

To all Committee Members: You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at the Town Hall on **Monday 28th September 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 Friday 25th September 2026 by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all present at the meeting and become part of the public record of the meeting, names will be redacted.



Paul Bone
Responsible Finance Officer
Date: 17 September 2026

AGENDA

1	Chairperson's opening remarks:	Chairperson
2	Apologies for absence:	
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	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.	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 21st July 2026 for approval and signing: Decision required.	Attach.2
6	Finance income & expenditure figures and full bank reconciliation to 30th August 2026: Information to note.	Attach 3
7	Town Hall – Free use requests: a) Free use request from Deal Area Foodbank & Pantry: Decision required. b) Free use request from KCC: Decision required.	Attach 4 Attach 5
8	Town Hall - Weddings & Venue hire charges annual review: Decision required	Attach 6
9	Public Toilet Service Level Agreement: Decision required.	Attach 7
10	Deal Twinning Fund Grant Application: Decision required	Attach 8
11	DTC E-bikes: Transfer of ownership application: Decision required	Attach 9
12	Allotment update: Decision required.	Attach 10
13	Councillor IT update: Information to note.	Attach 11
14	Town Hall office equipment: Information to note.	Attach 12
15	Deal Warm Welcome Update: Information to note.	Attach 13
	Date of next F&GP Committee meeting: 16 th November 2026	

Members Cllrs, TB, PJ, SB, DC, LC, MC, ME, & DP

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

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

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

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

Officers: Others: No members of public
Mr P Bone – Responsible Finance Officer
Ms J Harper – Asst. to the Town Clerk

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

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

Date:01/09/2026

Deal Town Council

Page 1

Time: 12:41

**Bank Reconciliation Statement as at 31/08/2026
for Cashbook 1 - Nat West Combined A/C's**

User: HEATHER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	31/08/2026		100.00
Nat West Deposit A/C	31/08/2026		129,617.53
			129,717.53
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			129,717.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			129,717.53
		Balance per Cash Book is :-	129,717.53
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 2 - Nat West Mayors Charity Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity A/C	31/08/2026		4.56
			<u>4.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4.56
		Balance per Cash Book is :-	4.56
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 3 - Prepaid Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PRE-PAID CARD	31/08/2026		61.29
			<u>61.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61.29
		Balance per Cash Book is :-	61.29
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 4 - Town Hall Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PETTY CASH	31/08/2026		185.99
			<u>185.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			185.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			185.99
		Balance per Cash Book is :-	185.99
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 5 - Nat West Treasury Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat west Treasury account	31/08/2026		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 6 - CCLA Public Sector Deposit Fun

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA ACCOUNT	31/08/2026		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Income</u>							
1076 Precept	305,109	610,218	305,109			50.0%	
1080 Bank Interest	3,228	9,000	5,772			35.9%	
General Income :- Income	308,337	619,218	310,881			49.8%	0
Net Income	308,337	619,218	310,881				
<u>200 Staff Salaries</u>							
4000 Salaries Gross	130,054	350,777	220,723		220,723	37.1%	
Staff Salaries :- Indirect Expenditure	130,054	350,777	220,723	0	220,723	37.1%	0
Net Expenditure	(130,054)	(350,777)	(220,723)				
<u>202 Employment Costs</u>							
4010 Salaries Employers Pension	16,899	56,387	39,488		39,488	30.0%	
4020 Salaries Employers NI	13,630	39,451	25,821		25,821	34.5%	
4085 Payroll Services	1,424	2,150	726		726	66.2%	
Employment Costs :- Indirect Expenditure	31,952	97,988	66,036	0	66,036	32.6%	0
Net Expenditure	(31,952)	(97,988)	(66,036)				
<u>203 Staff Costs</u>							
4055 Travel & Subsistence	0	100	100		100	0.0%	
4070 Training	325	2,000	1,675		1,675	16.3%	
4075 Staff Uniforms	25	250	225		225	10.1%	
4090 Staff Recruitment	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	350	3,100	2,750	0	2,750	11.3%	0
Net Expenditure	(350)	(3,100)	(2,750)				
<u>205 Official Car</u>							
4055 Travel & Subsistence	6	0	(6)		(6)	0.0%	
4060 Official Car Lease	1,781	3,921	2,140		2,140	45.4%	
4065 Official Car Fuel	12	0	(12)		(12)	0.0%	
Official Car :- Indirect Expenditure	1,798	3,921	2,123	0	2,123	45.9%	0
Net Expenditure	(1,798)	(3,921)	(2,123)				
<u>210 Civic</u>							
4055 Travel & Subsistence	0	100	100		100	0.0%	
4200 Cllr. Allowances	3,150	4,800	1,650		1,650	65.6%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Robes & Regalia	0	250	250		250	0.0%	
4221 Civic Expenses (Wreaths etc.)	183	0	(183)		(183)	0.0%	
Civic :- Indirect Expenditure	3,333	5,150	1,817	0	1,817	64.7%	0
Net Expenditure	(3,333)	(5,150)	(1,817)				
<u>215 Mayor's Budget</u>							
4210 Hospitality	310	1,500	1,190		1,190	20.7%	
4225 Mayoral Travel & Subsistence	3	100	97		97	3.3%	
4230 Mayor Expenses	28	500	472		472	5.7%	
4235 Deputy Mayor Expenses	0	300	300		300	0.0%	
4240 Mayoress Expenses	0	300	300		300	0.0%	
5020 Mayoral Ceremonial Event	121	200	79		79	60.6%	
5030 Charter Day	417	500	83		83	83.3%	
Mayor's Budget :- Indirect Expenditure	880	3,400	2,520	0	2,520	25.9%	0
Net Expenditure	(880)	(3,400)	(2,520)				
<u>220 Administration</u>							
4055 Travel & Subsistence	13	0	(13)		(13)	0.0%	
4080 HR & HS	1,588	1,900	312		312	83.6%	
4300 Mobile Phones	779	1,375	596		596	56.6%	
4305 Stationery	184	800	616		616	23.0%	
4310 Postage	74	500	426		426	14.8%	
4315 Bank Charges	606	1,500	894		894	40.4%	
4320 General Admin	8,760	5,250	(3,510)		(3,510)	166.9%	3,400
4325 Office Equipment	127	500	373		373	25.4%	
4330 IT Equipment	0	3,000	3,000		3,000	0.0%	
4335 IT Support & Website	4,001	10,000	5,999		5,999	40.0%	
4340 Telephone & Broadband	1,411	3,000	1,589		1,589	47.0%	
4345 Pat Testing	157	500	343		343	31.5%	
4365 Legal Advice	0	500	500		500	0.0%	
4375 Marketing/Communications	26	2,000	1,974		1,974	1.3%	
4390 Waste & Recycling	587	2,000	1,413		1,413	29.4%	
4405 Annual Planting	0	3,500	3,500		3,500	0.0%	
4410 Flags	116	500	384		384	23.3%	
4415 Audit Fees	(1,305)	2,500	3,805		3,805	(52.2%)	
4420 Subscriptions	2,000	2,100	100		100	95.2%	
4430 Data Protection Officer	840	1,000	160		160	84.0%	
4500 Repairs & Maintenance	(30)	0	30		30	0.0%	
Administration :- Indirect Expenditure	19,933	42,425	22,492	0	22,492	47.0%	3,400
Net Expenditure	(19,933)	(42,425)	(22,492)				
6000 plus Transfer from EMR	3,400	0	(3,400)				
Movement to/(from) Gen Reserve	(16,533)	(42,425)	(25,892)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Council</u>							
4070 Training	0	1,000	1,000		1,000	0.0%	
4370 Election Costs	0	7,500	7,500		7,500	0.0%	
4380 Contingency	1,000	10,000	9,000		9,000	10.0%	
Council :- Indirect Expenditure	1,000	18,500	17,500	0	17,500	5.4%	0
Net Expenditure	(1,000)	(18,500)	(17,500)				
<u>250 Grants & Donations</u>							
4470 Annual Grants	5,550	20,000	14,450		14,450	27.8%	
4473 Community Grants	5,500	10,000	4,500		4,500	55.0%	
4485 Deal Warm Welcome	0	10,000	10,000		10,000	0.0%	
4490 St Omer Twinning	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	11,050	40,500	29,450	0	29,450	27.3%	0
Net Expenditure	(11,050)	(40,500)	(29,450)				
<u>300 Town Hall</u>							
1100 Wedding Hire	13,433	17,000	3,568			79.0%	
1105 Chamber Hire	2,777	3,000	224			92.5%	
1110 Committee Room Hire	0	2,000	2,000			0.0%	
1115 Under Croft Hire	275	1,000	725			27.5%	
Town Hall :- Income	16,484	23,000	6,516			71.7%	0
4080 HR & HS	0	1,900	1,900		1,900	0.0%	
4360 Insurance	6,647	8,000	1,353		1,353	83.1%	
4420 Subscriptions	400	0	(400)		(400)	0.0%	
4500 Repairs & Maintenance	5,598	4,000	(1,598)		(1,598)	140.0%	
4505 Under Croft Cleaning	660	1,100	440		440	60.0%	
4510 Furniture & Equipment	(1,086)	1,000	2,086		2,086	(108.6%)	
4511 Kitchen Equipment	18	0	(18)		(18)	0.0%	
4520 Boiler Service & Maint.	0	500	500		500	0.0%	
4525 Window Cleaning	650	1,100	450		450	59.1%	
4530 Gas	4,988	5,610	622		622	88.9%	
4535 Electricity	772	5,258	4,486		4,486	14.7%	
4540 Water	0	330	330		330	0.0%	
4550 TH Events	10	0	(10)		(10)	0.0%	
4710 Rates	5,636	13,750	8,114		8,114	41.0%	
4720 Licences	0	600	600		600	0.0%	
Town Hall :- Indirect Expenditure	24,292	43,148	18,856	0	18,856	56.3%	0
Net Income over Expenditure	(7,808)	(20,148)	(12,340)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>305</u> <u>Police Office</u>							
1120 Police Office Rent	4,500	0	(4,500)			0.0%	4,500
1121 Police Office Rent to EMR	0	9,000	9,000			0.0%	
Police Office :- Income	4,500	9,000	4,500			50.0%	4,500
Net Income	4,500	9,000	4,500				
6001 less Transfer to EMR	4,500	0	(4,500)				
Movement to/(from) Gen Reserve	0	9,000	9,000				
<u>310</u> <u>VIC</u>							
4605 Terminal Charges	147	500	353		353	29.4%	
VIC :- Indirect Expenditure	147	500	353	0	353	29.4%	0
Net Expenditure	(147)	(500)	(353)				
<u>410</u> <u>Saturday Market</u>							
1410 Market Traders	20,584	45,000	24,416			45.7%	
Saturday Market :- Income	20,584	45,000	24,416			45.7%	0
4420 Subscriptions	669	500	(169)		(169)	133.8%	
4715 Profit Share	4,140	4,140	0		0	100.0%	
4730 Market General Costs	80	3,000	2,921		2,921	2.6%	
4735 Market Licence/Rates	0	1,750	1,750		1,750	0.0%	
4750 Road Closures	6,115	0	(6,115)		(6,115)	0.0%	
Saturday Market :- Indirect Expenditure	11,004	9,390	(1,614)	0	(1,614)	117.2%	0
Net Income over Expenditure	9,581	35,610	26,029				
<u>420</u> <u>Braderie Market</u>							
1415 Braderie stall holders	0	3,000	3,000			0.0%	
Braderie Market :- Income	0	3,000	3,000			0.0%	0
4705 Road Closure	0	3,407	3,407		3,407	0.0%	
Braderie Market :- Indirect Expenditure	0	3,407	3,407	0	3,407	0.0%	0
Net Income over Expenditure	0	(407)	(407)				
<u>500</u> <u>Public Conveniences</u>							
4800 Public Conveniences	0	40,000	40,000		40,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	40,000	40,000	0	40,000	0.0%	0
Net Expenditure	0	(40,000)	(40,000)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>600 Allotments Golf Road</u>							
1500 Allotment Income	1,517	2,900	1,383			52.3%	
Allotments Golf Road :- Income	1,517	2,900	1,383			52.3%	0
4500 Repairs & Maintenance	916	2,500	1,584		1,584	36.7%	
4540 Water	400	550	150		150	72.7%	
Allotments Golf Road :- Indirect Expenditure	1,316	3,050	1,734	0	1,734	43.2%	0
Net Income over Expenditure	200	(150)	(350)				
<u>610 Allotments Park Ave</u>							
1500 Allotment Income	1,149	2,300	1,151			49.9%	
Allotments Park Ave :- Income	1,149	2,300	1,151			49.9%	0
4500 Repairs & Maintenance	942	2,500	1,558		1,558	37.7%	
4540 Water	336	550	214		214	61.1%	
Allotments Park Ave :- Indirect Expenditure	1,278	3,050	1,772	0	1,772	41.9%	0
Net Income over Expenditure	(129)	(750)	(621)				
<u>620 Allotments Mill Road</u>							
1500 Allotment Income	1,137	2,300	1,163			49.5%	
Allotments Mill Road :- Income	1,137	2,300	1,163			49.4%	0
4500 Repairs & Maintenance	1,293	2,500	1,207		1,207	51.7%	
4540 Water	186	550	364		364	33.8%	
Allotments Mill Road :- Indirect Expenditure	1,479	3,050	1,571	0	1,571	48.5%	0
Net Income over Expenditure	(342)	(750)	(408)				
<u>700 Town Events</u>							
5000 Town Events	18	2,100	2,082		2,082	0.8%	
Town Events :- Indirect Expenditure	18	2,100	2,082	0	2,082	0.8%	0
Net Expenditure	(18)	(2,100)	(2,082)				
<u>900 Projects</u>							
4475 Special Projects	6,025	0	(6,025)		(6,025)	0.0%	6,025
9005 Projects Fund	373	0	(373)		(373)	0.0%	
Projects :- Indirect Expenditure	6,398	0	(6,398)	0	(6,398)		6,025
Net Expenditure	(6,398)	0	6,398				
6000 plus Transfer from EMR	6,025	0	(6,025)				
Movement to/(from) Gen Reserve	(373)	0	373				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	353,707	706,718	353,011			50.0%	
Expenditure	246,282	673,456	427,174	0	427,174	36.6%	
Net Income over Expenditure	<u>107,426</u>	<u>33,262</u>	<u>(74,164)</u>				
plus Transfer from EMR	9,425	0	(9,425)				
less Transfer to EMR	4,500	0	(4,500)				
Movement to/(from) Gen Reserve	<u>112,350</u>	<u>33,262</u>	<u>(79,088)</u>				

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 2 September 2026
Subject: Free use request from the Deal Area Foodbank & Pantry

Please see the attached request from the Deal Area Foodbank & Pantry for free use of the Town Hall to host a community Christmas Carol Service and Afternoon Tea.

Recommendation

Members to consider the attached request 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 in December subject to a suitable date being available.

Decision Required

Members to consider the above recommendation.

Request to Host a Community Christmas Carol Service and Afternoon Tea in Aid of Deal Area Foodbank & Pantry

I am writing to enquire about the possibility of hiring Deal Town Hall to host a **ticketed Community Christmas Carol Service and Afternoon Tea** during the Christmas season in support of **Deal Area Foodbank & Pantry**.

The vision is to establish this as an **annual community event**, bringing together residents, local organisations, choirs and volunteers to celebrate the festive season while raising much-needed funds for an important local cause.

The afternoon would feature traditional Christmas carols, festive entertainment and afternoon tea in the historic surroundings of Deal Town Hall. Tickets would be sold in advance, with all proceeds, after event expenses, donated to the Deal Area Foodbank & Pantry. We also hope to include additional fundraising activities, such as a Christmas raffle, to maximise the support we can provide.

Beyond fundraising, the event aims to strengthen community connections, reduce social isolation during the festive season and create a welcoming occasion where people of all ages can come together in the spirit of Christmas while supporting local families in need.

If successful, it is our hope that this will become a much-loved annual tradition in Deal's Christmas calendar, growing year on year and providing ongoing support for the Foodbank & Pantry while celebrating the generosity and community spirit for which our town is known.

I'm writing to ask whether the Council would be willing to allow us to hold our community event at Deal Town Hall free of charge.

We are considering the following possible dates and times :

- Sunday 6th December : 2.00pm – 5.00pm
- Friday 11th December : 2.00pm – 5.00 pm
- Sunday 13th December : 2.00pm – 5.00pm
- Friday 18th December : 2.00pm -5.00pm
- Saturday 19th December : 2.00pm – 5.00pm
- Sunday 20th December : 2.00pm – 5.00pm

We would require access from 12.00 am to 18.30pm for set up and clearing away.

I would be grateful if you could let us know whether the hall is available on any of these dates and whether the hire charges can be waived . I would welcome the opportunity to meet with you to discuss the proposal further and explore how we might work together to establish this as a lasting community event.

Thank you for considering our request. We look forward to your response and hope we can work together to create a festive event that will benefit both our community and the invaluable work of Deal Area Foodbank & Pantry for many years to come.

Yours faithfully,

Karen Hayes

Deal Area Foodbank Manager

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 2 September 2026
Subject: Free use request from Kent County Council Safer Road User Team

Please see attached request from the Kent County Council Safer Road User Team requesting free use of the Town Hall to run their Mature Drivers & Passenger Course for residents in Deal.

Recommendation

Members to consider the request from the Kent County Council Safer Road User Team to be granted free use of the chamber and kitchen to run their Mature Drivers & Passenger Course for residents in Deal on a weekday afternoon between 2pm and 4:30pm subject to a suitable date being available.

Decision Required

Members to consider the above recommendation.

Request from Kent County Council Safer Road User Team

To whom it may concern,

I'm reaching out on behalf of the Kent County Council Safer Road User Team to explore the possibility of running our Mature Drivers & Passenger Course for residents in Deal. This free course is designed to support older road users in maintaining confidence, safety, and independence on the roads—whether as drivers or passengers. The course covers topics such as health, vision, alcohol, and hazard awareness. The session lasts approximately 1hr 30mins, during this time we look to provide refreshments and give attendees an opportunity to answer any questions they may have.

We're keen to bring this valuable initiative to the Deal community and were wondering if the Town Council might be able to support us by providing access to a suitable venue. Ideally, we're looking for a space that is accessible, comfortable, and can accommodate a minimum of 30 attendees.

We're flexible and happy to work around availability.

Thank you for considering this request, and please don't hesitate to get in touch if you have any questions or need more information.

Additional Information provided.

The course is aimed at drivers and passengers aged 55+ and is designed to help people continue driving safely, confidently, and independently for longer. It covers topics such as changes in the Highway Code, new vehicle technology, age-related changes that can affect driving, fitness to drive, journey planning, and safer road use.

The session is delivered free of charge to attendees as part of Kent County Council's road safety education programme. The initiative supports the objectives of Vision Zero, which aims to reduce the number of people killed or seriously injured on Kent's roads.

We anticipate attendance of approximately 20-30 residents and require a venue with seating, tables, toilet facilities, and, ideally, parking. As the programme is publicly funded and our budget is allocated to course delivery and educational materials, we rely on the support of local councils and community venues that are able to provide facilities free of charge.

The event will provide a valuable opportunity for local residents to access up-to-date road safety information and practical advice to help them remain safe and independent road users.

Use of the Chamber and kitchen on a weekday between 2pm and 4:30pm on a suitable date would be ideal.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr G Simpson Facilities Manager
Date: 9 September 2026
Subject: Town Hall - Weddings & Venue hire charges annual review

This year we have hosted 38 weddings in both the Chamber and the Mayors Parlour. We also have had 25 outside individuals/organisations using our event space and 10 organisations using the Undercroft, mainly on a Saturday.

That means our weddings have increased again this year, but the events have remained at last year's levels. We have not had many inquiries that have not led to bookings though. The wedding packages we now offer have been used several times this year and we have received positive feedback on the new carpet, chairs and chair covers.

Our weddings seem to be priced accurately and the undercroft, although quieter, does not seem to be price effected. For these reasons I would recommend leaving our prices at last year's charges.

We are also updating our catering equipment, which may lead to more event bookings of a culinary nature.

The current details and charges can be seen here:

www.deal.gov.uk/Weddings_and_Venue_Hire_27244.aspx

Recommendation:

To leave our Weddings & Venue hire charges unchanged.

Decision required:

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 2 September 2026
Subject: Public Toilet Service Level Agreement

The DDC asset management team invited officers of DTC along with representatives from other Town and Parish Councils within the district to attend a meeting to discuss the 'Cleansing and Minor Maintenance contract' for the Public Conveniences for 2027/28.

At this meeting options for the cleaning contract for the DDC public toilets were discussed.

These options included:

- Parish and Town councils taking over complete ownership of, and the running of individual toilet blocks
- Parish and Town councils taking over the running of individual toilet blocks, with ownership of the sites remaining with DDC
- Procuring a new contract - include all existing sites
- Procuring a new contract - with the removal of certain sites

DDC had already expressed an interest in the possibility of taking over the ownership of the King Street Toilets to the leader of DDC back in December 2025 who said that the expression of interest would be passed to the appropriate department but also advised that DDC would not consider the disposal of any assets ahead of the vesting day for the new Unitary Authority.

However, at this meeting it was confirmed that DDC would be looking for Town and Parish Councils to consider taking on individual toilet facilities at this time and for them to be excluded from the Cleansing and Minor Maintenance contract for the of Public Conveniences for 2027/28.

For a full financial report to be presented to Full Council for consideration regarding the possibility of DTC taking over the King Street toilets from DDC, an up-to-date condition report needs to be obtained from a suitable surveyor. DDC did advise that they were not able to supply such a report and the individual Councils would need to obtain these themselves.

When setting this year's budget, a recommendation that a new 'LGR' earmarked reserve is created with an initial £25,000 (that would cover this type of expenditure) was rejected by this committee.

Recommendation:

Members to consider allocating 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.

Decision Required:

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr P Bone Responsible Finance Officer
Date: 2 September 2026
Subject: Deal Twinning Fund Grant Application

An application has been received from the Deal Saint-Omer Twinning Society requesting a grant of £500 from the Deal Twinning Fund to support room hire fees at Deal Town Hall.

Please see the full application in your Pink Papers.

The full balance of £500 remains in this year's Deal Twinning Fund.

Recommendation:

Members to consider approving the payment of a grant of £500 to the Deal Saint-Omer Twinning Society from the Deal Twinning Fund to support room hire fees at Deal Town Hall.

Decision Required:

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 17 September 2026
Subject: DTC E-bikes: Transfer of ownership application

It was agreed by Full Council: *To offer the transfer of the ownership of individual E-bikes to local charitable organisations for their own use at no further cost or liability to the Council. This will be achieved by a 'Grants application' type form that has to be completed outlining what the bike/bikes would be used for. Applications to be considered by the F&GP committee.*

The first round of the application process opened in early June and ran for 5 weeks with advertising on the Council website and social media. During that time, one application was received from a registered charity for 3 E-Bikes. This application was agreed at the July meeting of this committee, and the E-bikes have now been collected by the Sandwich Bay Bird Observatory Trust.

The scheme was advertised through our usual media platforms.

Since that time, only one application has been received, this is from Sandown School for 2 E-bikes.

The school's Head Teacher states that:

We have a staff of over 50 people. Some are local but many drive into Deal every day. As part of a Multi-academy Trust we have 7 other schools within 3 miles of us and my staff meet regularly to do visits and training. This e-bike would be useful so colleagues would be able to travel to local schools without taking their cars, causing congestion and additional pollution to the environment.

The e-bike could also be used during staff lunchtimes so that colleagues could go out and exercise which would be great for their health and wellbeing.

The impact of an e-bike would be to reduce unnecessary car trips, adding congestion within Deal, and reducing pollution.

The impact on colleagues at Sandown School would also be on health and wellbeing.

The pupils at our school would also see how adults in school are mindful of the greater world issues and also care for themselves. This may promote more of them to come to school via other means than by car.

Please find attached a copy of the application in your 'Pink Papers'.

Recommendation

Members to consider the application from Sandown School for the transfer of ownership of 2 DTC E-Bikes at no cost or liability to the council.

Decision required

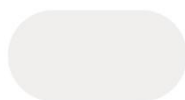
Members to consider the above recommendation.



long lasting
positive impact



short term or
limited
positive impact



no known
impact



short term or
limited
negative impact



long lasting
negative impact

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee,
Committee members
From: Mr G Simpson Facilities Manager
Date: 9 September 2026
Subject: Allotment Update

Allotment occupancy

The current occupancy status is:

Golf Road - plots 40, in use 39
Mill Road - plots 46, in use 45
Park Ave - plots 42, in use 42

The two vacant plots have been offered to applicants on the waiting list and I am awaiting confirmation from them.

Currently the waiting list has 39 applications on it and the average waiting time for an allotment is eighteen months.

Request to place a shed on an allotment plot

A completed application form for the placement of a 4ft x 4ft wooden shed with wooden base for storage on Plot 11 of the Park Avenue allotment site has been received.

The application meets the agreed criteria and I support the application.

Recommendations:

To note the report and to consider approving the placement of a 4ft x 4ft wooden shed and base for storage on Plot 11 of the Park Avenue allotment site.

Decisions required:

Members to consider the above recommendations

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 11 August 2026
Subject: Councillor IT Update

INFORMATION TO NOTE

The Chairperson of the Finance and General Purposes Committee has asked that a follow up report is submitted to this committee regarding the introduction of the Cllr laptops in 2023.

Councillor IT update

In March 2023 Full Council agreed with the recommendation from F&GP to go ahead with the purchase and introduction of Dell 2-in-1 laptops with associated software and training as detailed in option 3 of the attached copy of the agenda item that was considered by F&GP at that time.

Equipment:

The equipment was purchased directly from Dell by DTC and sent to our IT partners, ADM, for setting up.

The hardware cost from Dell was within budget at £20,536.85 (The 10% saving was due to the direct purchase from Dell)

All Cllrs were then invited to a meeting with engineers from ADM at the Town Hall to have training on the new devices.

During the 3 years that DTC have been using the Dell 2-in-1 devices, they have proven to be very reliable with only one device having a charging fault. This device was replaced 'new for old' with no quibble from the supplier.

2 Cllrs reported faults with the detachable keyboards, but these were both resolved by 'cleaning' the sprung loaded gold connectors.

Environmental impact:

Travel.

In addition to the environmental savings highlighted in the attached paper that F&GP considered in March 2023, by not having all agendas printed off and hand delivered to Cllrs ahead of every meeting (typically 30 per year), around 250 to 300 miles per year of unnecessary travel has been saved per year.

Paper usage.

From 2023 to 2026 the quantity of paper used by the DTC photocopier/printer DTC fell by over 50%, a significant amount of this is due to the large amount of paper that was used in producing meeting agendas.

Communication:

The use of the DTC Email accounts as the main method of communication for sharing information to, from & between Cllrs has proven very successful. Cllrs are also able to easily access all the Council information stored on the Cllr Shared Drive.

GDPR:

Since the introduction of the new IT, compliance with the GDPR regulations has significantly improved with only a couple of instances where Cllrs have had to be reminded about the use of DTC email accounts for non-council activities.

Conclusion:

Looking at the objectives that were set in March 2023 in support of Climate Action timetable 2023-2024 to help meet our ambition of being carbon neutral by 2025 by the purchases of the new IT for Cllrs, it can be seen from the above information that all the objectives have been met and continue to provide significant benefit to the Council.

The investment made in 2023 was one of the key elements in the council reaching Net Zero a year earlier than targeted.

In 2025 the Carbon Reduction Strategy and timetable was updated and Full Council adopted a new Climate Action Strategy, outlining Deal Town Council's decarbonization commitment and environment adaptation and improvement plan.

The improved IT for Councillors allows us to meet the aims outlined in Priority Area Two of the updated strategy - Working practices.

MEMORANDUM

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Nadine Miller, Climate Change & Communications Officer
Date: 15 March 2023
Subject: Improved IT for Councillors

In January 2023 Full Council agreed the Climate Action timetable 2023-2024 to help meet our ambition of being carbon neutral by 2025.

Action point Paper Management, will see an ongoing review of the Town Hall and all its operations to use less paper and to be as paper-free as is practical. This will include the need to improve IT for Councillors to reduce our reliance for paper and improve data protection.

By providing new equipment for Councillors, together with training, will help us move towards our environmental ambitions, improve communications and bring us further in line with General Data Protection Regulations.

Dover District Council has been moving its work online for a number of years and is now working at approximately 90% paper-free. This has seen an estimated saving of £50,000 a year in printing and postage. They have issued their members with iPads (and laptops during lockdown to those Members who wished one or where accessibility issues have been highlighted) as they are compatible with the Microsoft suite of software - Teams, Outlook etc.

Within Deal Town Council's Paper Management strategy:

Environment: All agendas and correspondence will move online. Without the need to print agendas ahead of meetings, we will reduce our paper usage and waste. There is continued research in to the life-cycle and environmental impact of electronics vs paper but within our gift, we can monitor our paper usage and source as sustainable and responsible electronic equipment as is possible. Maintenance throughout the life-span of the equipment, software updates and responsible disposal will help mitigate this.

Equipment with software that allows us to carry out remote and hybrid meetings will reduce the need for Councillors to physically attend meetings, helping to cut down on our travel emissions.

Communications: New equipment with fit-for-purpose software will make it easier for Councillors to share information, quickly and securely. Files can be shared online without the need to print and live changes can be made to documents in shared folders.

Personal laptops or desktops should not be used by Councillors for replying to or sending out emails relating to their work with Deal Town Council.

Councillors will need to bring their new laptops/tablets to meetings and this will provide them with the opportunity to familiarize themselves with agendas ahead of meetings.

The ability to have hybrid or remote meetings will also give Councillors greater flexibility to manage their workloads.

GDPR: Providing laptops/tablets for each Councillor will increase our General Data Protection Regulation compliance and remove the need to use personal electronic equipment which is against our commitment.

The council follows procedures which aim to ensure that all employees, elected Members, contractors, consultants, partners or other servants or agents of the council have access to any personal data held by or on behalf of the council are fully aware of and abide by their duties under the UK General Data Protection Regulation/Data Protection Act 2018.

The move online for all agendas and correspondence with Councillors and staff is part of the broader paper-free strategy of the council and improved IT is an essential part of this.

Recommendation from the Responsible Finance Officer

Please see attached notes from Deal Town Council's IT support company.

Based upon the reports from the Climate Change & Communications Officer and Deal Town Council's IT support Company, I recommend that the Council purchases new IT equipment as per option 3 in the attached report.

I also recommend that for Public Meetings large mobile screen/screens are placed at the back of the chamber for members of the public to see the agenda.

Decision Required.

Members to consider recommending to full council that new IT equipment is purchased as per **option 3** in time to be set up for the new Council in May with funds coming from either this year's Environment Budget or the Project Fund.

The following options have been provided by Deal Town Councils IT support company.

Option 1) iPad Pros - although we can supply them and do an initial setup, we don't support Apple products in house, and we don't have any Apple specialist engineers so there may be problems should any issues arise in the future.

Option 2) Laptops - The Lenovo model that we provide for many of our customers and is very good for standard business use, the downsides being it is bulkier than a tablet and does not have a touch screen.

Option 3) Dell 2 in 1 device – this would be my best recommendation as it has the power of a normal Windows PC with the versatility of being used as a tablet as it has a touchscreen and removable keyboard/trackpad.

Both the Lenovo Laptop and Dell 2 in 1 we can support fully as they are Windows devices.

Also included is our remote management and monitoring tool. This gives us the ability to remote onto devices if issues arise, it also allows us to update applications such as Sophos remotely – you currently have this on your in-office devices, but it does not work on mobile devices hence it not being needed on the android tablets previously.

The labour costs involved with setting up these new devices and enrolling users and includes both pre-configuration time in our Workshop and time on site finalising set ups with users. This estimate is based on having all of the user credentials ready for the workshop as it speeds up the process.

Regarding licensing if you were to go with the iPads you will need to upgrade to Business Premium in order to use Intune which gives us the ability to set rules and conditions to secure the device. If you were to choose one of the Windows options, you would only need to upgrade to Business Standard this is to give you access to the Office 365 Desktop apps and Publisher. Business Basic only allows access to web-based versions of the apps and no longer includes publisher.

Costs: based on 17 devices – (15 plus 2 spare)

Option 1 (iPad Pros)

Hardware - £21,675.34

Set-up - £2,250

Annual software licences - £2,500

Option 2 (Laptops)

Hardware - £16,057.01

Set-up - £2,250

Annual software licences - £2,500

Option 3 (Dell 2 in 1 device)

Hardware - £22,523.94

Set-up - £2,250

Annual software licences - £2,500

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr P Bone Responsible Finance Officer
Date: 3 September 2026
Subject: Town Hall office equipment

The current 'cross cut' security shredder at the town hall has been in service for over 14 years since it was purchased in January 2012.

Unfortunately, it failed twice in the past month and was beyond economical repair.

The current machine, a Fellowes 2127C, cost £579.00 (plus VAT) when purchased.

Based upon the good service and reliability of the Fellowes shredder, I recommended replacing it with the Fellowes Automax 450C at a cost of £512.15 (plus VAT). This is the equivalent model from the same manufacturer's latest range.

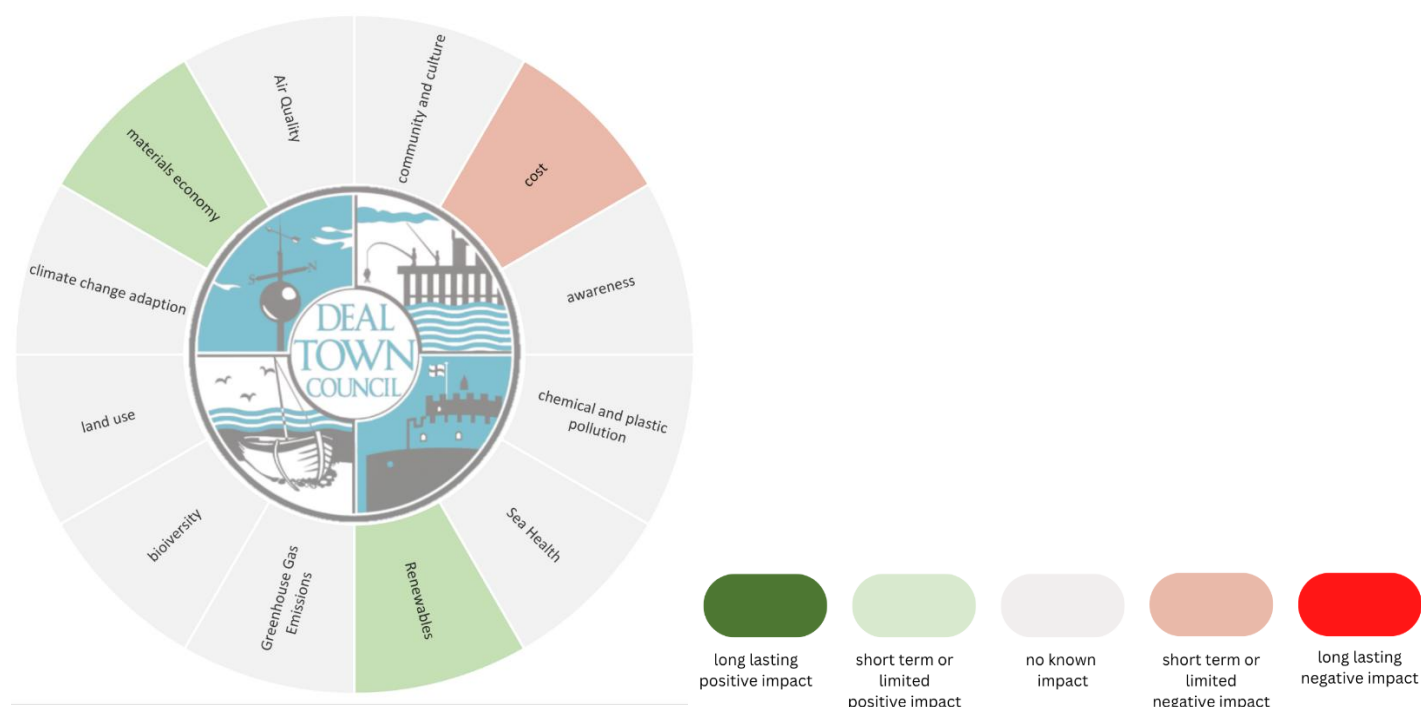
The 'cross cut' security is required to maintain our GDPR compliance.

Using her delegated authority, and in agreement with the Chairperson of this committee, the Town Clerk authorised this purchase from the office equipment budget.

Decision Required

Members to note this information.

Town Hall office equipment 03/09/26



**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes
Committee, Committee members
From: Nadine Miller, Climate Change, Projects and Communications Officer
Date: 17 September 2026
Re: Deal Warm Welcome Update

Information to note

In June 2026, Members resolved to agree the updated (Deal Warm Welcome) project plan and to delegate authority to the Climate Change, Project & Communications Officer, in liaison with the Town Clerk and R.F.O to make any further decisions regarding this year's project.

This project includes the food and fuel voucher grant scheme that allows the invited organisations identified within the project to apply for funding and has been extended to include our three primary schools and secondary school.

The food and fuel voucher grant scheme budget is £3,800. This will be in two tranches - £1,900 available in each round.

Applications will be submitted by Friday 16 October. These will be considered by the Officers with the delegated authority, and subject to their approval, the first tranche of funding will be allocated in time for the start of Deal Warm Welcome on Monday 2 November 2026.

The second tranche will be released in January 2027, subject to receipt of monitoring information.

Decision required:

Members to note this information