



Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR,
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To all Committee Members: You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at Deal Town Hall on **Tuesday 20th July 2021** at 7.15pm to transact the business shown on the agenda below.

To the press and public: There is limited public seating for this meeting. To reserve a seat, please email deal.town.council@deal.gov.uk or call 07887491569 by 10.00am on Monday 19th July. Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 19th July. Please email deal.town.council@deal.gov.uk or post to the above address.

P.B.

Paul Bone
Responsible Finance Officer
Date: 14 July 2021

AGENDA

1	Chairman's opening remarks and apologies for absence:	Chairman
2	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
3	The minutes of the previous Finance & General Purposes Committee meeting held on 23rd March 2021: - For approval	Attach. 2
4	Statements received from members of the public on items relating to the agenda to be read out by the R.F.O. (maximum 15 minutes): For councillor information.	R.F.O.
5	Finance – i) Income & Expenditure figures and Full Bank reconciliation to 31 st March 2021 – Information to note ii) Income & Expenditure figures and Full Bank reconciliation to 30 th April 2021 – Information to note iii) Decisions made under delegated authority since the last meeting of this committee - Information to note	Attach. 3 Attach. 4 Attach. 5
6	Audit 2021 – i) Internal Auditor Report - Information to note ii) Cllr Audit report - Information to note iii) Annual Return 2021 - Decisions required iv) Appointment of Cllr Auditors for 2021-22 – Decision Required	Attach. 6 Attach. 7 Attach. 8 Attach. 9
7	Grants 2021-22 – Recommendations from the Grants Sub-Committee - Decisions required	Attach. 10
8	Town Hall Utility Suppliers - Decision required	Attach. 11
9	Mayor's Parlour Refurbishment - Decisions required	Attach. 12
10	Town Hall Maintenance - Decisions required	Attach. 13
11	Visitor Information Centre – Coach Ticket Sales – Decision required.	Attach. 14
	Date of next F&GP Committee meeting: 21 September 2021	

Members Cllrs, DC, SB, BB, TB, ME, & TT

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.

	<p>4) To award Deal With it a Grant for the full amount requested of £500 towards the cost of putting on an event to raise the awareness of litter and to recommend that the applicant uses sustainable printing methods for the proposed flyers and posters.</p> <p>5) To award Leaps and Bounds a Grant for the full amount requested of £500 towards the cost of a greenhouse to help increase the activities associated with the pleasure of planting, nurturing, and enjoying flowers and vegetables.</p> <p>6) To award The Deal Society a Grant of £350 towards the cost of printing leaflets and the associated postage to promote Heritage Open Days. Members further recommended that the applicant uses sustainable printing methods for the leaflets and that they look for alternative funding for the Walkers are Welcome subscription fee.</p> <p>7) To award Invicta Martial Arts a Grant for the full amount requested of £246 towards the cost of purchasing trophies to encourage students back into training by running their annual awards evening.</p> <p>(P) SC (S) SB All agreed.</p> <p>Members further RESOLVED:</p> <ul style="list-style-type: none"> i) That the Grants sub-committee review the guidelines, application forms and dates for Grants to be considered for 'Annual Grants' (Large & Small) for 2021-22 and submit a report to the next F&GP meeting. ii) That the Grants sub-committee review the guidelines, application forms and dates for Grants to be considered for 'Special Projects Grants' for 2021-22 and submit a report to the next F&GP meeting. iii) That the Grants sub-committee produce draft guidelines for how applications to the Deal St Omer Twinning Fund are to be dealt with for 2021-22 and submit a report to the next F&GP meeting. <p>(P) SC (S) SB All agreed.</p>	<p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p> <p>Grants sub-committee.</p> <p>Grants sub-committee.</p> <p>Grants sub-committee.</p>
7.	<p>Third Party Internal Auditor: Members RESOLVED:</p> <ul style="list-style-type: none"> 1) To re-appoint McCabe Ford Williams to continue as the Internal Auditor for Deal Town Council for the financial year 2021-2022 2) To delegate authority to the R.F.O. to sign the engagement letter on behalf of the Council and that the Chair of F&GP is the counter signatory. <p>(P) DC (S) SB All agreed.</p>	<p>R.F.O.</p> <p>R.F.O. Chairman of F&GP</p>
8.	<p>Council Internal Auditors: Members RESOLVED: to defer the decision to the next F&GP meeting for more information. (P) DC (S) SC All agreed.</p>	R.F.O.
9.	<p>Allotments: Members RESOLVED: to accept the revised Allotment Tenancy Agreement with the amendment: in compassionate circumstances when a deceased tenant's partner requests a transfer of tenancy providing they are actively cultivating the plot, this will be taken on a case by case basis by the Allotment Officer. (P) SC (S) TB All agreed.</p>	Allotments Officer
10.	<p>Braderie:</p> <p>Members RESOLVED: to cancel the Braderie for 2021 (P) DC (S) SB 6 for 1 against 1 abstain motion carried.</p> <p>Members further RESOLVED: Officers to explore the possibility of holding an alternative smaller Braderie in the Union Road car park one Sunday, giving priority to charitable organisations, considering the feasibility of Covid regulations and report back to the next meeting in May (P) SC (S) BB All agreed.</p> <p>Members held a minute's silence.</p>	<p>R.F.O.</p> <p>Deputy Town Clerk</p>

11.	<p>Annual Planting: Members RESOLVED:</p> <ol style="list-style-type: none"> 1) Cllr Bano withdrew his resignation from the Annual Planting Team. 2) That Simon Chapman is retained as the approved contractor for 2021-22 3) That the Annual Planting scheme for 2021-22 is managed by the Annual Planting Team reporting to F&GP 4) That an initial sum of £4,000 is allocated from the annual planting budget to purchase of planters similar in design to others in Deal for the Mill Hill area provided that 4 suitable sites for the planters can be identified. <p>(P) SC (S) SB All agreed.</p>	<p>R.F.O.</p> <p>Annual Planting Team.</p> <p>Annual Planting Team.</p>
12.	<p>Saturday Market: Members RESOLVED:</p> <ol style="list-style-type: none"> 1) To increase the pitch price from £6.40 per parking bay to £10 per parking bay. 2) To keep to electronic payments only (including when the market can return to normal trading) and allow traders to have the option to pay not just weekly but also monthly and annually if they wish. 3) Changes to take place from 21st June. 4) Engagement with stall holders to take place to inform them of the changes and invite feedback <p>(P) SB (S) TT All agreed.</p>	<p>Market Officer</p>
13.	<p>Town Hall Energy Performance Certificate: Members RESOLVED: to accept the quotation from Premier EPC for £310 including the lodgement fee of £40 on the Government website. (P) SB (S) TT All agreed.</p>	<p>R.F.O.</p>
14.	<p>Earmarked Reserves: Members RESOLVED:</p> <ol style="list-style-type: none"> 1) To carry forward the following Earmarked reserves to 2021-22: Capital Fund (£26,189) Artefacts & Mayor's Parlour Refurbishment (combined as one fund of £20,250) Staff Training (£1,457 if not spent) Carbon Roadmap (£5,000) Special Projects Fund renamed as Environment Fund (£46,000) DTC contribution to improvements at Deal Station (£5,000) Deal Town Plan (£5,000) 2) 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. <ol style="list-style-type: none"> 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) 3) To carry forward from this year's budgets the following balances as provisions for expenditure relating to the 2020/21 year: <ol style="list-style-type: none"> a. Audit Costs (£2,500) b. Hospitality (£2,000) c. Election Costs (£6,500) d. Cycle Friendly Deal (Any remaining balance) <p>(P) DC (S) ME All agreed</p>	<p>R.F.O.</p> <p>Full Council</p> <p>R.F.O.</p>
15.	<p>Christmas Lights: Members RESOLVED: to defer this agenda item to a later F&GP meeting (P) DC (S) SB All agreed. The Chairman closed the meeting at 20:51</p>	<p>R.F.O.</p>
	Date of next meeting 18th May 2021	

DEAL TOWN COUNCIL

ATTACH (3)

Budgets as agreed by Budget Position
FC 27/1/2020 2020/21 31/03/21

Budget Position
2020/21 31/03/21

Budgeted Income				Budgeted Expenditure			
	£	£			£	£	
Precept	396,109	396,109	100%	<u>Salaries/Pensions</u>	257,594	255,838	99%
Bank Interest	2,000	240	12%	Extrenal DPO	1,000	840	84%
Allotment Income	4,000	4,701	118%	Premises (running costs)	18,500	16,459	89%
Town Hall Hire	10,000	470	5%	Insurance	5,500	5,880	107%
Wed/Fri Market	5,000	240	5%	Mayoral Travel & subsistence	100	-	0%
Saturday Market	22,000	9,239	42%	Staff Travel & subsistence	100	4	4%
Braderie Income	4,440	-	0%	Cllr Travel & subsistence	100	-	0%
VIC Income	1,500	842	-56%	T/H Car Lease & Fuel	4,044	3,576	88%
	<u>445,049</u>	<u>410,158</u>	92%	<u>General Admin</u>	12,800	11,694	91%
				Cllr Training	1,000	220	22%
Supporting Income				Staff Training	2,000	220	11%
Earmarked reserves	115,321	13,141		<u>Mayor/Deputy/TS Expenses</u>	3,000	428	14%
2019/20 Provisions	16,306	18,563		Hospitality	2,750	54	2%
From/(to) reserves	92,579	-		Cllr. Allowances	4,800	3,775	79%
Coastal Communities	40,603	41,124		Legal Advice	1,000	-	0%
	<u>264,809</u>	<u>31,704</u>		Election Costs	6,500	-	0%
				Publicity	2,000	80	4%
Total Budgeted Income	709,858	441,862		IT & Office Equip't	15,000	10,788	72%
				Contingency	10,000	5,000	50%
INCOME (Other)				Ellis Whittam Services	3,060	2,707	88%
VAT Refund		14,994		Sat Market Profit Share (19/20)	2,500	648	26%
Misc Income		5,000		Staff Uniform	400	39	10%
		<u>19,994</u>		Allotments	7,000	8,182	117%
				Braderie (-£2,300 vired to S/M)		-	

Note 1: Capital Fund

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

Note 2: VIC - Excluding staff costs

Income	
VIC Sales	44.46
ticket sales commission	11.06
	<u>55.52</u>
Expenditure	
Ticket purchases	358.50
Goods for re-sale	0.00
Running costs	539.45
	<u>897.95</u>
VIC Income	<u>-842.43</u>

Note 3: Astor Theatre

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

Note 3: Coastal Communities

Grant from CCF	41124.00
CFD Spend	44885.80
	<u>-3761.80</u>

DEAL TOWN COUNCIL

	Budget 2020/21	Position 31/03/21	
Detailed Expenditure	£	£	
<u>Salaries/Pensions</u>			
Salaries		222,066	
Pension Costs		33,772	
	257,594	255,838	99%
<u>General Administration</u>			
General Administration		10,828	
Subscriptions		789	
Petty Cash		78	
Robes & Regalia		-	
	12,800	11,694	91%
<u>Mayor/Deputy/T-S Expenses</u>			
Mayor Agreed Expenses		413	
Deputy Mayor Agreed Expenses		-	
Mayoress Agreed Expenses		15	
Town Sergeant expenses		-	
	3,000	428	14%
<u>Town Council Events</u>			
Town Hall Promotions		872	
Heritage Day		-	
Xmas events		-	
Mayoral Ceremonial event	150	-	
International Women's Day	250	-	
Charter Day		-	
Holocaust Memorial Day	250	-	
	5,000	872	17%
<u>Earmarked Reserves</u>			
Capital Fund	26,189	-	
Emergency Grant Aid	10,000	10,000	
Coastal Communities	500	-	
Town Hall Events	1,173	289	
Town Signage	1,250	-	
Artefacts	3,000	-	
Mayor's Parlour Refurbishment	17,250	-	
Market signage	500	-	
Table cloths	110	-	
Web Site Design	3,211	1,232	
Transport & Infrastructure	100	-	
Staff Training	1,457	990	
Annual Planting	481	481	
Air Pollution Campaign	100	-	
Carbon Roadmap (from Contingency)	1000	-	
Special Projects	50,000	149	
Town Hall Refurbishment	25,000	-	
Total Earmarked Reserves	141,321	13,141	9%
<u>2020/21 Provisions</u>			
Audit Provision 18/19	2,500	2,050	
Sat Market profit share 18/19	2,500	4,932	
Market Rates recharge	2,056	2,331	
Public Conveniences 18/19	9,250	9,250	
Total Provisions	16,306	18,563	114%

DEAL TOWN COUNCIL

BANK RECONCILIATION as 31st March 2021

Balance b/fwd	1.4.20	100.00
Receipts reconciled		981,727.02
101278 not banked		1,186.40
Payments reconciled	-	982,913.42
Statement Balance c/fwd		100.00
Per Bank Statement No	B/L	100.00
Difference		0.00

Audited Reconciliation at 31.3.20

Balance 1.4.20 2,236.60

Unpresented cqs

Unbanked Cash

101277 1,050.20
101278 1,186.40

2,236.60

PETTY CASH RECONCILIATION

Balance b/fwd 1.4.20 614.52
Expenses per schedule -
Cheques Cashed 77.52
Balance c/fwd 692.04

Cash in Tin £692.04

OVER

Claim form total £ -

£ 20.00 £380.00
£ 10.00 £120.00
£ 5.00 £65.00
£ 2.00 £26.00
£ 1.00 £62.00
£ 0.50 £15.50
£ 0.20 £15.80
£ 0.10 £3.90
£ 0.05 £2.15
£ 0.02 £0.96
£ 0.01 £0.73
Total £ 692.04

CASHBOOK - as 31st March 2021

Balance b/fwd 100.00
CashBook receipts 981,727.02
101278 moved to P/Cash 1,186.40
CashBook payments - 982,913.42
Cashbook Balance 100.00
Per Bank Statement 100.00

Less Cheques unpresented

100.00

Plus Cash/Cqs not banked

£ -

Cash Book Balance 100.00

Difference - 0.00

DEAL TOWN COUNCIL

Balances as at 31/03/21

RESERVE ACCOUNT		£
Opening Balance		£ 466,789.04
Transfers from Current Account		£ 462,034.85
Transfers from Treasury Account		£ -
Interest received		£ 240.21
Transfers to Current Account		-£ 510,794.54
Transfers to Treasury Account		
Closing Balance		<u>£ 418,269.56</u>
Balance per statement	BL	<u>£ 418,269.56</u>
Difference		<u>-£ 0.00</u>
Interest received		
30/04/2020	£	91.72
31/05/2020	£	99.64
30/06/2020	£	5.42
31/07/2020	£	4.98
31/08/2020	£	4.28
30/09/2020	£	5.03
31/10/2020	£	5.63
30/11/2020	£	5.41
31/12/2020	£	5.21
31/01/2021	£	4.61
28/02/2021	£	4.14
31/03/2021	£	4.14
		<u>£ 240.21</u>

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

[illegible]

Account balances for all accounts as of 01/04/2021 reported in account currency

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

Only accounts you have access to have been printed.

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

Account ID	Account number	Acc Ccy	Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
P	01/04/2021			418,269.56Cr	418,269.56Cr	418,269.56Cr	418,269.56Cr	418,269.56Cr	418,269.56Cr
P	01/04/2021			875.62Cr	875.62Cr	875.62Cr	875.62Cr	875.62Cr	875.62Cr
P	01/04/2021			100.00Cr	100.00Cr	100.00Cr	100.00Cr	100.00Cr	100.00Cr

Account ID	Account number	Acc Ccy	Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
Balance subtotals by account currency		GBP	01/04/2021	419,245.18Cr	419,245.18Cr	419,245.18Cr	419,245.18Cr	419,245.18Cr	419,245.18Cr

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 14th July 2021
Subject: Income & Expenditure report and Full Bank reconciliation to 30th April 2021

This set of reports cover the first month of data recorded in the new Rialtas Accounting system.

These reports are from the standard set contained within the system.

The R.F.O. in liaison with the Chair and Vice Chair of this committee, will look at tailoring the reports following any recommendations from this committee.

Recommendation

Members are asked to note the report and make any suggestions that they feel may enhance the reports for future meetings.

Decision required

Members to consider the above recommendation.

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Income								
1076 Precept	201,083	201,083	402,166	201,083			50.0%	
1080 Bank Interest	4	4	2,000	1,996			0.2%	
General Income :- Income	201,087	201,087	404,166	203,079			49.8%	0
Net Income	201,087	201,087	404,166	203,079				
200 Staff Costs								
4000 Salaries Gross	22,974	22,974	283,000	260,026		260,026	8.1%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4060 Official Car Lease	296	296	3,564	3,268		3,268	8.3%	
4065 Official Car Fuel	0	0	480	480		480	0.0%	
4070 Training	35	35	2,000	1,965		1,965	1.8%	
4075 Staff Uniforms	0	0	250	250		250	0.0%	
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4085 Payroll Services	440	440	0	(440)		(440)	0.0%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	23,746	23,746	291,674	267,928	0	267,928	8.1%	0
Net Expenditure	(23,746)	(23,746)	(291,674)	(267,928)				
210 Civic								
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4200 Cllr. Allowances	0	0	4,800	4,800		4,800	0.0%	
4210 Hospitality	0	0	2,000	2,000		2,000	0.0%	
4225 Mayoral Travel & Subsistence	0	0	100	100		100	0.0%	
4230 Mayor Expenses	0	0	1,000	1,000		1,000	0.0%	
4235 Deputy Mayor Expenses	0	0	500	500		500	0.0%	
4240 Mayoress Expenses	0	0	500	500		500	0.0%	
Civic :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
220 Administration								
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4300 Mobile Phones	8	8	300	292		292	2.8%	
4305 Stationery	171	171	2,000	1,829		1,829	8.5%	
4310 Postage	0	0	500	500		500	0.0%	
4315 Bank Charges	111	111	700	589		589	15.8%	
4320 General Admin	1,714	1,714	8,800	7,086		7,086	19.5%	

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4330 IT Equipment	18	18	4,000	3,982		3,982	0.5%	
4335 IT Support & Website	850	850	6,000	5,150		5,150	14.2%	
4340 Telephone & Broadband	117	117	0	(117)		(117)	0.0%	
4345 Pat Testing	0	0	750	750		750	0.0%	
4355 Premises (Running Costs)	1,518	1,518	18,500	16,982		16,982	8.2%	
4360 Insurance	0	0	6,000	6,000		6,000	0.0%	
4365 Legal Advice	0	0	500	500		500	0.0%	
4370 Election Costs	0	0	6,500	6,500		6,500	0.0%	
4375 Marketing/Communications	0	0	2,000	2,000		2,000	0.0%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
4390 Waste & Recycling	343	343	1,750	1,407		1,407	19.6%	
4405 Annual Planting	0	0	10,000	10,000		10,000	0.0%	
4410 Flags	0	0	180	180		180	0.0%	
4415 Audit Fees	0	0	2,500	2,500		2,500	0.0%	
4420 Subscriptions	384	384	0	(384)		(384)	0.0%	
4430 Data Protection Officer	0	0	1,000	1,000		1,000	0.0%	
4435 General Maintenance	79	79	4,000	3,921		3,921	2.0%	
Administration :- Indirect Expenditure	5,313	5,313	87,510	82,197	0	82,197	6.1%	0
Net Expenditure	(5,313)	(5,313)	(87,510)	(82,197)				
<u>250 Grants & Donations</u>								
4470 Annual Grants	0	0	10,000	10,000		10,000	0.0%	
4475 Special Projects	0	0	20,000	20,000		20,000	0.0%	
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	0	0	20,000	20,000		20,000	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	0	0	52,500	52,500	0	52,500	0.0%	0
Net Expenditure	0	0	(52,500)	(52,500)				
<u>300 Town Hall</u>								
1100 Wedding Hire	900	900	5,500	4,600			16.4%	
1105 Chamber Hire	0	0	2,500	2,500			0.0%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	0	0	1,000	1,000			0.0%	
Town Hall :- Income	900	900	10,000	9,100			9.0%	0
4500 Repairs & Maintenance	811	811	5,000	4,189		4,189	16.2%	
4505 Under Croft Cleaning	0	0	1,000	1,000		1,000	0.0%	
4510 Furniture & Equipment	0	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4520 Boiler Service & Maint.	167	167	500	333		333	33.3%	
4525 Window Cleaning	0	0	1,530	1,530		1,530	0.0%	
4550 TH Events	150	150	0	(150)		(150)	0.0%	
Town Hall :- Indirect Expenditure	1,127	1,127	9,030	7,903	0	7,903	12.5%	0
Net Income over Expenditure	(227)	(227)	970	1,197				
<u>310 VIC</u>								
1200 VIC Income	0	0	1,000	1,000			0.0%	
1205 VIC Sales - Commission	0	0	500	500			0.0%	
VIC :- Income	0	0	1,500	1,500			0.0%	0
4605 Terminal Charges	47	47	500	453		453	9.5%	
VIC :- Indirect Expenditure	47	47	500	453	0	453	9.5%	0
Net Income over Expenditure	(47)	(47)	1,000	1,047				
<u>400 Wed/Fri Market</u>								
1400 Wednesday Market Traders	0	0	2,750	2,750			0.0%	
1405 Friday Market Traders	0	0	2,250	2,250			0.0%	
Wed/Fri Market :- Income	0	0	5,000	5,000			0.0%	0
4730 Market General Costs	0	0	500	500		500	0.0%	
Wed/Fri Market :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Net Income over Expenditure	0	0	4,500	4,500				
<u>410 Saturday Market</u>								
1410 Market Traders	1,272	1,272	22,000	20,728			5.8%	
Saturday Market :- Income	1,272	1,272	22,000	20,728			5.8%	0
4420 Subscriptions	426	426	0	(426)		(426)	0.0%	
4715 Profit Share	0	0	2,000	2,000		2,000	0.0%	
4730 Market General Costs	600	600	3,000	2,400		2,400	20.0%	
4735 Market Licence	0	0	1,500	1,500		1,500	0.0%	
Saturday Market :- Indirect Expenditure	1,026	1,026	6,500	5,474	0	5,474	15.8%	0
Net Income over Expenditure	246	246	15,500	15,254				
<u>420 Braderie Market</u>								
1415 Braderie stall holders	0	0	4,440	4,440			0.0%	
Braderie Market :- Income	0	0	4,440	4,440			0.0%	0

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4705 Road Closure	0	0	700	700		700	0.0%	
4720 Licences	0	0	1,200	1,200		1,200	0.0%	
4725 First Aid	0	0	200	200		200	0.0%	
4740 Toilet Hire	0	0	200	200		200	0.0%	
Braderie Market :- Indirect Expenditure	0	0	2,300	2,300	0	2,300	0.0%	0
Net Income over Expenditure	0	0	2,140	2,140				
500 Public Conveniences								
4800 Public Conveniences	0	0	31,682	31,682		31,682	0.0%	
Public Conveniences :- Indirect Expenditure	0	0	31,682	31,682	0	31,682	0.0%	0
Net Expenditure	0	0	(31,682)	(31,682)				
600 Allotments Golf Road								
1500 Allotment Income	0	0	1,334	1,334			0.0%	
Allotments Golf Road :- Income	0	0	1,334	1,334			0.0%	0
4500 Repairs & Maintenance	0	0	1,800	1,800		1,800	0.0%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Golf Road :- Indirect Expenditure	0	0	2,400	2,400	0	2,400	0.0%	0
Net Income over Expenditure	0	0	(1,066)	(1,066)				
610 Allotments Park Ave								
1500 Allotment Income	0	0	1,333	1,333			0.0%	
Allotments Park Ave :- Income	0	0	1,333	1,333			0.0%	0
4500 Repairs & Maintenance	390	390	1,800	1,410		1,410	21.7%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Park Ave :- Indirect Expenditure	390	390	2,400	2,010	0	2,010	16.2%	0
Net Income over Expenditure	(390)	(390)	(1,067)	(677)				
620 Allotments Mill Road								
1500 Allotment Income	96	96	1,333	1,237			7.2%	
Allotments Mill Road :- Income	96	96	1,333	1,237			7.2%	0
4500 Repairs & Maintenance	390	390	1,800	1,410		1,410	21.7%	
4540 Water	0	0	400	400		400	0.0%	
Allotments Mill Road :- Indirect Expenditure	390	390	2,200	1,810	0	1,810	17.7%	0
Net Income over Expenditure	(294)	(294)	(867)	(573)				

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Town Events								
5005 Town Hall Promotions	0	0	1,000	1,000		1,000	0.0%	
5010 Heritage Day	0	0	500	500		500	0.0%	
5015 Christmas Events	0	0	500	500		500	0.0%	
5020 Mayoral Ceremonial Event	0	0	500	500		500	0.0%	
5025 International Woman's Day	0	0	500	500		500	0.0%	
5030 Charter Day	0	0	500	500		500	0.0%	
5035 Holocaust Memorial Day	0	0	500	500		500	0.0%	
Town Events :- Indirect Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	0	0	(4,000)	(4,000)				
900 Projects								
4385 Town Signage	0	0	500	500		500	0.0%	
9010 T & I Fund	0	0	30,000	30,000		30,000	0.0%	
Projects :- Indirect Expenditure	0	0	30,500	30,500	0	30,500	0.0%	0
Net Expenditure	0	0	(30,500)	(30,500)				
Grand Totals:- Income	203,355	203,355	451,106	247,751			45.1%	
Expenditure	32,039	32,039	533,696	501,657	0	501,657	6.0%	
Net Income over Expenditure	171,316	171,316	(82,590)	(253,906)				
Movement to/(from) Gen Reserve	171,316	171,316						

Bank Reconciliation Statement as at 01/04/2021
for Cashbook 2 - Nat West Mayors Charity Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity A/C	31/03/2021		875.62
			<u>875.62</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			875.62
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			875.62
		Balance per Cash Book is :-	875.62
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2021
for Cashbook 1 - Nat West Combined A/C's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	30/04/2021		100.00
Nat West Deposit A/C	30/04/2021		596,460.67
			<u>596,560.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			596,560.67
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			596,560.67
		Balance per Cash Book is :-	596,560.67
		Difference is :-	0.00

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 14th July 2021
Subject: Delegated decisions

Since the last Finance & General purposes committee meeting held on 23rd March the following decisions on expenditure have been made by the Town Clerk using her delegated authority:

Staff Laptops – 20th April 2021

With lockdown starting to ease and some staff starting to work from home as well as the Town Hall, in liaison with the R.F.O. and the Chair of F&GP, the Town Clerk authorised the purchase of up to 2 staff laptops at £600 each

Annual Planting – 12th May 2021

Following the termination of the annual planting contract by the approved contractor, the following was agreed:

At a meeting between the Town Clerk, R.F.O., Chair of F&GP and the Vice-chair of F&GP held on 12th May it was agreed to support the recommendation from the R.F.O. that the contracts to supply and fit the hanging baskets, provide additional planting to the 26 DTC planters and to award the watering & maintenance contract to the existing approved allotments contractor (Clean Cut Gardening services) working within the existing agreed budgets with the final decision being made by the Town Clerk using her delegated authority in accordance with DTC's agreed financial regulations.

Flag pole – Emergency repair 2nd June 2021

Due to the recent high winds and water damage caused to some bricks due to the type of fixing bolt previously used, the flagpole fixings are coming away from the wall and the flag cannot be flown.

DTC's Health & Safety Officer, checked out and obtained a quotation for the repair from another company approved by DDC for such works, Hipperson who DTC have also successfully used in the past for other works.

A quotation for £990 was approved by the Town Clerk in liaison with the R.F.O. and the Chair of F&GP.

Due to two of the main windows in the Chamber not being able to safely open due to their dangerous condition and the need to provide good ventilation in the current Covid climate as well as water ingress through the roof into the chamber causing damage to the ceiling and walls, the Town Clerk, using her delegated authority authorised an urgent report from the Council's surveyor at a cost of up to £250

Christmas Lights budget. 28th June 2021

The Town Clerk confirmed that with the support of the Chair and Vice Chair of F&GP and subject to the chamber signing the necessary agreement etc the Town Clerk used her delegated powers to authorise that the Council pay the Chamber £2,000 this year and £2,000 next year (subject to proper receipts being supplied retrospectively) and for the next Council to make a further decision on the following 4 years.

Recommendation

To note the report

Decision required

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 14th July 2021
Subject: **Internal Audit Report from McCabe Ford Williams**

Please find attached the report on the 2020-21 Audit from the Council's appointed Internal Auditors.

Your attention is drawn to the addendum at the end of the report.

This addendum highlights the fact that, due to Covid Restrictions, Deal Town Council was not able to (as most Councils were not able to), meet the statutory dates for the exercise of Public Rights to view the Council's accounts and that it was not possible for Council to approve the accounts by the required date.

Recommendation:

To note the report

Decisions required:

Members to consider the above recommendation.

McCabe Ford Williams

Charlton House
Dour Street
Dover
CT16 1BL

Tel 01304 204006
Fax 01304 208497

dover@mfw.co.uk
mfw.co.uk

Town Clerk
Deal Town Council
Town Hall
High Street
DEAL
Kent
CT14 6BB

DEA2/JDS/ES

5 July 2021

Dear Madam

We have recently carried out our internal audit for the year ended 31 March 2021. During the audit, we checked the following:

1. The cash book is kept up to date.
2. The bank reconciliation at 31 March 2021 was checked and agreed to the underlying records at that date.
3. Debtors and creditors at 31 March 2021.
4. Payroll procedures.
5. Ascertained the financial systems in place.
6. Sample checked the procedures surrounding income and bankings for the period from 1 April 2020 to 31 March 2021.
7. Sample checked the procedures surrounding purchase order requests, purchase invoices and payments for the period from 1 April 2020 to 31 March 2021.
8. Minutes from Full Town Council and Finance and General Purposes Committee meetings were reviewed to ensure that correct financial procedures appear to have been followed and that financial effects of decisions reached were accurately recorded in the Council's records.
9. That the period for the exercise of public rights and publication requirements for 2019/20 were correctly complied with (see point c below).
10. The figures on the annual return were checked back to the accounting records and other supporting documentation.

The following matters are brought to your attention:

- a) There were several minor errors on Section 2 of the AGAR which have now been corrected by the RFO.
- b) One invoice was found where a discount was applied by the supplier so that the amount the council actually paid was less than the amount shown on the invoice. The input VAT that was claimed was the amount shown on the invoice but it should have been reduced for the discount. Input VAT of £2.60 has therefore been overclaimed.
- c) The period for the exercise of public rights during the year in respect of the 2019/20 return started on 1 September 2020, however, the return was not approved until 29 September 2020. The Accounts and Audit Regulations 2015 require the accounts to be considered at a council meeting, approved and signed prior to the start of the public rights period. The Section 1 and 2 that were published on the website during the period for the exercise for public rights (and that we printed off on 7 September

Partners: Ian Pascall FCA John Shipley FCA John Sheather FCA David Boobyer FCA Martin Humphreys FCCA Amanda Ireland MPA FABAP Clair Rayner FCA DCA
Barrie Wright FCA Emma Andrews FCA Ashley Phillips FCCA Leigh Jones FCCA Jonathan Fullarton ACA Mark Greenwood FCA
Consultants: Nicholas Hayward FCA Michael Whittaker FCA Associates: Alison Collier MPA FABAP Lee Phillips ACCA

Also at: Ashford Cranbrook Herne Bay Maidstone Sittingbourne

Registered to carry on audit work in the UK, regulated for a range of investment business activities, and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales.

2020) were therefore not approved and signed. As a result, we have given negative responses in our audit report with relation to assertions M and N.

- d) The period for the exercise of public rights in respect of the 2020/21 return falls foul of the same breach.

Yours faithfully

A handwritten signature in black ink that reads "McCabe Ford Williams". The signature is written in a cursive, flowing style.

McCabe Ford Williams

Deal Town Council 2020/21
Internal Audit Control Checklist

Dates checked

06/06/2021 22 - 28/06/2021 ??/06/2021 ??/06/2021

Internal Control	What is tested	RFO	McCabe Ford Williams	Cllr D Cronk Auditor 1	Cllr S Beer Auditor 2
Proper Bookkeeping	Is the cashbook maintained and up to date?	✓	✓		
	Is the cashbook arithmetic correct?	✓	✓		
	Is the cashbook regularly balanced?	✓	✓		
Standing Orders & payment control	Has the council formally adopted standing orders & financial regs?	✓	✓		
	Has an RFO been appointed with specific duties?	✓	✓		
	Have items or services above £500 been purchased in accordance with financial regs?	✓	✓		
	Are payments in the cashbook supported by invoices, authorised & minuted?	✓	✓		
	Has VAT on payments been identified, recorded and reclaimed?	✓	✓		
Risk management arrangements	Is s137 expenditure separately recorded and within statutory limits?	✓	✓		
	Would a review of the minutes identify any unusual financial activity?	✓	✓		
	Do minutes record the council carrying out an annual risk assessment	✓	✓		
	Is insurance cover appropriate and adequate?	✓	✓		
	Are internal financial controls documented and regularly reviewed?	✓	✓		
Budgetary Controls	Has the Council prepared an annual budget in support of its Precept	✓	✓		
	Is actual expenditure against the budget regularly reported to the council?	✓	✓		
	Are there any significant unexplained variances from budget?	No	No		
Income Controls	Is income properly recorded and promptly banked?	✓	✓		
	Does the Precept recorded agree to the Council Tax authority's notification?	✓	✓		
	Are security controls over cash and near cash adequate and effective?	✓	✓		
Petty cash Control	Is all petty cash spent recorded and supported by VAT invoices/receipts?	✓	✓		
	Is all petty cash expenditure reported to F&GP committee?	✓	✓		
	Is petty cash reimbursement carried out regularly?	✓	✓		
Payroll Controls	Do all employees have contracts of employment with clear terms & conditions?	✓	✓		
	Do salaries paid agree with those approved by the council?	✓	✓		
	Are other payments to employees reasonable and approved by council?	✓	✓		
Assets Controls	Have PAYE/NIC been properly operated by the council as an employer?	✓(Capita)	✓		
	Does the council maintain a register of all material assets owned or in its care?	✓	✓		
	Are the assets and investments registers up to date?	✓	✓		
	Do asset insurance valuations agree with those in the asset register?	✓	✓		

Internal Control	What is tested	RFO	McCabe Ford Williams	Cllr D Cronk Auditor 1	Cllr M Burnham Auditor 2
------------------	----------------	-----	----------------------	------------------------	--------------------------

Bank reconciliation	Is there a bank reconciliation for each account? Is a bank reconciliation carried out in a timely fashion? No unexplained balancing entries are recorded in any reconciliation Is the value of investments held summarised on the reconciling basis	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓		
Year-end procedures	Are year-end accounts prepared on the correct accounting basis Are accounts Prepared on an Income and Expenditure)? Do accounts agree with the cashbook? Is there an audit trail from underlying financial records to the accounts? Where appropriate, have debtors and creditors been properly recorded?	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓		

Checked by:-

Responsible Finance
Officer

Paul Bone

Signed



Outside internal
Auditors

McCabe Ford Williams

Signed



Internal Auditor 1

Cllr D Cronk

Signed

Internal Auditor 2

Cllr S Beer

Signed

Addendum to Annual Internal Audit Report 2020/21

Deal Town Council

Assertions M and N : The council failed to make proper provision during the year in relation to the period for the exercise of public rights relating to the 2019/20 AGAR. The accounts were not approved until 29 September 2020 which was after the start of the period for the exercise of public rights (1 September 2020). The Section 1 and 2 of the AGAR that were published on the council's website along with the notice of the period for the exercise of public rights had not been approved by the council / signed by the Chairman and Clerk.

John Donald Sheather FCA
McCabe Ford Williams
Charlton House
Dour Street
Dover
Kent
CT16 1BL



Date... 29 JUNE 2021

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 14th July 2021
Subject: Cllr Internal audit

Following the conclusion of the internal Audit by McCabe Ford Williams (see agenda item 6 i), the current Cllr internal auditors, Cllr D Cronk and Cllr S beer, conducted their own tests on the accounting and governance systems.

I am pleased to report that they found nothing that they felt needed to be brought to the attention of this committee.

Please find attached a copy of their checklist and results.

Recommendation:

To note the report

Decisions required:

Members to consider the above recommendation.

**Deal Town Council 2020/21
Internal Audit Control Checklist**

Dates checked

06/06/2021 22-28/06/2021 09/07/2021 09/07/2021

Internal Control	What is tested	RFO	McCabe Ford Williams	Cllr D Cronk Auditor 1	Cllr S Beer Auditor 2
Proper Bookkeeping	Is the cashbook maintained and up to date?	✓		✓	
	Is the cashbook arithmetic correct?	✓		✓	
	Is the cashbook regularly balanced?	✓		✓	
Standing Orders & payment control	Has the council formally adopted standing orders & financial regs?	✓		✓	✓
	Has an RFO been appointed with specific duties?	✓		✓	
	Have items or services above £500 been purchased in accordance with financial regs?	✓		✓	
	Are payments in the cashbook supported by invoices, authorised & minuted?	✓		✓	
	Has VAT on payments been identified, recorded and reclaimed?	✓		✓	
Risk management arrangements	Is s137 expenditure separately recorded and within statutory limits?	✓		✓	✓
	Would a review of the minutes identify any unusual financial activity?	✓		✓	
	Do minutes record the council carrying out an annual risk assessment	✓		✓	✓
	Is insurance cover appropriate and adequate?	✓		✓	
	Are internal financial controls documented and regularly reviewed?	✓		✓	
Budgetary Controls	Has the Council prepared an annual budget in support of its Precept	✓		✓	
	Is actual expenditure against the budget regularly reported to the council?	✓		✓	
	Are there any significant unexplained variances from budget?	No		No	
Income Controls	Is income properly recorded and promptly banked?	✓		✓	
	Does the Precept recorded agree to the Council Tax authority's notification?	✓		✓	
	Are security controls over cash and near cash adequate and effective?	✓		✓	✓
Petty cash Control	Is all petty cash spent recorded and supported by VAT invoices/receipts?	✓		✓	
	Is all petty cash expenditure reported to F&GP committee?	✓		✓	
	Is petty cash reimbursement carried out regularly?	✓		✓	
Payroll Controls	Do all employees have contracts of employment with clear terms & conditions?	✓		✓	
	Do salaries paid agree with those approved by the council?	✓		✓	
	Are other payments to employees reasonable and approved by council?	✓		✓	
	Have PAYE/NIC been properly operated by the council as an employer?	✓(Capita)		✓	
Assets Controls	Does the council maintain a register of all material assets owned or in its care?	✓		✓	✓
	Are the assets and investments registers up to date?	✓		✓	✓
	Do asset insurance valuations agree with those in the asset register?	✓		✓	✓

Internal Control	What is tested	RFO	McCabe Ford Williams	Cllr D Cronk Auditor 1	Cllr M Burnham Auditor 2
Bank reconciliation	Is there a bank reconciliation for each account?	✓		✓	
	Is a bank reconciliation carried out in a timely fashion?	✓		✓	
	No unexplained balancing entries are recorded in any reconciliation	✓		✓	
Year-end procedures	Is the value of investments held summarised on the reconciliation?	✓		✓	
	Are year-end accounts prepared on the correct accounting basis	✓		✓	
	Are accounts Prepared on an Income and Expenditure)?	✓		✓	
	Do accounts agree with the cashbook?	✓		✓	
	Is there an audit trail from underlying financial records to the accounts?	✓		✓	
	Where appropriate, have debtors and creditors been properly recorded?	✓		✓	

Checked by:-

Responsible Finance Officer

Paul Bone

Signed 

Outside internal Auditors

McCabe Ford Williams

Signed

Internal Auditor 1



Cllr D Cronk

Signed

Internal Auditor 2

Cllr S Beer

Signed


Signed 

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 14th July 2021
Subject: Annual return for the year ending 31st March 2021

Please find attached a copy of the Annual return for the year ending 31st March 2021 that has been approved by the Council's appointed Internal Auditors (Please see previous agenda item).

Members will see that:

- On page 3 of the report, the Council's Internal Auditors have completed their report.
- On page 4 of the report, you will note I am recommending:
 - (i) Assertion 1 is answered 'NO', due to reports from the internal auditor not being completed in time for F&GP and Full Council to agree the accounts before 30th June 2021.
 - (ii) Assertion 4 is answered 'NO' as even though the accounts have been published and the dates for the exercise of public rights has been met, the accounts have not yet been approved by Full Council

Recommendation:

- 1) Members are asked to review the assertions in section 1 of the report on page 4 and recommend to Full council for agreeing and signing that:
 - Assertions 2, 3, 5, 6, 7 & 8 are answered 'YES'
 - Assertions 1 & 4 are answered 'NO'
 - Assertions 9 is answered 'N/A'
- 2) Members are asked to review and agree the figures in section 2 of the report on page 5 as prepared by the R.F.O. and ratified by the internal auditor, and to recommend them to Full council for agreeing and signing.

Decisions required:

Members to consider the above recommendation.

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

DealTown Council

www.deal.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).		✓	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/06/2021

Name of person who carried out the internal audit

John Donald Sheather FCA

Signature of person who carried out the internal audit



Date

29/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

DealTown Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.		✓	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.deal.gov.uk

Section 2 – Accounting Statements 2020/21 for

DealTown Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	505,842	477,204	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	391,613	396,109	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	89,557	86,109	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	254,066	255,838	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	255,742	257,109	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	477,204	446,475	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	470,686	420,604	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	565,491	570,834	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

P. Bay
Date 26/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

DealTown Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 14th July 2021
Subject: Cllr Internal Auditor

Cllr Internal Auditor

Under Deal Town Council's current Financial Regulations, it states:

'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & General Purposes Committee'.

The existing bank signatories are: - Cllr D Cronk, Cllr S Beer and Cllr T Bond

Recommendation:

- That a member of the Finance & General Purposes Committee (other than the Chairman and existing bank signatories) is appointed as Cllr Internal Auditor for the Year 2021-22
- If no member can be found who wishes to be appointed to this role, a recommendation is made to Full Council to select a member from the entire Council membership

Decisions required:

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Cllr S Carlyle – Chair of the Grants Sub-Committee
Date: 14th July 2021
Subject: **Grants Sub-Committee recommendations**

As requested by the Finance and general Purposes committee, a review of the guidelines, application forms and dates for Annual Grants, Special Projects and the Deal St Omer Twinning fund has been carried out in liaison with the R.F.O. and all members of the Grants sub-committee.

Please find attached the following draft documents for consideration:

- Appendix 1 - Annual Grants 2021-22
- Appendix 2 – Special Projects Grants
- 2021-22
- Appendix 4 – Deal St Omer Twinning Fund 2021-22
- Grant Guidelines 2021-22

The suggested themes for the Special Projects fund are:

- ‘Transforming Deal into a cleaner, greener, healthier and more active town’
- ‘Supporting the Vulnerable’
- ‘Assisting and promoting groups in the Deal community to examine issues of isolation through mental illness, disability either physical or mental, dementia and autism’
- ‘To run awareness training or hold special interest events and to reach out to individuals to support them and their carers’
- ‘To aim to overcome stigma and assist people to participate fully in their community’

Recommendation:

- 1) Members are asked to consider and agree the attached documents
- 2) Members are asked to consider the theme or themes for the Special Projects Grants 2021-22

Decisions required.

Members to consider the above recommendations.

Deal Town Council Grant Programme 2021-22

Appendix 1a SMALL GRANT and LARGE GRANT Application Form

Please add any additional information you want to give us on a separate sheet.

Which grant are you applying for?	SMALL GRANT	LARGE GRANT
1. Your Organisation		
Name of organisation		
Contact name and position in organisation	NAME: POSITION:	
Contact details	ADDRESS: TEL: EMAIL:	
Registered charity / CIO	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Deal Town Council?		YES/NO:
If YES please provide information	Year	Amount

2. Your Project		
Please describe your project or activity. What will you do? Where? How?		
What is the proposed start and finish date?	START:	FINISH:
What will be the impact of the project? How will you know if you have succeeded?		
Will all the residents of Deal benefit from the project? If your project is not for everybody, which groups of people will benefit?		
Will people outside Deal Town Council's area benefit?	See https://maps.dover.gov.uk/webapps/Wards/ YES/NO:	
If yes what proportion of your beneficiaries live in Deal town?%	
Explain what a Deal Town Council grant would be used for, if awarded.		

3. Financial Details	Item	£
Please give the FULL cost of your project. Continue on a separate sheet if necessary		
	Total cash cost	£
How many volunteer hours are involved?		
Please list any other 'in kind' contributions and value in £.		
Please give details of other funding applied for but not yet secured	Funding applied from	
		£
		£
		£
Please give details of other funding already secured	Funding received from	
		£
		£
		£
Please give details of any cash contribution from your organisation		£
How much grant are you requesting from Deal Town Council?		£

4. Checklist: Have you provided	Yes/No	If 'No', give the reason
A fully completed application form signed and dated		
A copy of your governing document e.g. constitution, set of rules etc. <i>If supplied within last 3 years please contact the R.F.O first</i>		
A copy of your latest bank or building society statement		
A copy of your latest completed accounts and annual report if it exists		

Grant Conditions

- i. *The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- ii. *Should the organisation disband or the project cease during the grant period Deal Town Council may ask for all or part of the grant to be paid back.*
- iii. *Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- iv. *To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion*
- v. *Acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on social media. The Deal Town Council logo will be supplied on request for this purpose.*
- vi. *Deal Town Council will monitor the use of the grant through the Grant Monitoring Form. No further applications will be accepted if there is an outstanding Grant Monitoring Form.*
- vii. *Organisations must contact Deal Town Council before disposing of any equipment or resources purchased or part purchased with Deal own Council grant within 3 years of receiving a grant.*
- viii. *Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*

5. Declaration.

I declare that the information given is correct

I have read and agree to adhere to the conditions of the Grant Programme.

Signed

Date

<i>Payee for grant payment (if an individual's name please explain why)</i>	<i>Name:</i>
	<i>BANK Details:</i>

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. Any enquiries or assistance required in completing this form should be made to the Responsible Finance Officer. Tel: 01304 361999 or e-mail: paul.bone@deal.gov.uk.

The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.

All applicants will be advised that their form is being processed within 10 working days of receipt.

For Town Hall use only.	
Date application form received	
Form checked by	
Date application validated by R.F.O.	
Date of committee meetings when application will be considered	
Decision	
Date applicant notified of decision	

Appendix 1b

SMALL GRANT and LARGE GRANT Monitoring Form

Under your grant conditions, you are required to submit an end of grant report on what Deal Town Council's grant has been used for, with a breakdown of all the income you received for the project, and all the expenditure incurred.

The grant monitoring form must be submitted **within three months of the project completion date**.

The declaration at the end of form must be signed and dated.

1. Your Organisation	
Name of organisation:	
2. Your Grant	
Grant Amount	£
Proposed start and finish date	START: FINISH:
Actual START and FINISH dates	START: FINISH:
3. Outputs	
Describe how the residents of Deal benefited from the grant. Include number of beneficiaries	
Please say whether the impact was as you expected. Feel free to tell us honestly about the project failures as well as successes.	
Acknowledging your grant: Please send us evidence of where the Deal Town Council logo was included in your reports, posts, promotional materials etc	

4. Financial Details	Item	£
Please give the FULL final cost of your project. Continue on a separate sheet if necessary		
	Total cash cost	£
Volunteer Hours		
Other IN KIND value		£

5. Declaration.

I declare that the information given is correct

Signed **Date**

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent. CT14 6TR.

For assistance in completing this form please contact the Responsible Finance Officer– Tel: 01304 361999 or e-mail: paul.bone@deal.gov.uk

For Town Hall use only.	
Date Monitoring form received:	
Form checked by:	

Appendix 1c

See below the **Annual Grant (SMALL GRANT and LARGE GRANT)** score sheet for applicants' information only

SMALL GRANT and LARGE GRANT SCORE SHEET			
Organisation			
Please score on 1-5 scale (1=weak 5=excellent) PLUS you can award up to 3 Bonus Points if appropriate			
Criteria	Score 1-5	Bonus	Comments
1. How well does the project meet the needs of Deal residents? Is the project well designed?			
2. Is it local? Will it affect entirely or predominantly Deal residents?			
3. Impact – will it affect a wide range or number of people? Will it have a major impact on a limited number?			
4. Is the budget reasonable? Have costs been properly explored?			
5. Is there a suitable level of match funding and/or volunteer time?			

POINTS OUT OF **28**

Signature:.....
Chair of Grants Committee

Date:

Deal Town Council Grants Programme 2021-22

Appendix 2a SPECIAL PROJECTS – Theme: TBA

.Application Form

Please add any additional information you want to give us on a separate sheet.

1. Your Organisation		
Name of organisation		
Contact name and position in organisation	NAME: POSITION:	
Contact details	ADDRESS: TEL: EMAIL:	
Registered charity / CIO	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Deal Town Council?		YES/NO:
If yes please provide information	Year	Amount

2. Your Project		
Please describe your project or activity. How does the project /activity fit in with the TBA theme?		
What is the proposed start and finish date	START:	FINISH:
Does your organisation meet the needs of all residents of Deal town? If not, which groups of people benefit from your activities?		
Does your organisation benefit people outside Deal Town Council's area?	See https://maps.dover.gov.uk/webapps/Wards/ YES/NO:	
If yes what proportion of your beneficiaries live in Deal town?%	
Explain what a Deal Town Council grant would be used for, if awarded.		
3. Financial Details	Item	£

Please give the FULL cost of your project. Please continue on a separate sheet if necessary		
	Total cash cost	£
How many volunteer hours are involved?		
Please list any other 'in kind' contributions and value in £.		
Please give details of other funding applied for but not yet secured	Funding applied from	
		£
		£
		£
Please give details of other funding already secured	Funding received from	
		£
		£
		£
Please give details of any cash contribution from your organisation		£
How much grant are you requesting from Deal Town Council?		£
4. Checklist: Have you provided	Yes/No	If 'No', give the reason

A fully completed application form signed and dated		
A copy of your governing document e.g. constitution, set of rules etc. <i>If supplied within last 3 years please contact the R.F.O</i>		
A copy of your latest bank or building society statement		
A copy of your latest completed accounts and annual report if it exists		

Grant Conditions

- i. *The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- ii. *Should the organisation disband or the project cease during the grant period Deal Town Council may ask for all or part of the grant to be paid back.*
- iii. *Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- iv. *To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion*
- v. *Acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on social media. The Deal Town Council logo will be supplied on request for this purpose.*
- vi. *Deal Town Council will monitor the use of the grant through the Grant Monitoring Form. No further applications will be accepted if there is an outstanding Grant Monitoring Form.*
- vii. *Organisations must contact Deal Town Council before disposing of any equipment or resources purchased or part purchased with Deal own Council grant within 3 years of receiving a grant.*
- viii. *Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*

5. Declaration.

I declare that the information given is correct

I have read and agree to adhere to the conditions of the Grant Programme.

Signed

Date

<i>Payee for grant payment (if an individual's name please explain why)</i>	<i>Name:</i>
	<i>BANK Details:</i>

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. Any enquiries or assistance required in completing this form should be made to the Responsible Finance Officer. Tel: 01304 361999 or e-mail: paul.bone@deal.gov.uk.

The declaration at the end of the application form must be signed and dated. Forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.

All applicants will be advised that their form is being processed within 10 working days of receipt.

For Town Hall use only.	
Date application form received	
Form checked by	
Date application validated by R.F.O.	
Date of committee meetings when application will be considered	
Decision	
Date applicant notified of decision	

Appendix 2b

SPECIAL PROJECTS – Theme: TBA Monitoring Form 2021-22

Under your grant conditions, you are required to submit an end of grant report on what Deal Town Council's grant has been used for, with a breakdown of all the income you received for the project, and all the expenditure incurred.

The grant monitoring form must be submitted **within three months of the project completion date**.

The declaration at the end of form must be signed and dated.

1. Your Organisation	
Name of organisation:	
2. Your Grant	
Grant Amount	£.....
Proposed start and finish date	START: FINISH:
Actual START and FINISH dates	START: FINISH:
3. Outputs	
Tell us in what way the organisation and the residents of Deal benefited from the grant. Include number of beneficiaries	
Please say whether the impact was as expected. Feel free to tell us honestly about the project failures as well as successes.	
Acknowledging your grant: Please send us evidence of where the Deal Town Council logo was included in your reports, promotional materials etc	

4. Financial Details	Item	£
Please give the FULL final cost of your project. Continue on a separate sheet if necessary		
	Total cash cost	£
Volunteer Hours		
Other IN KIND value		£

5. Declaration.

I declare that the information given is correct

Signed Date

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. For enquires or assistance contact Paul Bone – Tel: 01304 361999 or e-mail: paul.bone@deal.gov.uk.

The declaration must be signed and dated. Forms sent electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post. **All applicants will be advised that their form is being processed within 10 working days of receipt.**

For Town Hall use only.	
Date received:	Checked by:

Appendix 1c

See below the **SPECIAL PROJECTS – Theme: TBA**
(Score sheet for applicants' information only~)

SPECIAL PROJECTS – Transforming Deal into a cleaner, greener, healthier, and more active town. SCORE SHEET			
Organisation / Project			
Please score on 1-5 scale (1=weak 5=excellent) PLUS you can award up to 3 Bonus points if appropriate			
Criteria	Score 1-5	Bonus	Comments
1. How well does the project meet the needs of the organisation and Deal residents?			
2. Is it local? Will it affect entirely or predominantly Deal residents?			
3. Impact – will it affect a wide range or number of people? Will it have a major impact on a limited number?			
4. Is the budget reasonable? Have costs been properly explored?			
5. Is there a suitable level of match funding and/or volunteer time?			

POINTS OUT OF 28

Signature:.....

Date:

Chair of Grants Committee

Annual Grants

Annual Grants - SPECIFIC CONDITIONS

1. There will be two categories of Annual Grant:

Small Grants – awards up to £500

Large Grants – awards from £501 to £1000.

2. The total Annual Grants fund available is £10,000.

3. A minimum of 50% of the Annual Grant fund will be awarded as Small Grants.

4. Three rounds of Annual Grant funding have been agreed for the year 2021-22

Round 1: applications must be received by 5p.m. on

Tuesday 31st August 2021

Round 2: applications must be received by 5p.m. on

Friday 29th October 2021

Round 3: applications must be received by 5p.m. on

Monday 20th December 2021

HOW TO APPLY

1. For Grants of up to £500 use the Small Grants Application Form and for Grants between £501 and £1,000 use the Annual Grants Application Form.

2. Applications will be considered by the Grants Sub-Committee. Members will score applications according to the score sheets in Appendix 1c.

3. To download an application form please [click here](#).

Special Projects Grants

Special Projects Grants

The Special Projects Fund is a themed grant stream, which has been set up so that the council's aim becomes more explicit both to local organisations and to the community. The Special Projects theme for 2021-22 **TBA**

Organisations who have been hit by extra or unexpected costs as a result of the COVID emergency and its aftermath can also ask for Special Projects support.

Deal Town Council Special Projects Grants - SPECIFIC CONDITIONS

1. Grants may be awarded up to £2000.
2. The total Special Projects **TBA**:
fund is £20,000.
3. The application form must clearly demonstrate how the project will address the theme of **TBA**:
4. Standard supporting documents will be required.
5. Two rounds of Special Project Grants funding have been agreed for the year 2021-22

Round 1: applications must be received by 5p.m. on

Tuesday 31st August 2021

Round 2: applications must be received by 5p.m. on

Friday 29th October 2021

Round 3: applications must be received by 5p.m. on

Monday 20th December 2021

HOW TO APPLY

1. Use the Special Projects Application Form
2. Applications will be considered by the Grants Sub-Committee. Members will score applications according to the score sheets in Appendix 2c
3. To download an application form please [click here](#).

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 14th July 2021
Subject: Town Hall Utility Suppliers.

At the January meeting of this committee the Town Hall Electricity and Gas Suppliers were discussed and the R.F.O. advised the committee that the current supplier SSE would not release the Council from the contract that had nearly 2 years to run. Following discussion, the following resolution was passed:

RESOLVED: to delegate to the RFO, the Chair of F&GP Committee and Chair of Environment Committee to negotiate the best deal, looking for 100% recyclable energy and to negotiate as little increase as possible.

Following that meeting the R.F.O. contacted the business section SSE Direct sales and negotiated the possibility of transferring the remaining period of the existing Gas & Electricity contracts to 'Green Gas' and 100% SSE Green electricity supply together with draft amendment clauses to allow the change subject to agreement by this committee. (please see attached quotations)

The change would not extend the contract period beyond the existing term and would also allow the Council to start negotiating with other companies as well as SSE for pricing for any future contract s for the supply od Gas & Electricity for the Town Hall.

The changes in prices would be:

Electricity: Increase from 14.198p per kWh to 17.221p per kWh

Quarterly charge Increase from £34.94 to £53.33

Gas: Decrease from 4.164p p/kWh to 3.369 p/kWh

Monthly charge Increase from £3.33 to £64.22

Recommendation

To Authorise the R.F.O. to accept the amendments to transfer the existing contracts with SSE to 'Green Gas' and 100% SSE Green electricity supply with no change to the end date of the contract

Decision required

Members to consider the above recommendation.

SSE Business Energy | Becoming SSE Energy Solutions
- Electricity Confirmation Contract (Customer Copy)

CUSTOMER: Deal Town Council

Produced Date 15th June 2021

Town Hall
High Street
Deal
Kent
CT14 6TR

Tel. _____ Fax _____

Quote Ref 2106893/30613409

Account Manager: Tanya Sims

Tel 0800 072 3319

Fax

e-mail Direct.sales.cardiff@sse.com

Administrator: Karen Biddiscombe

Commencement Date 1st July 2021 for a period of 24 months

Registration Start Date 1st July 2021

Supply Number

S	03	801	320
	19	0002 5202 769	

Metering System: First Termination Date 30th June 2023
Whole Current

Re: Deal Town Council, The Town Hall, High Street, Deal, Kent, CT14 6TR

(If bills are to be sent to an address other than the above please provide details.)

Structure and Billing Period	Unrestricted Quarterly
-------------------------------------	------------------------

Prices		For the Contract Period Consumption Estimated Cost £	
Standing Charge - Non-AMR	53.330 £/Quarter	8	426.64
All	17.221 p/kWh	27,122	4,670.68
FiTs	0.669 p/kWh	27,122	181.45
The above Prices include :- 100% SSE Green at 0.3p/kWh		Total kWh 27,122	Total Cost £5,278.80
		Average price 19.463p/kWh	

Please see over for terms and conditions.

This Contract Form and Schedule confirms the terms of your recent agreement with Tanya Sims of SSE Energy Supply Ltd.

Please complete the Customer acceptance section below and return the SSE copy to Tanya Sims by Fax or by post to SWALEC, Ty Calon, Malthouse Avenue, Cardiff Gate Business Park, Cardiff, CF23 8GL

This contract is not complete until accepted by SWALEC and we reserve the right to withdraw the prices at any time without notice before our acceptance. Acceptance by SWALEC is the purchase of Energy by SSE for the supply that this contract applies to. SWALEC terms and conditions include provisions which limit SWALEC's liability to the customer. NB: The Supply start date may not be the date proposed on this form, the actual start date will be subject to us having a confirmed registration as supplier for each supply point. By entering into this agreement the customer is entering into the standard connection agreement. Full terms and conditions are available upon request, alternatively you can log onto our business website - www.ssebusinessenergy.co.uk, to view these.

-- SSE Protect --

The Customer:

Authorized Signatory _____

Name

Position

Date

On Behalf of _____

Telephone

Fax

Company Reg. No.

[illegible]

We'd like to send you information about product offers, services and rewards from SSE companies including SSE Energy Supply Limited trading as SSE Business Energy and TESGL Limited trading as SSE Enterprise Energy Solutions, by email. We'll always treat your data with respect, keep it safe and secure and never sell it to third parties. You can stop receiving these emails at any time by clicking 'unsubscribe' in your email.

Yes – I would like to receive these Emails

SSE Business Energy | Becoming SSE Energy Solutions
- Electricity Confirmation Contract (Customer Copy)

The Consumption shown is based on our understanding of information held for, given by, or on behalf of the customer as summarised above.

This contract is based on SSE Energy Supply Ltd's information held for the Supply Points listed in the Schedule. SSE Energy Supply Ltd reserves the right to vary this contract should any relevant information prove incomplete, incorrect or change. The contract relates to Prices only. Consumption will be as metered.

These Prices are inclusive of Fossil Fuel Levy, however Climate Change Levy and VAT are not included.

From April 2015 a CfD (contract for difference) element was introduced into electricity supply costs, as part of the Levy Control Framework. Our offer includes provision for this CfD cost.

Prices assume payment will be made by variable direct debit within 14 days or fixed/budget direct debit on your elected date. Should alternative arrangements be agreed or the direct debit is cancelled, Prices will be increased by 0.5p/kWh. Prices may be varied if the complete portfolio is not, or cannot be, supplied by Us for the entire Term.

This contract is subject to Our standard terms and conditions (reference SSEESL/TC8), availability of supply and satisfactory credit status. This document comprises the Schedule and Contract Form referred to in the standard terms and conditions. A copy of the standard terms and conditions is available upon request.

SSE Energy Supply Ltd terms and conditions include provisions which limit SSE Energy Supply Ltd's liability to the customer. The actual Commencement Date for each Supply Point will be subject to Us having confirmed Registration as Supplier and may not be the Commencement Date indicated here. The Supply Points are identified in the Schedule by the unique Core MPAN contained within the Supply Number. By entering into this Agreement the Customer is entering into the standard connection agreement.

For meter points subject to P272 with contract start dates from 05/11/2015, our contract offer is based on the following assumptions:

- That you have a Profile class 05 - 08, fully functioning, AMR compliant meter
- That your metering system is as shown on our contract offer
- That your Available Capacity is consistent with the load factor and consumption profile of your site
- That any existing contract arrangements with 3rd party agents will remain in place

Subject: SSE Protect, Side letter to standard T & Cs. Amendment to point 4. Price and Payment.

4. Price and Payment

Clause 4.2 (E) of TC8 shall be amended to:

Any amounts payable under this Agreement are subject to the remainder of this clause exclusive of any applicable United Kingdom tax, duty, levy, tariff, for which You shall be additionally liable. Notwithstanding the foregoing, SSE's forecasted position for Renewables Obligation, CfD, FiT charge and Capacity Mechanism will remain fully inclusive and fixed for the duration of the contract

Clause 4.3 of TC8 shall be amended to:

4.3 We shall be entitled by notice in writing to You to add any new charges as introduced by a third party to SSE

Clause 4.3 (B) of TC8 shall be amended to

4.3 (B) to reflect any inclusion of any new element of the costs to us of providing the supply of electricity which is not within our reasonable control, including but not limited to:

Clause 4.3 (B) i of TC8 shall be amended to

4.3 (B) i The introduction of any new use of system charges made by National Grid Company plc or the relevant Distributor;

Clause 4.3 (B) (ii) of TC8 shall be removed

Clause 4.3 (B) (iv) of TC8 shall be removed

SSE Business Energy | Becoming SSE Energy Solutions

Confirmation Contract (Customer Copy)

CUSTOMER: Deal Town Council
Town Hall
High Street
Deal
Kent
CT14 6TR

GAS Quote Ref 10824983/14101835

Produced Date 15th June 2021

Account Manager : Tanya Sims

Tel 0800 072 3319

Fax

e-mail Direct.sales.cardiff@sse.com

Tel

Fax

Commencement Date 1st July 2021 for a period of 24 months

First Termination Date 30th June 2023

Meter Point Reference Numbers 12910000

Re: Deal Town Council, Town Hall, High Street, Deal, Kent, CT14 6BB

Prices		For the Contract Period	
		Consumption	Estimated Cost £
Standing Charge	64.22 £/Month	24	1,541.28
Unit Rate	3.369 p/kWh	101,724 *	3,427.08
The above price includes Green Gas at 0.4 p/kWh		Total kWh 101,724	Total Cost £4,968.36
* Based on Nominated annual consumption of 65,443 kWh derived from billed kWh		Average Price 4.884 p/kWh	

Prices assume payment will be made by variable direct debit within 14 days or fixed/budget direct debit on your elected date. Should alternative arrangements be agreed or the direct debit is cancelled, Prices will be increased by 0.1p/kWh. Prices may be varied if the complete portfolio is not, or cannot, be supplied by Us for the entire Term.

This contract is subject to Our Standard Terms and Conditions ref SEGGLS TC8 (which include provisions which limit Our liability to the customer), availability of supply, satisfactory credit status and confirmation from Xoserve or the Gas Transporter of the relevant details including Nominated Annual Consumption for each Supply Point. The actual Commencement Date quoted is subject to Us having confirmed registration as Shipper of each Supply Point and therefore may not be the date indicated. Supply Points are identified in the schedule by the Meter Point Reference Number which Xoserve or the Gas Transporter uses to uniquely identify each Supply Point.

This contract is based on SSE Energy Supply Ltd's understanding of the information, including consumption, given by, or on behalf of the customer for the Supply Points listed in the schedule. We reserve the right to vary this contract should any relevant information prove to be incomplete, incorrect or change. This contract relates to Prices only, consumption will be as metered. Climate Change Levy and VAT are excluded from the Prices.

This document forms part of the Principal Terms of Contract and/or Statement of Renewal terms applying to Micro Business Contracts and/or must be read in conjunction with those statements.

Where Emergency Contacts are required You undertake to provide these to Us with the specified details (via the Emergency Contact Form provided) and to inform Us immediately of any changes.

We'd like to send you information about product offers, services and rewards from SSE companies including SSE Energy Supply Limited trading as SSE Business Energy and TESGL Limited trading as SSE Enterprise Energy Solutions, by email. We'll always treat your data with respect, keep it safe and secure and never sell it to third parties. You can stop receiving these emails at any time by clicking 'unsubscribe' in your email.

Yes - I would like to receive these Emails ☐

This contract is not complete until accepted by SSE Gas, and we reserve the right to withdraw the prices at any time without notice before our acceptance. Acceptance by SSE Gas is the purchase of Energy by SSE for the supply that this contract applies to. SSE Gas terms and conditions include provisions which limit SSE Gas's liability to the customer. NB: The Supply start date may not be the date proposed on this form, the actual start date will be subject to us having a confirmed registration as supplier for each supply point. By entering into this agreement the customer is entering into the standard connection agreement. Full terms and conditions are available upon request, alternatively you can log onto our business website - www.ssebusiness.co.uk, to view these.

This Contract Form and Schedule confirms the terms of your recent agreement with Tanya Sims of SSE Energy Supply Ltd. Please complete the Customer acceptance section below and return the SSE copy to Tanya Sims by fax or by post to SSE Gas, Ty Calon, Malthouse Avenue, Cardiff Gate Business Park, Cardiff, CF23 8GL.

-- SSE Protect --

The Customer:

Signed Date

Name [Print] E-Mail

Position Telephone

On Behalf of Fax Number

Company Registration Number

If bills are to be sent to an address other than the above please provide details.

Loss of Gas Supply

Gas appliances operate safely when they are installed but should be maintained correctly to prevent poisonous fumes being released into the room

In a situation that you can smell gas or suspect a leak phone the Gas Emergency Helpline on **0800 111 999**

Do Remember

1. To open doors and windows to get rid of gas
2. To turn off the gas supply at the meter unless in basement or in a confined space
3. To check that gas has not been left on unlit or that a pilot light is out

Don't

1. Operate any electrical switches even battery powered on or off
2. Smoke or use naked flames

Safety Tips

1. Make sure you have your gas equipment serviced and the flue checked once a year by a registered **Gas Safe** engineer
2. Never block or obstruct any vent and make sure any external grilles are kept clear

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 14th July 2021
Subject: Mayor's Parlour refurbishment – Phase 1

The attached 'Request for Quotation' document has been sent out to a number of supplier/contractors who have all attended the Town Hall in early 2020 to discuss the proposed works and provide quotations.

Due to the Covid outbreak, the progress of this project was delayed. All the companies who quoted have been asked to confirm their current prices and availability to carry out the works.

The Town Clerk would now like the works to proceed as soon as possible, hopefully in time for Heritage Day but no later than Charter Day this year.

Where contractors cannot meet these dates, alternative suppliers are being sought.

Please see attached table showing indicative prices.

Recommendation

To delegate authority to the R.F.O. in liaison with the Town Clerk and the Chair & Vice Chair of F&GP to select the most appropriate contractors for each element of the project working within an overall budget of £12,000 (The total budget available is £20,250)

Decision required

Members to consider the above recommendation.



**Deal Town Council
Request for Tender
July 2021**

Deal Town Council - Mayor's Parlour refurbishment

Submission to	Paul Bone Responsible Finance Officer Deal Town Council Paul.bone@deal.gov.uk
Queries to	Paul Bone Responsible Finance Officer Deal Town Council Paul.bone@deal.gov.uk
Timetable	
Request for Quote	5 th July 2021
Quote Submissions Deadline	5pm 12 th July 2021
Quote Award Notification	[TBA] 2021
Completion of works	[TBA] 2021

Overview - Request for Quotation- Mayors Parlour

The Refurbishment of the Mayor's Parlour in Deal Town Hall is split into sections.

Companies interested in providing quotations do not need to quote for all sections. The contract sections may be divided between separate suppliers.

Section 1) Painting & Decorating

Fill all holes and cracks to walls and ceiling.

Prepare walls and ceiling for painting including: Sanding, filling, caulking, priming bare timber and cleaning down all surfaces ready for painting.

Applying 2 or 3 coats of emulsion to ceiling and walls.

All colours to be agreed by DTC prior to works commencing.

All gold detail to be retained and repainted. – All gold coloured finer detail areas; cornice and ceiling roses to have 2 coats of topcoat applied.

Check over all wooden panelling, repair and renovate as necessary.

Any unpainted wood surfaces to be cleaned and oiled as necessary to protect and enhance the look of the timber.

Deal Charter cabinet to be safely removed from wall (to be relocated following decoration)

Section 2) Window Repair/Renovation

Remove all film from existing glass.

Repair/replace damaged sash and refit.

Ensure that both windows open and close safely.

Prepare for painting/staining.

Section 3) Chairs

Renovation of 31 Chairs:

22 Brown – no arms

2 Brown – with arms

6 Red – no arms

1 – Mayor's Chair

Renovation to include bringing them to a safe and usable condition.

Section 4) Carpet tiles

Remove and safely dispose of existing tiles.

Fit additional acoustic barrier protect underlay.

Fit new tiles being the same or very close match to existing tiles in the main Chamber.

Section 5) Renovation of Flemish Dresser

Sympathetically renovate the Flemish Dresser

Section 6) Turner Cabinet

New cabinet to be made to match the existing Deal Charter Cabinet

Clarifications

Please email any questions to paul.bone@deal.gov.uk

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 14th July 2021
Subject: Town Hall Maintenance

As two of the main windows in the Chamber cannot be safely opened due to their dangerous condition and the need to provide good ventilation in the current Covid climate, as well as water ingress through the roof into the chamber causing damage to the ceiling and walls, the Town Clerk, using her delegated authority authorised an urgent report from the Council's surveyor.

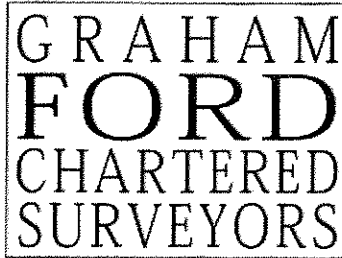
Please see attached report.

Recommendation

- 1) To delegate authority to the R.F.O. to select a suitable contractor to deal with the gutter clearance and any minor repairs up to an amount of £1,000
- 2) To request the R.F.O. to obtain 3 quotations for the repair of the Chamber windows as set out in the surveyors report and bring them back for decision at the next F&GP meeting
- 3) To delegate authority to the R.F.O. in liaison with the Town Clerk to place an order with a qualified surveyor to produce a 10 year Town Hall Maintenance Schedule with a budget of up to £2,500

Decision required

Members to consider the above recommendations.



Robins • Stodmarsh Road • Canterbury • Kent • CT3 4AG
Tel: 07932 174546 email: graham.ford@talk21.com

Paul Bone Esq,
Deal Town Hall,
High Street,
Deal,
Kent CT14 6TR

12 July 2021

2645/04/JW

Dear Paul,

Deal Town Hall : Windows and Roof Leaks

I am writing further to my inspection with yourself last Tuesday 6 July when you asked me to advise on the condition of the front elevation first floor windows in the Main Chamber and the apparent roof leak. We discussed my findings and I am now confirming same below.

Front Windows to the Main Chamber

1) In the Main Chamber there are three front facing windows which are single glazed double hung sliding sash units. Each window has a central larger pair of sashes with smaller units each side, all within timber frames. Originally the side units opened, but I understand they have been painted in for some considerable time. To all three windows, aluminium secondary glazing has been provided internally. The secondary glazing now looks dated, although it slides smoothly and remains functional, minimising heat loss through the draughty sliding sashes.

2) You were concerned about rot to the lower sashes to all three windows and on advice from your safety consultant are keeping them closed. Externally the paintwork to all three sets of windows is in poor condition and this has allowed a measure of rot to develop, far more significant to the lower sash to the central window, than elsewhere. The condition of all three windows now needs urgent attention, with the following work recommended:

1) Erect scaffold, which will need to be fully netted, with a double layer of boards sandwiching polythene to the lower lift, so as to allow pedestrian access under. A Licence form KCC will also be needed. The contractor will be able to arrange for this.

2) Carefully remove the central lower sash and carry out repairs in the workshop. This will involve replacing complete the lower rail to the sash, as well as cutting in new glazing bars. On the basis of my inspection, I do not believe a complete new sash will be required, but this is a possibility and is subject to closer inspection. Any new glass will need to be 4mm thick, toughened or laminated.

3) Cut out the entire cill to the central window and piece in a new hardwood section.

4) Carry out repairs to the remaining windows, cutting out fairly minor areas or rot. Ensure all the central sliding sashes operate smoothly.

5) Thoroughly prepare all external areas, prime exposed bare timbers and paint with two undercoats and one top coat of good quality paint – Dulux or similar.

3) You also asked about double glazing the existing windows. Even with the thinnest double glazed units, the rebates to the frames would have to be enlarged. The existing glass will be some 4mm thick, a double glazed panel at least 14mm.

4) In practical terms this would certainly not be possible to achieve without removing all the sashes and carrying out the work in the joiners shop. And even then, there would be a real doubt whether it could be successfully achieved. If you want to double glaze, in effect complete new windows, both sashes and frames, would be required. Such work would require Listed Building Consent and the cost would be disproportionately expensive, such that the payback period would run into tens of years.

5) The best practical advice is to repair the windows as paragraph 2) above, and retain the secondary glazing. If you wish to achieve an improved insulation standard, better to add a further 150mm of fibre glass laid over the existing in the loft.

The Roof Leak

6) Again in the Main Chamber, there is evidence of roof leaks along the inner face of the front facing external wall in two locations. The first has been dealt with, although decorations are stained. The stain will need to be sealed before re-decoration, otherwise it will grin through any new paintwork. This is a very straightforward operation; three or four coats of a paint like material will be needed. Perhaps the best known product is called Stain Block.

7) The second leak is over the left hand window viewed internally and here it is ongoing. We accessed to roof and the cause is fairly clear. Within the lead lined parapet gutter on the front external corner there is a substantial seagull's nest occupied by two chicks. Their parents were most unhappy about my presence.

8) The nest is effectively damming the gutter and water is backing up and getting in through a joint in the leadwork. The nest should be removed as soon as it is practical to do so. It should be possible to carry this out from a cherry picker and as discussed with you, GJ Gray locally have one. Once removed the immediate area should be checked for any damage.

9) Internally, once the staining has dried out, decorations will need to be made good locally as paragraph 6) above.

I hope the above assessment meets your concerns, although naturally I would be pleased to discuss further should you wish. Finally I enclose my fee account for your kind attention.

Yours sincerely,

Graham Ford FRICS FCI Arb
Chartered Building Surveyor and Chartered Arbitrator

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 14th July 2021
Subject: Visitor Information Centre – Coach ticket sales

Following the phased re-opening of the Town Hall reception and Visitor information desk, consideration needs to be given to whether the sale of coach tickets be continued.

When the Covid outbreak started all coach trips ceased. During the lockdown period, National Express has developed an online booking system with free amendments to tickets.

The following report was provided by the DTC VIC desk:

We used to be agents for Bayliss and Crosskeys. Bayliss were in touch last year to ask if we wanted to continue to be agents, (at that time the reception was closed and no decision had been made). They haven't been in contact since. Crosskeys have not been in contact with us.

National Express tickets can be bought at the Post Offices, at this moment it seems that they are not running the 007 from Deal. This means the passenger numbers will have gone down because people will be taking the train I have been told. They might reinstate Deal as a destination but nothing has been decided yet as far as I know. When I tried to get on the Agents website it seems as though we have been taken off.

I personally believe for all the time it often takes and the return, it is not worth selling tickets for any of the coach companies.

In the last full year that tickets were sold (pre -Covid) the commission on ticket sales averaged at £13.67 per week

Recommendation

That Deal Town Council's Visitor Information Centre does not re-introduce the sale of Coach tickets.

Decision required

Members to consider the above recommendation.

