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Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR, Tel: 07887491569
E-mail: deal.town.council@deal.gov.uk

To all Councillors: You are hereby summoned to attend the Annual Meeting of Council via Microsoft Teams on Wednesday 5 May 2021 at 7.15pm to transact the business shown on the agenda below.

To the press and public: Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Tuesday 4 May the Communications Officer Joanne Harper via the contact details above.

To listen to this meeting please contact the Communications Officer Joanne Harper, via the contact details above before 12 noon on Wednesday 5 May 2021


Mrs Lorna Crow - Town Clerk

Date: 27/4/2021

AGENDA

1.	Chairman's opening remarks:	
2.	Call for nominations for Chairman/Town Mayor 2021 - 2022: If more than one nomination is received an election will be held immediately.	Attach. 1
3.	Newly elected Chairman/Town Mayor will read out the Declaration of Acceptance of Office and announce their Mayoress/Consort.	Attach. 2
4.	Call for nominations for Vice-Chairman/Deputy Mayor for 2021-20: If more than one nomination is received an election will be held immediately.	Attach. 3
5.	Newly elected Vice-Chairman/Deputy Mayor will read out their Declaration of Acceptance of Office and announce their Deputy Mayoress/Consort:	Attach. 4
6.	Apologies for absence:	
7.	Declarations of interest: – To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 5
8.	To appoint a Town Mayor's cadet: Decision required	Attach. 6
9.	Chairman of the Council to announce the appointment of the Honorary Chaplain if required: Decision required	Attach. 7
10.	The minutes of the full Council meeting held on 20 April 2021 for approval and signing: Decision required	Attach. 8
11.	Statements received from members of the public on items relating to the agenda to be read out by the Town Clerk (maximum 15 minutes). For councillor information	Town Clerk
12.	Finance: Lists of payments made between 1 March and 31 March 2021 – for approval and signing – and list of individual payments exceeding £500.00: Decisions required	Attach. 9
13.	Appointment of Members to Deal Town Council Committees. Decisions required	Attach. 10
14.	Outside Bodies and Liaison Representation: Decisions required	Attach. 11
15.	Committee Report: Information to note (a) The minutes of the Transport & Infrastructure meeting held on 10 February 2021.	Attach. 12
	Date of next meeting: 29 June 2021	

DEAL TOWN COUNCIL – MEMORANDUM

ATTACH 1

To: Chairman of Deal Town Council
All Council members
From: Mrs Lorna Crow, Town Clerk
Date: 22 April 2021
Subject: Call for nominations for the Chairman/Town Mayor 2021/22

The Council must elect who will be Chairman and Worshipful Town Mayor for the municipal year of 2021/22

The voting procedure for this is as follows;

		Actioned by
1	The Town Clerk will read out the nomination (proposal) requests that she has received from Councillors prior to the meeting for the role of Chairman/Town Mayor.	Town Clerk
2	<p>The Chairman will then ask if any Councillors who have not been named or who want to change their request to indicate they wish to speak by unmuting their microphones.</p> <p>The Communications Officer will read out the list of Councillors who wish to speak in the order that they are recorded by him/her.</p> <p>The Chairman will then ask the listed Councillors to speak in turn to advise if they wish to change/add their request.</p>	Chairman
3	The final list of nominations (proposals) will be read out by the Town Clerk.	Town Clerk
4	The Chairman will then read out the roll call for the vote, each Councillor will respond in turn stating who they are voting for, or if they are abstaining from voting.	Chairman
5	<p>The R.F.O will record the vote of each Councillor and then read out the result.</p> <p>If there is a tie, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person for the Chairman/Town Mayor role.</p> <p>A tie in votes (after this process has been exhausted) may be settled by the casting vote exercisable by the Chairman of the meeting.</p>	<p>R.F.O</p> <p>Chairman</p>

Decision required: Members to elect the Chairman/Town Mayor for the municipal year of 2021/22.



ATTACH 2

Declaration of Acceptance of Office

I, having been elected to the office of Worshipful Town Mayor of Deal declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct, which is expected of members of Deal Town Council.

Signed:

Date:

This declaration was made and signed before me;

Signed:
Proper Officer of the Council

Date:

DEAL TOWN COUNCIL – MEMORANDUM

To: Chairman of Deal Town Council
All Council members

From: Mrs Lorna Crow, Town Clerk

Date: 22 April 2021

Subject: Call for nominations for the Vice Chairman/Deputy Mayor 2021/22

The Council must elect who will be Vice Chairman/Deputy Mayor for the municipal year of 2021/22

The voting procedure for this is as follows

		Actioned by
1	The Town Clerk will read out the nomination (proposal) requests that she has received from Councillors prior to the meeting for the role of Deputy Chairman/Deputy Town Mayor	Town Clerk
2	The Chairman will then ask if any Councillors who have not been named or who want to change their request to indicate they wish to speak by unmuting their microphones. The Communications Officer will read out the list of Councillors who wish to speak in the order that they are recorded by him/her. The Chairman will then ask the listed Councillors to speak in turn to advise if they wish to change/add their request.	Chairman
3	The final list of nominations (proposals) will be read out by the Town Clerk	Town Clerk
4	The Chairman will then read out the roll call for the vote, each Councillor will respond in turn stating who they are voting for, or if they are abstaining from voting	Chairman
5	The R.F.O will record the vote of each Councillor and then read out the result. If there is a tie, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person for the Vice Chairman/Vice Town Mayor role. A tie in votes (after this process has been exhausted) may be settled by the casting vote exercisable by the Chairman of the meeting.	R.F.O Chairman
	The Chairman will continue with the meeting	

Decision required: Members to elect the Vice Chairman/Deputy Town Mayor for the municipal year of 2021/22



ATTACH 4

Declaration of Acceptance of Office

I,..... having been elected to the office of Deputy Mayor of Deal declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct, which is expected of members of Deal Town Council.

Signed:

Date:

This declaration was made and signed before me;

Signed:
Proper Officer of the Council

Date:

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

DEAL TOWN COUNCIL –MEMORANDUM

ATTACH 6

To: Chairman of Deal Town Council and all Council members
From: Mrs Una Finch, Mayor's secretary
Date: 20 April 2021
Subject: Mayors Cadet 2021/22

Following the Mayoral Cadet policy, the next organisation on the rota is the Air Cadets. I have contacted them to ask if they would like to participate and select a suitable cadet to take on the role.

The role of the Cadet is to accompany the Mayor on Civic/Ceremonial occasions, to be part of the parade, to stand with the Mayor, carry the wreath and lay the wreath when requested to so by the Mayor.

Annual Mayoral and Civic Events that the Mayor's Cadet may be invited to attend;

RBL Armed Forces Day Service: June Deal Pier Apron

Dover Patrol Memorial Service: July (Dover Patrol Monument, St Margaret's at Cliff)

Royal Marines Band Day: July (Marines Bandstand, Walmer)

VJ Day Service: 15 August (Captains Garden)

Charter Day: 13 October

Trafalgar Day: October

Remembrance Sunday: November (Deal Hospital)

Armistice Day: 11 November (Hamilton Road Cemetery)

The Mayor's Secretary will contact the Cadet's parents/guardians when the Cadet is required. The Cadet is the responsibility of their parent/guardian/staff member of the youth military organisation when attending the events, this includes the transport of the Cadet to and from the events. If the Mayoral/Civic event is held during the school week it is the parent/guardian responsibility prior to the event to obtain permission from the school for the Cadet to attend. If the Cadet arrives at an event without prior agreement with the Mayor's secretary and parent/guardian, they will be asked to leave.

The retiring Mayoral Cadet for the municipal years 2019/21 is from the Army Cadets. This cadet would normally be invited to the Ceremonial Mayoral Evening to receive their certificate of service to the council and town crest plaque. The incoming Cadet would also be invited to the Ceremony and would receive a Mace pin. 4 invites in total. However, this may not be possible due to Covid restrictions and a separate ceremony/meeting may be held.

Decision required: Members to consider and agree that the Mayoral Cadet for the municipal year 2021/22 is from the Air Cadets.

DEAL TOWN COUNCIL –MEMORANDUM

ATTACH 7

To: Chairman of Deal Town Council and all Council members
From: Mrs Una Finch, Mayor's secretary
Date: 26 April 2021
Subject: Appointment of a Mayors Honorary Chaplain 2021/22

The modern-day role of the Mayor's Chaplain is to help organise any civic services the Mayor wishes to hold during his/her term of office.

Charter Day is Deal Town Councils predominant occasion in which the Mayor's Chaplain would help organise and lead a Church Service if the Mayor chooses to hold one.

The Mayor will decide which Chaplain to appoint, and he/she will be invited to the Ceremonial Mayoral Evening along with one guest.

As with the office of Mayoress or Consort, the Mayor Chaplain has no legal status.

Decision required: The newly elected Mayor to consider if a Mayor's Chaplain is appointed for the municipal year 2021/22.

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

**The minutes of the Full Council meeting
held on Tuesday 20th April 2021 starting at 7.15pm**

Present:

Cllr E Rowbotham – Chairman	Cllr D Cronk - Vice Chairman
Cllr A Friend (AFd)	Cllr S Beer
Cllr T Bond	Cllr C Turner
Cllr S Carlyle	Cllr B Bano
Cllr M Eddy	Cllr T Thompson
Cllr O Richardson	Cllr C Oliver
Cllr A Farrington (AFn)	

Officers:

Town Clerk: Lorna Crow
Deputy Town Clerk: Paul Bone
Communications Officer: Joanne Harper
Mayor's secretary: Una Finch

Others: 0 members of the public

1.	Chairman's opening remarks and apologies for absence: The Chairman welcomed everyone to the meeting and advised of the procedures. Apologies had been received from Cllr A Stroud. The Chairman held a minute's silence for HRH Prince Phillip and to think about past mayor Marlene Burnham who recently lost her son.	Actions
2.	Declarations of interest: None received.	
3.	The minutes of the Full Council meeting held on 30 March 2021 for approval: Members RESOLVED: To accept the minutes of the Full Council meeting held on the 30 March 2021 as a true and accurate record. (P) AFd (S) ME 12 for 1 abstention.	
4.	Statements received from members of the public on items relating to the agenda to be read out by the Deputy Town Clerk: No statements had been received.	
5.	Meeting Schedule: Members RESOLVED: to accept the Meeting Schedule for 2021/22 (P) CO (S) AFd All agreed.	Deputy Town Clerk
6.	Review of Outside Bodies: Members RESOLVED: to remove Deal and Walmer Neighbourhood Forum, Deal Centre for the Retired Liaison Committee (AGE UK) and Coastal Community Fund from the list. (P) SB (S) SC 12 for 1 abstention motion carried.	Town Clerk
7.	Review of Committee Terms of Reference: Members RESOLVED to accept the Terms and Reference for the Committees, with the following amendments: <ul style="list-style-type: none"> Environment and Transport & Infrastructure – Under the heading Status the second line be replaced with the sentence: <i>It has the power to make decisions which support aims of the committee without the need to refer to Full Council.</i> Transport & Infrastructure has the sentence added – promoting use of public transport inline with green transport initiatives. (P) DC (S) CO 11 for 2 against motion carried. Cllr Bond requested his vote against be recorded.	Committee Clerk Committee Clerk
8.	Annual Meeting of the Council: (i) voting on appointments procedure: Members RESOLVED: to accept the procedure for voting on appointments at the Annual Meeting of the Council in May 2021 (P) SB (S) CT All agreed.	

	<p>(ii) Committee membership procedure: Members RESOLVED: to accept the procedure for Committee and Panel Membership in remote meetings and for councillors to email the Town Clerk in advance of the meeting to indicate they wish to be considered for a committee, these requests will be shared via email with Councillors prior to the meeting. (P) SB (S) CT All agreed.</p>	<p>Cllrs</p> <p>Town Clerk</p>
9.	<p>Annual Town Meeting: Members RESOLVED: to accept the format and to give members of the public access to view the meeting. (P) CO (S) SC All agreed.</p>	<p>Deputy Town Clerk</p>
10.	<p>Committee Reports:</p> <ul style="list-style-type: none"> • The minutes of the Planning Committee meeting held on 1 March 2021. Members RESOLVED to note the minutes of the Planning Committee held on 1 March 2021. <p>(P) SC (S) ME All agreed. Cllr Carlyle as Vice Chair of the committee thanked all the Committees for the work on the District Plan.</p>	
11.	<p>KCC Cycle Training: Cllrs Friend and Bano left the meeting 8.20pm Members RESOLVED: to accept the request from KCC to store their e-cycles with the Cycle Friendly Deal Ebike Hire Fleet in the Container at Tides, making Deal a Kent Cycle Training Hub and delegate authority to the Project Officer to liaise with KCC. (P) SB (S) DC All agreed.</p>	<p>Project Officer</p>
12.	<p>Deal Walkers are Welcome: Cllrs Friend and Bano returned to the meeting 8.24pm Members RESOLVED:</p> <ul style="list-style-type: none"> • To work in partnership with Deal Walkers are Welcome • To appoint a Member to represent the Council on the Deal Walkers are Welcome • Agree to pay the annual fee for membership of the National Walkers are Welcome scheme (£110) <p>(P) SC (S) CO All agreed.</p>	<p>Councillors</p> <p>R.F.O</p>
13.	<p>Social Supermarket development: Members RESOLVED: That Cllr Rowbotham represent Deal Town Council on the project development group for the Deal and Walmer Social Supermarket. Cllr Rowbotham to report back on progress as appropriate. (P) SB (S) SC All agreed.</p>	<p>Cllr Rowbotham</p>
14.	<p>Covid Information Officer update report: Members RESOLVED: to note the report. (P) AFd (S) AFn All agreed. Cllr Bano left the meeting 8.37pm</p>	
15.	<p>Saturday Market Officer update report: Members RESOLVED: to note the report and to thank Christopher Hobbs-East for his work on the market. Cllr Bano returned to the meeting 8.39pm (P) AFd (S) SB All agreed.</p>	
16.	<p>Cinque Ports Face Mask: Members RESOLVED: to decline the offer to purchase any Cinque Port Face Masks. (P) BB (S) TB All agreed.</p> <p>The Chairman closed the meeting at 8.47pm.</p>	<p>R.F.O</p>
	<p>Date of next meeting: 5 May 2021 (Annual meeting of the council)</p>	

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

Recommendation to confirm payments retrospectively

Payee	Purpose		Gross	Net	VAT	VIC Cost	Type
KCC Youth Hub	Grant	£	1,000.00	£ 1,000.00			
Lendon Containers	CFD container hire	£	565.02	£ 470.85	£ 94.17		
Business Stream	Allotments water PA	£	165.90	£ 165.90			1/2Y
Guideline Lift Services	Lift Maintenance	£	139.74	£ 116.45	£ 23.29		
Ellis Whittam	Insurance Renewal	£	236.94	£ 225.94	£ 11.00		M
Ellis Whittam	Annual fee H&S /HR	£	2,977.62	£ 2,481.35	£ 496.27		A
Marc One Security	S/M Security	£	240.00	£ 200.00	£ 40.00		
Business Stream	Allotments water MR	£	85.97	£ 85.97			1/2Y
Global 4	Telephone Services	£	140.84	£ 117.37	£ 23.47		M
Vodafone	T/H mobile	£	9.90	£ 8.25	£ 1.65		M
Marc One Security	S/M Security	£	240.00	£ 200.00	£ 40.00		
Clean Cut Gardening Servi	Allotment Maintenance	£	390.00	£ 390.00			
PKF LittleJohn LLP	Audit	£	1,560.00	£ 1,300.00	£ 260.00		A
APSE	Planning report	£	80.00	£ 80.00			
RG Williams	Tap repair Allotments PA	£	61.96	£ 51.63	£ 10.33		
Marc One Security	S/M Security	£	240.00	£ 200.00	£ 40.00		
Greentech	CFD Additional Ebike	£	2,414.40	£ 2,012.00	£ 402.40		
Nat West	Bankline	£	56.60	£ 56.60			M
Capita	Salaries	£	22,827.51	£ 22,827.51			M
KCS	Photocopies	£	89.27	£ 74.39	£ 14.88		Q
KCS	Photocopier rental	£	161.44	£ 134.53	£ 26.91		Q
ADM Computing	IT Support	£	696.11	£ 580.09	£ 116.02		M
Guideline Lift Services	Lift Maintenance	£	135.67	£ 113.06	£ 22.61		Q
Dover District Council	S/M profit share (2 Years)	£	5,580.34	£ 5,580.34			2Y
PlusNet	Broadband	£	42.00	£ 35.00	£ 7.00		M
Worldpay	Terminal Charges	£	53.88	£ 47.40	£ 6.48	Y	M
Swalec	Gas	£	370.26	£ 308.55	£ 61.71		M
Dover District Council	S/M rates recharge 18/19	£	2,330.99	£ 2,330.99			A
Marc One Security	S/M Security	£	240.00	£ 200.00	£ 40.00		
Omicron	CFD Maps	£	838.20	£ 831.00	£ 7.20		
Your leisure	CFD Ebike Marketing fees	£	1,680.00	£ 1,400.00	£ 280.00		
Your leisure	CFD E Bike Management fees	£	9,000.00	£ 7,500.00	£ 1,500.00		
The Carpet Boss	Carpet Cleaning	£	388.00	£ 388.00			
Surething Studio	CFD Maps ans Markers	£	400.00	£ 400.00	£ -		
Godden Construction	CFD Finger post & inst	£	540.00	£ 450.00	£ 90.00		
Dover District Council	S/M rates recharge 19/20	£	2,448.86	£ 2,448.86			A
Gordon Engraving	CFD Notice boards	£	2,453.37	£ 2,044.48	£ 408.89		
Marc One Security	S/M Security	£	240.00	£ 200.00	£ 40.00		
KM Constantine	Staff Training	£	990.00	£ 990.00			
Nat West	Bank Charges	£	23.45	£ 23.45			
Vision ICT	Website redesign	£	975.00	£ 812.50	£ 162.50		
Clean Cut Gardening Servi	Allotment Maintenance	£	390.00	£ 390.00			
ADM Computing	IT Support	£	150.00	£ 125.00	£ 25.00		
Marc One Security	S/M Security	£	240.00	£ 200.00	£ 40.00		
Suez	Waste Collection	£	390.29	£ 325.24	£ 65.05		M
Shogun Vehicle Leasing	T/H Car Rental	£	355.44	£ 296.20	£ 59.24		M
		£	64,634.97	£ 60,218.90	£ 4,416.07		

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

Payee	Purpose	Gross	Net	VAT
KCC Youth Hub	Grant	£ 1,000.00	£ 1,000.00	
Lendon Containers	CFD container hire	£ 565.02	£ 470.85	£ 94.17
Ellis Whittam	Annual fee H&S /HR	£ 2,977.62	£ 2,481.35	£ 496.27
PKF LittleJohn LLP	Audit	£ 1,560.00	£ 1,300.00	£ 260.00
Greentech	CFD Additional Ebike	£ 2,414.40	£ 2,012.00	£ 402.40
Capita	Salaries	£ 22,827.51	£ 22,827.51	
ADM Computing	IT Support	£ 696.11	£ 580.09	£ 116.02
Dover District Council	S/M profit share (2 Years)	£ 5,580.34	£ 5,580.34	
Dover District Council	S/M rates recharge 18/19	£ 2,330.99	£ 2,330.99	
Omicron	CFD Maps	£ 838.20	£ 831.00	£ 7.20
Your leisure	CFD Ebike Marketing fees	£ 1,680.00	£ 1,400.00	£ 280.00
Your leisure	CFD E Bike Management fees	£ 9,000.00	£ 7,500.00	£ 1,500.00
Godden Construction	CFD Finger post & inst	£ 540.00	£ 450.00	£ 90.00
Dover District Council	S/M rates recharge 19/20	£ 2,448.86	£ 2,448.86	
Gordon Engraving	CFD Notice boards	£ 2,453.37	£ 2,044.48	£ 408.89
KM Constantine	Staff Training	£ 990.00	£ 990.00	
Vision ICT	Website redesign	£ 975.00	£ 812.50	£ 162.50
		<u>£ 58,877.42</u>	<u>£ 55,059.97</u>	<u>£ 3,817.45</u>

DEAL TOWN COUNCIL – MEMORANDUM

ATTACH 10

To: Chairman of Deal Town Council
All Council members
From: Mrs Lorna Crow, Town Clerk
Date: 22 April 2021
Subject: Committee and Panel membership 2021/22

The annual update of Council membership on the following committees is now required.

Recommendation: To consider and agree the Councillor membership, and the Chairman and Vice Chairman for the council committees in the table below. This includes the current co-opted organisations and individuals.

The voting procedure for this is listed overleaf.

1	The Environment Committee	Membership: Chairman: Vice Chairman: Co-opted Members: East Kent Climate Action and Kent Tree & Pond Partnership
2	Finance and General Purposes Committee	Membership: Chairman: Vice Chairman:
3	Grants Sub-Committee	Membership (max 4): Chairman: Vice Chairman:
4	Planning Committee	Membership: Chairman: Vice Chairman: Co-opted Members: Deal Society, FOND and Mr C Hartley
5	Transport and Infrastructure committee	Membership: Chairman: Vice Chairman: Co-opted Members: Mr P Inch, Cllr D Murphy (KCC) and Mr I Killbery
6	Staff Liaison Panel – please note membership to consist of the Town Clerk and four councillors	Membership (max 4): Chairman: Vice Chairman:
7	The Grievance and Appeal Panel The council has a pool of councillors (maximum of 6) who may be asked to sit on this panel or an appeal panel, the Town Clerk in liaison with the Chairman of Staff Liaison Panel will decide on 3 members from this pool which includes who is the Chairman and Vice Chairman of the panel when required	Membership (max 6):

Voting procedure: To be followed for Committees 1 to 7

		Actioned by
1	The Town Clerk will read out the membership requests that she has received from Councillors prior to the meeting for the relevant Committee and current co-opted members	Town Clerk
2	<p>The Chairman will then ask if any Councillors who have not been named or who want to change their request to indicate they wish to speak by unmuting their microphones.</p> <p>The Communications Officer will read out the list of Councillors who wish to speak in the order that they are recorded by him/her.</p> <p>The Chairman will then ask the listed Councillors to speak in turn to advise if they wish to change/add their requests for membership or additional co-opted members to be considered.</p>	<p>Chairman</p> <p>Communications Officer</p> <p>Chairman</p>
3	The final list of membership including co-opted members will be read out by the Town Clerk.	Town Clerk
4	<p>The Chairman will then call for a Proposer and Seconder for the motion to accept the list and ask Councillors to indicate if they wish to do this by unmuting their microphones.</p> <p>The Communications Officer will read out the list of Councillors who wish to speak in the order that they are recorded by him/her.</p> <p>The Chairman will then ask those Councillors to speak in turn to propose or second.</p> <p>Once the Proposer and Seconder has been confirmed the Chairman will read out the roll call for the vote.</p>	<p>Chairman</p> <p>Communications Officer</p> <p>Chairman</p> <p>Chairman</p>
5	The Town Clerk will read out the Chairman nomination (proposal) requests that she has received from Councillors prior to the meeting for the relevant Committee.	Town Clerk
6	<p>The Chairman will then ask if any Councillors who have not been named or who want to change their request to indicate they wish to speak by unmuting their microphones.</p> <p>The Communications Officer will read out the list of Councillors who wish to speak in the order that they are recorded by him/her.</p> <p>The Chairman will then ask the listed Councillors to speak in turn to advise if they wish to change/add their requests for Chairman.</p>	<p>Chairman</p> <p>Communications Officer</p> <p>Chairman</p>
7	The final list of nominations for Chairman will be read out by the Town Clerk.	Town Clerk
8	The Chairman will then read out the roll call for the vote, each Councillor will respond in turn stating who they are voting for, or if they are abstaining from voting.	Chairman
9	<p>The R.F.O will record the vote of each Councillor and then read out the result.</p> <p>If there is a tie, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person for the Chairman role.</p> <p>A tie in votes (after this process has been exhausted) may be settled by the casting vote exercisable by the Chairman of the meeting.</p>	<p>R.F.O</p> <p>Chairman</p>

10	The Town Clerk will read out the Vice Chairman nomination (proposal) requests that she has received from Councillors prior to the meeting for the relevant Committee.	Town Clerk
11	<p>The Chairman will then ask if any Councillors who have not been named or who want to change their request to indicate they wish to speak by unmuting their microphones.</p> <p>The Communications Officer will read out the list of Councillors who wish to speak in the order that they are recorded by him/her.</p> <p>The Chairman will then ask the listed Councillors to speak in turn to advise if they wish to change/add their requests for Vice Chairman.</p>	<p>Chairman</p> <p>Communications Officer</p> <p>Chairman</p>
12	The final list of nominations for Vice Chairman will be read out by the Town Clerk.	Town Clerk
13	The Chairman will then read out the roll call for the vote, each Councillor will respond in turn stating who they are voting for, or if they are abstaining from voting.	Chairman
14	<p>The R.F.O will record the vote of each Councillor and then read out the result.</p> <p>If there is a tie, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person for the Vice Chairman role.</p> <p>A tie in votes (after this process has been exhausted) may be settled by the casting vote exercisable by the Chairman of the meeting.</p>	<p>R.F.O</p> <p>Chairman</p>
	This process will then begin again until all 7 committees have been voted on.	

Decision required: Members to action the recommendation.

DEAL TOWN COUNCIL - MEMORANDUM

ATTACH 11

To: Chairman of Deal Town Council, all Council members
From: Lorna Crow, Town Clerk
Date: 19 April 2021
Subject: Representation to Outside Bodies and Liaison Representatives

Members considered a report on the current list of outside body organisations that the council has a representative on, at the full council meeting on 20 April 2021.

Listed below are the organisations that the council has agreed they would like representatives on for the municipal term 2021-2022.

Recommendation: Members to decide which councillor/s to represent the agreed organisations. The voting procedure for this is listed overleaf.

When these have been agreed I will contact the organisations with the contact details for the relevant councillor/s and ask that the organisation agree to them attending their meetings etc. The organisation will then contact the councillor directly with invites and information required.

Organisation	Usual Number of Councillor(s)
Deal/St Omer Twinning Association	The Mayor and Deputy Mayor + 2 councillors
Dover District Cycle Forum	1 Councillor
North Deal Community Partnership	1 Councillor
Chamber of Trade liaison	1 Councillor
Deal Music and Arts	1 Councillor
White Cliffs Country Tourism Association	1 Councillor
Dover Joint Transportation Board	1 Councillor + 1 Reserve Councillor
Deal Memorial Bandstand Trust	The Mayor
Astor Theatre liaison	1 Councillor
Citizens Advice Bureau	1 Councillor
Deal With It	1 Councillor
Deal Town Fairtrade Network	2 Councillors
KALC area committee meetings	2 Councillors
Southeastern railway stakeholder meetings	1 Councillor + 1 Reserve Councillor
Confederation of Cinque Ports Promotion Working Group	The Mayor
Deal Speaking Up Group	1 Councillor
East Kent Network of Sanctuary	2 Councillors
East Kent Climate Action	2 Councillors
Deal Walkers are Welcome	1 Councillor

Decision required: Members to consider the above recommendation.

Voting procedure:

		Actioned by
1	The Town Clerk will read out the nomination (proposal) requests that she has received from Councillors prior to the meeting for representatives on the outside body list.	Town Clerk
2	<p>The Chairman will then ask if any Councillors who have not been named or who want to change their request to indicate if they wish to speak by unmuting their microphones.</p> <p>The Communications Officer will read out the list of Councillors who wish to speak in the order that they are recorded by him/her.</p> <p>The Chairman will then ask the listed Councillors to speak in turn to advise if they wish to change/add their requests for representatives.</p>	<p>Chairman</p> <p>Communications Officer</p> <p>Chairman</p>
3	The final list of nominations will be read out by the Town Clerk.	Town Clerk
4	The Chairman will then read out the roll call for the vote, for each outside body organisation. The Councillor will respond in turn stating who they are voting for, or if they are abstaining from voting	Chairman
5	<p>The R.F.O will record the vote of each Councillor and then read out the result.</p> <p>If there is a tie, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person for the role.</p> <p>A tie in votes (after this process has been exhausted) may be settled by the casting vote exercisable by the Chairman of the meeting.</p>	<p>R.F.O</p> <p>Chairman</p>

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

**The minutes of the remote Transport and Infrastructure meeting
held on Wednesday 10 February 2021 starting at 7.15pm**

Present:

Cllr B Bano– Chairman	Cllr T Thompson
Cllr L Kettlewell– Vice Chairman	Cllr O Richardson
Cllr E Rowbotham (ex officio)	Mr I Killbery (co-opted member)
Cllr M Eddy	

Officers:

Committee Clerk: Kelly Lawrence	Others: 0 members of the public
Project Officer: Adrian Oliver	
Secretary: Una Finch	
Communications Officer: Joanne Harper	

1.	Chairman's opening remarks: The Vice Chairman welcomed everyone to the meeting and took the Chair as requested by the Chairman. He then reminded members of the procedures for during the remote Teams meeting. Apologies for absence had been received from Cllr Cronk and Derek Murphy (co-opted member)	Actions
2.	Declarations of interest: None received.	
3.	Minutes of the Transport and Infrastructure Committee meeting held on 16 December 2020 for approval: Members RESOLVED: To accept the minutes of the Transport and Infrastructure Committee meeting held on the 16 December 2020 with an amendment to item 6. Walmer Parish Council are looking into electric buses not responsive buses. (P) ME (S) TT 6 for 1 abstention.	
4.	Statements received from members of the public on items relating to the agenda: No statements had been received from the public.	
5.	Request for committee input to the DDC Local District Plan: Following discussion Members RESOLVED: All committee members to indicate by Monday 15 February by email to the Vice Chair and the Project Officer which specific policies from the DDC Local Plan they want to work on, any unallocated areas will be allocated by the Vice Chair and Project Officer. A report will be put together by the Vice Chairman and Project Officer ready to go to the Extraordinary Full Council meeting in March. (P) OR (S) ME All agreed.	Vice Chairman, Project Officer and All members
6.	Correspondence Received: (a) Response to the Mayoral letter sent regarding Brexit: Members RESOLVED: To note the letter and to write back to the Leader of KCC and ask if he received any reports by the Kent Resilience Forum concerning the lorry traffic chaos before Christmas as a result of the Border Closures. (P) ME (S) TT All agreed (b) Response received from Network Rail regarding Deal station – Access for All Project: Members RESOLVED: To note the report and to continue the dialogue and ensure we make representations directly with Network Rail and South-Eastern so they don't lose sight of our considerable interest in this project. (P) LK (S) ER All agreed. (c) Response to the Committee Chairman email to Kent Police regarding their ANPR camera extension plan: Members RESOLVED: To contact the local Community Safety Unit and Kent Police for clarity on previously unanswered questions. (P) LK (S) TT All agreed.	Chairman and Committee Clerk Chairman and Committee Clerk Chairman and Committee Clerk

7.	<p>Update from the committee Highways Improvement Task & Finish Group: Members RESOLVED: The HIP Task and Finish Group create a Highways Improvement Plan with a focus on benefitting vulnerable road users:</p> <ul style="list-style-type: none"> • Researching small necessary improvements to the Highway in the three Wards • Providing indicative costs for each individual improvement • Prioritising these improvements <p>The Highway Improvement Plan is then to be submitted to the Transport & Infrastructure Committee for review and approval. The Transport & Infrastructure Committee to then submit the Highways Improvement Plan to Full Council to request funding. The Highway Improvement Plan is then to be submitted to Kent Highway Services to for review. (P) ME (S) ER All agreed.</p>	Project Officer and Members
8.	<p>Update on the committee projects/initiatives: Members RESOLVED: To thank the Project Officer for the report and to note the report with the following amendments on the Other T&I initiatives section resolution from the T&I meeting on 14/10 to correct name from Bach to Back 16/12, to ask Cllr M Eddy to engage with Walmer Parish Council in looking further at the demand for electric not responsive buses and 14/10 to insert Kent Police Roads Enforcement and Safety before Survey. Action completed although the deadline had expired. (P) LK (S) ME All agreed.</p>	Project Officer
9.	<p>Report from Cllr Kettlewell on White Cliffs Community Rail Partnership Steering Group: Members RESOLVED: To note the report and to contact by letter the Community Engagement Officer at DDC to request assistance in any future work with the local community when required. (P) ER (S) TT All agreed.</p>	Vice Chairman and Committee Clerk
	The Chairman closed the meeting at 8.45pm	
	Date of next meeting – 14 April 2021	