

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr O Richardson - Chairperson of Deal Town Council,
All Council Members
From: Paul Bone. Responsible Finance Officer
Date: 19th June 2023
Subject: Financial Risk Management Schedule 2023 - 2024

Please find attached the draft Financial Risk Management Schedule for 2023 – 2024.

The schedule has been updated to take into account changes that have been made to the processes as the Council moves away from paper hard copy information and the use of Cheques as a method of payment.

Recommendation:

To agree and accept the Financial Risk Management Schedule 2023 - 2024

Decision Required:

Members to consider and agree the above recommendation.

Deal Town Council Revised (June 2023) Risk Management Schedule 2023 – 2024.

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 to all Finance Committee & Full Council meetings. | Ongoing monitoring. Financial regulations. Last updated 2021 |

| | | | | |
|--|-----|-----|---|--|
| 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/Electronic Payments | Low | Low | <ul style="list-style-type: none"> • Amendments to add payees requires authorisation by Finance Assistant and RFO • Scrutiny by Finance Committee and Full Council of financial records at all scheduled meetings. • Responsibility for internal financial control procedures 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 • Monthly statement checked by RFO, Finance assistant and authorised Councillor. | Ongoing monitoring including internal and external audit control procedures. |
| Bank & Cash – segregation of duties | Low | Low | <ul style="list-style-type: none"> • Scrutiny by Finance Committee at all scheduled meetings. • Responsibility for internal financial control procedures in | Ongoing monitoring including internal and external audit control procedures. |

| | | | | |
|------------------|-----|------|--|--|
| | | | place. <ul style="list-style-type: none"> • 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. | |
| Budget Overspend | Low | High | <ul style="list-style-type: none"> • Environment and Transport & Infrastructure committees consider future year expenditure and submit to the Finance Committee by the end of October for inclusion in draft budget. • 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 Regulations and Standing Orders. | 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. |

| | | | | |
|--|-----|------|--|---|
| | | | <ul style="list-style-type: none"> • Staff salaries reviewed annually in accordance with NALC guidelines and staff contracts. | |
| Loss of funds due to misappropriation of public money. | Low | High | <ul style="list-style-type: none"> • A list of all payments is submitted retrospectively for acknowledgment at Full Council meetings, recorded in the minutes and duly signed by the Chairperson. • All cheque, BACS and electronic payments are verified by the Finance assistant and R.F.O prior to payment and retrospectively checked by an authorised Councillor. • No members of staff are authorised to sign cheques. • No Councillors are authorised to sign incomplete cheques. • Officers have 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 Interests. | <p>All statutory requirements and deadlines to be met.</p> <p>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> |

| | | | | |
|--|-----|------|---|--|
| | | | <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 | <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. | Ongoing monitoring. Financial regulations. Last updated 2021 |
| Non - compliance by Councillors with statutory requirements. | 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 Town Council w.e.f. 1st July | <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 annually.</p> |

| | | | | | |
|--|--------|--------|---|--|--|
| | | | | 2012. <ul style="list-style-type: none">Procedural advice for Council is the Town Clerk who is CiLCA qualified.Financial advice for the Council is provided by the R.F.O. who is ATT qualified.All resolutions are recorded clearly in the minutes and confirmed and signed by the Chairperson at the next meeting.Clear Terms of Reference and Standing Orders are in place. | |
| 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 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 | Medium | High | <ul style="list-style-type: none">Back up of electronic financial records held on and off site.Monthly manual print out of | Ongoing review of IT and financial recording systems. | |

| | | | | |
|--|-----|------|--|---|
| business due to unexpected or tragic circumstances. | | | financial records held in case of IT failure. <ul style="list-style-type: none"> • All Council documents are held in Town Hall. | IT back up system in place. |
| Litigation – Employment Tribunals, claims for damages, discrimination or compensation. | Low | High | <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 WorkNest for matters relating to Employment Law and Health & Safety. • Risk Assessments undertaken for all events hosted by Deal Town Council. • Health & Safety checks on the building and all Risk Assessments carried out by the Council H&S officer and | <p>Council signed with WorkNest 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 | audited annually by WorkNest. | <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 employment – review to include workload, terms and conditions, working environment, resources and job description.</p> |
| | | | <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. | |

Deal Town Council

Review undertaken: June 2023.

Next review: June 2024.

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr O Richardson – Chairperson of Full Council
Committee Members

From: Nadine Miller, Climate Change & Communications Officer

Date: 16 June 2023

Subject: Ongoing paper review – June update

Deal Town Council has produced 789.09kg of CO₂e through paper use alone since the climate emergency declaration in 2019.

This comes under scope three of our operations. It is based on how much A4 and A3 paper we have used in conjunction with the information provided by www.gov.uk for greenhouse gas calculations.

| year | Paper used Kg | Kg CO ₂ e | Cost (inc VAT) |
|--------------|---------------|----------------------|------------------|
| 2019 | 204.55 | 188.1 | £466.24 |
| 2020 | 187.12 | 172.04 | £326.10 |
| 2021 | 129.74 | 119.28 | £177.47 |
| 2022 | 224.55 | 206.45 | £491.28 |
| 2023 | 112.27 | 103.22 | £235.02 |
| total | 858.65 | 789.09 | £1,696.11 |

The biggest factors in our scope three continue to be staff commuting and Councillor business mileage (1014Kg CO₂e and 780Kg CO₂e respectively and annually for 2021/22) and we will be investigating how we can reduce this.

We use recycled paper which means the raw materials are not sourced from forests, it is through a process of recycling old paper. Although the direct impact to nature is removed, the greenhouse gas emissions for traditional and recycled paper are broadly the same. ([Does paper recycling benefit the climate? It depends](#)) In fact, the [WWF](#) supports [Forest Stewardship Council](#) (FSC) as it promotes the support and regrowth of habitats, which is better for our carbon baseline going forward.

Reducing our reliance on paper will impact our carbon footprint and steps have already been taken, including the introduction of improved IT for councillors, to remove the need for printed agendas and training for staff to further explore the impact of our actions.

Our continued review on paper management at Deal Town Council will include:

Improved IT for Councillors – In March 2023 Full Council agreed to provide new IT equipment for all councillors to reduce the need to print agendas for meetings. These have been introduced and evaluation will now begin.

In addition, to include software that allows us to carry out remote and hybrid meetings will reduce the need for Councillors to physically attend meetings, (although the statutory council meetings must still be in person as that is currently the law) helping to cut down on our travel emissions too.

The recommendation went on to add the need 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. The RFO and I have visited St George's Church to see their new portable screen which would be suitable for our purposes.

Town Hall operations – Improved IT and ongoing staff training has seen a move to more day-to-day functions going online. Additional work includes:

- Preparing agendas for meetings as pdfs, removing the need to print then scan documents - it is still a legal requirement to print and file one copy for our records.
- Auditing what must be physically archived and what can be stored safely online. We have a retention policy in place that is assisting with this.
- Monitoring individual paper usage with personal codes for the printer to discover if further training or better IT needs to be introduced
- Updated email signatures now include 'keep it green – keep it on the screen'
- As physical documents run out, explore how they can be moved online eg, recording post, visitor sign-in
- Contacting direct marketing providers to remove the council from their mailing list to reduce waste
- Streamline waste collection to ensure all paper is recycled, and other materials, and monitor collection to be more efficient and cost effective.
- Moving all forms online and direct people to the website.
- Researching the efficiency the paper 'blue-roll' in the kitchen and toilets.

Signage – A bid of £5,000 has already been submitted from the Prosperity Fund to Dover District Council for a solar powered notice board for the High Street. This would provide information electronically and remove the need to print out details. Those submitting information to be advertised would do so via email rather than providing paper copies.

As and when the two remaining notice boards need updating or replacing, once again we will investigate changing them to solar powered signs.

Information is also shared in the windows of the Town Hall by printing sheets of paper. Although a listed building, it may be possible to replace these with signage that can be fixed to the outside of the building. Alternatives will be assessed.

Visitor Information Centre – COVID restrictions changed the way leaflets were shared at the centre, now leaflets need to be asked for, rather than being on display to take. If funding was available, a touch-screen in the centre would allow us to provide up-to-the-minute information for visitors. Much of the printed information we are sent by organizations goes out of date very quickly and the financial cost to recycle the material falls to the council. Historically, we have also provided a photocopying service which has now been phased out.

Cut backs from other agencies mean more people turn to the council for assistance and we are contacting those agencies directly to ask them to make improvements for our residents so they can readily access information. Stagecoach have sent us their latest timetable for us to display.

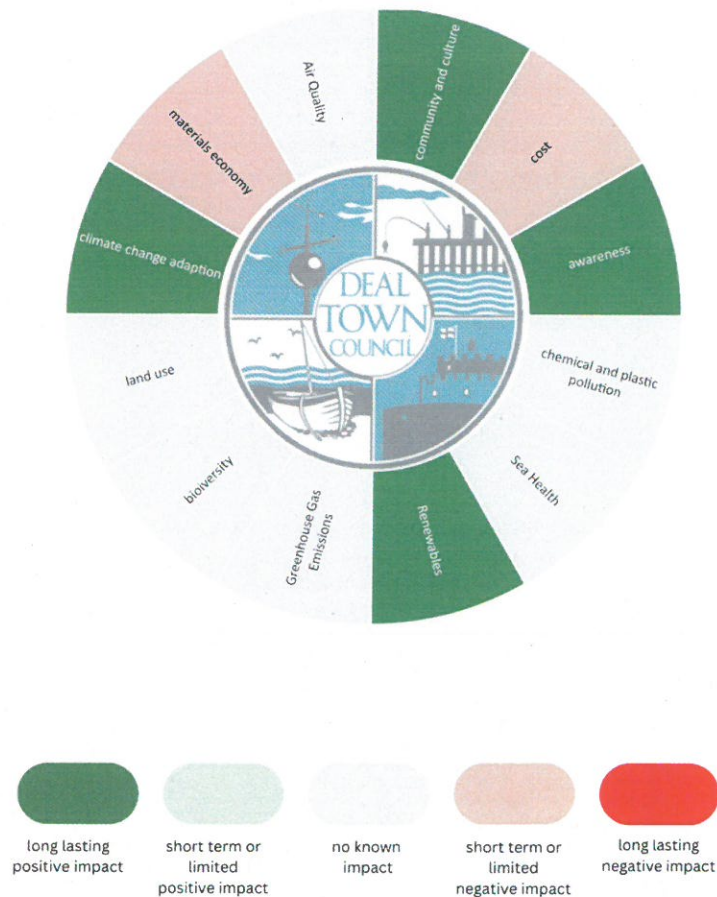
Publications and notifications from Deal Town Council – With improved technology and online presence, more details can be moved online and if funding is available, on new screens.

We will continue to review all we print and where possible will move online, including funds given to organisations to produce printed material. The increased use of smartphones means we are able to give more details through QR codes and video equipment will mean we can share more information through films on YouTube and social media.

Recommendation: To allocate a budget of £1,500 for a portable screen to show agendas for members of the public to view at council meetings. To delegate authority to RFO to purchase the screen, subject to obtaining three quotes.

Decision required: To note the update and authorise the purchase of the screen.

Ongoing paper review



Links referenced above:

www.gov.uk - <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021>

Does paper recycling benefit the climate? It depends -

<https://arstechnica.com/science/2020/10/does-paper-recycling-benefit-the-climate-it-depends/>

WWF - <https://www.wwf.org.uk/what-we-do/projects/forest-certification-system>

Forest Stewardship Council - <https://fsc.org/en>

**Deal Town Council
MEMORANDUM**

TO: Cllr O Richardson Chairperson of the Council
All members
FROM: Mrs L Crow Town Clerk
DATE: 15 June 2023
SUBJECT: Confederation of Cinque Ports Champion

Councillors will be aware Deal Town Council is a member of the Cinque Ports Confederation, as a limb of Sandwich. The name originates in Norman French, meaning "five ports" but there are now 14 towns in the association.

The Confederation of Cinque Ports was originally formed for military and trade purposes but is now largely ceremonial.

The Five Ports: Hastings; New Romney; Hythe; Dover; Sandwich (Other towns also contribute to the Confederation, including two Ancient Towns, and seven surviving Limbs)

Two Ancient Towns: Rye; Winchelsea

Seven Surviving Limbs: Lydd (Limb of New Romney); Folkestone (Limb of Dover); Faversham (Limb of Dover); Margate (Limb of Dover); Deal (Limb of Sandwich); Ramsgate (Limb of Sandwich) and Tenterden (Limb of Rye)

Deal Town Council pays an Annual subscription to the Confederation which is £350.00 for the year 2022/23.

The Confederation holds Standing Joint Committee meetings. The invitation to attend these meetings was until this year for the Mayor, Deputy Mayor, and Town Clerk. At these meetings there is only one vote per council and the Mayor or Chairman has the power to vote.

Recently the Confederation agreed that there was a need for reforms to make the association more relevant, and they formed two working groups to come up with proposals for change. Deal Town Council asked the Mayor and the Deputy Mayor to be the representatives on these groups, both of which have presented their recommendations and the working groups are now closed.

As Mayors and Deputy Mayors can change annually the Confederation is suggesting that towns select a named Cinque Port Champion, who would represent a council for 4 years, to provide continuity.

This year the Confederation invitation is for the Mayor, Town Clerk and one other representative. This Champion could attend the Standing Joint Committee meetings as the third representative. (The towns are at liberty to decide who the third person is, and it does not have to be a fixed person.)

It is envisaged that some Cinque Port Champions will be part of a Development Plan Committee, which will discuss such issues as the environment, business and education and will come up with ideas for shared learning and lobbying.

Some Champions may join the Promotional group which is working to improve the tourism offer for the Cinque Ports.

The terms of reference for these groups are:

1. Groups are non-executive. They will make decisions by consensus. They will provide a report to the Standing Joint Committee with their recommendations.
2. Membership will be members of the Confederation. New members can join the groups at any time.
3. The groups may invite other non-members for advice/ guidance as they wish. If there is a need for a consultancy fee to be paid the request for such must be made through the Standing Joint Committee.
4. The Chair of the Promotional Group will be the current holder of the Speakership.
5. The Chair of the Development Plan group will be by consensus.
6. The Vice-Chair of each group will be the previous year's Chair if possible. If not, the Vice Chairs will be by consensus.
7. The host of the meeting will arrange the technical detail of joining the group and send out the invitations accordingly, to include the Joint Solicitors.
8. The meetings can be held virtually.
9. Majority consensus will inform the Recommendations to go forward for decision to the next Standing Joint Committee. If that is split evenly, the Chair will decide.
10. The groups should define and agree their goals at the initial meeting.

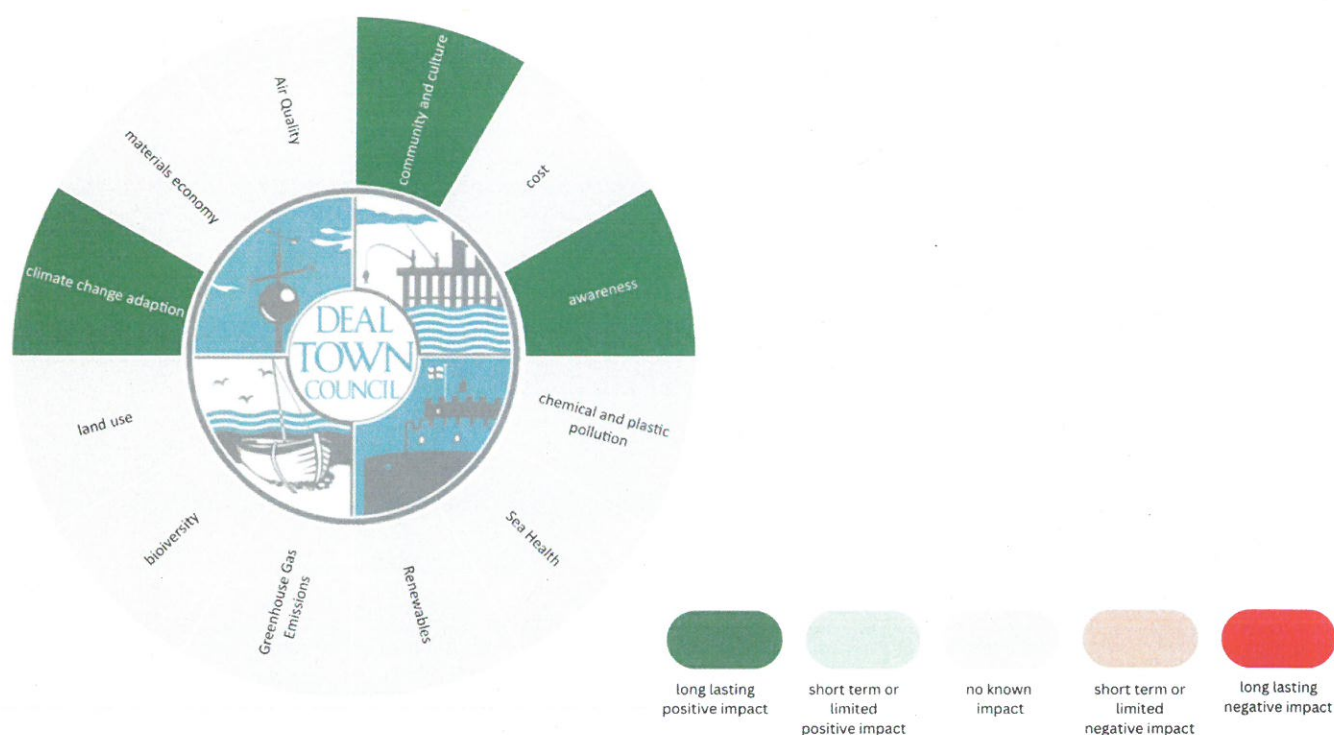
The other significant task for the Confederation this year is the plan for the installation of the new Lord Warden.

It is optional for councils to decide if they would like to have a Cinque Port Champion. The Confederation are expecting the champion to be a Councillor but would accept a member of the public in this role, however, this could be problematic as it should be recognised that they would be representing Deal Town Council.

Recommendation:

If the council decide they want to have a Cinque Port Champion it should be a current councillor at Deal Town Council.

Decision required: Members to decide if they want a Cinque Port Champion and if so, who it will be for the next 4 years.



CONSTITUTIONAL RULES OF THE CONFEDERATION OF THE CINQUE PORTS

Applicable to standing joint committees only MAY 2023

These rules can only be amended by the Standing Joint Committee. They are complimentary to any existing and historic documentation and legislation

MEMBERSHIP There are 14 members of the Cinque Ports consisting of 5 Head Ports, 2 Ancient Towns and 7 limbs – Hastings, New Romney, Hythe, Dover, Sandwich. Rye and Winchelsea. Ramsgate, Deal, Faversham, Folkestone, Margate, Tenterden and Lydd Each member, when invited to a Standing Joint Committee, is allowed to invite three attendees. The Mayor, the Town Clerk and one other person (or their representatives) The other person could be the Cinque Ports Champion who is nominated by their own organisation to be the representative for the Cinque Ports for a period of four years.

NOTICE OF MEETING The Joint Solicitors will arrange the Standing Joint Committees. They will send notification of the meeting date, time and place, to the Town Clerk of each member Town who in turn will notify its attendees. The Joint Solicitors will also send any reports and relevant paperwork to the Town Clerks as soon as they have prepared it for distribution by the Town Clerk to the attendees.

VOTING Each member has one vote. For example if every member is in attendance at a Standing Joint Committee and every member votes there will be a total of 14 votes.

CHAIR'S CASTING VOTE If the votes on a decision are even, for and against, the Chair who would normally be the Speaker will have the casting vote. If the Speaker is not available to Chair the meeting the attendees will nominate a Chair.

QUORUM A Standing Joint Committee will be quorate if 50% of the membership is present. I.e. 7 members are represented at the meeting.

CONFLICT OF INTEREST Any person attending a Standing Joint Committee who believes that they may have a Conflict of Interest in any item on the agenda will state so either at the meeting or before the meeting to the 23 Joint Solicitors and either remove themselves from the meeting for that item or refrain from voting on that item dependent on the level of conflict. Advice can be sought from the Joint Solicitors if needed.

VIRTUAL MEETINGS If a meeting is to be held virtually the host will arrange the technical detail of joining the group and inform the Joint Solicitors to send out those details with the invitations and relevant paperwork. General Provision With the exemption of the annual meeting held on 21st May 2023 any additional Standing Joint Committee could be held virtually, wholly or as a hybrid, save for the annual meeting having to be held virtually because the emergency provisions are applicable. Urgency Provision (Ref. Minuted SJC May 2022) (1) The Standing Joint Committee gives it approval if an 'urgent' decision needs to be made, (when it would be impracticable to be able to arrange a Standing Joint Committee for members to attend in person and the decision cannot be reasonably deferred until the next planned meeting) it can meet 'virtually' (hybrid or otherwise) (2) If there is any disagreement as to what constitutes an 'urgent' decision the Speaker will decide in consultation with the Joint Solicitors Emergency Provision (Ref. Minuted 14 August 2021) (1) The Standing Joint Committee gives it approval that in an emergency situation it could meet 'virtually' if a gathering of members face to face would be against government guidance, legislation or not in the interests of public health or safety (2) If there is any disagreement as to what constitutes an emergency the Speaker will decide in consultation with the Joint Solicitors

DELEGATED DECISION The Standing Joint Committee may give delegated power to the Joint Solicitors and/ or the Speaker in consultation with each other, to make a forthcoming decision.

SPEAKER'S DECISION MAKING The Speaker may make a decision in consultation with the Joint Solicitors if it is expedient to do so. Any decision made in this way will be reported to the next Standing Joint Committee by the Joint Solicitors

DEAL TOWN COUNCIL MEMORANDUM

TO: Deal Town Councillors
FROM: Cllr O Richardson – Chairperson of Deal Town Council
DATE: 12 June 2023
SUBJECT: Possible closure of Richborough Household Waste & Recycling Centre

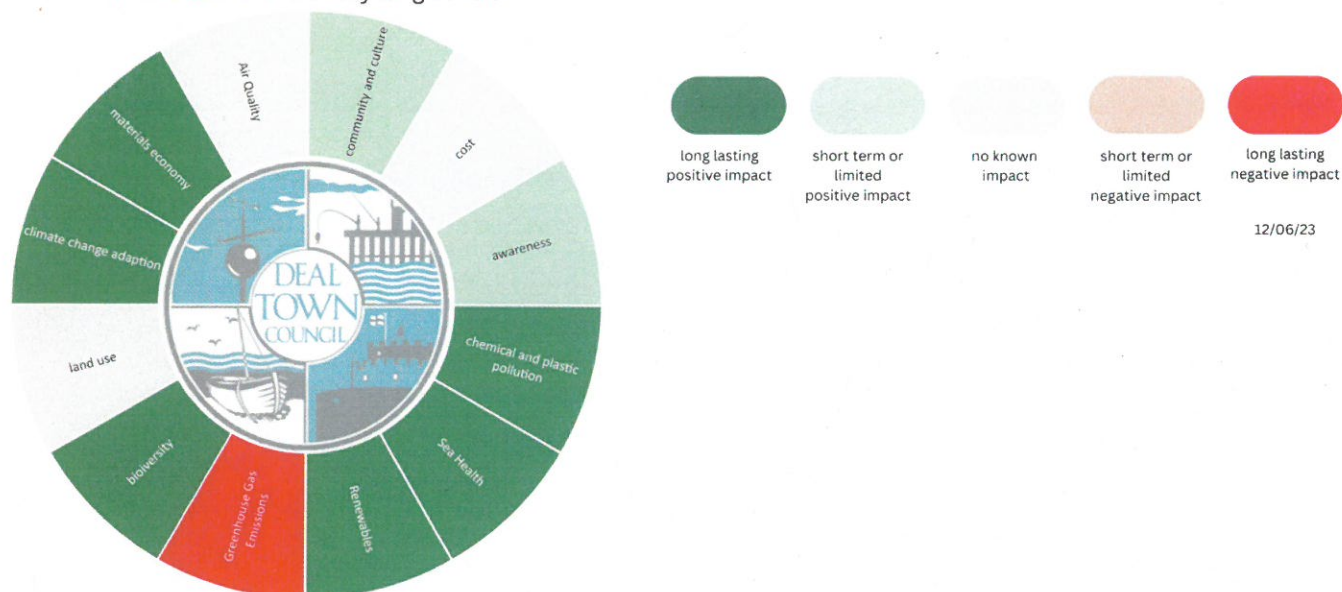
Richborough Waste & Recycling Centre has been identified by KCC as potentially facing closure. Whilst no final decisions have been made, the possibility of closure is a concern to all residents of Deal. It is important to note that the decision to proceed with the consultation means that Deal Town Council can express its concerns. The closure would have detrimental consequences for our environment and exacerbate the ongoing issues of Climate Change and Fly Tipping.

The centre plays a vital role in our efforts to combat Climate Change. By providing a convenient and accessible location for residents to dispose of their waste responsibly, the centre encourages recycling and reduces the amount of waste that ends up in landfills. The closure would significantly burden our local waste management infrastructure and subsequently our greenhouse gas emissions, contradicting the goals of mitigating climate change and moving towards a more sustainable future. The closure would also have severe repercussions regarding fly tipping. Without this facility, some individuals may resort to illegally dumping waste in unauthorised areas. Fly tipping not only poses environmental risks but also undermines the aesthetics and cleanliness of our community and costs the taxpayer. The resulting pollution & litter can harm wildlife, contaminate water sources and damage our natural ecosystems.

Recommendation:

That the Council agrees that The Mayor submits an objection to KCC on behalf of The Town Council objecting to the closure of Richborough Waste & Recycling Centre

Objection to the possible closure of Richborough household waste & recycling centre



Decision required: Members to consider this report and recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

TO: Cllr O Richardson - Chairperson of Deal Town Council
All members
FROM: Cllr S Beer
DATE: 7 June 2023
SUBJECT: Report to Council on links with our twin town of St-Omer

The town of Deal has a long-standing twinning agreement with the town of St-Omer, near Calais. The agreement to twin was signed in the mid-seventies, when the UK was a member of the European Economic Community.

The Deal St-Omer Twinning Society plays a major role in maintaining the twinning activities by managing a membership group of keen "twinners" and running very successful social events through the year. They also organise coach trips to France.

The town council has responsibility for maintaining the civil links, i.e. the council to council relationship.

While to the social side of twinning activities has been going strong for many years, only interrupted by the pandemic, when travel was not possible, the civic side has not been regularly supported by Mayors and councillors. In recent years formal civic exchanges had lapsed.

The former Mayor, Cllr Chris Turner, was keen to rectify this and to rebuild cordial links with the Mayor of St-Omer. Exchanges of emails over several months concluded in a lunch meeting of civic representatives from Deal and St-Omer, plus the chair of the Deal St-Omer Twinning Society.

This took place in April 2023 after a visit to the Deal With it project in the Captain's Garden, which particularly interested the French Mayor, as St-Omer is a centre of brewing.

Below are notes from the Mayor, Cllr Chris Turner, and from the Deputy Mayor, Cllr Beer, made after the meeting.

Key points – that we have several groups and organisations in Deal who could be encouraged to reach out and make links with St-Omer groups, to exchange knowledge and to create rewarding relationships.

Recommendations

That Deal Town Council communicates with the groups suggested above and brings them together to

1. promote the Deal TC grant available for twinning activities.
2. discuss options for a trip to St-Omer for representatives of local groups to meet their opposite numbers with a view to making links.

Decision required: Members to consider the above recommendation.

Twinning recommendations (based on Eurotunnel journey)



Notes from Lunch Meeting with the Mayor of St Omer - Monday 10 April 2023 The Royal Hotel

A number of ideas for developing links between the two towns were aired over lunch. What came across strongly is that the Mayor of St Omer is keen to develop twinning.

There was talk of links between schools, and the possibility of music being another way of bringing people together. Deal Arts and Music festival was mentioned.

The Mayor on his visit wanted to see how Deal is “preserving the green” in the town. His party visited the Captain’s Garden area. There is scope for encouraging local gardening and environment groups to link and exchange ideas.

The Mayor was very taken with the Hop Farm idea; he said he would love to develop a similar enterprise in St Omer, possibly connected to their Beer Festival. There is an opportunity for our local craft beer enthusiasts to make a link.

We were reminded that St Omer is the birthplace of the RAF, towards the end of the First World War. Both towns have Air Cadet groups. There was significant interest in arranging a visit between cadet groups.

Finally, on climate change, St Omer plants a tree for every new birth in the town, using a national scheme with a certificate and the location of the tree (not necessarily in St Omer) – good idea! Should Deal Town Council adopt this?

Conclusions

We are fortunate to be twinned with St Omer. The Mayor is a prominent and important figure in his region of France, with some experience on the international stage. We would do well to cultivate the links we have developed through twinning and the civic connection.

DEAL TOWN COUNCIL

MEMORANDUM

TO: Cllr O Richardson - Chairperson of Deal Town Council
All members

FROM: Cllr T Bond

DATE: 1 June 2023

SUBJECT: Commemorative Mirror of Former Councillor

I have been advised by Ms Heather Morgan that she has a commemorative mirror with Cllr Wayne Elliott's portrait on.

This Mirror was funded by a group of ladies who decided they wanted something in Wayne's memory.

Ms Morgan would like to donate the mirror to the Town Council to be displayed at the Town Hall.

Please see below photograph, the measurements are 12 inches x 17 inches.



Decision required: Members to consider if they want to accept the offer of the mirror, and if so where they would like to hang it at the Town Hall.

DEAL TOWN COUNCIL
MEMORANDUM

TO: Cllr O Richardson - Chairperson of Deal Town Council
All members

FROM: Cllr B Bano

DATE: 12 June 2023

SUBJECT: Outside Body Representative Report for Deal Speaking Up

Items discussed at the Deal Speaking Up meeting

Wheelchair Services - while this will be an item on the agenda lengthy delays are still being reported in the provision of wheelchairs. For example, while stroke victims should be provided with a wheelchair on their discharge from hospital, in a recent case there was a ten week delay between discharge and assessment for a wheelchair. For much of this time the patient was confined to bed - this hampered efforts for rehabilitation at a crucial time for the well being of the patient.

Accessible swing for the North Deal playpark. This park still lacks an accessible swing and the group will take this up directly with DDC with a view to obtaining grant funding.

Hackney Carriage Licences. Cllr Helen Williams joined the meeting for this item and the group requested her to press for more licences for WAV's, given that the two currently available are often committed for large parts of the day.

Dropped kerbs. The meeting was reminded that there is no dropped kerb at the junction of Davis Avenue in Mill Hill. It is hoped to incorporate this into the Highways Improvement Plan.

Decision required: To note the report.

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

Tel: 01304 361999. Email: deal.town.council@deal.gov.uk

The Minutes of the Environment Committee Meeting held on Wednesday 12th April 2023
at Deal Town Hall at 7.15pm.

Present: Cllr C Turner (Chairman)
Cllr T Bond
Cllr C Oliver

Cllr B Bano
Cllr M Eddy
Mr D Carey (Co-opted Member)

Officers: Mrs L Marney (Committee Clerk)
Miss J Harper (Asst. to the Town Clerk)

Other: None

MINUTES

| | | |
|----|---|------------------------|
| 1 | Chairperson's opening remarks. The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent. | Chairperson |
| 2 | Apologies for absence: Cllr S Carlyle, Cllr A Farrington. Cllr T Thompson Absent, Cllr S Beer Absent | Committee Clerk |
| 3 | Declarations of interest: None Received. | |
| 4 | Public Participation: None Received. | |
| 5 | The minutes of the Environment Committee meeting held on Wednesday 15th February 2023 for approval and signing Members RESOLVED: To accept the minutes of the Environment Committee meeting held on Wednesday 15 th February 2023 as a true and accurate record. (P)TB (S)ME. All Agreed. The Chairperson duly signed the minutes. | Chairperson |
| 6 | Thermal Imaging Camera: Following discussion Members RESOLVED: To defer the decision to the first meeting of the 2023/24 Environment Committee, and to include the following considerations: <ul style="list-style-type: none"> • DTC purchasing a Thermal Imaging camera. • Hiring the equipment from Walmer Town Council. • Training Councillors and volunteers to operate a camera. (P)ME (S)BB. 4 For, 0 Against, 1 Abstention. Motion carried. | Climate Change Officer |
| 7 | Climate Learning Day Update: Following discussion the Committee Clerk to email all Cllrs that did not attend the meeting as none of the Cllrs present are unable able to attend the Climate Learning Day. (P)CT (S)CO. All Agreed. | Committee Clerk |
| 8 | Mill Hill Tree Planting: Members RESOLVED: To note the report. (P)BB (S)CO. All Agreed. | |
| 9 | Water Harvesting Update: Member RESOLVED: To note the report. (P)ME (S)CO. All Agreed. | |
| 10 | ITree Update: Members RESOLVED: To note the report. (P)TB (S)ME. All Agreed. The Chairperson thanked the volunteers involved in the project and Cllr Oliver for her distinctive contribution. He then thanked the members of the Committee and Mr David Carey. Cllr Bano thanked the Chairperson, Cllr C Turner. | |
| | The Chairperson closed the meeting at 7.45pm. | |



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

Tel: 01304 361999. Email: deal.town.council@deal.gov.uk

The minutes of the Planning Committee held on Tuesday 2nd May 2023 at the Town Hall at 7.15pm

Present: Cllr C Turner (Chairperson)
Cllr M Eddy
Cllr T Grist

Mr R Green (Deal Society)
Mrs E Fogarty (FOND)

Officers: Laura Marney – Committee Clerk

Other: 2 members of the public

MINUTES

| | | | | |
|---|--|----------------------------|---|--|
| | Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent. | | | Chairperson |
| 2 | Apologies for absence: Cllr Carlyle and Cllr Stroud. | | | Committee Clerk |
| 3 | Declarations of interest: None received. | | | |
| 4 | Public Participation and Statements received: None received. | | | Committee Clerk |
| 5 | The minutes of the planning committee meeting held on 3rd April 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 3 rd April 2023 as a true and accurate record. The Chairperson duly signed the minutes. (P) ME (S) TG. All Agreed. | | | Chairperson |
| 6 | Planning applications received: | | | Committee Clerk |
| | DDC Ref | Address | Proposal | |
| | | | Deal Town Council Decision | |
| | 23/00417 | 7 Cross Road Deal CT14 9LB | Erection of a detached dwelling and formation of access (existing garage and shed to be demolished) | Members RESOLVED. Objection: On the basis too cramped within the area and off-street parking not adequate. (P) ME (S) TG. All Agreed. |
| | 23/00418 | 7 Cross Road Deal CT14 9LB | Erection of a side extension, porch, side dormer window, 2 rooflights, boundary wall/fence, alterations to windows, and render (existing side/rear extension, | Members RESOLVED. No Objection. (P) TG (S) ME. All Agreed. |

MR

| | | | |
|----------|--|--|---|
| | | porch and garage to be demolished) | |
| 23/00444 | 24 Canute Road Deal CT14 6QX | Erection of a single storey outbuilding for ancillary use | Members RESOLVED. Objection: As the bedrooms on the ground floor are in a flood risk area and to the creation of overnight accommodation which is not attached to the main building. (P) TG (S) ME. All Agreed |
| 23/00402 | 12A Sondes Road Deal CT14 7BW | Replacement windows to front elevation | Members RESOLVED. No Objection. (P) TG (S) ME. All Agreed. |
| 23/00456 | 25 Century Walk Deal Kent CT14 6AL | Erection of single storey rear extension (existing extension to be demolished) | Members RESOLVED. No Objection. (P) ME (S) CT. All Agreed. |
| 23/00244 | 9 Allenby Avenue Deal CT14 9AZ | Erection of first floor rear extension and front porch | Members RESOLVED. No Objection. (P) CT (S) ME. All Agreed. |
| 23/00482 | Land On The North Side Of Northwall Road Deal CT14 6PP | Certificate of Lawfulness (existing) for the continued use as a dwellinghouse | Members RESOLVED. Objection: On the basis that premises are not suitable for human occupation at this present time. (P) TG (S) ME. All Agreed. |
| 22/01345 | 12 King Street Deal CT14 6HX | Erection of a four storey building incorporating 3no. retail units (Use Class E) and 16no. self-contained flats (existing building to be demolished) | Members RESOLVED. Objection: Due to the removal of affordable housing and limited parking, also this is part of a number of applications that will have a detrimental effect on Deal Town Centre, therefore a proper design study of the cumulative impact of this development and others in the vicinity is needed as required by the draft local plan as this and other developments will have an impact on the viability of the town and amenity of the middle street conservation area. Deal Town Council also object unless a condition for complete photographic record of the art deco interior is applied. The Committee also agrees with the concerns about the |

| | | | |
|----------|--|--|--|
| | | | preservation of a Right of Way adjacent to the proposed development. (P) ME (S) CT. All Agreed |
| 23/00446 | 129 Middle Street Deal CT14 6JX | Re- roofing works with the introduction of a breathable membrane. | Members RESOLVED. No Objection. (P) ME (S) TG. All Agreed. |
| 23/00450 | 83 Beach Street Deal CT14 6JB | Change of Use and conversion to Lower 3 floors, to Use Class E(b) (Sale of food and drink for consumption (mostly on the premises) and the top floor to Residential. | Members RESOLVED. No Objection. (P) CT (S) ME. All Agreed. |
| 23/00353 | 18A Griffin Street Deal CT14 6LH | Erection of single storey rear addition. Blocking of opening to west elevation. Replacement shopfront window with double glazing. | Members RESOLVED. Objection: Unless a detailed drawing of the front windows are submitted to protect the residential amenity of neighbouring property. (P) CT (S) TG. All Agreed. |
| 23/00458 | 18A Griffin Street Deal CT14 6LH | Erection of a rear extension, alterations to windows, insertion of steps and railing to rear | Members RESOLVED. No Objection. (P) TG (S) ME. All Agreed. |
| 23/00510 | 165 Beach Street Deal Kent CT14 6LD | Removal of painted cementitious render and re-render with lime render on the existing side elevations. Installation of two mechanical extract fans within the existing basement. | Members RESOLVED. No Objection. (P) CT (S) ME. 2 For, 1 Abs. Motion carried. |
| 23/00498 | 53 Douglas Road Deal CT14 9HT | Erection of a dwelling. | Members RESOLVED. No Objection. (P) TG (S) ME. All Agreed. |
| 23/00518 | Melbourne 7 Farrier Street Deal CT14 6JP | Alterations to existing basement replacing ceiling, wall, and floor finishes, incorporating upgrades in new positions. | Members RESOLVED. No Objection. (P) ME (S) TG. All Agreed. |

7 DDC decisions: Members RESOLVED: To note the information.
(P) ME (S) TG. All Agreed.

| | | |
|--|--|--|
| | A message was received from the Chairperson Cllr Carlyle who is currently recovering from an operation, thanking Committee Members and Co-opted Members, especially Mr Green and Mrs Fogarty for their input on local and conservation matters. Cllr Carlyle also thanked the Committee Clerk for her valuable support and committee administration. | |
| | Date of next meeting: 5th June 2023 | |
| | The Chairperson closed the meeting at 8.25pm | |

Michael R. Eddy 5.6.23