

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members
From: Mr P Bone – Deputy Town Clerk
Date: 24 March 2021
Subject: DTC Carbon Zero Initiatives

Information to note.

At the Full Council Meeting held on 23rd February the following resolution was passed:

B) Reject Recommendation 3) (i.e. not to hire consultants nor delegate authority to the RFO to produce a final Specification.)

C) Investigate the methods and associated costs of carbon offsetting and provide options ensuring best value for money for a future decision

D) Reallocate the £5000 originally earmarked for the possible hiring of consultants instead towards carbon offsetting costs or other carbon zero initiatives. (P) LK (S) TB All agreed. 8 for 3 against

As the first stage of these actions, the Zero Carbon Plan has been reviewed by the project officer to identify those things that, given sufficient time and resource, could be carried out by existing staff and those that would require assistance from others if they are to continue.

This document is a work-in-progress and will come back to Council for decisions when more detail has been added.

Please see attached (Attach 17a) updated Zero Carbon Plan with the addition of a limited indicator – traffic light system - of officer time.

Zero Carbon Plan Outline 2021-2025

Following the work undertaken over the last year and the initial LGA Carbon Accounting Tool Results, below is an amended list of actions to help the Town Council to achieve its goal of Zero Carbon Emissions (Green House Gas Emissions) by 2025.

This list is as near as we can get, internally, at this stage to the Green House Gas Protocol.

This list does not identify funding sources for the necessary activities. We have missed the opportunity to win funding to utilise professional skilled advisers to help create a Heat Decarbonisation Plan and the funding to implement a Heat Decarbonisation Plan. Councillors and Officers will need to be on the lookout for future funding opportunities.

This list does identify where professionals will need to be engaged to undertake specific specialist activities. This will avoid the Council from making further erroneous decisions.

This list will evolve as more work is carried out and a deeper understanding of the issues around this journey to Net Zero are learnt.

This list may make Deal Town Council Energy Positive if localised renewable sources of energy can be deployed.

This list does not meet the full ambitions of the Climate Emergency Declaration made by this Council in 2019.

This list does not address the ecological emergency of the biodiversity collapse.

This list does provide a limited indicator – traffic light system - of officer time.

Deal Town Council Climate Emergency Activities for Carbon Zero Road Map – Target 2025

Scope 1 – Direct Emissions

Activity	Status	Target Date	Annualised Emissions	Actions to reduce further	Target Emission 2025	Who	How	Offset	Time
Vehicles -Mayoral Transport: Lease Hybrid Electric Car	Agreed at Full Council	Complete	0.25	Minimise use Synthetic fuel		All	-	Annual offset due to the carbon footprint of the car production & diesel	
Vehicles -Mayoral Transport: Lease Fully Electric Car	To go to Full Council	2024		New Mayoral Vehicle		RFO / F&GP	New lease -	Annual offset due to the carbon footprint of the car production	
Town Hall - Fuel Combustion: New Energy Performance Certificate	Resolved by C&EET&FAC	2020	n/a	n/a	n/a	RFO / external registered assessor	Appoint Registered Assessor (RFO)	n/a	
Town Hall - Fuel Combustion - energy performance improvements	Resolved by C&EET&FAC	Not set	-	-	-	-	-	-	
Complete a Heat Decarbonisation Plan (HDP)		July 2021	n/a	n/a		PjO/RFO	Utilise existing records and data	n/a	

Implement the Heat Decarbonisation Plan (HDP)		October 2024	n/a	n/a	5	PJO / RFO / PO	Complete actions with specialist providers	Until the Electricity Grid is Zero or DTC switch to off-grid electricity, there will be a need to off set	
Town Hall – Fuel Combustion – Review Gas Boilers	Awaiting guidance	Not Set	RFO	Reduce use Use Green Gas (Ecotricity) Replace	-	-	-	-	
Town Hall – Fuel Combustion – Switch to Green Gas		Not Set	15.82	Promote Green Gas	tbc	RFO / F&GP ecotricity gas	Switch to Ecotricity Green Gas	Until the Gas Network is more green/synthetic then there will be a need to offset	
Town Hall – Fugitive Emissions – Gas supply pipes assessment	Will go to Full Council	Not Set				PO	Registered External Assessor		
Water Supply Pipes Survey	Will go to Full Council	Not Set				PO	Registered External Assessor		
Waste-water drains checked	Emergency Decision, Councillors' advised	Complete	unknown	Regular Maintenance	0	Done	RFO commission regular inspections and maintenance	No	

Scope 2 – Indirect Emissions

Activity	Status	Target Date	Annualised Emissions	Actions to reduce further	Target Emission 2025	Who	How	Offset	Time
Town Hall – Electricity Supply	F&GP Commitment	Not Set	3.89	Switch to 100% Renewable Electricity (actual not traded i.e. Ecotricity)	1	RFO / Ecotricity	When contract allows NB: not calculated as zero as supply from the national network	Until the Electricity Grid is Zero or DTC switch to off-grid electricity, there will be a need to off set	
Town Hall – Energy Monitors	Environment Committee to decide	Not Set	n/a	Research and instal	n/a	PJO / RFO	Intelligent Metering /	n/a	
Town Hall – Energy Monitors	To go to Full Council	Not Set	n/a	Ensure heating adjusts to hydrosat	See above	PJO / PO	Instal Hydrosat system for first floor / Supplier	n/a	
Town Hall – heating: subject to HDP	To go to Full Council	Not Set	See above	Minimise ground floor heating requirements	See above	PJO / RFO / PO	Instal under-floor heating on the ground floor served by a heat pump	Offset embedded carbon in equipment and installation	
Town Hall - energy	To go to Full Council	Not Set	See above	Powering up renewables	See above	PJO / DDC / PO	Calculate cost and value of installing	Offset embedded carbon in	

performance improvements – install solar PV Panels: Subject to HDP							solar PV on roof with external suppliers. Investigate planning requirements	equipment and installation	
Town Hall - energy performance improvements – install solar thermal tubes	To go to Full Council	Not Set	See above	Powering up renewables	See above	PJO / DDC / PO	Calculate cost and value of installing Thermal Solar on roof with external suppliers	Offset embedded carbon in equipment and installation	
Town Hall - energy performance improvements – draught proofing analysis	To go to Full Council	Not Set	See above	Powering down energy need	See above	PJO / DDC / RFO / PO	Obtain a specialist report on appropriate draught proofing measures (not increasing humidity)	n/a	
Town Hall - energy performance improvements – draught proofing implementation	To go to Full Council	Not Set		Powering down energy need		PJO / DDC / RFO / PO	Implementing recommended measures	Offset embedded carbon in equipment and installation	
Town Hall - energy performance improvements –	To go to Full Council	Not Set		Powering down energy need		RFO / PO	Install secondary glazing on windows – Chamber, Mayor's	Offset embedded carbon in equipment and installation	

insulation: secondary glazing							Parlour, Committee Room, Kitchen and store.		
Town Hall - energy performance improvements – insulation: window shutters	To go to Full Council	Not Set		Powering down energy need		RFO / PO	Install shutters for Chamber Windows in keeping with the historical nature of the space	Offset embedded carbon in equipment and installation	
Town Hall - energy performance improvements – insulation: roof space	To go to Full Council	Not Set		Powering down energy need		RFO / PO	Check roof space insulation and if necessary improve	Offset embedded carbon in equipment and installation	

Scope 3 – Indirect Emissions

Activity	Status	Target Date	Annualised Emissions	Actions to reduce further	Target Emission 2025	Who	How	Offset	Time
Town Council Purchases – Carbon Footprint assessment form	To go to Full Council	Not Set	Tbc	Implement process to reduce emissions from purchases	tbc	PJO / RFO	Research and draft GHG assessment form. Act on results. Concentrate effort on regular purchases i.e. IT	Yes	
Town Council Sustainable Planting Review	F&GP	Not Set	-	-	-	-	-	-	
Town Council Sustainable Planting – cease using: <ul style="list-style-type: none"> Peat based compost Synthetic fertilisers Animal manure Imported plants 	To go to Full Council	Oct 2021	tbc	Minimise ongoing work GHG emissions i.e. No dig, no fossil fuel use, no fertilisers, no animal manure, no imported plants, no peat based compost	0	PJO / RFO	Work Completed but GHG emissions now needs to be calculated on project and ongoing maintenance	To be done. Offset to be calculated based on emissions from soil change, plants supplied, project implementation and ongoing activity	

Town Council – Rainwater Harvesting	Full Council decided	Not Set	-	-	-	-	-	-	-
Purchase Land for re-wilding	Awaiting Guidance	Not Set	-	-	-	-	-	-	
Encourage active commuting: <ul style="list-style-type: none"> • Staff Commuting Survey • Councilor Commuting Survey • Install Covered Cycle Parking • Cycle2Work Scheme 	Environment Committee to explore	Not Set		Minimise the need to commute Campaign for Hybrid Council meetings	0	PJO / RFO	Officer and Councillor Travel Survey. Work with KCC Active Travel Team. Research utilising GIKI PRO	Yes	
Encourage more Working From Home	To go to Full Council	2020	Tbc	Understanding of GHG Emissions created by WfH		PJO / RFO	Research utilising GIKI PRO	Yes	
Eliminate single plastic use – Council Operations	Full Council Decision	Complete		Monitor waste and report problem peaks		PO / RFO	Address plastic peaks	Yes	

Eliminate single plastic use – Town Hall Hirers	Full Council Decision	Not Set		Monitor waste and report problem peaks		EO	Address plastic peaks	Yes	
Eliminate single plastic use – Town Hall Caterers	Full Council Decision	Not Set		Monitor waste and report problem peaks		EO	Address plastic peaks	Yes	
Eliminate single plastic use – Undercroft Hirers	Full Council Decision	Not Set		Monitor waste and report problem peaks		PO	Address plastic peaks	No	
Eliminate single plastic use – Market Traders	Full Council Decision	Not Set		Monitor waste and report problem peaks		CHE	Address plastic peaks	No	
Eliminate single plastic use – Braderie Traders	Full Council Decision	Not Set		Monitor		Tbc	Ban non-compliant traders	YES	
Waste Review	To go to Full Council	Not set		Reduce waste and collections Paper shred only what is essential		PO	Monitor waste over a six month period and create action plan for maximum reduction	n/a	

Reduce Waste & reduce collections	To go to Full Council	Not Set				PJO / PO	Adjust activities and purchases to minimise waste where appropriate	Yes	
Calculate Waste Carbon Footprint	Await Guidance	Not Set				PO		Yes	
Investment Review	F&GP Instruction	2020/21		Ensure funds not invested in activities related to GHG emissions		RFO / PO	Research non GHG emission investment options	No	
Business Travel – Use DTC Hybrid Vehicle	Full Council Decision	On going		Minimise the need to travel		All		Yes	
Business Travel - Emission calculation to be added to mileage claim form	To go to Full Council	Not Set		Revise Business Travel guidelines own vehicle last option		RFO / PJO	Research & re-write procedure. Use national emission figures for each option	Yes	
End of Life Process for assets i.e. electrical equipment	To go to Full Council	Not Set		Reuse then recycle		PJO / RFO	Research & re-write procedure	Yes	

Grant Recipients – Carbon footprint section in application	To go to Full Council	Not Set					PJO / RFO	Research and write GHG emission form	Recipients Not DTC	
Market Traders – Carbon footprint impact form	To go to Full Council	Not Set					PJO / MO / RFO	Research and write GHG emission form	Traders not DTC	
Allotments – install rainwater harvesting	To go to Full Council	2022			Minimise tap water usage		PJO / AO / RFO	Survey, research and write proposal	Yes – initial purchase	
Allotments – Ban: Synthetic fertilisers <ul style="list-style-type: none"> • Peat-based compost • Animal Manure • Bonfires 	To go to Full Council	April 2022					PJO / AO / RFO	Research and develop policies to be included in tenancy agreements	No	

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members
From: Mr P Bone – Deputy Town Clerk
Date: 24 March 2021
Subject: Annual meeting of the Council

Update from NALC

*The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, **before 7 May 2021**. This means that, without any further action from the government, all local authorities including local councils must return to face to face meetings from 7 May. NALC is working with a number of national bodies to press the government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. However, at this time government has no plans to extend these regulations and so councils should start preparing for the real possibility of face to face meetings from May.*

NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. The guidance below has been written to help local councils prepare for the scenario that remote council meetings cannot lawfully take place from 7 May 2021. There is still much uncertainty around how legislation or COVID-19 risks may change over the coming weeks and months. NALC will update this guidance as the situation evolves. Each council will have to decide which course of action will best fit their needs and manage risks.

To help local councils prepare for this possibility some advice and suggestions are below: Consider what council business can be conducted before May so that the council can dedicate time to those issues in remote meetings. The more discussion and decisions you can conduct in remote meetings means the council can aim to hold fewer and shorter face to face meetings after May.

This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required.

Where possible, consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely

Consider when the council does need to meet face to face, and whether meetings can be delayed to later in the year when the potential COVID-19 risk may be further reduced.

The Annual Town meeting is scheduled for 27th April and can continue on the planned date with a remote meeting including guest speakers joining remotely.

The Annual Meeting of the Council must be during May and is scheduled for 25th May. As during May indoor meetings of the size required will not be allowed under the current lockdown rules, the date for the Annual Meeting of the Council will need to be moved to allow for a remote meeting between the 1st and 6th May.

Recommendation

The date for a remote meeting for the Annual Meeting of the Council is set for Monday 3rd May, Wednesday 5th May or Thursday 6th May

Decision Required

Members to select the most suitable date for a remote 'Annual Meeting of the Council'.

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members
From: Mr P Bone – Responsible Finance Officer
Date: 24 March 2021
Subject: Delegated Powers

Further to the update from NALC in the previous agenda item, KALC have recommended that all Councils review their delegated powers including delegated spending limits to cover situations that may arise if it is not possible to hold face-to-face meetings after 7th May due to social distancing guidelines.

Deal Town Council already has robust delegated authority for the Town Clerk to act on behalf of the Council in emergency situations but as Responsible Finance Officer, I am recommending that the level of the spending limits delegated to the Town Clerk are increased when using the delegated authority to act on behalf of the Council in emergency situations.

The current limits as set out in Clause 4 of Deal Town Council's Financial regulations relating to the Town Clerk are:

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£5,000];*
- a duly delegated committee of the council for items over [£500]; or*
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].*

And

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Recommendations

To add to the last bullet in 4.1:

- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500] **normally or [£5,000] when acting under delegated authority to act on behalf of the Council in an emergency situation.***

And

Amend the limit in 4.5 from £500 to £2,000

Decision Required

Members to consider the above recommendation.

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members
From: Mr P Bone – Deputy Town Clerk
Date: 24 March 2021
Subject: iTree Training

At a meeting of the Environment Committee held on 26th October 2020 the following resolution was passed: *To delegate to the Chair and Officers to work up a proposal for presentation to Full Council for a decision to provide training on iTree Eco, having sought quotations from suitably qualified providers and identifying a source of funds. Interested stakeholders, including Neighbouring Parish Councils to be contacted about willingness to attend a training session on iTree Eco and the potential for collaborating with a mapping project. To delegate the Chair and RFO to work on this proposal identifying a source of funding.*

Since that date, officers have contacted many potential suppliers of training and also contacted the Arboricultural Association for assistance.

All enquiries have come back indicating that there is only one source of this training that we can identify who is happy to provide a quotation for these services. (please see attached quotation in your pink papers).

Note: Although the timetable dates in the quotation have now passed whilst officers tried to find alternative suppliers, the supplier has confirmed that the prices remain valid.

The total contract price in this quotation is £2,880. Under Deal Town Councils financial regulations, it states in Clause 11.1h. *where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates.*

Recommendation

Members are asked to consider accepting the quotation from Treeconomics with funding coming from the Environment Fund (Current balance £46,000) and to proceed with contacting Interested stakeholders, including Neighbouring Parish Councils about willingness to attend a training session on iTree Eco and the potential for collaborating with a mapping project.

Decision Required

Members to consider the above recommendation.



**Deal Town Council
Request for Tender
25/1/2021**

Deal Town Council i-Tree Eco Virtual Training

Submission to	Paul Bone Responsible Finance Officer Deal Town Council Paul.bone@deal.gov.uk
Queries to	Kelly Lawrence Committees Clerk Deal Town Council Kelly.lawrence @deal.gov.uk
Timetable	
Request for Quote	25/1/2021
Quote Submissions Deadline	4/2/2021
Quote Award Notification	26/2/2021
Completion of virtual training	Wednesday 31 st March 2021

Overview

Deal Town Council is made up of 15 Councilors from three Wards: Middle Deal; Mill Hill; & North Deal.

Town Councils, like Parish Councils, are the most representative bodies within the UK democratic framework. In Deal, 15 councilors represent 26,200 citizens, which is a ratio of 1 councilor for 1,747 people. In comparison, the MP for Dover is a single person representing 102,530 people.

The Town Council operates out of the Town Hall with eleven members of staff working full time or part time. It works closely with Dover District Council and Kent County Council to serve its citizens.

Deal Town Council's core activities are:

- Owns & Manages Deal Town Hall
 - Hires spaces for weddings, receptions, meetings, training
 - Undercroft hired to charities for table-top sales
 - Various events throughout the year i.e.
 - Heritage open Weekend
 - Holocaust Memorial Day
 - International Women's Day
- Manages the Visitor Information Centre
 - Open two weekday mornings
- Issues grants to local organisations
 - In 2018/19 29 organisations received £25,332.80
- Mayoral Office
 - Mayor represents the Town at events across the County
- Markets
 - Manages the Saturday Market in Union Road Car Park
 - Manages the Wednesday Market in the Undercroft (currently suspended)
- Braderie
 - Manages the annual street fayre (cancelled in 2020)
- Allotments
 - Rents 80 plots to residents at three allotment sites:
 - Golf Road

- Mill Hill
 - Park Avenue
- Planning
 - Consultee to Dover District Council for planning applications
- Committees & Working Groups
 - Finance & General Purposes
 - Planning Committee
 - Transport & Infrastructure Committee
 - Environment Committee
 - Grants Sub-Committee
 - Town Plan Steering Group
 - Cycle Friendly Deal Management Group

The Brief

Deal Town Council is seeking a suitably qualified provider to deliver virtual i-Tree Eco training to Councillors, officers, volunteers and representatives from neighbouring Parish Councils.

Aims

- This training is to enable the attendees to utilise i-Tree Eco to map the current tree stock across the Deal Urban Area.
- This will allow an understanding of what tree assets are in the area
- Enable the Parish Councils to better protect the existing trees
- Develop plans for new tree planting
- Gain an understanding and connect effectively with regional and nation tree planting initiatives by organisations such as The Woodland Trust and Kent Wildlife Trust

Methodology

Phase 1 – Planning & Preparation Support and Guidance (1.5 days)

1. Provide an overview of the i-Tree Eco software to key partners and stakeholders of the project.
2. Support Deal Town Council in defining the methodology, key outputs, aims and objectives. This will inform sample plot distribution, data collection by volunteers, and the final project outputs. All training will be tailored to meet the requirements of this plan. Examples include; Define and confirm the study area, finalise project parameters, minimum number of plots; project stratification; sample plot placement methodology, agree information to collect, agree output data, agree timeline.
4. Treeconomics can either support and guide, or, complete the distribution of plots using GIS and create plot maps for surveying.
5. Treeconomics can either support and guide, or, complete the set-up for the project in i-Tree Eco.

Phase 2 - Field Work (3 x 0.5 day sessions)

1. Treeconomics to provide virtual (via Zoom) training to field surveyors. The training will be tailored to meet the needs of volunteers new to tree surveying, and specifically to cover data capture and data entry into the i-Tree Eco web-app, as per the agreed approach in Phase 1. Field data capture training sessions, will require two half day, directed sessions and two independent practical learning development sessions. There is an additional 1/2 day allocation for ad-hoc training, technical assistance and advice. Independent sessions will be supported via question and answer debrief sessions as part of the virtual training programme.
2. Deal Town Council and their field surveyors will follow the i-Tree Eco Field Guidance, supplemented to fulfil the wider project objectives (e.g. asset valuation). In overview, data collection will cover: Land use description and ownership; Tree survey: key biometric measurements required by i-Tree Eco, plus estimated life expectancy; Other vegetation including shrub presence (to be agreed in Phase 1); Photography - essential for Quality Assurance and reporting.
3. Survey data will be entered directly into the i-Tree Eco web-app, for consistency and cost-efficiency. All surveyors will be taught use of the web-app and submission process during training sessions, including pitfalls to prevent data loss.
4. Health-and-safety. All work will be fully risk assessed by Deal Town Council, and all volunteer surveyors will be required to sign the risk assessments and comply at all times with their requirements. Risk Assessments will be provided to Deal Town Council for approval.

Phase 4 – Data analysis and results (2 days)

1. We will train Deal Town Council in the use of i-Tree Eco to analyse the data and report on the findings of surveys. Familiarisation with the tool will enable Deal Town Council to further interrogate the data within i-Tree at any time in more detail in future.
2. Treeconomics would suggest that calculations to translate data into UK-based values as opposed to the US focussed outputs are carried out by Treeconomics, and returned in XLS format to Deal Town Council for reporting. The reason for this, is this stage is slightly more complex, and would likely be more cost-effective to do complete the task, than to provide training.
3. Treeconomics will review the datasets with Deal Town Council and support the analysis and interpretation of data before reporting.

Timescales

Phase 1 - Planning & Preparation February - March 2021

Phase 2 - Field Work, Data Collection & Input Training March-April 2021

Allowing for data capture and input during the summer.

Phase 3 - Data Analysis and Results

September - October 2021.

Treeconomics propose the above 'phased' support programme to provide the training at each stage of the project, however this can all be grouped into one 5 day block if required.

Can be launched within 1 month of instruction and ensure completion by deadline date stated above; Wednesday 31st March.

Experience & Knowledge

Danielle Hill; Urban Forest Consultant and Project Manager

Professional Career: Urban Forest Consultant - Treeconomics; Volunteer - South West Lakes Trust.

Relevant Skills: i-Tree Eco Sample Plymouth Project Lead, i-Tree Eco Sample Cambridge Project Lead, i-Tree Eco Sample Cambridge Fieldwork Trainer, Urban Forest Ecosystems Analysis, Cost Benefit Analysis, Tree and Green Infrastructure Benefit Models, Geographical Information Systems, i-Tree Eco, Report Writing.

Qualifications: BSc Environmental Science - University of Plymouth. PGCE Primary Science Specialism - University of Plymouth

Professional Experience:

- Natural Flood Management Feasibility Study for Highways England & Collaborative Partners
- Project Lead and co-ordinator of Eco Sample projects
- i-Tree Eco Surveying
- Author of i-Tree Eco and Canopy reports, Policy review.
- Outdoor Recreational Value (ORVal) Reports

Your Business

Treeconomics works internationally with community groups, research organisations, public bodies, municipalities and private business to complete projects which highlight the value of trees.

Treeconomics works to understand how trees improve our urban spaces, making them better places to live.

We aim to demonstrate that trees are part of the solution for many of our urban problems – be that air pollution, climate adaptation, crime, or manifold others.

With towns and cities housing the largest populations of people, our Urban Forests hold the greatest potential to improve health and wellbeing, and stand at the frontline against Climate Change.

Treeconomics has successfully delivered similar projects in towns and cities across the UK including: Cambridge, Luton, Torbay, Sidmouth, London, Exeter, Plymouth, Oxford, Oldham, Wycombe, Camden, Ealing and Southwark.

Treeconomics is a public limited company and the directors are Kenton Rogers and Keith Sacre.

Contact Details

Danielle Hill Urban Forest Consultant

danielle@treeconomics.co.uk

01392 249170 or 07710 637997

Your Costs

Phase	Requirements	Unit Rate (inclusive of VAT at 20%)	Total cost/ requirement
Phase 1 Planning & Preparation	i-Tree Eco Tool overview. Project setup, confirm parameters and timeline. Plot Sample Distribution using GIS,	£576/day	£864
Phase 2 Fieldwork	To deliver Virtual Volunteer Training (3 half day sessions) Provide digital support materials for filed word and data upload to i-Tree Eco and provide technical support field campaign.	£576/day (2 trainers required)	£864
Phase 3 Data analysis and reporting	To calculate Ecosystem Service Values using i-Tree Eco and provide data in .xls spreadsheet	£576/day	£576
	To train and support Deal Town Council in data analysis and reporting.	£576/day	£576
	TOTAL COST OF DELIVERING THE PROJECT TO THE SPECIFICATION		£2880

Clarifications

Please email questions to Kelly.lawrence@deal.gov.uk

Your questions and answers will be circulated to everyone who has been requested to quote. These will be anonymised.

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members
From: Mr P Bone – Deputy Town Clerk
Date: 24 March 2021
Subject: Deal Land Train

Deal Town Council has been contacted by Vicky Corney-Young of the 'The Deal Land Train Company' requesting a letter of support for their proposal to run a land train within Deal and Walmer.

DTC's project officer has already mentioned to Vicky that Route 2 is not really an option as DTC already get regular complaints about the shared path from Deal Castle down to Walmer also asking if they have contacted Walmer Parish Council for their views.

Please see attached documents Marked 'Attach 20a'

NOTE: Due to size of some attachments they have only been supplied as electronic attachments.

Further to this request, The Deal Land Train Company have identified a second hand electric land train that they intend to purchase and are requesting any financial support that Deal Town Council can provide.

Please see attached documents Marked 'Attach 20b'

Decisions Required

Members to consider the above requests.

Dear Mr Bone,

Adrian Oliver has kindly given me your details to get in touch regarding my proposal to run a land train within Deal and Walmer.

I have been fortunate to discuss my plans with Cllr Oliver Richardson and have been working with Dover District Council on our proposal (a land train for Deal and Walmer and one for Dover).

To be able to obtain a VSO (Vehicle Special Order) licence from the Department of Transport, to run a land train, support and permissions have to be obtained from the local council, like yourselves, Kent Police, Highways England and KCC Highways.

I have been working with Chris Townend from DDC as well as representatives from the other government bodies mentioned, to introduce ourselves and the concept of the land train, to gain approval for the licence. Deal Town Council however, will be the decision makers when it comes to the route, with the other governing bodies looking at the impact on the road networks.

Our plan is to be able to have a land train up and running in Deal and Walmer this summer and if possible in time for The Open in Sandwich. We believe that our land train will help encourage tourists to visit multiple sites within Deal and Walmer and support the town as a whole.

With this timeframe in place, we would need this route proposal to be considered before the end of March. Beyond this point, we would likely miss being operational in time for The Open.

I have included a copy of our brochure as well as 2 proposed routes. We favour route 1 which is road based, however, as part of the route is on a 40mph road, approval from KCC Highways will be needed as well as an extensive Risk Assessment, which we will undertake. Route 2, misses the 40mph zone by utilising the cycle path that follows the seafront. This is an alternative option and again, this route can be adapted as there are several access points onto the cycle path from a 30mph area.

What we would like from Deal Town Council is approval of their preferred route and a letter of support for the land train to operate so we can accompany this with our VSO application.

I would be more than happy to answer any questions you may have or discuss our proposal at a time that is convenient to you.

I look forward to hearing from you.

Kind regards

Vicky Corney-Young
The Deal Land Train Company

Hi Paul,

Thank you for including the request for a letter of support for the Land Train to be discussed at the next council meeting. That is much appreciated.

If there is any funding available via Deal Town Council that we could be considered for, that would be greatly received.

I have attached details regarding the previously owned Electric Land Train that has been made available to me for consideration.

As I previously mentions, this is the only second hand electric train available in Europe at present and it would be a shame to miss this opportunity.

The train comes with 3 carriages and at least 1 of the carriages has a disability accessible ramp (as shown in attachment). We are having to pay an additional premium to have covid-19 screens put in as this will also give our riders so extra piece of mind. The trains total cost including delivery, is approximately £130,000

With regards to financing for this project, we have invested £34,000 of our own money and will be securing additional funding through mainstream lending.

We have been fortunate to be included in the Visit Kent/Interreg Experience Development Program which aims to increase our business visibility to the public. This program looks to encourage tourists to our business which we hope will escalate to other businesses in the Deal area.

I am awaiting a full quote for this land train including any VAT and delivery charges to be added and as soon as I have this, will forward it on to you for inclusion.

I have approached Chris Townend at Dover District Council and Walmer Parish Council regarding any funding options that may be available also.

If you have any other questions or need any additional information to be able to include our request to be considered for a grant, please let me know.

Kind regards

Vicky Corney-Young
The Deal Land Train Company







DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members
From: Mr P Bone – Deputy Town Clerk
Date: 22 March 2021
Subject: Cinque Ports Speaker

Please find attached correspondence from the joint solicitors for the Cinque Ports Confederation.

Decisions required: Members to consider the response from Deal Town Council.

Cinque



Ports

Legal Services
Hastings Borough Council
Muriel Matters House
Breeds Place
HASTINGS
TN34 3UY

Your Ref:

17 March 2021

Dear Town Clerk/Member

You may be aware that there has been a proposal raised to give Rye another year at holding the office of 'Speaker' due to the circumstances of the global pandemic and the fact that none of the usual social and ceremonial events have been possible, during the last 12 months.

This would normally be a matter for decision by the Standing Joint Committee but, as things stand, the earliest such a meeting could be held is 21 June 2021, by which time the Speakership would have passed automatically to New Romney, on 21 May 2021. Whilst there is no legal basis currently to prevent the automatic rotation of the Speakership, it is clear that there is a lot of support for this proposal amongst members. If it is the general view of the member towns that Rye should hold the Speakership for a further year, until 21 May 2022, and in the current exceptional circumstances, perhaps this could be agreed informally at this stage and ratified at the next Standing Joint Committee. It would be on the basis that this is a decision based only in these unique circumstances. There is no intention to create a precedent.

If this course of action is to be adopted a decision to do so in principle needs to be taken before 21 May 2021. No doubt you will want to consult with others on this proposal but we would be grateful if you could email the Joint Solicitors with your agreement or otherwise as soon as you are able to. We would ask all members to respond please, by 30 April 2021 at the latest. Unless a clear majority of the member towns support the proposal then, in the absence of any strictly legal basis for such a decision at this stage, the automatic transfer of the Speakership will take place on 21 May 2021.

The Joint Solicitors will then take a report to the next Standing Joint Committee which will include all members comments to ratify the decision.

Yours faithfully

Joint Solicitors

Christine Barkshire-Jones

Rob Cowan (

)g)

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members
From: Mr P Bone – Deputy Town Clerk
Date: 22 March 2021
Subject: Mayor's Charity

During the past year the Mayor has not been able to hold events to raise money for her chosen Charities due to the Covid pandemic.

The Mayor's Charity Account currently stands at £875.62

During the past year, as the Mayor and Deputy Mayor have not been able to host or attend events to support these Charities, the Mayoral expenses account will have an unspent balance of £2,521.54 at the year end.

The Mayor has requested that Council consider transferring this unspent balance to the Mayors Charity fund to bring the total to £3,397.16 that can then be divided between her previously agreed chosen Charities.

Recommendation

Members to consider the request from the Mayor to transfer the unspent balance of the Mayoral expenses account to the Mayor's Charity Account.

Decisions required: Members to consider the above recommendation.

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members
From: Mr P Bone – Deputy Town Clerk
Date: 24 March 2021
Subject: Safer Streets for Women

The following request has been received from representatives of 'Reclaim These Streets Deal'.

Following the dreadful murder of Sarah Everard, 40 women in Deal formed a group of RECLAIM THESE STREETS and met on Zoom call, then lit candles to mark her death.

In the virtual meeting a councillor was asked to raise with DTC questions about how some parts of Deal are unsafe for people to walk in the evenings or commute from transport points.

There is also a need to understand and raise consciousness about male violence as well as offer a supportive area for discussion.

DTC are asked to note the increase in domestic violence during the Covid pandemic with 25% rise in the figures of reported domestic violence. That there is a lack of information and local support for women reporting incidents of harassment or threats and feeling unsafe.

Council is asked to develop a project taking forward the wider issues of safety for women, including safety on the streets and open spaces, and safety from abuse at home.

Recommendations

- 1) A project plan to be created by the project officer working with councillors, to address violence against women and girls in Deal, to be brought to council with an indicative budget in April 2021.
- 2) DTC to set up a meeting with representatives of the group RECLAIM THESE STREETS Deal to discuss ways the council could support them in identifying issues. This may lead to setting up forums and creating a shared campaign on the issues, should council decide to take this forward.

Decision Required

Members to consider the above recommendations.

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members
From: Mr P Bone – Deputy Town Clerk
Date: 24 March 2021
Subject: Temporary High Street Closure to assist social Distancing

At the beginning of March following an increase in the number of people in the High Street on Saturdays and a request from the local police, members were asked to consider a recommendation to request that DDC reinstate the Temporary Saturday High Street closures as soon as possible to assist with social distancing in the High Street and to re-assess the position at the Full Council meeting on 30th March.

Based upon the response from members, a decision was taken under delegated authority to formally request DDC reinstate the Temporary Saturday High Street closures as soon as possible. The road closures were reinstated from 13th March until further notice.

Recommendation:

That the Temporary Saturday High Street closures remain in place on Saturdays until at least 21st June and delegate authority to the Town Clerk to extend this period if necessary.

Decision Required

Members to consider the above recommendation.

Responsible Finance Officer Report - List of payments made between 1st January & 31st January 2021

Recommendation to confirm payments retrospectively

Payee	Purpose	Gross	Net	VAT	VIC Cost	Type
Deal & Walmer C of T	Subscription	£ 50.00	£ 50.00			A
Vodafone	T/H mobile	£ 9.90	£ 8.25	£ 1.65		M
ICO	Subscription	£ 35.00	£ 35.00			A
J Rabbatts	Floodlight repair rear car park	£ 125.38	£ 125.38			
Tower Design	Covid Signage for High Street	£ 3,002.40	£ 2,502.00	£ 500.40		
Vision ICT	Website hosting	£ 324.00	£ 270.00	£ 54.00		A
Marc One Security	S/M Security	£ 165.00	£ 137.50	£ 27.50		
Global 4	Telephone Services	£ 143.26	£ 119.38	£ 23.88		M
Capita	Salaries	£ 23,375.81	£ 23,375.81			M
SLCC	Subscription	£ 346.00	£ 346.00			A
Nat West	Bankline	£ 56.20	£ 56.20			M
KALC	Staff training	£ 84.00	£ 70.00	£ 14.00		
Total Supplies	Covid supplies	£ 85.20	£ 71.00	£ 14.20		
Red zebra	CFD Evaluation	£ 125.00	£ 125.00			
St Richards Rd Surgery	Staff welfare	£ 58.50	£ 58.50			
Fabweld	Lock repair	£ 120.00	£ 100.00	£ 20.00		
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		
PlusNet	Broadband	£ 42.00	£ 35.00	£ 7.00		M
Worldpay	Terminal Charges	£ 53.88	£ 47.40	£ 6.48	Y	M
DDC	Rates	£ 973.00	£ 973.00			M
123 Reg	Website registration	£ 119.94	£ 99.95	£ 19.99		A
ADM Computing	IT Support	£ 696.11	£ 580.09	£ 116.02		M
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		
Swalec	Gas	£ 344.60	£ 287.17	£ 57.43		M
Nat West	Bank Charges	£ 24.15	£ 24.15			M
Suez	Waste Collection	£ 390.29	£ 325.24	£ 65.05		M
Shogun Vehicle Leasing	T/H Car Rental	£ 355.44	£ 296.20	£ 59.24		M
		£ 31,585.06	£ 30,518.22	£ 1,066.84		

Responsible Finance Officer Report - List of individual payments over £500 made between 1st January & 31st January 2021

Payee	Purpose	Gross	Net	VAT
Tower Design	Covid Signage for High Street	£ 3,002.40	£ 2,502.00	£ 500.40
Capita	Salaries	£ 23,375.81	£ 23,375.81	
DDC	Rates	£ 973.00	£ 973.00	
ADM Computing	IT Support	£ 696.11	£ 580.09	£ 116.02
		£ 28,047.32	£ 27,430.90	£ 616.42

Responsible Finance Officer Report - List of payments made between 1st February & 28th February 2021

Recommendation to confirm payments retrospectively

Payee	Purpose	Gross	Net	VAT	VIC Cost	Type
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		
KALC	Staff training	£ 42.00	£ 35.00	£ 7.00		
Guild of Mace Bearers	Subscription	£ 10.00	£ 10.00			A
Tower Design	Saturday Market Gazebo	£ 1,046.40	£ 872.00	£ 174.40		
S Chapman	Annual planting	£ 450.00	£ 450.00			
Alexandra	Staff Uniform	£ 46.42	£ 38.68	£ 7.74		
Zurich Municipal	Insurance Renewal	£ 6,879.67	£ 6,879.67			A
RG Williams	Tap repair Allotments PA	£ 61.96	£ 51.63	£ 10.33		
Vodafone	T/H mobile	£ 9.90	£ 8.25	£ 1.65		M
Global 4	Telephone Services	£ 141.08	£ 117.57	£ 23.51		M
Supporting Youth in Deal	Grant	£ 1,900.00	£ 1,900.00			
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		
White Cliffs Ramblers	Grant	£ 400.00	£ 400.00			
Dover & Deal CAB	Grant	£ 4,400.00	£ 4,400.00			
Evolution Gym Deal	Grant	£ 1,000.00	£ 1,000.00			
ADM Computing	IT Support	£ 696.11	£ 580.09	£ 116.02		M
KALC	Cllr training	£ 120.00	£ 100.00	£ 20.00		
Pitney Bowes	Postage top up	£ 100.00	£ 100.00			
Viking	Stationery	£ 167.69	£ 139.75	£ 27.94		
Nat West	Bankline	£ 56.60	£ 56.60			M
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		
Capita	Salaries	£ 22,840.89	£ 22,840.89			M
SEE	Electricity	£ 969.86	£ 808.22	£ 161.64		Q
Viking	Stationery	£ 212.44	£ 178.03	£ 34.41		
PlusNet	Broadband	£ 42.00	£ 35.00	£ 7.00		M
Worldpay	Terminal Charges	£ 53.88	£ 47.40	£ 6.48	Y	M
Swalec	Gas	£ 251.82	£ 209.85	£ 41.97		M
DDC	Public Conveniences	£ 37,000.00	£ 37,000.00			A
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		
Business Stream	T/Hall water	£ 68.90	£ 63.32	£ 5.58		1/2 Y
Nat West	Bank Charges	£ 19.60	£ 19.60			M
Suez	Waste Collection	£ 390.29	£ 325.24	£ 65.05		M
Shogun Vehicle Leasing	T/H Car Rental	£ 355.44	£ 296.20	£ 59.24		M
Pitney Bowes	Franking Machine Lease	£ 90.27	£ 75.22	£ 15.05		Q
		£ 80,783.22	£ 79,838.21	£ 945.01		

Responsible Finance Officer Report - List of individual payments over £500 made between 1st January & 31st January 2021

Payee	Purpose	Gross	Net	VAT
Tower Design	Saturday Market Gazebo	£ 1,046.40	£ 872.00	£ 174.40
Zurich Municipal	Insurance Renewal	£ 6,879.67	£ 6,879.67	
Supporting Youth in Deal	Grant	£ 1,900.00	£ 1,900.00	
Dover & Deal CAB	Grant	£ 4,400.00	£ 4,400.00	
Evolution Gym Deal	Grant	£ 1,000.00	£ 1,000.00	
ADM Computing	IT Support	£ 696.11	£ 580.09	£ 116.02
Capita	Salaries	£ 22,840.89	£ 22,840.89	
SEE	Electricity	£ 969.86	£ 808.22	£ 161.64
DDC	Public Conveniences	£ 37,000.00	£ 37,000.00	
		£ 76,732.93	£ 76,280.87	£ 452.06

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members

From: Mr P Bone – Deputy Town Clerk

Date: 24 March 2021

Subject: Recommendation from the Finance & General purposes Committee.

Recommendation

At the Finance & General Purposes committee meeting held on 23rd March members RESOLVED; To recommend to full council that any application for use of any of the following budgets and earmarked reserves by a Committee, Councillor or third-party, application is submitted to Full Council with a full costing proposal for approval.

- a) Capital Fund (£26,189)
- b) Environment Fund (was Special Projects fund) (£46,000)
- c) T&I Fund (£30,000)
- d) Food Poverty Fund (£20,000)

Decisions required: Members to consider the above recommendation.

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members
From: Mr P Bone – Deputy Town Clerk
Date: 24 March 2021
Subject: **Risk Management Schedule 2021 – 2022**

The Risk Management schedule has been reviewed to ensure it is still fit for purpose.

With the unplanned closure of the Town Hall and staff working from home due to Covid, the systems and procedures have worked well and do not require further amendment at this time.

Recommendation

To accept the attached The Risk Management Schedule for 2021-22

Decisions required: Members to consider the above recommendation.

Deal Town Council Revised (March 2021) Risk Management Schedule 2021 – 2022.

Consequences of Risk:

1. Increased costs:
 - Putting things right – legal & Auditor's fees
 - Premium renewals
 - Loss of funds – fraud & misappropriation.
2. Litigation.
3. Loss of reputation.
4. Impede ability to bid for funds.

Specific Risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action Needed
Fixed Assets – under or over evaluation and unplanned emergency expenditure.	Low	Medium	<ul style="list-style-type: none"> • Annual review of level of insurance cover – included in Audit scrutiny. Professional advice sought regarding re-evaluation. • Appropriate level of reserves in place. 	Ongoing monitoring and inspection. Scheduled plan of works including ongoing maintenance schedule in place now that Deal Town Council owns freehold of Deal Town Hall.
Fixed Assets – missing assets	Low	Medium	<ul style="list-style-type: none"> • Annual review of asset register documented. 	Ongoing revision of asset register, monitoring and inspection.
Debtors	Low	Low	<ul style="list-style-type: none"> • Financial Regulations in place w.e.f. 31st March 2010. Electronic accounts are presented monthly to all Finance Committee & Full Council meetings. 	Ongoing monitoring. Financial regulations. Last updated 2019

Cash risk – late banking of cash and cheques received.	Low	Low	<ul style="list-style-type: none"> Documents in place e.g. expenses forms, petty cash forms etc. Electronic spreadsheets now detail all transactions. 	Ongoing monitoring and inclusion in Internal Audit Control checks.
BACS Payments	Low	Low	<ul style="list-style-type: none"> Amendments to add payees requires authorisation by Town Clerk and RFO Scrutiny by Finance Committee and Full Council of financial records at all scheduled meetings. Responsibility for internal financial control procedures in place. Two authorised Councillor Bank Signatories required to authorise and sign all BACS payments once the invoice has been verified by the R.F.O. Adequate number of authorised Councillor Signatories in place. 	Ongoing monitoring including internal and external audit control procedures.
Credit Card	Low	Low	<ul style="list-style-type: none"> Card kept locked away by Town Clerk Only issued to RFO when agreed expenditure is required to be paid by card and when alternative methods of payment are not suitable. Monthly Direct Debit to clear balance 	Ongoing monitoring including internal and external audit control procedures.

				<ul style="list-style-type: none"> Monthly statement checked by Town Clerk, RFO and two authorised Councillors 	
Bank & Cash – segregation of duties	Low	Low	Low	<ul style="list-style-type: none"> Scrutiny by Finance Committee and Full Council of financial records at all scheduled meetings. Responsibility for internal financial control procedures in place. Adequate number of cheque signatories in place. Two authorised Councillor Bank Signatories required to authorise and sign all cheque payments once the invoice has been verified by the R.F.O. 	<p>Ongoing monitoring including internal and external audit control procedures.</p>
Budget Overspend	Low		High	<ul style="list-style-type: none"> Budget preparation undertaken from November onwards for the following year and discussed by the Finance Committee before the budget and precept are agreed and ratified by Full Council. Budget to actual income reviewed monthly. All invoices scrutinised to ensure they match quotation figures. Staff to seek competitive quotations for all purchases as required by Financial 	<p>Accounts are presented to the scheduled Finance Committee and Full Council meetings. Bank reconciliation is completed monthly. Appropriate level of financial reserves in place for unexpected expenditure that could not have been anticipated.</p>

Loss of funds due to misappropriation of public money.	Low	High	<p>Regulations and Standing Orders.</p> <ul style="list-style-type: none"> • Staff salaries reviewed annually in accordance with staff contracts. • A list of all accounts for payment is authorised at Full Council meetings, recorded in the minutes and duly signed by the Chairman. • All cheque and BACS payments are verified by the R.F.O and then signed by two authorised Councillor Bank Signatories who also sign the invoice stamp and initial the cheque book stub or BACS authorisation sheet. • No members of staff are authorised to sign cheques. • No Councillors are authorised to sign incomplete cheques. • Council has the ability to view instruments of payment and receipt through the Bank Line service. • All expenses claims are made on the appropriate claim forms with receipts attached as appropriate. • DDC maintain a register of Councillor Declaration of 	<p>Regulations and Standing Orders.</p> <ul style="list-style-type: none"> • Staff salaries reviewed annually in accordance with staff contracts. • A list of all accounts for payment is authorised at Full Council meetings, recorded in the minutes and duly signed by the Chairman. • All cheque and BACS payments are verified by the R.F.O and then signed by two authorised Councillor Bank Signatories who also sign the invoice stamp and initial the cheque book stub or BACS authorisation sheet. • No members of staff are authorised to sign cheques. • No Councillors are authorised to sign incomplete cheques. • Council has the ability to view instruments of payment and receipt through the Bank Line service. • All expenses claims are made on the appropriate claim forms with receipts attached as appropriate. • DDC maintain a register of Councillor Declaration of 	<p>All statutory requirements and deadlines to be met. Internal Control checks to be undertaken by appointed Councillors to ensure governance procedures are adhered to.</p> <p>The R.F.O to ensure that a pool of signatories remains available to the Council in order to conduct timely financial transactions.</p>
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				<p>Interests.</p> <ul style="list-style-type: none"> • Declarations of Interest are also recorded in the minutes at all meetings. • Members have a duty to declare any interest at meetings. • All statutory requirements for public reporting of accounts are met. • Independent Internal Auditors are appointed annually. • The Council has its accounts audited each year by external auditors and the auditor appointed by the Audit Commission. 	
Creditors – unknown liabilities	Low	Low	Low	<ul style="list-style-type: none"> • Financial Regulations in place w.e.f. 31st March 2010. • Electronic accounting system in place. • Financial reports are presented to all scheduled Finance & Full Council meetings. 	<p>Ongoing monitoring.</p> <p>Financial regulations. Last updated 2019</p>
Non - compliance by Councillors with statutory requirements.	Low	Low	High	<ul style="list-style-type: none"> • All resource material has been updated including new Financial Internal Controls – Governance & Accountability (England): A Practitioners Guide 2010 refers. • The Kent Code of Conduct for Members was adopted by Deal 	<p>Training strategy for staff and Councillors developed.</p> <p>Internal Financial Controls undertaken by two nominated Members ongoing.</p> <p>Standing Orders and Terms of Reference reviewed</p>

				<p>Town Council w.e.f. 1st July 2012.</p> <ul style="list-style-type: none"> • Advice for Council is the Town Clerk who is CiLCA qualified. • All resolutions are recorded clearly in the minutes and confirmed and signed by the Chairman at the next meeting. • Clear Terms of Reference and Standing Orders are in place. 	annually.
Fidelity Insurance	Low	Medium		<ul style="list-style-type: none"> • Annual review of level of cover to meet with the Audit Commission guidelines and formula. 	Annual review.
Financial Bonds & exposure to single Bank	Low	High		<ul style="list-style-type: none"> • Annual formal review (January 2018) and regular informal dialogue with Bank Adviser. • Full Council authorises movement of investment funds – the amount covered for compensation by the Financial Services Compensation Scheme is £85,000 per banking group used for banking or investments 	Ongoing review of financial market.
Business Continuity – Council not being able to continue its business due to unexpected or tragic circumstances.	Medium	High		<ul style="list-style-type: none"> • Back up of electronic financial records held on and off site. • Monthly manual print out of financial records held in case of IT failure. • All Council documents are 	<p>Ongoing review of IT and financial recording systems.</p> <p>IT back up system in place.</p>

Litigation – Employment Tribunals, claims for damages, discrimination or compensation.	Low	High	<p>held in Town Hall.</p> <ul style="list-style-type: none"> • Insurances are in place including Public Liability cover of £10,000,000. • The Town Clerk conducts staff appraisal interviews and reviews of their job descriptions and training needs. • 'Back to Work' interviews are conducted by the Town Clerk for all staff on return to work after a period of sickness absence. • All policies are accessible for all staff. • Qualified Town Clerk in post to advise Council. • Advisory and support services contract in place with Ellis Whittam on matters relating to Employment Law and Health & Safety. • Risk Assessments undertaken for all events hosted by Deal Town Council. 	<p>Council signed with Ellis Whittam for HR and Health & Safety advisory and support services.</p> <p>All insurance policies reviewed annually.</p> <p>Staff encouraged to undertake training relevant to the posts covered.</p>
Loss of Town Clerk	Low	High	<ul style="list-style-type: none"> • SLCC membership in place – can provide a locum Town Clerk if needed. • KALC membership in place – will advise Council accordingly. 	<p>Staff Liaison panel to have regular meetings with Town Clerk.</p> <p>Annual appraisal review to be undertaken for Town Clerk in accordance with contract of</p>

					employment – review to include workload, terms and conditions, working environment, resources and job description.
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Deal Town Council

Review undertaken: March 2021.

Next review: March 2022.