrating Young Carers at Christmas Project Plan: Members RESOLVED: to accept and agree the Celebrating Young Carers at Christmas Project Plan and budget. (P) Cllr D Cronk (S) Cllr M Walters 10 for 1 against. (c) Secondary School Eco Fair Project Plan: Members RESOLVED: To accept the Big School Uniform EcoFair Project Plan and budget. (P) Cllr P Findley (S) Cllr M Walters All agreed.	Committee Clerk/Climate Change, Project & Comms Officer Climate Change, Project & Comms Officer/Town Clerk/R.F.O Climate Change, Project & Comms Officer
11	**Dover District Parish Charter:** Members RESOLVED: To confirm agreement to the final version of the Dover District Parish Charter. (P) Cllr P Jull (S) Cllr L Craggs 9 for 2 abstentions..	Town Clerk
12	**Community Governance review:** Members RESOLVED: To note the report. (P) Cllr L Craggs (S) Cllr D Cronk All agreed.	
13	**Councillor Outside Body report for the Astor Theatre:** Members RESOLVED: To note the report. (P) Cllr D Cronk (S) Cllr L Craggs All agreed.	
14	**Deal Town Council Committee minutes:** Members RESOLVED: To note the minutes of the Environment Committee meeting held on 24.06.26 and minutes of the Finance & General Purposes Committee meeting. (P) Cllr D Cronk (S) Cllr T Bond All agreed.	
	Resolution to exclude the public: At 8.03pm Members RESOLVED: To exclude the members of public on the grounds that the information to be discussed is of a confidential nature. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	

15	**Correspondence Update:** Members RESOLVED: To withdraw the agreement to receive Sholden Parish Council post with immediate effect and to advise Betteshanger CIC they are not authorised to use the Town Council address at any time. (P) Cllr M Walters (S) Cllr T Bond 7 for, 3 against, 1 abstention. Members RESOLVED: To submit a complaint from Deal Town Council to the Monitoring Officer. (P) Cllr S Beer (S) Cllr L Craggs 7 for, 1 against, 3 abstentions	Town Clerk/Deputy Town Clerk Town Clerk/ Chairperson
	The Chairperson closed the meeting at 8.30pm.	

Attachment 3

Deal Town Council
Nat West Combined A/C's
List of Payments made between 01/10/2026 and 31/10/2026

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/10/2026	VIC YOUNG SS	OFFICIAL CAR LEASE	£ 390.89
01/10/2026	SCREWFIX DIRECT	MAINTENANCE ITEMS TH	£ 114.32
05/10/2026	CCL INDUSTRIES	LANYARDS ETC	£ 227.28
05/10/2026	SPECTRUM SAFETY	FIRE EQUIPMENT SERVICE TH	£ 257.19
05/10/2026	ALLOTMENT HOLDER	REF OF ALLOT PYMT MR	£ 33.00
05/10/2026	THE PAINT BABY	DEPOSIT FOR PAINTING TH	£ 970.00
05/10/2026	BRITISH TELECOM	INTERNET TOWN HALL	£ 64.74
07/10/2026	CITY OF SANCTUARY UK	FEE	£ 150.00
07/10/2026	DEAL ST OMER SOCIETY	COMMUNITY CONT GRANT	£ 500.00
07/10/2026	NEATHOUSE PARTNERS	HR & H&S TOWN HALL	£ 366.00
07/10/2026	KENT WILDLIFE TRUST	TREE WORKSHOPS	£ 850.00
07/10/2026	VODAFONE BUSINESS	STAFF MOBILES	£ 205.72
08/10/2026	MI HUB ALEXANDRA	WORK TROUSERS	£ 26.71
09/10/2026	DNA PAYMENTS	CARD MACHINE CHARGES TH	£ 31.74
09/10/2026	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 294.34
12/10/2026	STALLHOLDER	REF OF MKT PYMT	£ 25.00
12/10/2026	PPL-PRS MUSIC LICENCE	MUSIC LICENCE TH	£ 290.37
12/10/2026	HANNENT CHARTERED	CONDITION REPORT	£ 600.00
12/10/2026	PHILLIP VALLANCE	MAINTENANCE GR ALLOTS	£ 208.00
12/10/2026	PHILLIP VALLANCE	MAINTENANCE PA ALLOTS	£ 208.00
12/10/2026	PHILLIP VALLANCE	MAINTENANCE MR ALLOTS	£ 209.00
12/10/2026	CHARTER TRUSTEES	MAYOR EVENT HORNBY	£ 35.00
12/10/2026	CHALLENGER	SCAFFOLDING TH	£ 9,264.00
12/10/2026	TAYBERRY FOODS LTDS	CATERING CHARTER DAY	£ 297.60
14/10/2026	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,416.00
15/10/2026	BUSINESS STREAM	WATER MR ALLOTS	£ 410.68
15/10/2026	BANK CHARGES	BANK CHARGES	£ 27.45
16/10/2026	CONEXIA LTD	PAYROLL SERVICES	£ 680.36
16/10/2026	KENT PENS FUND	KENT PENS FUND EE	£ 1,667.88
16/10/2026	KENT PENS FUND	KENT PENS FUND ER	£ 4,734.19
19/10/2026	ADM COMPUTER SERV	IT SUPPORT	£ 930.88
19/10/2026	DDC	BUSINESS RATES	£ 1,127.00
19/10/2026	STAFF NET PAY	STAFF NET PAY	£ 20,382.05
21/10/2026	ADM COMPUTER SERV	WATCHGUARD RENEWAL	£ 508.01
22/10/2026	HMRC	HMRC PAYE EE	£ 4,990.81
22/10/2026	HMRC	HMRC NI EE	£ 1,275.69
22/10/2026	HMRC	HMRC NI ER	£ 4,115.06
23/10/2026	STALLHOLDER	REF OF MKT PYMTS	£ 37.50
23/10/2026	UPPER DEAL AND GT	WARM WELCOME 26	£ 480.00
23/10/2026	DEAL PANTRY	WARM WELCOME 26	£ 720.00
23/10/2026	TRINITY CHURCH DEAL	WARM WELCOME 26	£ 192.00
23/10/2026	ST ANDREWS PCC	WARM WELCOME 26	£ 240.00
23/10/2026	ST GEORGES PAROCHIAL	WARM WELCOME 26	£ 300.00
23/10/2026	HOME START DOVER	WARM WELCOME 26	£ 300.00
23/10/2026	BUSINESS STREAM	WATER GR ALLOTS	£ 80.00

26/10/2026	THE PAINT BABY	FINAL PYMT FOR TH	£	3,400.00
28/10/2026	GOLDSACK BLINDS	BLINDS FOR TOWN HALL	£	704.40
30/10/2026	MI HUB ALEXANDRA	STAFF UNIFORM	£	77.99
30/10/2026	DEAL AREA EMERGENCY	WARM WELCOME F& F	£	500.00
30/10/2026	HOME START DOVER	WARM WELCOME F&F	£	500.00
30/10/2026	ST ANDREWS PCC	WARM WELCOME F&F	£	100.00
30/10/2026	TRINITY CHURCH DEAL	WARM WELCOME F&F	£	100.00
30/10/2026	DEAL PANTRY	WARM WELCOME F&F	£	100.00
30/10/2026	UPPER DEAL AND GT	WARM WELCOME F&F	£	100.00
30/10/2026	PJ CARPENTRY	DEPOSIT FOR WORKS AT TH	£	250.00
30/10/2026	RW ROOFING	DEPOSIT FOR WORK AT TH	£	201.60
30/10/2026	SUEZ RECYCLING AND	WASTE & RACYCLING TH	£	136.88
30/10/2026	BANK CHARGES	BANK CHARGES	£	118.88
			£	**66,524.21**

Deal Town Council

Nat West Combined A/C's

List of Payments over £500 made between 01/10/2026 and 31/10/2026

Date Paid	Payee Name	Transaction Detail	Amount Paid	
05/10/2026	THE PAINT BABY	DEPOSIT FOR PAINTING TH	£	970.00
07/10/2026	DEAL ST OMER SOCIETY	COMMUNITY CONT GRANT	£	500.00
07/10/2026	KENT WILDLIFE TRUST	TREE WORKSHOPS	£	850.00
07/10/2026	VODAFONE BUSINESS	STAFF MOBILES	£	205.72
12/10/2026	HANNENT CHARTERED	CONDITION REPORT	£	600.00
12/10/2026	CHALLENGER	SCAFFOLDING TH	£	9,264.00
14/10/2026	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£	1,416.00
16/10/2026	CONEXIA LTD	PAYROLL SERVICES	£	680.36
16/10/2026	KENT PENS FUND	KENT PENS FUND EE	£	1,667.88
16/10/2026	KENT PENS FUND	KENT PENS FUND ER	£	4,734.19
19/10/2026	ADM COMPUTER SERV	IT SUPPORT	£	930.88
19/10/2026	DOVER DISTRICT COUNCIL	BUSINESS RATES	£	1,127.00
19/10/2026	STAFF NET PAY	STAFF NET PAY	£	20,382.05
21/10/2026	ADM COMPUTER SERV	WATCHGUARD RENEWAL	£	508.01
22/10/2026	HMRC	HMRC PAYE EE	£	4,990.81
22/10/2026	HMRC	HMRC NI EE	£	1,275.69
22/10/2026	HMRC	HMRC NI ER	£	4,115.06
23/10/2026	DEAL PANTRY	WARM WELCOME 26	£	720.00
26/10/2026	THE PAINT BABY	FINAL PYMT FOR TH	£	3,400.00
28/10/2026	GOLDSACK BLINDS	BLINDS FOR TOWN HALL	£	704.40
30/10/2026	DEAL AREA EMERGENCY	WARM WELCOME F& F	£	500.00
30/10/2026	HOME START DOVER DIST	WARM WELCOME F&F	£	500.00
			£	**60,042.05**

Attachment 4

DEAL TOWN COUNCIL
MEMORANDUM

To: Cllr M Eddy – Chairperson of Deal Town Council
All Council members
From: Mr P Bone – Responsible Finance Officer
Date: 17 November 2026
Subject: **Recommendation from the Finance & General Purposes committee: Annual Grants 2027/28**

At the November meeting of the Finance & General Purposes committee members RESOLVED: To recommend to Full Council that a Task & Finish working group that is open to all interested DTC Cllrs, is set up to review all the current grant schemes, criteria & scoring and to make recommendations to the Finance & General Purposes Committee for the 2027-28 Grant streams.

Officer Recommendation

- To form a Task & Finish working group to review all the current grant schemes, criteria & scoring and to make recommendations to the Finance & General Purposes Committee for the 2027-28 Grant streams.
- That the Officer membership comprises of the Town Clerk, the R.F.O. and the Climate Change, Project & Communications Officer.
- That the Cllr membership comprises of a maximum of 5 Cllrs agreed by Full Council.

Decisions Required

Members to consider the above recommendation and membership.

Attachment 5

DEAL TOWN COUNCIL
MEMORANDUM

To: Chairperson of Deal Town Council, all Council members

From: Mrs L Crow, Town Clerk

Date: 10 November 2026

Subject: **Cinque Ports Day**

The Mayor and I attended an online Cinque Port Development Meeting on 3 November. The only item on the agenda was a proposed Cinque Ports Day. Twelve members of the Confederation were represented at this meeting; however, not all members were in support of creating a Cinque Ports Day.

The Confederation is considering establishing an annual "Cinque Ports Day": This would be a day on which all fourteen member towns celebrate their shared heritage, present-day communities and continuing membership of the Confederation.

The Confederation comprises of fourteen member towns across Kent and Sussex. They hope that a dedicated annual day would provide a visible and accessible opportunity to explain the Cinque Ports history while showing that the Confederation remains active and relevant today.

The office of Speaker rotates between the five Head Ports and the two Ancient Towns. The Speaker acts as the Chairman and principal representative of the Confederation.

The Confederation proposes that Cinque Ports Day would complement the Speakership by giving every member town, including the corporate members, a regular and active role in the Confederation's civic life. There would be a rota in alphabetical order to hold this event, which would mean Deal would go first. Cinque Ports Day would not replace or compete with the Speakership but would run alongside it as a wider celebration.

Each member town would mark the occasion locally in its own way during the daytime. It was suggested this could be as big or small as the member town wanted, events in the town, competitions, or it could just be simply raising the Cinque Ports flag.

Representatives from across the Confederation would then come together for a joint evening celebration hosted by the member town.

Both celebrations (day and evening) would be for the member town to pay for, although there are no expectations as to size and/or cost of the 'event'. The Lord Warden has advised that he would buy each town a flag.

It is proposed that a small Cinque Ports Day coordinating group would be established, consisting of:
• a representative of the Confederation;
• representatives of the current and following host towns;
• the Speaker or the Speaker's representative;
• the Confederation's communications or administrative representative; and
• additional advisers where appropriate. The group would agree the date, theme, common branding, publicity arrangements and broad expectations for participating towns.

Each member town would appoint a local Cinque Ports Day coordinator. This could be an elected member, council officer or nominated community representative.

The date that the Confederation has agreed for the first proposed Cinque Ports Day is Saturday 19th June 2027 – historically significant as it is the Saturday closest to 17th June, the date King Edward gave the Cinque Ports a royal Charter in 1278. The Council will be unable to hold an event during the day at the Town Hall as it has been booked for weddings.

Please see attached the proposal supporting Cinque Ports Day that has been written by Cllr John Rivers of New Romney Council.

Recommendation:

- Members to decide if the Council will be part of the Cinque Ports Day rota, accepting that this will mean Deal will be the first town to hold the event which must be on Saturday 19 June 2027. Please note that this is very short notice.

- Members to consider what the day event and evening celebration would be and agree the budget for this to be included in the 2027/2028 budget if applicable.

- That Joanne Harper the Council's Event Manager is the Cinque Ports Day co-ordinator and the representative on the coordinating group if applicable.

Decision required: Members to consider the above.

Proposal for a Cinque Ports Day

1. Introduction

It is proposed that the Confederation of the Cinque Ports establish an annual **"Cinque Ports Day"**: a day on which all 14 member towns celebrate their shared heritage, present-day communities and continuing membership of the Confederation.

Each member town would mark the occasion locally in its own way during the daytime. Representatives from across the Confederation would then come together for a joint evening celebration hosted by one of the member towns.

The Confederation comprises 14 member towns across Kent and Sussex. Although each town has its own identity, history and traditions, all share the distinctive heritage and civic values associated with being a Cinque Port.

2. Reasons for Establishing a Cinque Ports Day

Celebrating a shared identity

The Cinque Ports are one of the country's most historic civic confederations. A dedicated annual day would provide a visible and accessible opportunity to explain that history while showing that the Confederation remains active and relevant today.

Involving all 14 member towns

The office of Speaker rotates between the five Head Ports and the two Ancient Towns. The Speaker acts as the chairman and principal representative of the Confederation.

Cinque Ports Day would complement the Speakership by giving every member town, including the corporate members, a regular and active role in the Confederation's civic life. It would not replace or compete with the Speakership but would run alongside it as a wider celebration involving all 14 communities.

Strengthening relationships

The day would bring together councillors, civic leaders, voluntary organisations, schools, businesses, community groups and residents from across the Confederation. This would encourage closer working relationships and the sharing of ideas and good practice.

Promoting civic pride

Each town could use the occasion to celebrate its own history, residents, volunteers, organisations and achievements. Local events would help residents understand why their town is a member of the Confederation and what that membership represents.

Engaging younger generations

Schools, youth councils, cadet organisations and young volunteers could be directly involved. Educational activities could explore local maritime history, civic responsibility, the environment and the importance of public service.

Supporting tourism and local businesses

Coordinated promotion across all 14 towns could create an annual visitor attraction. Heritage trails, guided walks, markets, exhibitions and cultural events could encourage visitors to explore more of the Cinque Ports area.

Sharing the organisational burden

Hosting would rotate annually between all 14 member towns. Each town would therefore host the principal Confederation event only once every 14 years, making the financial and administrative burden more manageable.

3. Suggested Management Arrangements

Annual host town

One member town would act as host each year according to an agreed 14-year rotation. The host would organise the principal evening gathering and coordinate the overall programme with the Confederation.

The host town could also arrange a daytime civic or community event, but other members would remain responsible for activities within their own areas.

Annual theme

Each Cinque Ports Day would have a common theme agreed in advance. The theme would provide a shared focus while allowing each town to interpret it according to its own circumstances, priorities and traditions.

The theme should ideally be announced at least 12 months before the event to allow sufficient planning time.

Coordinating group

A small Cinque Ports Day coordinating group could be established, consisting of:

- a representative of the Confederation;
- representatives of the current and following host towns;
- the Speaker or the Speaker's representative;
- the Confederation's communications or administrative representative; and
- additional advisers where appropriate.

The group would agree the date, theme, common branding, publicity arrangements and broad expectations for participating towns.

Local organisation

Each member town would appoint a local Cinque Ports Day coordinator. This could be an elected member, council officer or nominated community representative.

Local councils would decide the scale and nature of their own programme. Activities could range from a simple flag-raising ceremony or school assembly to a full programme of community events.

Joint evening celebration

The day would conclude with a gathering in the host town. This might include:

- a civic reception;
- a parade or procession;
- performances by schools, choirs or community groups;
- presentations relating to the annual theme;
- recognition of volunteers and community achievements;
- an address by the Speaker;
- participation by the Lord Warden or their representative, where available; and
- a ceremonial handover to the following year's host.

Attendance should include representatives from all 14 towns, while the formality and scale of the event could vary according to the host town's facilities and resources.

Finance

The host town would determine its own event budget. The Confederation could consider providing a modest annual contribution towards shared publicity, branding or ceremonial costs.

Each participating town would normally meet the cost of its own local activities and representation. External grants, sponsorship and partnerships could also be explored, provided that they are appropriate to the civic standing of the event.

Branding and publicity

A common Cinque Ports Day identity should be developed for use by all members. This could include:

- a shared logo;
- standard publicity templates;
- a dedicated webpage;
- coordinated social-media material;
- educational resources for schools; and
- a programme showing activities across all 14 towns.

The purpose would be to present the day as one Confederation-wide celebration rather than a collection of unrelated local events.

Review

After each event, the host town should prepare a brief report identifying attendance, costs, successful activities and lessons for future hosts. This would create a body of practical guidance and prevent each town from having to design the event entirely from the beginning.

4. The 14 Member Towns

In alphabetical order, the current members of the Confederation are:

1. Deal
2. Dover
3. Faversham
4. Folkestone
5. Hastings
6. Hythe
7. Lydd
8. Margate
9. New Romney
10. Ramsgate
11. Rye
12. Sandwich
13. Tenterden
14. Winchelsea

The order of host towns might be better served alphabetically for the ‘Cinque Ports Day’.

5. Suggested Annual Themes

Possible themes for Cinque Ports Day could include:

- **Volunteering and Community Service**
- **Our Maritime Heritage**
- **Protecting Our Coastline**
- **Young People and the Future**
- **The Natural Environment and Biodiversity**
- **Community Resilience and Emergency Preparedness**
- **Local Businesses and High Streets**
- **Tourism and Heritage**
- **Health and Wellbeing**
- **Arts, Music and Culture**
- **Education and Lifelong Learning**
- **Civic Service and Local Democracy**
- **Fishing, Farming and Local Food**
- **Climate Change and Coastal Communities**
- **Remembrance and Service**
- **Transport and Connections Between Our Communities**
- **Celebrating Diversity and Inclusion**

- **Innovation Within Historic Towns**
- **The Armed Forces and the Defence of the Coast**
- **Friendship and Cooperation Across the Confederation**

Themes could occasionally coincide with significant national anniversaries, royal occasions or important events in the history of the Cinque Ports.

6. Conclusion

An annual Cinque Ports Day would provide a practical and inclusive way of celebrating the Confederation's shared identity while recognising the individual character of each of its 14 member towns.

The rotating-host arrangement would spread responsibility fairly, allowing every member to take a leading civic role once during each 14-year cycle. Local daytime activities would involve residents directly, while the joint evening gathering would demonstrate the continuing unity of the Confederation.

Cinque Ports Day could therefore become an important annual occasion: honouring the past, celebrating present-day community life and strengthening the Confederation for future generations.

Cllr. John Rivers *July 2026*
Chairman
New Romney Town Council

Attachment 6

DEAL TOWN COUNCIL
MEMORANDUM

To: Chairperson of Deal Town Council, all Council members
From: Mrs L Crow, Town Clerk
Date: 12 November 2026
Subject: **Review of Deal Town Council Policies and Procedures**

As previously advised I have been reviewing the Council's current policies and procedures, some of which require minor amendments and updates.

I have shared the following updated policies with the Staff Liaison Panel, and they have agreed that these are now ready for Council approval.

The current policies are available to read on the Councillor Shared Hub and on the Council website.

	Policy	**Amendments/updates**
1	Procedural Standing Orders	3 additions (in red text of document)
2	Delegation to Officers	1 addition, and 2 minor updates to be in line with Council policies
3	Equality and Diversity	Format redraft to KALC's template
4	Recruitment Policy Statement	Updated to continue to be in line with the Staff Handbook and to include Armed Forces Covenant
5	Flag policy	Minor update to remove half-mast (in red text of document) and now includes Armed Forces Week
6	Public Participation at Meetings	Format updated to make content clearer
7	Protocol on Recording at Meetings	New format
8	Social Media Policy for Members	1 addition (in red text of document)
9	Councillor Acceptable Use of Email Policy	2 additions (in red text of document)
10	Councillor Internal Communications Policy and Guidance	No update required
11	Deal Town Council Communication Strategy	No update required
12	Twinning Activity with the Deal/St Omer Twinning Society	1 addition (in red text of document)
13	Complaints Policy	New format
14	Civic Ceremonial Policy	5 updates (in red text of document)

Recommendation: Members to consider and agree to adopt the updated policies.

Decision required: Members to consider the above.

DEAL TOWN COUNCIL

STANDING ORDERS

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INTRODUCTION

These Standing Orders were adopted by Deal Town Council at its Meeting held on Tuesday 28 March 2023.

BOLD - statutory requirements by law

For the purposes of these Standing Orders, reference to the Chairperson and Vice Chairperson of the Council shall mean the Mayor and Deputy Mayor.

Any reference to the Council shall apply equally to Full Council meetings, Committee and Advisory Committees.

In any situation of national emergency (such as the covid-19 pandemic) the Proper Officer in consultation with the Chairperson of the Council and/or senior Councillors shall have the authority to take any appropriate action having due regard to overriding legislation, Government Guidance and the principles of good governance underlying these Standing Orders.

The Proper Officer shall mean The Town Clerk

These model Standing Orders are based on the 2022 NALC model.

1 RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they are made unless the order is changed at the discretion of the Chairperson of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and at the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairperson of the meeting, is expressed in writing to the Chairperson.

h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder at the meeting.

i If there is more than one amendment, the amendments shall be moved in the order directed by the Chairperson of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.

k One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient, but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor.

ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they consider has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.

q A point of order shall be decided by the Chairperson of the meeting, and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.

t Excluding motions moved under Standing Order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairperson of the meeting.

u Whenever the Chairperson speaks during a debate all other members shall be seated and silent.

2 DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregards the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be

no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 **MEETINGS GENERALLY**

Meetings of the Council shall be held at Deal Town Hall, High Street, Deal at 7.15pm unless the Council otherwise decides at a previous meeting. Except in exceptional circumstances when the Town Clerk, may in consultation with the Chairperson of the Council and in accordance with statute, change the place and time of a meeting of the Council.

a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, within the public participation section of the meeting. They are also able to submit written statements, which must be received by the Town Clerk the day before the meeting. These will be circulated to the councillors on the night of the meeting and held on file. The names will be redacted.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chairperson of the meeting. The Chairperson may also at their discretion invite members of the public to answer queries from councillors on items on an agenda item during the course of the meeting.

g Subject to Standing Order 3(f), a member of the public shall not speak for more than 3 minutes.

h In accordance with Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.

i A person shall raise his/her/their hand when requesting to speak.

j A person who speaks at a meeting shall direct his/her/their comments to the Chairperson of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.

l If a member of the public interrupts the proceedings at any meeting, the Chairperson may, after a warning, order that he/she/they are removed from the meeting and may adjourn the meeting for such period as necessary to restore order.

m Subject to Standing Order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present *(DTC policy on Protocol on recording of meetings refers).*

n A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

o The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

p Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in his/her/their absence be done by, to or before the Vice-Chairperson of the Council (if there is one).

q The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson of the Council (if there is one) if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

r Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

s The Chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/her/they gave an original vote.

See Standing Orders 5(h) and (i) for the different rules that apply in the election of the Chairperson of the Council at the Annual Meeting of the Council.

t Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

u The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

x See Standing Order 4d(vii) for the quorum of a committee or sub-committee meeting.

y Prior to a meeting, Councillors' apologies with a reason for absence from that meeting should be submitted to the clerk who will report this at the meeting.

z During the sitting of the Council, Councillors shall address the Chairperson and every Councillor shall, in referring to the Chairperson, Vice Chairperson, Councillors and Officers, employ their respective official titles.

aa The Chairperson of the council shall be an ex-officio member of every Committee and sub-committee

bb **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting**.

cc A meeting shall not exceed a period of 3 hours.

dd The incoming Mayor must hold a Ceremonial Mayoral evening shortly after the Annual Meeting of the Council. Deal Town Council will annually allocate a budget to assist. *Deal Town Council's Civic and Ceremonial policy refers.*

ee The Mayor must hold a Charter Day event on 13 October or a day near this date. Deal Town Council will annually allocate a budget to assist. *Deal Town Council's Civic and Ceremonial policy refers*.

4 **COMMITTEES, SUB-COMMITTEES AND ADVISORY COMMITTEES**

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee**.

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. shall, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;

vi. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee;

vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

viii. shall determine if the public may participate at a meeting of a committee;

ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xi. may dissolve a committee or a sub-committee.

5 **STATUTORY ANNUAL COUNCIL MEETING**

a **In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chairperson and Vice-Chairperson (if there is one) of the Council.**

f **The Chairperson of the Council, unless he/she/they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next Annual Meeting of the Council.**

g **The Vice-Chairperson of the Council, if there is one, unless he/she/they resign or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next Annual Meeting of the Council.**

h **In an election year, if the current Chairperson of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chairperson of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chairperson of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chairperson of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chairperson of the Council and Vice-Chairperson (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chairperson of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairperson of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Appointment of members to existing committees;

iv. Appointment of any new committees in accordance with standing order 4;

v. To deal with any business expressly required by statute to be done.

6 **<u>ORDINARY COUNCIL MEETINGS</u>**

At every meeting other than the Statutory Annual Meeting the first business shall be to appoint a Chairperson for the duration of the meeting if the Chairperson and Vice-Chairperson be absent.

The order of business may include the following:

i. To receive any declarations of disclosable pecuniary interest.

ii. To read and consider the Minutes of the last meeting.

iii. After consideration to approve the signature of the Minutes by the person presiding as a correct record.

iv. To co-opt or receive any new Member of the Town Council and to receive any such declarations of acceptance of office (if any) and undertakings to observe the Council's Code of Conduct and any other undertakings that are required by law to be made.

v. Questions from members of the public relating to items on the agenda.

vi. To deal with business expressly required by statute to be done.

vii. To dispose of business, if any, remaining from the last meeting.

viii. To receive and consider Minutes and reports of Committees.

ix. To approve schedules of payments made by the Town Council since the last meeting.

x. To make any appointments required of the Town Council and to receive reports from Town Council representatives on external organisations.

xi. Review annually of inventory of land and assets including buildings and office equipment.

xii. Confirmation of arrangements for insurance cover in respect of all insured risks.

xiii. Review annually the council's and/or staff subscriptions to other bodies

xiv. Review annually of the council's complaints procedure.

xv. Review annually the council's procedures for handling requests made under the General Data Protection Regulations.

xvi. Review annually of the council's policy for dealing with the press/media.

xvii. Determine annually the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

xviii. To consider the list of Mayoral engagements since the last meeting.

xix. To approve written budgets and approve the amount of the precept to be levied for the coming financial year.

xx. To receive and consider reports from officers of the Town Council.

xxi. To authorise the sealing of documents.

xxii. Review of representation on or work with external bodies and arrangements for reporting back.

xxiii. Any other business specified in the summons.

xxiv. All Standing Orders, including Financial Regulations shall apply to Committees, Sub-committees, and advisory Committees.

7 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUBCOMMITTEES

a The Chairperson of the Council may convene an extraordinary meeting of the Council at any time.

b If the Chairperson of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any

two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

c The Chairperson of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.

d If the Chairperson of a committee (or a sub-committee) does not call an extraordinary meeting within 3 days of having been requested to do so by 2 members of the committee (or the sub-committee), any 2 members of the committee (or the sub-committee) may convene an extraordinary meeting of the committee (or a sub-committee).

8 PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 8(a) has been disposed of no similar motion may be moved for a further six months.

9 VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, 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. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

10 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b A motion shall be relevant to some subject over which the Town Council has power or which directly affects its area.

c No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

d The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b), correct obvious grammatical or typographical errors in the wording of the motion.

e If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.

f If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

g The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

h Motions received shall be recorded and numbered in the order that they are received.

i Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

11 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

12 MANAGEMENT OF INFORMATION

See also Standing Order 21.

a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

13 DRAFT MINUTES

a If the draft minutes of a preceding meeting have been served on councillors with the agenda the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 11(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chairperson of this meeting does not believe that the minutes of the meeting of the ( ) held on (date) in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

f Subject to the publication of draft minutes in accordance with standing order 13(e) and standing order 21(a) and following a resolution which confirms the accuracy of the minutes of

a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14 CODE OF CONDUCT AND DISPENSATIONS

See also Standing Order 3(u).

a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.

b Unless he/she/they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

c Unless he/she/they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's Code of Conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

d Dispensation requests shall be in writing and submitted to the Proper Officer.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to Standing Orders 14(d) and (f), a dispensation request shall be considered by the Proper Officer at least 3 days prior to the meeting.

h A dispensation may be granted in accordance with standing order 14(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

15 CODE OF CONDUCT COMPLAINTS

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 11, report this to the Council in private session.

b Where the notification in Standing Order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairperson of the Staff Liaison Panel. The Deputy Town Clerk shall assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him/her/they. Such action excludes disqualification or suspension from office.

e All Councillors shall be responsible for undertaking the appropriate training in the Code of Conduct within 6 months of delivery of their declaration of acceptance of office.

16 PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See Standing Order 3(b) for the meaning of clear days for a meeting of a Full Council and Standing Order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to Standing Order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming his/her/their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in his/her/their office;**

iv. facilitate inspection of the minute book by local government electors;

v. receive and retain copies of byelaws made by other local authorities;

vi. hold Acceptance of Office forms from councillors;

vii. assist with responding to requests made under Freedom of Information Legislation and rights exercisable under Data Protection Legislation, in accordance with the Council's relevant policies and procedures;

viii. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of Data Protection and Freedom of Information Legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xi. arrange for legal deeds to be executed; (see also Standing Order 24);

xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations;

xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xiv. refer a planning application received by the Council to the Chairperson or in his/her/their absence Vice-Chairperson of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of committee;

xv. The Proper Officer has the delegated authority to make urgent decisions on behalf of the Town Council and will liaise with the Chairperson (or in his/her/their absence Vice Chairperson) and/or relevant Committee Chairperson (or in his/her/their absence the Vice Chairperson) and R.F.O as appropriate.

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(see also Standing Order 24)

17 RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18 ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper Practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, Proper Practices and the Council's Financial Regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by Proper Practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

19 FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the Independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

d. Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

20 HANDLING STAFF MATTERS

a If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council has decided whether or not the press or public shall be excluded.

b A matter personal to a member of staff that is being considered by a meeting of Council or the Staff Liaison Panel is subject to standing order 12.

c Subject to the Council's policy regarding absences from work, the Town Clerk shall notify the Chairperson of the Staff Liaison Panel should a staff absence become problematic.

d The Town Clerk or in her/his/their absence, the Deputy Town Clerk shall conduct a review of the performance and annual appraisal of the work of all staff members. The Chairperson of the Staff Liaison Panel shall conduct a review of the performance and annual appraisal of the work of the Town Clerk and report to Council.

e Subject to the Council's policy regarding the handling of grievance matters, the Town Clerk shall advise the Chairperson of the Staff Liaison Panel or in his/her/their absence, the vice-Chairperson of the Staff Liaison Panel in respect of an informal grievance matter for information. The Town Clerk shall advise the Chairperson of the Grievance Panel of any formal grievances received.

Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the Town Clerk, this shall be communicated to the Chairperson of the Staff Liaison Panel.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with Standing Order 12(a), only the Town Clerk shall and in his/her/their absence the Deputy Town Clerk shall have access to staff records referred to in Standing Orders 21(e) and (f) above if so justified.

h The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and the electronic archive encrypted

i Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 21(e) and (f) above shall be provided only to the Town Clerk and the Responsible Finance Officer.

21 RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 22.

a In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

b. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also Standing Order 12.

a The Council may appoint a Data Protection Officer.

b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.

c The Council shall have a written policy in place for responding to and managing a personal data breach.

d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

f The Council shall maintain a written record of its processing activities.

23 RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24 EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Orders 16(b)(xi) and (xvi).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b Subject to Standing Order 24(a), the Council's Common Seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

Canvassing of and recommendations by councillors

iii. Canvassing councillors or the members of a committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.

iv. A councillor or a member of a committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion. Nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

v. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

26 STANDING ORDERS GENERALLY

a All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor as soon as possible.

d The decision of the Chairperson of a meeting as to the interpretation of Standing Orders at the meeting shall be final.

Deal Town Council Delegation to Officers Policy

Introduction

The Town Council has appointed a Town Clerk/Chief Executive who acts as the Council's Proper Officer. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other stature requiring the designation of a proper officer.

The role of the Responsible Financial Officer (R.F.O) is a separate post which also acts as Deputy Town Clerk in the absence of the Town Clerk.

Specific delegation of decisions to officers is set out below.

Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

The Town Clerk may authorise another Officer or Officers of the Council to exercise the powers of the Town Clerk in their absence, without removing the overall responsibility of the Town Clerk for any such decisions.

Town Clerk/Chief Executive

- Day to day administration services, together with routine inspection and control.
- Delegated powers to manage the council staff in accordance with the council's policies, procedures and budget, including;
  The appointment and dismissal of all staff
  The employment of temporary employees
- Day to day supervision and control of all staff employed by the council.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the council, but not correspondence requiring an opinion by the council.
- Authorisation of routine recurring expenditure within an agreed budget.
- Authorisation of expenditure on works up to a maximum of £500 normally or up to £5,000 in an emergency situation.
- To dispose of redundant or unrepairable Council equipment (excluding land and building assets).
- To decide arrangements for the closure of the council office In the Christmas New Year period, subject to consultation with the Chairperson of the Council.
- To act on behalf of the council in cases of urgency or emergency. Any such action or expenditure to be reported to the next meeting of the council or relevant committee. If time allows, the Chairperson of the Council and the Chairperson of any relevant committee are to be consulted before such action is taken.
- Should a meeting of the planning committee be inquorate, or an extension for a response cannot be secured, the Town Clerk is authorised to respond to planning applications on the council's behalf after consultation with the Chairperson and Vice Chairperson of the Planning committee when possible.
- To respond to consultations on behalf of the council in liaison with the Chairperson of the council, and Chairperson of any relevant committee only if an extension is unable to be secured for council to consider a response before the consultation closes and it is in the

interest of the council to contribute.

- To retain overall editorial control of the Town Council websites and social media accounts.
- To authorise payments for KALC and SLCC membership renewals.
- To authorise advertising for town council services/events/projects/ provided that they are within the council's budget.
- In extreme cases, for example the Covid pandemic lockdown, the Town Clerk has the delegated authority to enable the day-to-day operation of Deal Town Council to continue to operate within legislation when the Council cannot meet in person and a legal alternative is not available.

Responsible Finance Officer/Deputy Town Clerk

- To recommend to the relevant council/committee quotations or tenders for work supplies or services (where tenders are required by the council's financial regulations, subject to:-
  The cost does not exceed the amount of the approved budget
  The tender being the lowest or the one showing best added value to the council according to the criteria set out in the tender documentation.
- To compile, approve or vary lists of approved contractors subject to the requirements of the council's financial regulations.
- To recommend to the relevant council/committee on investing monies held by the council with a view to obtaining the optimum financial return.
- Debt monitoring.
- To liaise with the Mayor to ensure staff resources and expenses required to facilitate Mayoral events and visits fall within budget and contractual allocations.

Allotment Officer

- To make decisions on the condition of individual allotments plots in liaison with the R.F.O and Town Clerk.
- Provided within allotment budget to book works as appropriate with the Town Council agreed contractor in liaison with the R.F.O and report back to the Finance and General Purposes committee.

Planning Clerk

- Should a meeting of the planning committee be inquorate, or an extension for response cannot be secured, the Planning Clerk and Town Clerk are both authorised to respond to planning applications on the council's behalf after consultation with the Chairperson and Vice Chairperson of the Planning committee when possible.

Facilities Manager

- Following council procedure to consider and authorise Free Use of the Town Hall requests in liaison with the Town Clerk and R.F.O.
- To receive and allocate requests to book the Undercroft in liaison with the Town Clerk and Chairperson of Council.

Climate Change, Project & Communications Officer

- To act as the Council's Internal Data Protection Officer in liaison with the Town Clerk.
- To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

DEAL TOWN COUNCIL EQUALITY AND DIVERSITY POLICY

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Our commitment

Deal Town Council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This Policy is intended to assist the Council to put this commitment into practice. Compliance with this Policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "Protected Characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the Protected Characteristics.

The Council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a Protected Characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the Protected Characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant Protected Characteristic such that it would be to the detriment of people who share that Protected Characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the Protected Characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a Protected Characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular Protected Characteristic when they don't , in fact, have that Protected Characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a Protected Characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that Protected Characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The Council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the Council considers it has good reasons, unrelated to any protected characteristic, for doing so. The Council will comply with its obligations in relation to statutory requests for contract variations. The Council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The Council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The Council treats personal data collected for reviewing equality and diversity in accordance with the data protection Policy. Information about how data is used and the basis for processing is provided in the Council's privacy notices.

Dignity at work

The Council has signed the 'Civility and Respect Pledge' and has an Anti-harassment and Bullying Policy for staff *(Staff handbook refers*). All complaints are handled with confidentiality and fairness.

People not employed by the Council

The Council will not discriminate unlawfully against those using or seeking to use the services provided by the Council.

You should report any bullying or harassment by suppliers, visitors or others to the Town Clerk who will take appropriate action.

Training and prevention

The Council will raise awareness of equality and diversity to all Councillors and employees, especially those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The Council will raise awareness of all staff engaged to work at the Council to help them understand their rights and responsibilities under the Dignity at Work Policy and what they can do to help create a working environment free of bullying and harassment. *(Staff handbook refers)*

The Council will take active steps to try to prevent third-party harassment of staff. If any third-party harassment of staff occurs, the Town Clerk will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.

Responsibilities of Staff and Councillors

Every member of Deal Town Council plays a role in shaping a respectful, equitable workplace and community.

Every employee and Councillor is expected to uphold this Policy in daily conduct. They will support a culture of respect and inclusion, avoid discriminatory behaviour or language and report any concerns to the Town Clerk.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Council's Disciplinary procedure.

The staff handbook provides guidance for employees of the Council.

If you consider that you may have been unlawfully discriminated against, you should use the Council's grievance procedure to make a complaint.

The Council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Third Party Conduct

Deal Town Council does not tolerate harassment from external parties. Any incident must be reported immediately to the Town Clerk, who will investigate and take corrective action. Should the Town Clerk experience harassment from external parties this must be reported to the Chairperson of the Staff Liaison Panel who will investigate and take corrective action.

Monitoring and review

This Policy will be monitored periodically by the Council to judge its effectiveness and will be updated in accordance with changes in the law.

In particular, the Council will monitor the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed; the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities Policy in accordance with the results shown by the monitoring . If changes are required, the Council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant Data Protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

Deal Town Council Recruitment Policy Statement

This policy sets out the Council's approach to recruitment.

Assessment criteria

We always aim to recruit the person who is most suited to each particular job. We recruit solely on the basis of the applicant's abilities and individual merit as measured against the predetermined criteria for the job. During any recruitment exercise, the qualifications, experience and skills will be assessed at the level that is relevant to the role.

Job descriptions and employee specifications

Subject to the role, it is likely a job description will be produced to state what the role will entail, and what would be required of the successful applicant.

Advertisement of vacancies

Subject to the requirements of the role, the Town Clerk may advertise roles internally initially, to gauge whether any existing employees are interested in applying for the role. This advert will usually include the job description and will set out the requirements for the role as part of the application process.

There may be occasions where the Town Clerk is of the belief that the role requires skills or a certain specialism which cannot be satisfied from within the existing team, and in such circumstances, the role may not be advertised internally in the first instance.

Equality, diversity and inclusion

We are committed to applying our Equality Diversity and Inclusion Policy at all stages of our recruitment processes.

In the event there is a need to shortlist candidates, interviewing and selection processes will be considered without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

In the event an applicant has a disability or health issue which they believe is of relevance to the role, of which they require reasonable adjustments, they are advised to make this known so the Council can consider whether reasonable adjustments can be made to break down any barriers that may otherwise prevent that individual from applying for the role.

We will never exclude any candidate with a disability unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. These questions relating to an applicant's health will only be asked as relevant and after any shortlisting stage has taken place and will be processed in line with our Data Protection Policy.

Interviews

In the event an interview is required, the Town Clerk will ensure that any questions asked by the interviewer focus on the role and the skills needed to perform it effectively.

In the event multiple applicants are being interviewed for a role, the questions asked will be consistent across the board to ensure the process is fair to all.

References

In the event an external applicant applies for a position within the Council, subject to the role, the Town Clerk may request references from their current and previous employer. Any offer of employment will be conditional on satisfactory references being received.

Applicant information

Offers of employment are based upon the information provided by the applicant. If it is subsequently found that any of the information provided by the applicant is untrue or misleading the Town Clerk may take action which results in the dismissal of the employee.

Armed Forces Covenant

As a Bronze Award holder of the Armed Forces Covenant the Council has pledged to be open to employing Reservists, Armed Forces Veterans (including wounded, injured and sick), Cadet Instructors and military spouses/partners.

Right to work checks

We only recruit individuals with a legal right to work in the UK which applies to all applicants and employees working for the Council. All offers of employment will be subject to the candidate providing the required original documents and may require a satisfactory result confirming the right to work through the Home Office online right to work checking service. To enable us to conduct an online check, the candidate may be required to have shared their right to work details using the Home Office prove your right to work to an employer online service.

Data protection

We process all personal data collected during the recruitment process in accordance with our Data Protection Policy.

Deal Town Council Flag Policy 2026

General policy

1. The Union Flag will be flown continuously.

2. The Deal Town Flag will be flown continuously except for the events listed below.

3. For the events listed below the appropriate flag will be flown for a period of up to 48 hours, from noon the previous day to noon the following day unless specified below.

4. The Deal Town Flag will be flown with black ribbons for one week and on the day of the funeral for the following deaths: Councillors and Staff while in office, and past Mayors if advised by family members.

5. The Union Flag will be flown with black ribbons following the death of a member of the Royal Family, unless special commands are issued by the Palace to the contrary.

6. Black ribbons may be attached to the Deal Town Flag or the Union Flag in exceptional circumstances.

Decision making powers

7. The Town Clerk in liaison with the Chairperson of the Council will decide on when the flag should be flown with black ribbons, taking into account guidance from the College of Arms.

8. The Town Clerk will make the decision on what is an exceptional circumstance.

Flag Events		
Date	**Event**	**Flag**
27 January	**Holocaust Memorial Day**	**United Nations Flag**
14 March	**Commonwealth Day**	**Commonwealth Flag**
For three weeks in June (Around Armed Forces Week)	**Pride**	**Pride Flag**
One week in June	**Armed Forces Week**	**Armed Forces Flag**
3 September	**Merchant Navy Day**	**Red Ensign**
24 October	**United Nations Day**	**United Nations Flag**

Deal Town Council Policy for Public Participation at Meetings of the Council

Introduction

Meetings of a Town Council are not public meetings; they are meetings of the Council that the public are welcome to attend as observers.

Deal Town Council is committed to community engagement and includes an agenda item for public participation for all committee meetings; this is an opportunity for members of the public to share their views on items listed on the agenda. The public will be allocated 15 minutes in total for this. The time for each member of the public to speak is limited to 3 minutes.

Members of the public are encouraged to submit written statements to the Clerk of the meeting at least one day prior to the meeting. These statements will be circulated to all Councillors present at the meeting.

As a matter of best practice, public participation will be kept separate from the debate of the councillors.

Members of the public are welcome to stay at the Council meeting after the public participation agenda item, as observers, but will not be able to join in the discussion unless invited to do so by the Chairperson of the meeting.

Meetings will be open to the public unless their presence is prejudicial to the public interest – for example by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution at the meeting, which will give reasons for the public's exclusion.

Public Participation procedure

a) The right to speak on items listed on the agenda is available to any member of the public during the agenda item called Public Participation.

b) Before the start of the meeting, they should indicate to the Chairperson or the Clerk their desire to speak and the agenda item they wish to speak on.

c) The Public Participation session will be limited to a maximum of 15 minutes, the time for each member of the public to speak is limited to 3 minutes.

d) The public may only speak once on a topic or issue listed on the agenda.

e) The public may, at their own expense, prepare and distribute to Councillors background papers regarding their comments; these must be given to the Clerk prior to the meeting for distribution.

f) Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda during the Public Participation agenda item.

g) Neither Councillors, the Clerk or Council officers, should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have the right to force items onto the council agenda or to insist on how matters are recorded in the minutes.

h) A question raised by a member of the public during Public Participation will not require an immediate response and there should be no debate or discussion between the Council and the public. The Chairperson of the meeting may direct that a written or oral response be given.

i) All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.

j) Any person speaking at a meeting shall address their comments to the Chairperson only and not individual Councillors.

k) The Chairperson of the meeting has the right to say that any question or statement is inappropriate and will not be accepted.

l) If more than one member of the public wishes to speak about the same matter the Chairperson will request that a spokesperson is nominated to address the matter on behalf of the individuals. This will avoid duplication and make the best use of the public participation period.

m) A brief record of topics raised at public participation will be kept. However, slanderous, offensive and discriminatory comments will not be recorded.

n) All present must act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates.

o) Please note that offensive or threatening behaviour or language will not be tolerated. If a member of the public interrupts the proceedings of any meeting, the Council reserves the right to curtail the contribution of any person and to exclude a disorderly person.

The Chairperson of the Town Council Meeting

a) The Chairperson will ensure that members of the public only speak on agenda items for that meeting.

b) The Chairperson will decide on the order in which the public are heard.

c) The Chairperson will ensure that the guidelines are followed and no abusive and offensive remarks are made and that foul or intemperate language or behaviour is prohibited.

d) The Chairperson may direct a response to a question by a member of the public be referred to a Councillor or Council Officer for an oral or written response.

e) The Chairperson may decide to carry the matter forward for inclusion on a future agenda depending on whether the questions need further investigation by Clerk on behalf of the Council.

How can a member of the public get an issue on to a council agenda for discussion?

Deal Town Council will consider requests from electors whose name appears on the current Register of Electors for Deal Wards. They must write to the Town Clerk, in hardcopy or by email, no later than 10 days before the date of the council meeting.

The Town Clerk will consider the request and advise the elector within 3 days of receipt if it will become an agenda item and at which meeting.

The Clerk may reject a question/statement if:

- It is not about a matter for which the local authority has a responsibility, or does not affect the Town of Deal.
- It is defamatory, frivolous or offensive;
- It is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- It requires the disclosure of confidential information.

RECORDING AT MEETINGS POLICY

The recording of and reporting on meetings of the Council, its Committees and Sub committees is subject to the law, and it is the responsibility of those doing the recording and reporting to ensure compliance.

This policy further explains these obligations and outlines that:

- Filming and recording is permissible
- It should not infer with the meeting
- Filming or recording should not be covert
- Consent of those filmed MUST be sought to comply with the Human Rights Act, the Data Protection Act and the laws of libel and defamation
- Recordings must not be edited in a way that could lead to misinterpretation or misrepresentation
- The Chairperson of the meeting has absolute discretion to stop or suspend recording
- Children, young people under the age of 18 and vulnerable adults are not to be filmed
- Recording should be from a static point
- No flash photography

Filming and audio recording of Town Council meetings, by representatives of the media and by members of the public using small media tools, is permitted. This includes live-streaming.

Any recording and/or filming must be done respectfully and appropriately and in good order.

If any person filming or recording is using the recording device in such a way as to create disorder, the Chairperson of the meeting will ask them to desist.

If they do not desist, it will be put to the vote for members to decide if the person is permitted to stay and if not, the person will be escorted from the meeting.

The Council will display requirements as to filming, recording and broadcasting at its meeting venues and on its website and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council requires that individuals intending to record give prior notice to the Town Clerk in advance of the meeting. Any such recording equipment would need to be portable, and battery powered as mains connections would involve ‘PAT’ testing and could cause trip hazards.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner.

A non-disruptive way applies to the extent that it does not interfere with any person’s ability to follow the debate.

Recordings shared on, for example news sites, Facebook, X, YouTube, blogging, podcast or audio

recording sites is permitted. However, the recording **should not** be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

The recording and reporting on meetings of the Council, its Committees and Sub Committees is subject to the law, and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.

The Council insists that all visual recording will be undertaken from a static point to avoid disruption at the meeting.

All recordings **must not be** covert, so clearly apparent to anyone at the meeting.

The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

At the beginning of each meeting, the Chairperson will make an announcement that the meeting may be filmed or recorded.

The Council understands that some members of the public attending its meetings may not wish to be recorded and the Chairperson of the meeting will facilitate this by ensuring that any such request will be respected by those making a recording. Any member of the public who does not wish to be recorded should make this known to the Clerk of the meeting or the Chairperson prior to the commencement of the meeting.

A person or persons making a recording has no right to interrupt a Council meeting by asking questions or making comments. The person recording has no right to ask Councillors, Officers or any members of the public who have been given permission to contribute orally to the meeting or to repeat a statement for the purposes of the recording.

A person or persons recording the Council meeting are reminded that the "Public Participation" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

Persons filming meetings are likely to record personal data of individuals. These persons filming must take care to ensure that personal data is used in accordance with the Data Protection Act 1998.

Any children, young people under the age of 18 who are present at the meeting are not to be filmed unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required for recording, i.e., a medical professional, carer or legal guardian.

Recording is not permitted during parts of meetings where the public and press are excluded under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be transacted and members of the public and press will be requested to leave. The Chairperson of the meeting will clearly announce when these exclusions apply and pause any recordings.

The Chairperson of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.

The Council would expect any recording in breach of these rules to be removed from public view.

The Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

The Council is not liable for the actions of any person making a recording at a Council meeting which identifies a member of the public or for any publication of that recording.

The minutes of a Council meeting remain the statutory and legally binding formal record of Council decisions.

Deal Town Council Social Media Policy for Members

This policy aims to:

- minimise the risks to the Council through use of social media
- minimise the risk of members being the subject of complaint

This Policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Wikipedia, Whisper, Instagram, Vine, Tumblr and all other social networking sites, internet postings and blogs. It applies to the use of social media for Council purposes as well as other use that may affect the Council in any way.

This Policy sits alongside the Communications Strategy and Councillor Internal Communications Policy and Guidelines and the Council may amend it at any time.

Members must comply with this Policy:-

- whenever they act in their capacity as a member or co-opted member of the Council.
- at all times when using the Council's IT resources and communications systems.

Personal use of social media

This policy does not purport to regulate a member's personal use of social media. Members should, when using social media in a personal capacity make it clear in their social media postings, or in their personal profile, that they are speaking on their own behalf.

Members are advised to use a separate personal e-mail account and address, and to avoid reference to being a Councillor and reference to issues concerning the Council.

Councillor use of social media

If members are using their social media profile in their capacity as Councillor, they must disclose their affiliation to the Council on their profile or in any social media postings, they must state that their views do not represent those of the Deal Town Council, unless they are authorised to speak on the Council's behalf.

Members should also ensure that their profile and any content they post are consistent with the image they present to the Council and the public.

Guidelines for general use of social media

Members must be respectful to others when making any statement on social media and be aware that they are personally responsible for all communications which will be published on the internet for anyone to see.

If members are uncertain or concerned about the appropriateness of any statement or posting, they should refrain from posting it until they have discussed it with the Town Clerk.

Members must never use social media in a way that breaches any of the Council's other policies. If an internet post would breach any of the Council's policies in another forum, it will also breach them in an online forum. For example, members must not use social media to:

- breach the Council's Communications Policy
- breach the Council's obligations with respect to the rules of relevant regulatory bodies
- breach the Kent Code of Conduct
- breach the Council's Civility and Respect pledge.
- breach any obligations relating to confidentiality
- harass or bully any person
- unlawfully discriminate against any person
- breach the Council's Equality and Diversity Policy
- breach the Council's Data Protection Policy (for example, never disclose personal information about any person online)
- breach any other laws or regulatory requirements

Members should never provide references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to the Council and create legal liability for both the member and the Council.

Deal Town Council is mindful that members of the public and the staff of the Council and its contractors have not sought election to public office and public life and have rights to private and family life under the European Convention on Human Rights. Accordingly, in their use of social media members must respect these rights and not record or publish visual or audio recordings of members of the public and the staff of the Council and contractors or publish comments about them unless to do so is both reasonable and legally justifiable in terms of their convention protections.

Prohibited use

Members must avoid making any social media communications that could reasonably be regarded as bringing their office or the Council into disrepute.

Members must **not** use social media to:

- defame or disparage any person
- nor to harass, bully or unlawfully discriminate against any person
- make false or misleading statements; or to impersonate any person

Members must not express opinions on behalf of the Council via social media, unless expressly authorised to do so.

Members must not post comments or do anything to jeopardise the Council's confidential information and intellectual property. Members must not include the Council's logos or other trademarks in any social media posting or in their profile on any social media.

Any misuse of social media should be reported to the Town Clerk.

Personal responsibility for complying with this policy

Members are personally responsible for operating within the boundaries of this Policy and should ensure that they take the time to read and understand it.

The Council reserves the right to monitor, intercept and review social media activity, without further notice. This is to ensure that this Policy and other relevant Council policies are being complied with.

The Town Clerk has overall responsibility for the effective operation of this Policy and will review it when necessary to ensure this meets the values of Deal Town Council and reflects best practice.

Deal Town Council Councillor Acceptable Use of Email Policy

To mitigate the identified risks and to align Deal Town Council procedures with the General Data Protection Regulation the following will be adopted.

All Deal Town Councillors will be issued with a Deal Town Council email account which will operate through the Deal Town Council's ICT service.

Councillors will be required to use this account to conduct official business to do with their role as a Deal Town Councillor.

Official business may not be conducted through any private email account.

Policy Aims

- To highlight issues affecting the use of all email services.
- To inform users about the acceptable use of deal.gov.uk email accounts.
- To describe the standards that authorised users must maintain.
- To provide guidelines for use of deal.gov.uk email accounts.
- To warn authorised users of the consequences of inappropriate use of deal.gov.uk email accounts
- To state the actions that will be taken to monitor the effectiveness of this policy.

Definitions

Deal Town Council email account/address and/or official email account/address

An email account and address provided by Deal Town Council – this will end in @deal.gov.uk

Authorised user

A person who holds an official email account and address

Official business

Examples:

Contacting DTC staff

Contacting DTC Cllrs regarding DTC business e.g items on agendas – recommendations

Responding to emails/queries from members of the public

Risk

There are a range of risks associated with Councillors accessing and handling information via email. This policy aims to mitigate the following risks:

- Information and data security breaches.
- Unauthorised users accessing official DTC emails.
- The introduction of viruses and malware onto the ICT network.
- The propagation of unwanted email (spam).
- Users of the system using emails for improper or discriminatory use such as inappropriate behaviour, bullying or harassment.
- Damage to the reputation of the organisation.

More issues regarding the use of email:

- It should be noted that deal.gov.uk email accounts and attachments may need to be disclosed under the Data Protection Act 1998 or the Freedom of Information Act 2000.
- Similarly, email and attachments in private email accounts, should they contain official business, may need to be disclosed under the Data Protection Act 1998 or the Freedom of Information Act 2000. This could extend to providing the ICO with access to all of a private Email account and/or the device official business is stored on.
- Users should be aware that deletion of email from accounts does not necessarily result in permanent deletion from the ICT systems.
- Email correspondence may be read by a person other than the designated recipient. Emails can easily be copied, forwarded or archived without the original sender's knowledge.
- Sensitive information (or worse, misinformation) could also end up in the press and public domain, and could damage the reputation of the Council.
- The consequences of an email containing sensitive information being sent to an unauthorised person could be a fine for Deal Town Council from the Information Commissioner.

Guidelines for use of deal.gov.uk accounts by Councillors

You **must**

- First consider whether email is the most appropriate way of communicating the message, particularly when dealing with sensitive matters or where debate is likely.
- Send all emails which conduct or support official business of the Council through your deal.gov.uk email account.
- Be aware that the recipients of your messages will assume that you are acting on behalf of the Council. Communicate appropriately.
- Adhere to a standard that is considered professional and polite. Ensure that any statement or comment does not inadvertently cause offence or misinterpretation
- Bear in mind that emails often need to be as formal as any other form of written correspondence. Use a suitable header and include your contact details. Use an appropriate format for the message text.
- Ensure the Deal Town Council disclaimer is on every message.
- Check your incoming email frequently, and ensure that all items that require attention are addressed within a reasonable time frame. If you will be absent for a period set up an automatic reply.
- Avoid the mass distribution/forwarding of messages, which can cause congestion on network systems, and can cause offence to some recipients. If you need to send an email to a large number of external contacts, or you want to attach a very large document, greater than 20mb, please contact the Town Clerk to advise of your proposed action.

You **must NOT**

- Make any statement or comment in an deal.gov.uk email account which reflects badly on the Council, or which contradicts existing Council policies.
- Send an email which is abusive, malicious, discriminatory, defamatory, or libelous about any person or organisation, or which may be considered to be illegal, obscene, or offensive material. (Before you send or forward any email, ask yourself if you could support your actions in a disciplinary hearing or in court)
- Forward jokes or messages that could be considered offensive by others or that could be discriminatory (as defined by the Equalities Act 2010) or send unsolicited bulk e-mail messages or “spam”.
- Send a message which could be deemed as bullying or harassment by the recipient.
- You must not make unprofessional comments about staff.
- Send information which may infringe the intellectual property rights of a person or organisation, for example, third party product information.
- Forward any email received from staff without prior permission from sender.
- Remove or add information to any email received from staff without prior permission of the sender.
- Open unknown or unexpected attachments or emails from unknown sources if you suspect they may contain a virus. Contact the Town Clerk to report the email. **Do not** forward the suspected email to any other mailbox.

Policy Compliance

Monitoring of official emails

Whilst respecting the privacy of authorised users, the Council maintains its legal right, in accordance with the Regulation of Investigatory Powers Act 2000, to monitor and audit the use of deal.gov.uk email accounts by authorised users to ensure adherence to this Policy. Any such interception or monitoring will be carried out in accordance with the provisions of that Act.

The Town Clerk will monitor adherence to this policy by reviewing all deal.gov.uk accounts, including Councillors' accounts, at least once in any twelve-month period. This will be done in random order and at random times. An account can be reviewed at any time if the Clerk feels there is any cause for concern.

Consequences of inappropriate use of the email service

If any user is found to have breached this policy, the Town Clerk will advise the Chairperson of the Council who will report to Full Council. Further action may then be taken.

If a criminal offence is considered to have been committed further action may be taken by the Council to assist in the prosecution of the offender(s).

If you do not understand the implications of this policy or how it may apply to you, seek advice from the Town Clerk.

Support will be provided for Councillors to set up and use deal.gov.uk email accounts.

Councillor Internal Communications Policy and Guidance

Responsibility for Deal Town Council Communications

The Town Clerk is responsible for all communications from the Town Council. Responsibility for communications may be delegated to the Deputy Town Clerk and the Communications Officer for specific tasks.

Councillors do not have the right to communicate **on behalf of the Town Council.**

Correspondence with external parties

Except where Council has asked the Chairperson of the Council or Chairperson of a Committee to send a letter, the Town Clerk is responsible for sending all official correspondence from the Council to other bodies and may delegate this task to another officer if appropriate.
Correspondence is generally requested or authorised by the Town Council. The Town Clerk will also send correspondence on operational or other matters, by delegated authority as the Proper Officer.
Individual members should not communicate with another body, statutory, voluntary, or commercial organisation, other than in a personal or ward Councillor capacity, unless otherwise agreed.

Communications

Where, after discussion with the Town Clerk, Council members wish to pursue an initiative on an individual or ward member basis they are welcome to do so but they should make it clear that they are acting in an unofficial/ward member capacity. They must:

- take care not to give the impression that the initiative has the support of the Deal Town Council or represents Council policy
- not raise public or other partners or external bodies expectations
- not do anything which may lead to negative publicity or which may reflect badly on Deal Town Council

Communications with members

The Council will only use members' deal.gov.uk email address in order to be fully GDPR compliant.
All members have been provided with laptops for Council work, including casework. No personal emails or computer equipment will be used for Council business. Where there is an immediate need to speak to someone, from officer to member or member to officer, a phone call may be more appropriate.

Members' email to other persons

The deal.gov.uk email address should not be used for personal communications. An agreed email signature will be used, inline with Deal Town Council's General Privacy Notice.
Members should be aware that the Town Clerk has the right to examine all deal.gov.uk communications.
Further information can be found in the Councillor Acceptable Use of Email policy.

Social Media

A Town Councillor who has their own social media accounts, while free to express their personal views, should use them with caution. It must be made clear that Councillors' opinions are their own and not those of the Deal Town Council. Please see Social Media Policy for Members.

Responsibility for Deal Town Council Social Media

The Town Clerk is responsible for all Deal Town Council social media activities. The Communications Officer will lead on planning and posting content. The Communications Officer may post Town Council information on other organisations' social media sites.

Deal Town Council Objectives for Social Media

Social media will be used to

- Raise awareness of Town Council decisions
- Advertise events and activities in which the Town Council is involved
- Publicise important meetings such as public consultations
- Raise awareness of important local issues
- Advertise vacancies
  Gather news and information

The Communications Officer will monitor public comments on our social media pages. The Town Clerk has the authority to remove from Deal Town Council social media pages and posts made by third parties which are deemed to be offensive or of a defamatory, libelous nature. The latter will also be reported to the platform's complaints section.

Press Enquiries

All media enquiries must be sent to the Town Clerk and Communications Officer. The Town Clerk and Communications Officer should be made aware immediately of all approaches made to individual Councillors from the press for interviews, statements or information relating to Deal Town Council.

A request to Deal Town Council from the media will be discussed by the Communications Officer and Town Clerk. A response will be prepared with the most appropriate Officer/Councillor on behalf of the Council and the Mayor will be advised.

Any Councillor seeing an article / item and thinking a response may be needed must inform the Town Clerk and the Communications Officer.

In responding to published articles, letters and social media every situation will be carefully assessed by the Town Clerk and the Communications Officer, in many cases a response will not be appropriate.

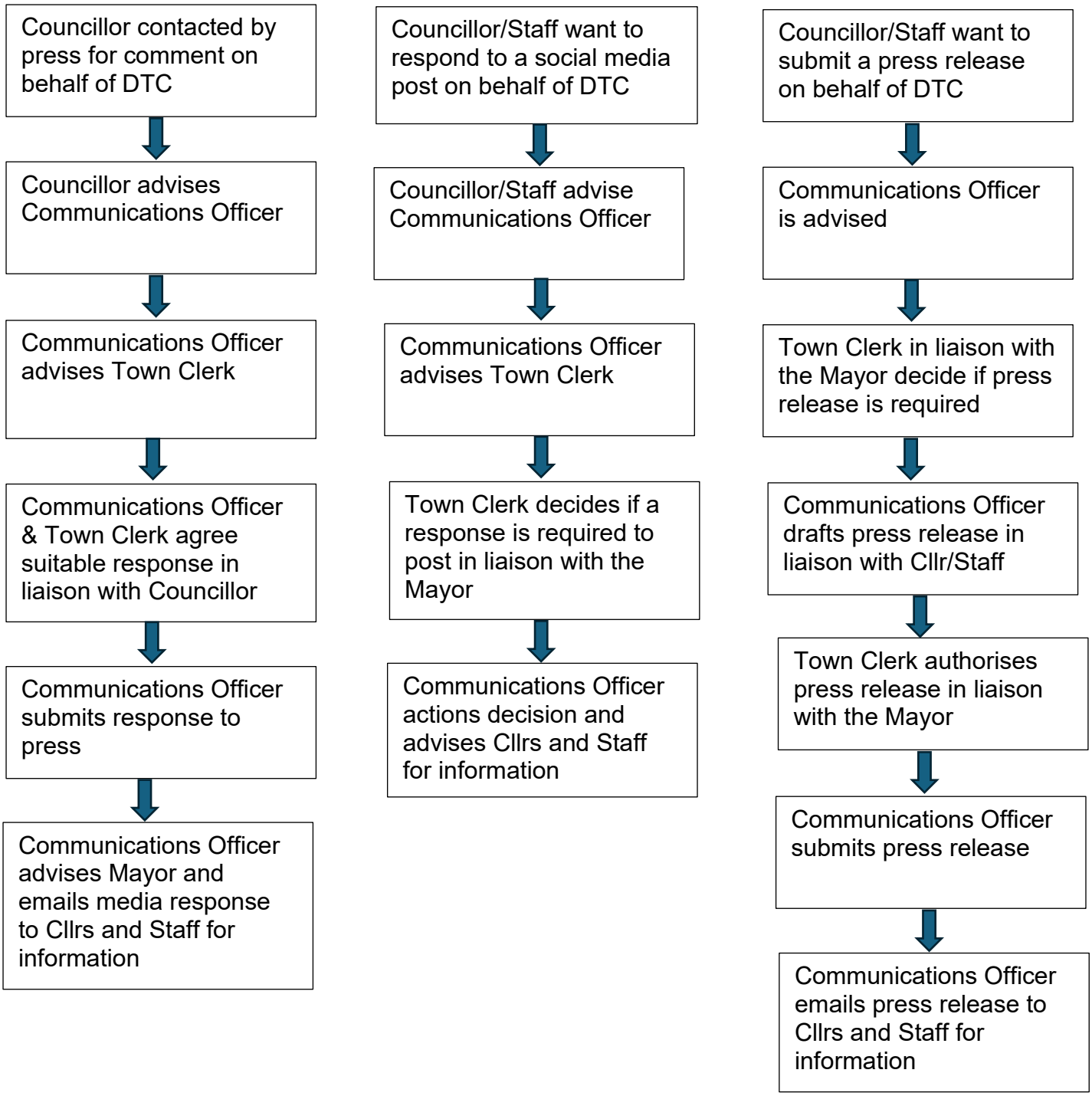
In assessing whether a response is appropriate the following will be considered:

- Is the article / item in question factually accurate?
- Is the article / item expressing a personal view – and if so, is that clearly stated?
- Would further discussion on the subject be constructive?

Press Releases

- Press releases are prepared to raise the profile of Deal Town Council's work.
- The Communications Officer in liaison with the Town Clerk will draft press or media releases consulting with the Mayor or Committee Chairs or any individual Councillor if required.
- A copy of the final release will be sent to the Mayor and any Councillor who is quoted in the text for their information.
- Press releases will be issued to the relevant audience, as determined by the Town Clerk following consultation with the Communications Officer.
- A copy of the release will be emailed to all Councillors and staff for their information.
- A copy of the release will be posted on the Town Council's website.

Deal Town Council
Communications Guide for Councillors and Staff



Definition:
On behalf of DTC: Response on DTC work, committees and DTC business operations

Deal Town Council Communication Strategy

"Seeking ways to engage better and make people feel they are listened to"

Deal Town Council aims to be open and transparent in everything it does. The Town Council will take every opportunity to communicate with our community and beyond, to raise awareness of the Town Council's work, events and activities.

Our communication strategy aims are:

- to be the voice for the people of Deal and lobby for change
- to promote inclusion, understanding and tolerance
- to promote the work of Deal Town Council

Communication is a two-way process and effective communications enable public bodies, organisations, residents and visitors to understand and appreciate what Deal Town Council does to make Deal "a thriving town in which to live work and visit".

Deal Town Council will aim to:

- Inform residents, businesses, stakeholders and visitors to the town about the work of the council, the services it provides and how they can get involved in shaping decisions
- Maintain a strong and recognisable council identity
- Avoid misunderstandings about the council's responsibilities and services so that people can consistently be involved in our vision and plans for the future
- Improve and maintain Deal Town Council's reputation
- Ensure that our members and our workforce are involved and engaged in the work of the council through good internal communications so that they can represent and champion the council in the community.

Councillors have a role in effective communication and will:

- communicate with courtesy and tolerance
- represent views of their ward and town electors
- be willing to explain the council's decisions and views
- be clear with their audience whether a councillor is speaking from a personal, councillor or council point of view.

Deal Town Council's communications, in print, online or in person will meet our values of openness and honesty, trust and respect and be relevant, clear and accessible for all.

Policy on Twinning Activity with the Deal/St Omer Twinning Society

This policy will govern all twinning activity carried out by the Town Council.

The policy will be reviewed every four years. The review will be carried out by the Mayor, the Deputy Mayor plus two other councillors selected for the task, in consultation with the Chairman of Deal/St-Omer Twinning Society. Any recommendations for change shall be put to Full Council for a decision.

Introduction

Deal has a twinning agreement with the municipality of St-Omer, the Charter for which dates from 1st June 1975. There is a Deal/St-Omer Twinning Society which handles all the day to day arrangements for the twinning activities in the town, as well as a range of social activities for members. Two town councillors are attached to the Committee *(DTC Outside Body Policy refers)* and the Mayor of Deal and the Deputy Mayor are ex-officio members of that Committee.

Deal Town Council is committed to retaining and nurturing links between the town of Deal and the town or towns with which is it linked by a twinning agreement.

Aims

The aim of all twinning activity which Deal Town Council instigates or participates in shall be

- to abide by the joint declaration made by the Mayor of Deal in the Charter of 1975
- to create opportunities for businesses, organisations, groups and clubs to share knowledge and skills for economic benefit
- to support businesses, groups and clubs to take part in exchanges for community benefit

Deal Town Council commits to

- maintaining civic links with the Mayor and other elected members of the Municipality of St-Omer through communications, meetings and invitations to civic events.
- providing funding for twinning activities which have the above aims, within its annual budget
- consulting with the Deal/St-Omer Twinning Society before deciding how the budget shall be spent
- sending representatives of the council to the annual Deal/St-Omer Twinning Exchange event
- The Mayor, Town Clerk and Responsible Finance Officer shall meet with the board members of the Deal/St-Omer Twinning Society shortly after the Mayoral Ceremonial evening.

Deal Town Council Complaints Policy

Deal Town Council welcomes comments and contributions about the services we deliver and recognises that complaints are a useful way of alerting us to ways in which we can improve.

The Council understands that mistakes and misunderstandings can sometimes occur and that such instances can consume a disproportionate amount of time and have an adverse effect on the Council's reputation.

The approach adopted in this Policy and Procedure is about complaint rectification, resolution and learning.

The Policy Objectives:

- Provide a fair complaints' procedure which is clear and easy to use.
- Publicise the existence of its complaints' procedure so that people know how to contact us to make a complaint.
- Make sure that everyone in the Council knows what to do if a complaint is received.
- Make sure complaints are investigated fairly and in a timely way.
- If a complaint is received it will be acknowledged within 10 working days, with the complainant advised of the estimated time scales for investigation and resolution.
- Be sensitive to any special needs and circumstances of the complainant.
- Make sure that complaints are, wherever possible, resolved and that relationships are repaired, and gather and use information to help us improve what we do.

The Definition

A complaint is defined as an expression of dissatisfaction, whether justified or not, about any aspect of the Council's activities. Typically, a complaint may arise when:

- We have done something wrong.
- We have not done something we should have done.
- We have not treated someone in a professional or civil manner.
- We have not achieved a standard that we have set for ourselves.

Complaints that are excluded

- A complaint by an employee against another employee; these matters are dealt with under the Council's Disciplinary and Grievance Procedures.
- Complaints against Councillors; these are dealt with by Dover District Council's Monitoring Officer.
- If it is a year or more since the complainant became aware of the issue.
- A previous or similar complaint has been made and considered.
- It is a persistent or vexatious complaint with no grounds.
- The complaint is being made to cause disruption or annoyance.
- Consequently, if issues can be dealt with outside this Policy to the satisfaction of a complainant, then this Procedure should not be deployed.

Deal Town Council Complaints Procedure

This Procedure is not a substitute mechanism for resolving relatively minor issues: these should be addressed as part of the day-to-day operation of the Council.

This procedure is a mechanism for addressing major service failures, persistent service deficiencies, and poor attitude.

Informal Complaints

An informal complaint should be made to the Town Clerk, Town Hall, Deal CT14 6TR or by email to town.clerk@deal.gov.uk . You should supply full details of your informal complaint including your name, address and telephone/email contact. The Town Clerk will liaise with the complainant and relevant members/officers to seek resolution.

Should it not be possible to resolve a complaint informally the complainant may escalate the complaint to a formal complaint.

Should, in the opinion of the Town Clerk or Chairperson of the Staff Liaison Panel the complaint be of a serious nature, the complaint shall be escalated to a formal complaint.

The Town Clerk shall maintain records of informal complaints about staff and the Council.

There is no defined process for an informal complaint; but full records must be kept of any communications and attempts at resolution.

Formal Complaints about Staff and Officers of the Council

A member of the public should submit a formal complaint about staff or an officer of the Council other than the Town Clerk in writing to the Town Clerk, Town Hall, Deal, CT14 6TR or by email to town.clerk@deal.gov.uk . You should supply full details of your formal complaint with evidence and including your name, address and telephone/email contact.

A member of the public should submit a complaint about the Town Clerk to the Deputy Town Clerk who will liaise with Chairperson of the Staff Liaison Panel, Town Hall, Deal, CT14 6TR or by email to rfo@deal.gov.uk . You should supply full details of your formal complaint with evidence including your name, address and telephone/email contact.

Any complaint will be acknowledged within ten working days.

Complaints against officers will be investigated and handled through the Council's internal disciplinary process as an employment matter. You will be informed that disciplinary proceedings have taken place, but these proceedings will be confidential, respecting the legal rights of employees.

Formal Complaints about Councillors

If you are a member of the public or a Councillor or an officer submitting a formal complaint with regard to the conduct of a Councillor or the Town Council then you should contact the Monitoring Officer at Dover District Council via the Corporate Services Officer on 01304 872322 or codecomplaints@dover.gov.uk

The process for making a complaint to the Monitoring Officer is available via the link: -
Complaints about Councillors

Review

This policy will be reviewed annually or sooner if there are changes in legislation or best practice.

CIVIC CEREMONIAL POLICY
Protocols and Procedures for the Mayor/Chairperson of the Council

For the purpose of these policies references to the Mayor and Deputy Mayor shall mean The Chairperson and Deputy Chairperson of the Council, and references to the Town Clerk shall mean the Proper Officer.

This Policy has been prepared to provide guidance for the incoming Mayor and Deputy Mayor in their role and on procedures whilst undertaking approved Town Council duties, Civic functions and attending meetings of Full Council. The information in this document is not exhaustive and only covers key points. Advice can be sought from the Town Clerk and the Mayor's Secretary as appropriate at any time.

Status and Legal Background: The Mayor and Deputy Mayor must be an elected Councillor of the Council and they remain in office until the election of their successor, unless they resign, cease to be qualified or become disqualified from holding office with the Town Council. The Mayor represents the Town Council at all ceremonial functions within the Town Council's boundaries or elsewhere. The Mayor, unless through resignation, disqualification, or death, continues in office throughout the municipal year and continues in post until the next Annual Meeting of the Council when the successor is elected and the appropriate Declarations of Appointment to Office have been signed.

Requirements of the Office – Duties and Roles:

Chairperson to the Council: The Mayor is elected by the members of the Council at the Annual Council meeting and serves for twelve months (Section 15 (1) of the Local Government Act 1972). Their main duty is to Chair full Council meetings. They can suggest the items to be included on the agenda to the Town Clerk, but it is the Town Clerk's responsibility to produce the agenda. As legal signatory the Town Clerk will make the final decision on the content of the agenda.

The Mayor is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council. During the meeting they are also responsible for involving all Councillors in the discussion and ensuring the agenda is followed. The Mayor summarises the debate and facilitates the making of clear resolutions, taking responsibility to observe and abide by the Procedural Standing Orders.

At full Council meetings the Mayor has a casting vote. Their first vote is a personal vote as a member of the Council. If there is a tied vote, the Mayor can choose to use a second, casting vote.

The Chairperson/Mayor cannot legally make a decision on behalf of the Council

A symbol of the authority: The Mayor is clearly seen as a symbol of the Council and its area, with the Insignia, the Civic Mace, robes, and chains of office etc. The Mayor will often be the public face of the Council and will represent the Council at official events. They may be asked to speak on behalf of the Council, to the public or press and in such circumstances should only express the agreed views of the Council and not their own personal views and at all times must advise the Town Clerk of their actions.

A symbol of open society: A modern role for the Mayor is that the office symbolises an open society with the appointment being made from any qualifying Councillor as the town's first citizen. The Town Clerk is the second citizen.

An expression of social cohesion: The many and varied social engagements that are undertaken by the Mayor are a way of giving cohesion to life within the town, linking various bodies and organisations they visit. In this way the Council's aims and objectives can be conveyed to those

bodies, achieving the Council's social, community, educational and economic aims.

Support for the Mayor: Day to day support for the Mayor and Deputy is provided by the Mayor's Secretary under the direction of the Town Clerk.

The Mayor's Secretary and Town Clerk will arrange an induction meeting with the new Mayor and Deputy Mayor, once elected at the Annual General Meeting of the Town Council, to review the civic year, discuss lines of communication, diary management, and specific support required. Each Mayor may have different needs or preferences in how they wish to be supported and these must be agreed with the Town Clerk.

Invitations/Events: Invitations to functions must not be sent to, or solicited by, the Mayor. The Mayor or Deputy Mayor must not wear any civic insignia in another Town, District or Parish areas without prior permission from that Council. The Mayor's Secretary will formally apply for this through the correct channels.

Priority must be given to local events within a 15-mile radius of Deal and to Cinque Ports Mayoral events. For any that fall outside this area excluding KCC Chairman events, the Mayor must first receive permission from the Town Council to attend.

The Mayor's Secretary receives invitations for the Mayor via post or email at the Town Hall. The Mayor will be notified of the invitations and will decide on which ones to accept in liaison with the Town Clerk. A programme of confirmed events will be added to the Mayoral Shared drive that can be accessed by the Mayor, Deputy Mayor, and Town Clerk. On occasions the Mayor may be personally approached to attend an event, these requests must always be directed to the Mayor's Secretary.

If the Mayor cannot attend an event, the Town Clerk in consultation with the Mayor may request the Deputy Mayor or the Immediate Past Mayor attends on the Town Council behalf if appropriate.

Once it has been confirmed who, if anyone, is attending, an appropriate response will be sent to the host by the Mayor's Secretary, who will also check on any details regarding the event, e.g. if a speech or any specific duty is required, dress code, insignia preferred, transport, parking arrangements etc.

All correspondence for the Mayoralty is kept in the Town Hall.

The Mayor's Secretary will liaise with the Town Clerk and Town Sergeant regarding the details for civic events, with the Town Sergeant carrying out their duties as the Council Mace Bearer. It should be remembered that the Town Sergeant and Deputy Town Sergeant will be collecting the Mayor and Deputy Mayor and their consorts from their home addresses or Town Hall when appropriate, but as with all Council staff, the Mayor's Secretary, Town Sergeant and Deputy Town Sergeant are responsible to the Town Clerk, not an individual Councillor including the Mayor.

Transport/Town Sergeant, Deputy Town Sergeant: The Town Sergeant and Deputy Town Sergeant will use the official Deal Town Council vehicle and have the required insurance to drive the Mayor, Deputy Mayor and Town Clerk when requested to attend appropriate civic events, engagements, and functions. Most engagements will be local with occasional visits to other Cinque Ports.

The Town Clerk will make the decision if the Town Sergeant/Deputy Town Sergeant is required on duty but will liaise with the Mayor's Secretary and the Mayor.

Alternatively, if required, the Mayor or Deputy Mayor can make their own travel arrangements, with any travel costs being charged to the Mayoral travel and subsistence allowance.

Deputy Chairperson/Deputy Mayor: The Deputy Mayor only has a civic legal and royal status in the absence of the Mayor, therefore:

Invitations: Invitations to functions should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor must not attend functions in their own right, but only when deputising for the Mayor. Invitations must be sent to the Mayor's Secretary for processing through the correct channels.

Civic Events: When attending civic events at which Deal Town Councillors are present, the Deputy Mayor will head the group of Deal Town Councillors in appropriate robes.

Full Council meetings: The Deputy Mayor will chair meetings of Full Council in the Mayor's absence.

Mayoral Certificates/Awards: If the Mayor wishes to hand out certificates and/or awards it must be remembered that this is being done on behalf of the Town Council. For this reason, the certificates, awards and the recipients must first be agreed at a meeting of Full Council before action.

Civic Insignia, Robes, Chain and Mace: The Mayor and Deputy Mayor each have separate robes of office, chains, and badges. The Deputy Mayor may not wear the Mayor's robes or chain, when undertaking civic events. The Deputy Mayor may only wear civic insignia with the Town Clerk's and Mayor's approval.

Civic Allowances and expenses: Deal Town Council has agreed a Civic Allowance of £1,100. This allowance covers the Mayor, Deputy Mayor and Mayoress. The split between the Mayor, Deputy Mayor and Mayoress is decided by the Mayor.

These allowances may be used to meet related expenses for the costs of being in office including:

- Clothing
- Sending Flowers
- Partner's Clothing
- Donations to Charities
- Purchase of Raffle Tickets (any prizes are the property of Deal Town Council and must be re-circulated in raffles.
- Purchase of Tickets for Mayoralty Events (limited to one guest)
- Personal Hospitality (inc. drinks, lunches, and dinners)
- One off civic events to meet travel costs or fund raising events tickets

In addition to the Civic Allowance, Deal Town Council has agreed a Hospitality Budget of £1,500 This allowance covers the cost of the Mayor, Deputy Mayor and Mayoress attending civic and other events as detailed above.

Where transport is provided by the Town Sergeant or Deputy Town Sergeant, the cost of this travel is charged to a separate Mayoral Travel and Subsistence budget of £100.

Charter Day Civic Service: The Mayor will hold an annual civic Charter Day service on the 13 October (the date the Charter was given to Deal) or a day near this date. This will be a service at the Mayoral Chaplain's church, or alternatively the Mayor can choose to hold a non-religious ceremony at the Town Hall. The Mayor will decide with the Town Clerk and the Mayor's Secretary the format for the day. The Lord Warden and the Mayor of St Omer will be invited to the event.

Ceremonial Evening: The Council will hold a Ceremonial Mayoral evening shortly after the Annual Meeting of the Council; business of this evening shall include, the announcement of the Incoming Mayoress/Consort, Deputy Mayoress/Deputy Consort, outgoing Mayor and Deputy Mayor speeches, incoming Mayor and Deputy Mayor speeches, and the announcement of the Mayor's Chaplain (if applicable) and Mayoral Cadet.

The maximum number of places to be allocated for this evening at the Town Hall is 70. Invites will be sent as follows.

Incoming Mayor	1
Incoming Deputy Mayor	1
Outgoing Mayor	1
Outgoing Deputy Mayor	1
Lord Warden of the Cinque Ports	2
Local MP	1
Chairman of Dover District Council	1
Cinque Port Mayors & Consorts (not inc Tsgts)	32
Chairman of Walmer Town Council	1
Deal Town Councillors excluding partners	11
Mayors Cadet incoming & escort	2
Mayors Cadet outgoing & escort	2
Incoming Mayors Chaplain	1
Outgoing Mayors Chaplain	1
Incoming Mayoress/Consort	1
Outgoing Mayoress/Consort	1
Incoming Deputy Mayoress/Consort	1
Outgoing Mayoress/Consort	1
Incoming Mayor guests	6
Incoming Deputy Mayor guests	2
TOTAL	**70**

Any remaining seat allocation shall be decided by the Town Clerk in liaison with the incoming Mayor.

Reviewed and agreed:

Attachment 7

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: 17 November 2026
Re: **Welcome the Stranger Strategy**

Our town motto, "Adjuvate Advenas" is today translated as "Welcome the Stranger".

In September 2024, Deal Town Council was awarded Town Council of Sanctuary status - only the second town or parish council in the UK to receive the accreditation.

The journey to accreditation began in 2020 and was the result of partnership working, a detailed application, peer assessment and a Deal Town of Sanctuary Strategy and Action Plan adopted by Full Council in October 2023.

The Welcome the Stranger Strategy updates that strategy and action plan, building on work already done.

Five key Areas of Focus have been identified to strengthen integration, allowing people who are new or less connected to participate fully in local life.

These are:

- Build connections with everyone in our community
- Grant funding
- To support children seeking sanctuary and safety, helping them advance in life and adapt within a new community
- A community resilience network
- Improve local network of trusted organisations

Our community resilience is strengthened when relationships, trusted organisations and local networks are in place. Deal Town Council has been working on and building these networks and partnerships and the updated strategy will consolidate and continue that work.

Recommendation

For members to approve and adopt the Welcome the Stranger Strategy, updating the Deal Town of Sanctuary Strategy and Action Plan 2023-2026.

Decision required: Members to consider the above recommendation.

Welcome the Stranger

Deal Town Council of Sanctuary Strategy

COUNCIL OF
SANCTUARY AWARD
WELCOMING PEOPLE SEEKING SANCTUARY

The Welcome the Stranger strategy sets out how Deal Town Council will strive to build stronger community cohesion, reduce social isolation and promote wellbeing for everyone who calls Deal home.

Working with local groups and partner organisations we will encourage people from different backgrounds to meet, mix and create friendships.

	Area of focus	How	Who
1	Build connections with everyone in our community	Use events to intentionally bring together people who might not normally meet. Work with local groups to remove the barriers to participation	Full Council, Climate Change, Projects & Communications Officer, DARA, Kent Refugee Action Network, Samphire, Cliffs of Sanctuary & local organisations
		Council to provide one annual Free Use of the Town Hall for an information day or event (in addition to Refugee Week) for • DARA • KRAN • Samphire • Cliffs of Sanctuary	Town Clerk & RFO
		Identify and facilitate information days or events at the Town Hall	Full Council, Town Clerk, RFO, Climate Change, Projects & Communications Officer & Event Manager
		To participate in social and cultural events where people seeking sanctuary and local people interact	Mayor to attend social and cultural events in the town. Communications Officer to signpost events on DTC website and Facebook page.
		To be involved in the promotion of events and activities for Refugee Week.	Full Council, Climate Change, Projects & Communications Officer
		Improve consultation with those seeking sanctuary and safety, refugees and asylum seekers on town issues.	Climate Change, Projects & Communications Officer in liaison with DARA, Kent Refugee Action Network, Samphire, Cliffs of Sanctuary & local organisations

		Deal Warm Welcome provides food and fuel relief and an opportunity to create connections across age, faith, ethnicity and social backgrounds. The Community Gardens at our Park Avenue allotment site offer a low-pressure route to meeting neighbours, practising English, sharing knowledge and food traditions	Full Council, Town Clerk, RFO Climate Change, Projects & Communications Officer, partner organisations Allotment Officer in liaison with the Town Clerk
2	Grant funding	Annual grant funding supports projects that bring different groups together, creating lasting community networks. Signpost to external organisations who can offer grant funding	Finance & General Purposes Committee DTC Communications Officer
3	To support young people seeking sanctuary and safety, helping them advance in life and adapt within a new community	To assist in facilitating workshops and events for schools in partnership with Samphire, KRAN, DARA & Cliffs of Sanctuary	Climate Change, Projects & Communications Officer,
4	A community resilience network	People who are newly arrived can be missed by emergency communications. Working through trusted community contacts can improve access to information.	Town Clerk, Climate Change, Projects & Communications Officer
5	Improve local network of trusted organisations	Strong relationships make it easier to share information, coordinate activity, spot gaps and respond collectively to misinformation, tensions or emergencies. DTC will host a meeting of local organisations twice a year at the Town Hall.	Town Clerk, Climate Change, Projects & Communications Officer

Attachment 8

DEAL TOWN COUNCIL

MEMORANDUM

To: Chairperson of Deal Town Council, all Council members

From: Mrs L Crow, Town Clerk

Date: 18 November 2026

Subject: **Co-Opted Councillor Update**

Information to note

I am pleased to advise that Cllr Groves has signed his Declaration of Office and now has a working Council Laptop.

Cllr Groves has advised that he will join the following committees;

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

The Committee Clerk and Responsible Finance Officer have been informed, and the Council's website has now been updated to include Cllr Groves on the membership list for these Committee's.

Attachment 9

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: 17 November 2026
Re: **Climate Action Day 2026 – Art and the Environment update**.

Information to note

Deal Town Council's third Climate Action Day, 'Art and the Environment' was held on Saturday 14 November 2026 at Deal Town Hall.

Inspired by our Town of Culture bid, members of South East Artists (SEAS) were invited to create unique works that captured our natural world.

Pupils from Sandown School, Hornbeam Primary School, Northbourne CEP School and Warden House Primary School also created bespoke pieces, which were displayed in the Undercroft.

This year, the event was held over two days. On Friday 13 November we opened the exhibition, curated by SEAS, at the Town Hall for a private viewing for the school pupils involved in the project.

On Saturday 14 November Climate Action Day was open to the public and we were joined in the Undercroft by East Kent Climate Action who shared a visual 'plastic journey' and Pick Deal Clean's video installation, turning litter into art, was shown on a large screen television.

The Committee Room became a screening room and two specially created films, "...and we're all on a tilt" and "Dead Seas", were shown throughout the day.

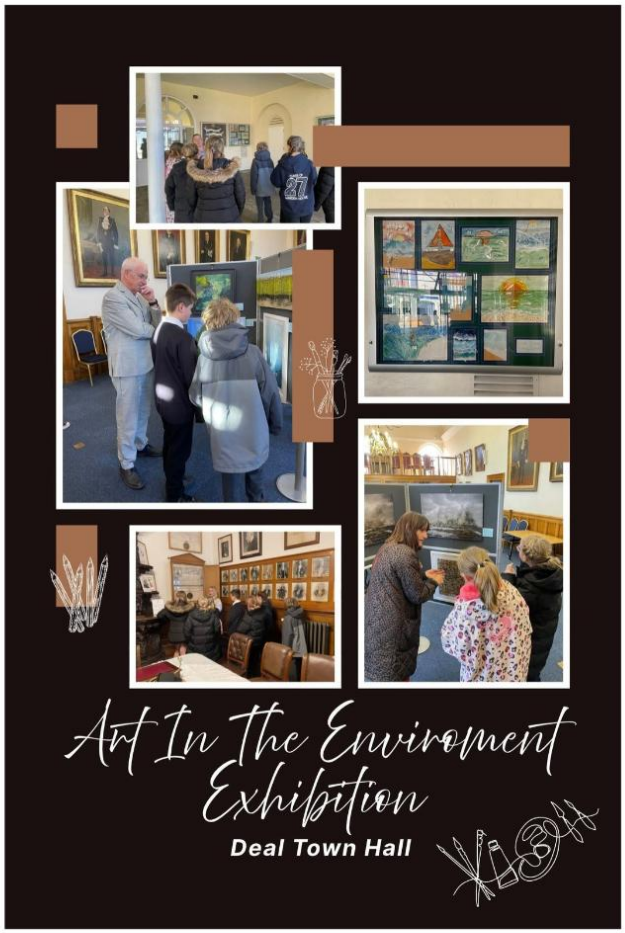
Across the two days, we welcomed more than 250 guests, including four primary schools and received very positive feedback, both from artists and visitors.

Last week some of our Year 6 pupils were delighted to visit the Art in the Environment exhibition at Deal Town Hall. As well as exploring the inspiring artwork on display, we were incredibly proud to have our own school display featured in the exhibition. Seeing their work showcased alongside that of local artists was a fantastic experience for the children and a wonderful opportunity to celebrate their creativity and environmental awareness.

A huge well done to all of the children whose work was included, and thank you to everyone involved in creating such an engaging and thought-provoking event.

It really was splendid and so exciting for the children to see their work on display.

There is as a selection of pictures attached


Art In The Enviroment
Exhibition
Deal Town Hall


Climate Action Day 2026
Art and the Environment
10am to 2pm. Saturday 14 November
Deal Town Hall. Free to attend.
CLIMATE ACTION DAY
14/11/26
DEAL TOWN COUNCIL
www.deal.gov.uk





Attachment 10

DEAL TOWN COUNCIL
MEMORANDUM

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

FROM: Cllr L Craggs

DATE: 10 November 2026

SUBJECT: Outside body report on Deal Area Refugee Aid (DARA)

As Linked Councillor, I attended a recent meeting of DARA, held on 10 November.

- I was invited to address a focused item of business (see below) and not the full meeting. It was shared with me on arrival that DARA is seeking to amend its constitution. As part of this, the group is discussing how to supply support to other vulnerable members of the Deal community in addition to refugees, for example through the proffer of support on adult literacy. I suggested a first step might be to research what is already provided by other bodies re adult literacy.
- Through a process of organisation development, I was asked to suggest ways in which the existing collaboration with DTC could be further enhanced. In preparation, I had conferred briefly with the Town Clerk and was able to underscore that the Council feels collaborative working is already a key feature of how the two organisations interact.
- Nonetheless, pressed to offer additional points, I raised the following ideas:
  - re-read the Council's Sanctuary Strategy and Action Plan (SSAP) and consider what additional ideas and opportunities may emerge from such reflection.
  - study the agendae and published papers for Council meetings when they are made available through the DTC website, looking for items of business that relate to DARA's mission and, if desirable and possible, look to attend one or more such meetings. I briefed on how members of the public can make statements in writing and address Members from the floor as explained on our website.
  - I pointed out that DTC was not the only local authority in this part of Kent and that DARA might reflect on how it interacts with Walmer Town Council, DDC and other abutting Parish Councils in pursuit of its objectives.
  - With the end of this Council approaching next May, I briefed on how the next Council will deal with current policies and strategies as part of its new mandate and new membership. I pointed out also that with the sad passing of Cllr Bano, the council decided to continue with one councillor acting as a link, until the Annual Meeting of the Council in May 2027.
- An open discussion followed which led me to feel the suggestions had been found helpful. Certainly, DARA members expressed how well they feel supported by DTC already and remain grateful, for example, for Grant Funding for projects, particularly to do with Refugee Week.

- One particular topic that may be discussed further, as DARA develops its constitution and plans its actions going forward, relates to what are referred to in the SSAP as “Information Days”, wherein the notion of promoting those values that both the Council and DARA subscribe to are raised and discussed with a broader group of Deal residents in the aim of promoting tolerance and inclusion across our town.
- I was thanked for my input and asked to attend future meetings of the group, as and when dates are made known.

Minutes - approved by Committee and signed by Chairperson 02/11/2026

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

The Minutes of the Planning Committee held on Monday 7th September 2026 at the Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson), Cllr T Bond (Vice Chairperson), Cllr P Findley, Ms E Fogarty (Co-opted Member)

Officers: Mrs L Marney – Committee Clerk

Others: 0 Members of the public

1	**Chairperson's opening remarks:** The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.	Chairperson
2	**Apologies for absence:** Cllr A Friend due to prior commitment.	Committee Clerk
3	**Declarations of interest:** None received.	Committee Clerk
4	**Public Participation and Statements received:** None received.	Committee Clerk
5	**The minutes of the planning committee meeting held on 3rd August 2026 for approval and signing:** Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 3rd August 2026 as a true and accurate record. The Chairperson duly signed the minutes (P) Cllr P Findley (S) Cllr T Bond.	Chairperson
6	**Planning applications received:**	Committee Clerk

	DDC Ref	Ward	Address	Proposal	Decision
1	26/00772	MD	Site Of Park Avenue Nursery Park Avenue Deal	Erection of 7 dwellings with associated parking, landscaping and vehicular access.	Members RESOLVED: No Objection. (P) Cllr T Bond. (S) Cllr P Findley. All agreed.
2	26/00695	ND	18 Griffin Street Deal CT14 6LH	Replacement rear door and below level front window/glass pavement light, refurbishment of windows, roof, new rainwater goods and re pointing brickwork.	Members RESOLVED: No Objection. (P) Cllr P Findley. (S) Cllr T Bond. All agreed.

3	26/00696	ND	18 Griffin Street Deal CT14 6LH	Internal works include: Lower ground floor installation of damp proof treatment to front cellar, insert ceiling upgrades, remove 2no doors and 1no partition. Ground floor insert wall panelling to entrance hall and landing. Second floor remove alcove cupboard from rear bedroom. External works include Replace lower ground front elevation window. Replacement rear elevation ground & lower ground rear doors, replacement slate roof to ground floor rear outshot. Insert 2no vent grills to rear elevation & 1no roof flue to rear outshot. Replacement rainwater goods.	Members RESOLVED: No Objection. (P) Cllr P Findley. (S) Cllr T Bond. All agreed.		
4	26/00647	ND	10 Coppin Street Deal CT14 6JL	Erection of a single storey rear extension, replacement roof dormers and windows, removal of cladding, render to rear elevation.	Members RESOLVED: Objection – Deal Town Council object to the treatments used on the rear surfaces of the building as this does not enhance the conservation area. (P) Cllr P Findley. (S) Cllr M Eddy. 2 For, 1 Against. Motion carried.		
5	26/00648	ND	10 Coppin Street Deal CT14 6JL	Works to facilitate conversion of existing sail loft	Members RESOLVED: Objection – Deal Town Council object to the		

				outbuilding including removal of first floor internal structure and staircase, replacement windows and entrance door. Single storey rear linked extension (existing rear addition demolished). Internal works to main house include Floor structure replaced to ground floor living room and replaster. Infill rear door opening. Remove and insert new partitions on all levels. Remove existing and insert new staircase to access 2nd floor level. Structural floor repairs to 2nd floor (bed 3). Replaster 2nd floor level. External alterations include Replace 2no front elevation windows & 2no dormer windows, replace 2no rear elevation windows, introducing double glazing, Rear and side elevations external cladding removed and brickwork repointed to first floor only.1no	treatments used on the rear surfaces of the building as this does not enhance the conservation area. (P) Cllr P Findley. (S) Cllr M Eddy. 2 For, 1 Against. Motion carried.		

				Rear dormer window replaced.			
6	26/00691	ND	Telephone Box Outside 15 High Street Deal	The installation of 1no. BT Street Hub.	Members RESOLVED: No Objection. (P) Cllr T Bond. (S) Cllr P Findley. All agreed.		
7	26/00692	ND	Telephone Box Outside 15 High Street Deal	Display of 2 digital 75" LCD display screens, one on each side of the Street Hub unit.	Members RESOLVED: Objection – Deal Town Council object due to The visual impact on the conservation area and this is also against DDC signage policy. (P) Cllr T Bond. (S) Cllr P Findley. All agreed.		
8	26/00609	ND	Yewdale 3 Princes Street Deal CT14 6DH	Works to facilitate conversion of basement to habitable room, including lowered floor level with underpinning and introduction of tanking system.	Members RESOLVED: No Objection. (P) Cllr P Findley. (S) Cllr M Eddy. All agreed.		
9	26/00752	ND	Land On The North Side Of Northwall Road Deal CT14 6PP	Erection of a dwelling (existing dwelling to be demolished).	Members RESOLVED: No Objection. (P) Cllr T Bond. (S) Cllr M Eddy. All agreed.		
10	26/00760		7 South Street Deal CT14 7AW	Variation of condition 1 (approved plans) of planning permission 26/00033 pursuant to 24/01084, to amend the design of elevations to South Street and Middle Steet	Members RESOLVED: No Objection. (P) Cllr T Bond. (S) Cllr P Findley. All agreed.		
11	26/00763	ND	7 Duke Street Deal CT14 6DU	Erection of two storey and single storey rear extensions, rear	Members RESOLVED: No Objection. (P) Cllr T Bond. (S) Cllr P Findley.		

				dormer window, external and internal alterations (existing rear extensions to be demolished).	All agreed.		
12	26/00792	MD	49 St Leonards Road Deal CT14 9AU	Erection of a carport, replace rear bay window with French doors and replacement roof tiles.	Members RESOLVED: Objection – Deal Town Council object as the carport needs to be in line with the building. (P) Cllr T Bond. (S) Cllr M Eddy. All agreed.		
13	26/00663	ND	175 Middle Street Deal CT14 6LW	Introduction of acoustic partition walls to ground and 2nd floor; replacement of existing wall insulation to 1st floor front room; and removal of paint from 2no. historic timbers.	Members RESOLVED: No Objection. (P) Cllr T Bond. (S) Cllr P Findley. All agreed.		
14	26/00784	ND	Vargas House 9 Farrier Street Deal Kent CT14 6JR	Replacement of basement window.	Members RESOLVED: No Objection. (P) Cllr P Findley. (S) Cllr T Bond. All agreed.		
15	26/00785	ND	Vargas House 9 Farrier Street Deal Kent CT14 6JR	Replacement basement floor, wall and ceiling linings including the introduction of tanking system. Replacement rear sliding door. Replacement front elevation basement window. Repairs to basement stair. First floor replace 1no side elevation window.	Members RESOLVED: No Objection. (P) Cllr P Findley. (S) Cllr T Bond. All agreed.		
16	26/00702	MD	Wellington Court Beechwood Avenue	Fell one twin-stem Sycamore (T0045) The	Members RESOLVED: No Objection. (P) Cllr M Eddy. (S) Cllr T Bond.		

				Deal CT14 9WY	subject of TPO No7 of 2000.	All agreed.	
7	**DDC decisions:** Members RESOLVED: To note the report. (P) Cllr M Eddy (S) Cllr P Findley. All agreed.						Committee Clerk
	The Chairperson closed the meeting at 8.10pm						

Attachment 12

Minutes – approved by Committee and signed by the Chairperson 16/11/2026

The minutes of the Finance and General Purposes Committee Meeting held on Monday 28th September 2026 in Deal Town Hall Chamber starting at 7.15pm.

Present: Cllr T Bond (Chairperson), Cllr P Jull, Cllr D Cronk, Cllr M Cronk, Cllr M Eddy, Cllr S Beer, Cllr L Craggs

Officers: Mr P Bone – Responsible Finance Officer; Mrs H McAdam – Finance Asst.; 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 D Parks due to work commitments. .	R.F.O
3.	**Declarations of interest:** None received.	
4.	**Public Participation and Statements Received**: None received.	
5.	**The minutes of the previous Finance & General Purposes Committee meeting held on 21st July 2026 for approval and signing:** Members RESOLVED: To accept the minutes of the previous meeting held on 21st July 2026 as a true and accurate record. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed. The Chairperson then duly signed the minutes.	Chairperson
6.	**Finance: Income & Expenditure Figures and Full Bank reconciliation to 31st August 2026:** Members RESOLVED: To note the Income & Expenditure Figures and Full Bank reconciliation to 31st August 2026. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	R.F.O
7.	**Town Hall – Free use requests** **a) Free use request from Deal Area Foodbank & Pantry**: Members RESOLVED: To grant free use of the chamber and kitchen to the Deal Area Foodbank & Pantry to host a community Christmas Carol Service and Afternoon Tea on either Friday 18th or Saturday 19th December. The organisers are requested to acknowledge Deal Town Council's grant for this event. (P) Cllr S Beer (S) Cllr M Eddy. All agreed. **b) Free use request from KCC:** Members RESOLVED: To grant free use of the chamber and kitchen to the KCC Safer Road User Team to run their Mature Drivers & Passenger Course for residents in Deal on a weekday afternoon between 2pm and 4.30pm on a date that is available. The organisers are requested to acknowledge Deal Town Council's grant for this event. (P) Cllr D Cronk (S) Cllr S Beer. 6 For, 1 Against, 0 Abstentions. Agreed.	R.F.O R.F.O

8.	**Town Hall Weddings & Venue Hire charges annual review:** Members RESOLVED: To leave the Wedding and Venue hire charges unchanged. (P) Cllr D Cronk (S) Cllr L Craggs. All agreed.	Facilities Manager
9.	**Public Toilet Service Level Agreement:** Members RESOLVED: To accept the recommendation to allocate a budget of up to £750 from the contingency budget for the purpose of obtaining an up-to-date condition report on the King Street toilet block and that the R.F.O. submits a full financial report regarding the possibility of taking over the Kings Street toilets to a future Full Council meeting for consideration. (P) Cllr S Beer (S) Cllr M Eddy. 5 For, 2 Against, 0 Abstentions. Agreed.	R.F.O
10.	**Deal Twinning Grant Fund Application:** Members RESOLVED: To Via £500 from the Deal Twinning Fund budget to the Community Contributions budget and award a Community Contributions grant of £500 to the Deal Saint-Omer Twinning Society to support room hire fees at Deal Town Hall. (P) Cllr S Beer (S) Cllr M Eddy. 6 For, 0 Against, 1 Abstention. Agreed.	R.F.O
11.	**DTC E-bikes: Transfer of ownership application:** Members RESOLVED: To accept the recommendation to transfer the ownership of 2 DTC E-Bikes to Sandown School at no cost or liability to the Council. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	R.F.O
12.	**Allotment Update:** Members RESOLVED**:** To note the report and approve the placement of a 4ft x 4ft wooden shed and base for storage on Plot 11 of the Park Avenue Allotment Site. (P) Cllr D Cronk (S) Cllr S Beer. All agreed.	Facilities Manager
13.	**Councillor IT Update:** Members RESOLVED: To note the report. (P) Cllr L Craggs (S) Cllr D Cronk. All agreed.	R.F.O
14.	**Town Hall Office Equipment:** Members RESOLVED: To note report. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	R.F.O
15.	**Deal Warm Welcome Update:** Members RESOLVED: To note the report. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	Climate Change, Projects & Comms Officer
	The Chairperson closed the meeting at 20.08pm	