



Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR,  
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[www.deal.gov.uk](http://www.deal.gov.uk)

**To all Committee members:** You are hereby summoned to attend a meeting of the Finance & General Purposes Committee via Microsoft Teams on Tuesday 19<sup>th</sup> January 2021 at 7.15pm to transact the business shown on the agenda below.

**To the press and public:** 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 18<sup>th</sup> January 2021 by the Communications Officer Joanne Harper via the contact details above.

To listen to this meeting please contact the Communications Officer Joanne Harper, via the contact details above before 12 noon on Tuesday 19<sup>th</sup> January 2021.

Paul Bone  
Responsible Finance Officer  
Date: 13 January 2021

#### AGENDA

1	Chairman's opening remarks and apologies for absence:	Chairman
2	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
3	The minutes of the previous Finance & General Purposes Committee meeting held on 9 <sup>th</sup> December 2020:- For approval	Attach. 2
4	Statements received from members of the public on items relating to the agenda to be read out by the Town Clerk (maximum 15 minutes): For councillor information	R.F.O.
5	Finance – Income & Expenditure figures and Full Bank reconciliation to 30 <sup>th</sup> November 2020 – Information to note	Attach. 3
6	Grant applications – Recommendations from the Grants Sub-committee – Decisions required	Attach. 4
7	Public Conveniences – Decision required	Attach. 5
8	Town Hall Electricity provider- Decision required	Attach. 6
9	Town Hall Energy Performance Certificate - Decision required	Attach. 7
	Date of next Finance & General Purposes Committee meeting: 23 March 2021	

CC Cllrs, DC, SB, BB, TB, SC, ME, LK, TT, & CT

**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.

Tel: 01304 361999

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ATTACH ②

**The minutes of the remote meeting of the Finance and General Purposes Committee  
held on Wednesday 9<sup>th</sup> December 2020 at 7.15pm****Present:**

Cllr D Cronk – Chairman

Cllr S Beer – Vice Chair

Cllr B Bano from 7.58pm

Cllr T Thompson

Cllr T Bond

Cllr E Rowbotham Ex-officio

Cllr C Turner

Cllr M Eddy

Cllr Kettlewell

Cllr S Carlyle

**Officers:**

Paul Bone – Responsible Finance Officer

Una Finch - Mayor's Secretary

Heather McAdam – Allotments Officer

**Others:** 0 member of the public

1.	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting and advised everyone on the procedures.	<b>Actions</b>
2.	<b>Declarations of interest:</b> Cllr C Turner declared a VAOI on item 8 ii as he is a trustee for the Deal Area Emergency Foodbank.	
3.	<b>Minutes of the previous Finance and General Purposes meeting held on 22<sup>nd</sup> September 2020:</b> Members RESOLVED: To confirm the minutes of the previous meeting held on the 22 <sup>nd</sup> September 2020 as a true and accurate record. (P) ME (S) LK 8 for 1 abstention.	
4.	<b>Statements received from members of the public on items relating to the agenda to be read out by the Clerk (maximum 15 minutes):</b> None received.	
5.	<b>Finance:</b> Members RESOLVED: to note the Income & Expenditure figures and Full Bank reconciliation to 30 <sup>th</sup> October 2020 (P) LK (S) SB All agreed. The RFO answered questions on the Earmarked Reserves. Cllr E Rowbotham left the meeting at 7.30pm	
6.	<b>Public Conveniences:</b> Members RESOLVED: to note the report and for the RFO to contact DDC for some clarification on the costs and report back to F&GP meeting in January (P) LK (S) ME All Agreed	RFO
7.	<b>Allotment Report:</b> Following questions answered by the Allotment Officer Members RESOLVED: to note the report (P) ME (S) LK All agreed. Cllr Rowbotham returned to the meeting at 7.49pm Cllr B Bano arrived at 7.58pm	
8.	<b>Grants – Cllr Bano arrived at 7.58pm</b> i) Grants Update Members RESOLVED: to note the report (P) SC (S) CT All Agreed ii) Special Projects Grant Application Members RESOLVED: 1) That Deal Area Foodbank is awarded £2,000 from the Special Projects – Emergency and Recovery Grant stream for a project to supply 100 fresh food parcels over a 10 week period that will be given out in addition to the usual food allocations given. 2) That the Mayor presents the cheque to a representative of the Deal Area Foodbank with a photo publicity and a press statement organised by the DTC officers (P) SC (S) ME 9 for 1 abstention motion carried.	R.F.O.  DTC Officers

9.	<b>Public Spaces Protection Order:</b> Members RESOLVED: to accept the Public Spaces Protection Order with no changes (P) SB (S) LK All agreed.	
	<b>Resolution to exclude the public:</b> Members RESOLVED: To exclude the public on the grounds that the information to be discussed is of a confidential nature taken at 8.18pm. (P) CT (S) ME All agreed.	
10.	<b>Draft Budget 2021-22:</b> <ul style="list-style-type: none"> <li>i) Following debate members RESOLVED: to accept the draft budget for recommendation to Full Council as presented by the R.F.O. including amendments as proposed by Cllr Beer. The new line added for Christmas lights to be controlled by a procedure that is to be agreed by a future meeting of this committee.(P) SB (S) LK All agreed.</li> <li>ii) Following debate members RESOLVED: to recommend to Full Council that the Precept Demand for 2021-2022 is to be based upon an increase of 2.5% on the 'Band D' equivalent raising it from £58.01 to £59.46.(P) SB (S) LK 9 for 1 abstention motion carried.</li> <li>iii) Members further RESOLVED: to recommend the agreed budget and Precept Demand to Full Council for final decision at the January Full Council meeting. P) DC (S) LK 9 for 1 abstention motion carried</li> </ul> <p>The Chairman closed the meeting at 9.20pm</p>	
	<b>Date of next meeting 19<sup>th</sup> January 2021</b>	



Budgets as agreed by  
FC 27/1/2020

**Budget**  
**2020/21**

**Position**  
**30/11/20**

**Budget**  
**2020/21**

**Position**  
**30/11/20**

<b>Budgeted Income</b>	<b>£</b>	<b>£</b>		<b>Budgeted Expenditure</b>	<b>£</b>	<b>£</b>	
Precept	396,109	396,109	100%	<u>Salaries/Pensions</u>	257,594	166,326	65%
Bank Interest	2,000	222	11%	Extrenal DPO	1,000	840	84%
Allotment Income	4,000	4,126	103%	Premises (running costs)	18,500	11,144	60%
Town Hall Hire	10,000	1,302	13%	Insurance	5,500	-	0%
Wed/Fri Market	5,000	321	6%	Mayoral Travel & subsistence	100	-	0%
Saturday Market	22,000	6,773	31%	Staff Travel & subsistence	100	-	0%
Braderie Income	4,440	-	0%	Clir Travel & subsistence	100	-	0%
VIC Income	1,500	280	-19%	T/H Car Lease & Fuel	4,044	2,391	59%
	<u>445,049</u>	<u>408,574</u>	92%	<u>General Admin</u>	12,800	9,438	74%
<b>Supporting Income</b>				Clir Training	1,000	-	0%
Earmarked reserves	115,321	10,531		Staff Training	2,000	100	5%
2019/20 Provisions	16,306	10,000		<u>Mayor/Deputy/TS Expenses</u>	3,000	129	4%
From/(to) reserves	92,579	-		Hospitality	2,750	54	2%
Coastal Communities	40,603	41,124		Clir. Allowances	4,800	3,775	79%
	<u>264,809</u>	<u>20,531</u>		Legal Advice	1,000	-	0%
<b>Total Budgeted Income</b>	<b>709,858</b>	<b>429,105</b>		Election Costs	6,500	-	0%
<b>INCOME (Other)</b>				Publicity	2,000	80	4%
VAT Refund		14,994		IT & Office Equip't	15,000	6,931	46%
Misc Income		5,000		Contingency	10,000	5,000	50%
		<u>19,994</u>		Ellis Whittam Services	3,060	-	0%
				Sat Market Profit Share (19/20)	2,500	-	0%
				Staff Uniform	400	-	0%
				Allotments	7,000	7,637	109%
				Braderie (-£2,300 vired to S/M)	-	-	-
				SITAwaste (-£2,000 vired to S/M)	3,500	3,513	100%
				Public Conveniences	37,000	-	0%
				Town Signage	500	-	0%
				Waste & Recycling	250	-	0%
				Annual Planting (+£4,000 from Coi	11,800	7,125	60%
				<u>Town Council Events</u>	5,000	-	0%
				General Advertising	750	-	0%
				Markets (+£2,300 +£2,000)	6,800	6,947	102%
				Youth Budget	1,000	-	0%
				Flags	500	-	0%
				Audit costs 2019/20	2,500	-	0%
				General Maintenance	4,000	798	20%
				Pat Testing	750	-	0%
				Boiler service & maintenance	500	-	0%
				Artefacts	500	-	0%
				Town Hall furniture/equipment	1,000	-	0%
				Window Cleaning	1,530	-	0%
				Deal Town Guide - reprint	1,000	-	0%
				On-going Town Hall Repairs	10,000	-	0%
				T/H Undercroft Cleaning	1,000	-	0%
				Community Contributions	10,000	10,000	100%
				Special Project Fund	10,000	1,754	18%
				Annual Grants	10,000	4,790	48%
				St Omer Twinning	1,000	-	0%
				DTC contribution to Station Impro	5,000	-	0%
				Town Plan	5,000	-	0%
				Cycle Friendly Deal	40,603	26,124	0%
					<u>532,231</u>	<u>274,896</u>	52%
				<u>Earmarked Reserves</u>	116,321	10,531	9%
				<u>Provisions</u>	16,306	10,000	61%
					<u>664,858</u>	<u>295,426</u>	44%

**Note 1: Capital Fund**

B/F 2018/19	26,189
Added 2019/20	-
Total	<u>26,189</u>
Less expenditure 2018/19	-
Balance	<u>26,189</u>

**Note 2: VIC - Excluding staff costs**

<b>Income</b>	
VIC Sales	416.91
ticket sales commission	11.06
	<u>427.97</u>
<b>Expenditure</b>	
Ticket purchases	358.50
Goods for re-sale	0.00
Running costs	349.85
	<u>708.35</u>
VIC Income	<u>-280.38</u>

**Note 3: Astor Theatre**

Grant from DDC	5000.00
Paid to Astor	5000.00
	<u>0.00</u>

**Note 3: Coastal Communities**

Grant from CCF	41124.00
CFD Spend	26123.50
	<u>15000.50</u>

DEAL TOWN COUNCIL

	Budget 2020/21	Position 30/11/20	
Detailed Expenditure	£	£	
<b><u>Salaries/Pensions</u></b>			
Salaries		144,360	
Pension Costs		21,966	
	257,594	166,326	65%
<b><u>General Administration</u></b>			
General Administration		8,116	
Subscriptions		208	
Petty Cash		1,115	
Robes & Regalia		-	
	12,800	9,438	74%
<b><u>Mayor/Deputy/T-S Expenses</u></b>			
Mayor Agreed Expenses		129	
Deputy Mayor Agreed Expenses		-	
Mayoress Agreed Expenses		-	
Town Sergeant expenses		-	
	3,000	129	4%
<b><u>Town Council Events</u></b>			
Town Hall Promotions		-	
Heritage Day		-	
Xmas events		-	
Mayoral Ceremonial event	150	-	
International Women's Day	250	-	
Charter Day		-	
Holocaust Memorial Day	250	-	
	5,000	0	0%
<b><u>Earmarked Reserves</u></b>			
Capital Fund	26,189	-	
Emergency Grant Aid	10,000	10,000	
Coastal Communities	500	-	
Town Hall Events	1,173	-	
Town Signage	1,250	-	
Artefacts	3,000	-	
Mayor's Parlour Refurbishment	17,250	-	
Market signage	500	-	
Table cloths	110	-	
Web Site Design	3,211	50	
Transport & Infrastructure	100	-	
Staff Training	1,457	-	
Annual Planting	481	481	
Air Pollution Campaign	100	-	
Carbon Roadmap (from Contingency)	1,000	-	
Special Projects	50,000	-	
<b>Total Earmarked Reserves</b>	<b>116,321</b>	<b>10,531</b>	<b>9%</b>
<b><u>2020/21 Provisions</u></b>			
Audit Provision 18/19	2,500	750	
Sat Market profit share 18/19	2,500	-	
Market Rates recharge	2,056	-	
Public Conveniences 18/19	9,250	9,250	
<b>Total Provisions</b>	<b>16,306</b>	<b>10,000</b>	<b>61%</b>

DEAL TOWN COUNCIL

BANK RECONCILIATION as at 30th November 2021		
Balance b/fwd	1.4.20	100.00
Receipts reconciled		766,384.23
Payments reconciled	-	766,384.23
Statement Balance c/fwd		100.00
Per Bank Statement No	B/L	100.00
Difference		0.00

Audited Reconciliation at 31.3.20		
Balance 1.4.20		2,236.60
Unpresented cqs		
Unbanked Cash		
101277	1,050.20	
101278	1,186.40	
		2,236.60
		-

PETTY CASH RECONCILIATION		
Balance b/fwd 1.4.20	216.62	
Expenses per schedule	-	
Cheques Cashed	1,114.65	
Balance c/fwd	1,331.27	
Cash in Tin	£1,331.27	
Claim form total	£ 340.00	OVER
£ 20.00	£360.00	
£ 10.00	£400.00	
£ 5.00	£95.00	
£ 2.00	£34.00	
£ 1.00	£63.00	
£ 0.50	£16.50	
£ 0.20	£16.20	
£ 0.10	£2.80	
£ 0.05	£2.10	
£ 0.02	£0.92	
£ 0.01	£0.75	
Total	£ 1,331.27	

CASHBOOK - as at 30th November 2021		
Balance b/fwd		100.00
CashBook receipts		766,384.23
CashBook payments	-	766,384.23
Cashbook Balance		100.00
Per Bank Statement		100.00
Less Cheques unpresented		
		-
		100.00
Plus Cash/Cqs not banked		
£ -		
Cash Book Balance		100.00
Difference	-	0.00

# **DEAL TOWN COUNCIL**

Balances as at 30/11/20

<b>RESERVE ACCOUNT</b>		<b>£</b>
Opening Balance		£ 466,789.04
Transfers from Current Account		£ 460,242.81
Transfers from Treasury Account		£ -
Interest received		£ 222.11
Transfers to Current Account		-£ 297,121.52
Transfers to Treasury Account		
Closing Balance		<u>£ 630,132.44</u>
Balance per statement	BL	<u>£ 630,132.44</u>
Difference		<u>£ -</u>
Interest received		
30/04/2020	£	91.72
31/05/2020	£	99.64
30/06/2020	£	5.42
31/07/2020	£	4.98
31/08/2020	£	4.28
30/09/2020	£	5.03
31/10/2020	£	5.63
30/11/2020	£	5.41
31/12/2020		
31/01/2021		
28/02/2021		
31/03/2021		
		<u>£ 222.11</u>

<b>TREASURY RESERVE DEPOSIT ACCOUNT</b>		<b>£</b>
Opening Balance		
Transfers from Reserve Account	£	-
Interest received		
Transfers to Reserve Account		
Closing Balance		<u>£ -</u>
Balance per statement	BL	<u>£ -</u>
Difference		<u>£ -</u>
Interest		
Interest is applied at end of term		
Interest received		
		<u>£ -</u>



[illegible]

## Account balances for all accounts as of 01/12/2020 reported in account currency

Where currency conversion was required, converted currencies are approximate and based on foreign exchange mid-rates.

Only accounts you have access to have been printed.

Cleared balances provide an indicative position for interest purposes only and do not guarantee finality. Items such as cheques can still be returned unpaid.

Account ID	Account number	Acc Ccy	Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
		GBP	01/12/2020	630,132.44Cr	630,132.44Cr	630,132.44Cr	630,132.44Cr	630,132.44Cr	630,132.44Cr
		GBP	01/12/2020	875.62Cr	875.62Cr	875.62Cr	875.62Cr	875.62Cr	875.62Cr
		GBP	01/12/2020	100.00Cr	100.00Cr	100.00Cr	100.00Cr	100.00Cr	100.00Cr

### Subtotals by account currency

Account ID	Account number	Acc Ccy	Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
	Balance subtotals by account currency	GBP	01/12/2020	631,108.06Cr	631,108.06Cr	631,108.06Cr	631,108.06Cr	631,108.06Cr	631,108.06Cr

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor D Cronk, Chairman of Finance & General Purposes committee  
All committee members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 13<sup>th</sup> January 2021  
**Subject:** Grants Sub-Committee recommendations

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The Grants Sub-committee held a remote meeting on 12<sup>th</sup> January to consider applications received for both Annual Grants and Special Project Grants.

Please find below the recommendations from the meeting:

**1. Small Annual Grant: - White Cliffs Ramblers Group.**

Following debate members scored the application 21 points out of a possible 28 using the approved score sheet. Members then RESOLVED:

*To recommend to the Finance & general purposes committee to offer a Grant for the full amount requested of £400 towards the cost of putting on the seventh annual walking festival in 2021 and to encourage the applicant to use sustainable printing methods where possible.*

**2. Large Annual Grant: - Evolution Boxing Gym.**

Following debate members scored the application 20 points out of a possible 28 using the approved score sheet. Members then RESOLVED:

*To recommend to the Finance & General purposes committee to offer a Grant for the full amount requested of £1,000 towards the cost of purchasing weights for the Evolution Boxing Gym.*

**3. Special Projects Grant - Supporting Youth in Deal District.**

Following debate members scored the application 22 points out of a possible 28 using the approved score sheet. Members then RESOLVED:

*To recommend to the Finance & general purposes committee to offer a Grant for £1,900 towards the purchase of 5 laptops and additional supplies by the applicant that will be made available to the Youth Hub .*

**NOTE:** Members further RESOLVED: That the Chair of Grants Sub-Committee will recommend to Full Council that the £1,000 balance remaining in the Youth budget is also donated directly to the Youth Hub towards this project.

#### 4. Dover, Deal CAB. –

Following debate members agreed that this application would be more suited to be considered as a Community Contribution Grant application rather than a Special Projects application and resolved to consider the application as a Community Contribution Grant application. Following further debate members RESOLVED:

i) *To recommend to the Finance & General purposes committee that a sum of £4,400 is Vired from the Special Projects grant fund to the Community Contributions Grant Fund to cover this application.*

Following further debate members scored the application 30 points out of a possible 33 using the approved score sheet. Members then RESOLVED:

ii) *To recommend to the Finance & General purposes committee to offer a Grant from the Community Contribution fund for the full amount requested of £4,400 towards the cost of setting up 4 new workstations to provide more access to their services.*

#### 5. Further Grants Rounds.

Members discussed the remaining balances in the various grant funds and RESOLVED:

*To recommend to the Finance & General purposes committee that a further Annual grants round just for small grants with a closing date of 28<sup>th</sup> February for applications is agreed and that it is widely advertised.*

#### **Decisions required**

Members to consider the above recommendations.

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor D Cronk, Chairman of Finance & General Purposes committee  
All Committee Members

**From:** Paul Bone – Responsible Finance Officer

**Date:** 13<sup>th</sup> January 2021

**Subject:** **Public Conveniences – Financial Support 2021-22**

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Please see attached correspondence from DDC relating to the financial support being requested for the Public Conveniences in King Street, Victoria Park and South Street Deal.

You will note that these include a reduction of £8,757.57 relating to a period in 2020-21 when the toilets were closed due to COVID-19.

This item was discussed at the last meeting of this committee in December and it was **RESOLVED:** to note the report and for the RFO to contact DDC for some clarification on the costs and report back to F&GP meeting in January.

I have now received this additional information from DDC: -

**King Street**

Removal of water heaters - **£ 90.82** ) two invoices  
Removal of water heaters - **£600.00** ) received for this work  
Replace pipes in service area & clear blocked drain - **£198.00**  
Replace time flow taps x4 - gents and ladies - **£250.00**

**South Street**

Replace pipework in pump room - **£190.00**

**Decision required:**

Members to consider the request for financial support from DDC relating to the Public Conveniences in King Street, Victoria Park and South Street Deal in 2021-22 of **£31,682.41**



Ms Lorna Crow  
Town Hall  
Deal  
Kent  
CT14 6BB

Date: 15 September 2020

Dear Lorna

### **Town and Parish Council Toilet Costs 2021-22**

First of all, may I thank you and your Council for the continued financial support given towards the running of Public Conveniences in your area during 2020-2021.

This year has been particularly challenging and the financial pressures on local authority budgets continue. As you are aware, we closed the public toilets following Government guidance from 23 March 2020 until 9 June 2020. During this time, we have continued to pay the insurance, NNDR and, again under Government guidance, we continued to financially support Monitor the cleaning contractor. We do however hope that we will have a small saving on the utility costs. As a gesture of good will I have included a refund on this invoice to reflect this closure. Should it transpire that Dover District Council receive compensation in relation to the toilets from central government this will of course also be passed on to your Council

Dover District Council will again need to seek grant support from your council for 2021-22 in order to help cover the running costs of these facilities. The Council has agreed not to recharge you the repairs and maintenance element of the expenditure for 2021/22 which we are hoping will help you at this financially challenging time.

Therefore, the costs that we are asking to be covered are calculated as follows:

#### **Cleaning Costs:**

This figure is the actual cost for 2020-21 and takes account of an additional cost increase due to the statutory increase in minimum wage

#### **Utility Costs:**

These figures are the actual bills paid for 2019-20

#### **NNDR:**

This figure is the actual cost for 2020-2021.

#### **Insurance:**

This figure is the actual cost for 2019-20

#### **Repairs and Maintenance:**

This cost are the actual costs for 2019-20 paid out for contractors and for jobs carried out by our Asset Maintenance Team. Please note this is for information only and have not been included in the proposed SLA.

Next year we plan to continue to calculate the costs in the same way so that in effect you are paying for the cost of running the toilets in arrears.



Dover District Council for 2021-22 is asking you for £31,682.41 as grant support and attached is the breakdown of the proposed costs.

Once you have confirmed that this is acceptable to you, I will send you the Service Level Agreement for you to sign. Please do not hesitate to contact me if you have any queries or concerns.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Foronda Smith'.

Foronda Smith  
Principal Facilities Management Officer

**TOILET COSTS 2021-22****King Street, Deal**

<b>Service</b>	<b>Cost</b>
Cleaning costs	£11,393.28
Utility costs: Electricity Water Sewerage	£1,129.51 £5,072.16 £0.00
NNDR	£2,944.10
Insurance	£81.05
Repairs & maintenance (see breakdown overleaf for information only)	
Covid-19 refund from 2020-21	£-4,239.09
<b>Total</b>	<b>£16,381.01</b>

<b>Works Description</b>	<b>Total Job cost</b>
Replace padbolt and lock to gents toilet door	£100.00
Apply Liquid roof covering	£1,870.93
P011791 Kings Street Toilet Repairs	£156.00
HIPPERSON BUILDERS ( M&E) LTD.	£90.82
HIPPERSON BUILDERS ( M&E) LTD.	£600.00
P013795 King Street PC Replace Split Valve	£205.00
P011896-SERVICE-King Street WC's - Electrical Installation Co	£140.00
P014281R King Street P/C Repairs dated 31/01/2	£198.00
TOILETS - KING STREET	£17.44
P013277-SERVICE-CLEAN/DESCALE ALL OUTLETS	£40.00
P013731 INVESTIGATE HAND DRIER CIRCUIT	£100.00
KING STREET WC	£172.74
P012684 VARIOUS PC WORKS AS PER INVOICE INV22	£250.00
	<b>£3,940.93</b>

**TOILET COSTS 2021-22****Victoria Park, Deal**

<b>Service</b>	<b>Cost</b>
Cleaning costs	£5,582.16
Utility costs: Electricity Water Sewerage	£-53.82 £993.86 £0.00
NNDR	£0.00
Insurance	£76.30
Repairs & maintenance (see breakdown overleaf for information only)	
Covid-19 refund from 2020-21	£-1,607.03
<b>Total</b>	<b>£4,991.47</b>

<b>Works Description</b>	<b>Total Job cost</b>
Remove exterior tap after damage	£100.00
Paint over Graffiti on toilet doors	£50.00
P012147 Victoria Park - Flushing and tap repairs	£198.00
P012569 Replace holders and flushing system	£300.00
P011901 Victoria Park WC's - Electrical Installation	£102.00
P013185 Repair & Replace Pipes	£190.00
VICTORIA PARK	£61.48
P013373 Replace Previously Vandalised Drier	£250.00
P014010 Repairs To Toilet Door	£204.00
P013401 SUPPLY & FIT HAGER DESIGN 30 METAL CONSUMER UNIT	£310.00
VIC PARK REPAIR TO DOORS	£325.00
	<b>£2,090.48</b>

**TOILET COSTS 2021-22****South Street, Deal**

<b>Service</b>	<b>Cost</b>
Cleaning costs	£11,448.72
Utility costs: Electricity Water Sewerage	£84.19 £0.00 £455.78
NNDR	£1,185.13
Insurance	£47.56
Repairs & maintenance (see breakdown overleaf for information only)	
Covid-19 refund from 2020-21	£-2,911.45
<b>Total</b>	<b>£10,309.93</b>



<b>Works Description</b>	<b>Total Job cost</b>
P011523 Updated Legionella Risk Assessment	£80.00
P012569 Reseal Pipes in Service Area and unblock gents	£190.00
P012926 South Street Toilet Repairs	£198.00
Toilet repairs	£26.36
P011900 Electrical Installation Condition Report	£119.00
SOUTH ST. WC - PADBOLT	£8.54
P014440 KEYS CUT AND LARGE KEY TAGS	£23.40
P013279 CLEAN/DESCALE ALL OUTLETS	£40.00
P012684 VARIOUS PC WORKS AS PER INVOICE INV22	£190.00
	<b>£875.30</b>

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor D Cronk, Chairman of Finance & General Purposes committee  
All committee members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 13<sup>th</sup> January 2021  
**Subject:** Town Hall – Electricity Supply

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Under the Zero Carbon Deal 2025 project plan Deal Town Council has, as part of the commitment to become a carbon neutral organisation, agreed to switch to 100% Green Energy.

The current contract for the supply of electricity for the Town Hall is with SSE. You will see from the attached table supplied by SSE that the current Business Energy supply only has 31% of the total energy supplied sourced from renewables.

I have managed to identify 100% Renewable sourced Business Energy supply tariffs with the following organisations: -

- British Gas - 100% Business Green future tariffs
- SSE - 100% Green Electricity & Green gas tariff.
- EON - 100% Green Electricity & Gas
- Scottish Power - 100% all fixed tariffs
- Haven Power - 100% Electricity only

These tariffs are all based upon a mixture of the following sources of power: -

- Wind power, where wind provides the mechanical energy to turn turbines
- Solar power, where sunlight is absorbed by photovoltaic panels
- Hydroelectric power, where fast-flowing water drives the turning of turbines
- Wave power, where the motion of waves drives tools like hydraulic pumps
- Tidal power, where the rise and fall of the tide pushes turbines

One problem in meeting the criteria for these business tariffs is that the annual Town Hall electricity usage is below the normal minimum requirement to qualify.

The exact pricing for business tariffs changes on a daily basis but as an example the price from Haven Power today for a 4 year fixed price contract would be 18.24p per KWh compared to our current cost of 14.198p per KWh.

**Recommendation**

Members are asked to consider delegating authority to the R.F.O. in liaison with the Chair of the Finance & General Purposes Committee to make the decisions on selecting the most suitable supplier and pricing, that can meet the requirements of providing a certified 100% renewable tariff, and entering into a fixed term contract of no more than 4 years for the supply of electricity to the Town Hall

**Decision Required**

Members to consider the above recommendation.



This table confirms the source of the total electricity supplied by SSE during the period from April 2019 to March 2020.

SSE Generation Mix (relates to electricity supplied in the period April 2019 to March 2020)		
Electricity supplied has been sourced from the following fuels:	Electricity supplied by SSE % of total	Average for GB (for comparison) % of total
Coal	8%	3.9%
Natural Gas	57%	39.4%
Nuclear	1%	16.6%
Renewable	31%	37.9%
Other	3%	2.2%
Total	100%	100%

Business customers supplied through our green contract options will receive higher levels of electricity from renewable sources. The table above provides the total for all supplied customers.

#### Environmental Impact

For information on the environmental impact of your electricity supply visit our website at [sse.com](http://sse.com) or write to us at SSE, PO Box 7506, Perth PH1 3QR.

##### SSE Radioactive waste calculations

0.000078911 g per kWh

##### SSE Carbon

318 g per kWh

SSE Business Energy is a trading name of SSE Energy Supply Limited Registered in England & Wales No. 03757502 which is a member of the SSE Group. The Registered Office of SSE Energy Supply Limited is No. 1 Forbury Place 43 Forbury Road Reading RG1 3JH

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor D Cronk, Chairman of Finance & General Purposes committee  
All committee members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 12<sup>th</sup> January 2021  
**Subject:** Town Hall – Energy Performance Certificate

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Public buildings with a total useful floor area of over 250 square metres are required to have an up-to-date Energy Performance Certificate and for the certificate to be lodged on the Government website and to be displayed in a prominent space within the building.

It is not clear if such a certificate existed when DTC took over the Town Hall from DDC, however under the Zero Carbon Deal 2025 project plan the Environment committee has called for an up-to-date certificate.

A certificate for a public building with a total useful floor area between 250 and 1,000 square metres is valid for 10 years.

Four companies offering this service in Kent have been contacted and have provided the following quotations for surveying the Town Hall to calculate the required detail, produce the certificate, lodge the certificate with the Government website and to also provide the Council with recommendations that they feel will improve the Carbon footprint of the Town Hall.

Details of the suppliers are provided in the attached Pink Papers

Company A) Martin (Dover) based: £310 including the lodgement fee of £40 on the Government website.

Company B) Ramsgate based: £370.00 Inclusive of the Government Lodgement registration Fees.

Company C) Maidstone based: £195 inclusive lodgement fee of £40 on the Government website.

Company D) London based with Kent office: £660.00 Inclusive of the Government Lodgement registration Fees.

**Decision Required**

Members to decide on the company to carry out this work