



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 the Town Hall on **Tuesday 19 July 2022** at 7.15pm to transact the business shown on the agenda below.

Members of the public and press are welcome to attend

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 18th July by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all present at the meeting and become part of the public record of the meeting, names will be redacted.

Paul Bone
Responsible Finance Officer
Date: 13 July 2022

AGENDA

1	Chairman's opening remarks:	Chairman
2	Apologies for absence:	
3	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	Public Participation and Statements received: For Councillor information: Members of the public may make representations, answer questions and give evidence at the meeting in respect of the business on the agenda. This shall not exceed 15 minutes	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 17th May 2022 for approval and signing: Decision required	Attach. 2
6	Finance: Income & Expenditure figures and Full Bank reconciliation to 31 st May 2022 – Information to note	Attach. 3
7	i) Internal Audit: Information to note ii) Year end – 31st March 2022: Information to note	Attach. 4 Attach. 5
8	Grants: Annual Grants Round 1- Recommendations from the Grants Sub-Committee: Decisions required	Attach. 6
9	Emergency Lights Maintenance: Decision required	Attach. 7
	Date of next F&GP Committee meeting: 20 th September 2022	

Members Cllrs, DC, SB, BB, TB, ME, ER, TG & CO

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

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

The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on Tuesday 17th May 2022 at 7.15pm

Present: Cllr D Cronk (Chairman) Cllr S Beer (Vice-Chairman)
 Cllr C Turner Cllr B Bano
 Cllr M Eddy Cllr T Bond
 Cllr T Thompson

Officers: Mr P Bone (Responsible Finance Officer) Members of the Public - None
 Mrs H McAdam (Finance Asst.)
 Mr C Hobbs-East (Market / Braderie Officer)

MINUTES

1	Chairman's opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions and to switch phones off or to silent.	Chairman
2	Apologies for absence: None	
3	Declarations of interest: None received	
4	Statements received from members of the public on items relating to the agenda to be circulated at the meeting: None received.	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 22nd March 2022 for approval and signing: The RFO advised that an incorrect price was advised at the March meeting relating to the Wednesday and Friday markets, this does not affect the minutes of the meeting that remain an accurate record of the decisions made at that meeting. Members RESOLVED: to accept the minutes of the Finance and General Purposes meeting held on 22 nd March 2022 as a true and accurate record. (P) ME (S) SB 5 for 2 abstentions Agreed. Members further RESOLVED: that table prices for the Undercroft market on Wednesdays are raised from £9 to £15 (P) SB (S) CT All agreed.	Market Officer
6	Finance: Income & Expenditure figures and Full Bank reconciliation up to the 31 st March 2022: Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation up to 31 st March 2022. (P) ME (S) TT All Agreed.	
7	Allotments: 1) Allotment contractor – Following debate members RESOLVED: To offer contract to Contractor A, Ryan Rogers Garden Services for 12 months at a cost of £350 per day for two people. This to be reviewed after 6 months. (P) SB (S) TT All agreed. 2) Park Avenue survey contractor - Following debate members RESOLVED: To ask the Allotment Officer to expand the area of companies to 150 miles to procure at least one more quote for this area of work. (P) TB (S) TT All agreed.	Allotment Officer Allotment Officer
8	Market Officer Report: Following debate members RESOLVED: 1) That if Traders wish to make use of a gazebo, it must be one of the Deal Saturday market gazebos. Traders may wish to add sides, backs, and other publicity material to the gazebos whilst in their care, if it is not detrimental to the safety or damaging to the structure. 2) Any trader that has more than 4 consecutive weeks off from the market will be asked to move to the casual waiting list and their regular pitch let to a trader who can attend on a regular basis. If exceptional circumstances exist, the Market Officer in conjunction with the RFO can override this rule. 3) Pitches are not transferable between traders. (P) ME (S) CT All agreed.	Market Officer Market Officer /R.F.O. Market Officer

9	Waste Collection Review: Following debate members RESOLVED: To terminate the agreement to provide 2 bins at the Landmark Centre in exchange for supplying storage space for DTC wastebins giving the Landmark Centre 3 months' notice so they have time to organise alternative arrangements. (P) DC (S) ME All agreed.	R.F.O.
10	Mayors Parlour Refurbishment: Members RESOLVED: To delegate authority to the RFO in liaison with the Town Clerk and the Chair and Vice Chair of F & GP to select the most appropriate contractors for each element of Phase 2 subject to meeting the normal requirements for striving to obtain 3 quotations for each element and working within the remaining budget of £8,200. (P) SB (S) DC All agreed.	Town Clerk/ R.F.O.
11	Past Mayor Badge Update: Members RESOLVED: To note the report (P) TB (S) ME All agreed.	Town Clerk
	Resolution to exclude the public: Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature taken at 8:05pm. (P) ME (S) TB All agreed	
12	Staff Policy Update: Following debate members RESOLVED: Not to reinstate parking passes and to stop refunding staff for regular parking at the Town Hall. (P) TB (S) ME 6 For 1 Against	Town Clerk/ R.F.O.
	The Chairman closed the meeting at 8.23 pm	

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Deal Town Council

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Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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	0	237,631	475,261	237,631			50.0%	
1080 Bank Interest	60	101	100	(1)			101.2%	
1999 Misc. Income	0	498	0	(498)			0.0%	
General Income :- Income	60	238,230	475,361	237,131			50.1%	0
Net Income	60	238,230	475,361	237,131				
200 Staff Costs								
4000 Salaries Gross	46,383	46,888	325,056	278,168		278,168	14.4%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4060 Official Car Lease	0	296	3,564	3,268		3,268	8.3%	
4065 Official Car Fuel	0	0	300	300		300	0.0%	
4070 Training	78	78	2,000	1,922		1,922	3.9%	
4075 Staff Uniforms	0	0	100	100		100	0.0%	
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4085 Payroll Services	0	410	0	(410)		(410)	0.0%	
4090 Staff Recruitment	500	500	750	250		250	66.7%	
Staff Costs :- Indirect Expenditure	46,961	48,172	333,400	285,228	0	285,228	14.4%	0
Net Expenditure	(46,961)	(48,172)	(333,400)	(285,228)				
205 Official Car								
4060 Official Car Lease	296	296	0	(296)		(296)	0.0%	
4065 Official Car Fuel	36	85	0	(85)		(85)	0.0%	
Official Car :- Indirect Expenditure	332	381	0	(381)	0	(381)		0
Net Expenditure	(332)	(381)	0	381				
210 Civic								
1998 Mayors events income	393	658	0	(658)			0.0%	
Civic :- Income	393	658	0	(658)				0
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4065 Official Car Fuel	46	46	0	(46)		(46)	0.0%	
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4200 Cllr. Allowances	1,800	1,800	3,600	1,800		1,800	50.0%	
4210 Hospitality	121	413	1,500	1,087		1,087	27.6%	
4220 Robes & Regalia	0	0	50	50		50	0.0%	
4225 Mayoral Travel & Subsistence	9	9	100	91		91	9.4%	
4230 Mayor Expenses	0	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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
4235 Deputy Mayor Expenses	0	0	300	300		300	0.0%	
4240 Mayoress Expenses	0	0	300	300		300	0.0%	
4245 Town Sergeant Expenses	99	99	0	(99)		(99)	0.0%	
Civic :- Indirect Expenditure	2,075	2,367	7,450	5,083	0	5,083	31.8%	0
Net Income over Expenditure	(1,682)	(1,709)	(7,450)	(5,741)				
220 Administration								
4070 Training	877	877	0	(877)		(877)	0.0%	
4080 HR & HS	0	2,531	1,530	(1,001)		(1,001)	165.4%	
4300 Mobile Phones	67	142	500	358		358	28.5%	
4305 Stationery	431	450	1,500	1,050		1,050	30.0%	
4310 Postage	0	0	300	300		300	0.0%	
4315 Bank Charges	106	210	1,000	790		790	21.0%	
4320 General Admin	1,359	1,566	8,800	7,234		7,234	17.8%	770
4325 Office Equipment	75	75	500	425		425	15.0%	
4330 IT Equipment	0	0	4,000	4,000		4,000	0.0%	
4335 IT Support & Website	705	1,595	6,000	4,405		4,405	26.6%	
4340 Telephone & Broadband	183	367	700	333		333	52.5%	
4345 Pat Testing	0	0	500	500		500	0.0%	
4355 Premises (Running Costs)	973	2,277	18,500	16,223		16,223	12.3%	
4360 Insurance	0	0	8,000	8,000		8,000	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	500	500	10,000	9,500		9,500	5.0%	
4390 Waste & Recycling	442	860	2,000	1,140		1,140	43.0%	
4405 Annual Planting	0	0	6,000	6,000		6,000	0.0%	
4410 Flags	0	297	180	(117)		(117)	165.0%	
4415 Audit Fees	0	(2,175)	2,300	4,475		4,475	(94.6%)	
4420 Subscriptions	0	1,655	800	(855)		(855)	206.9%	
4430 Data Protection Officer	0	0	1,000	1,000		1,000	0.0%	
4435 General Maintenance	210	210	4,000	3,790		3,790	5.2%	14
Administration :- Indirect Expenditure	5,929	11,439	87,110	75,671	0	75,671	13.1%	784
Net Expenditure	(5,929)	(11,439)	(87,110)	(75,671)				
6000 plus Transfer from EMR	784	784						
Movement to/(from) Gen Reserve	(5,145)	(10,655)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Grants & Donations								
4470 Annual Grants	0	0	10,000	10,000		10,000	0.0%	
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	0	0	10,000	10,000		10,000	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	0	0	22,500	22,500	0	22,500	0.0%	0
Net Expenditure	0	0	(22,500)	(22,500)				
260 Astor Theatre								
4495 Aster Theatre Grant	0	(5,000)	0	5,000		5,000	0.0%	
Astor Theatre :- Indirect Expenditure	0	(5,000)	0	5,000	0	5,000		0
Net Expenditure	0	5,000	0	(5,000)				
300 Town Hall								
1100 Wedding Hire	470	1,190	9,000	7,810			13.2%	
1105 Chamber Hire	0	0	2,000	2,000			0.0%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	75	75	1,000	925			7.5%	
1120 Police Office Rent	0	2,250	0	(2,250)			0.0%	
Town Hall :- Income	545	3,515	13,000	9,485			27.0%	0
4000 Salaries Gross	(22,770)	0	0	0		0	0.0%	
4360 Insurance	0	7,116	0	(7,116)		(7,116)	0.0%	
4420 Subscriptions	0	86	0	(86)		(86)	0.0%	
4500 Repairs & Maintenance	46	52	5,000	4,948		4,948	1.0%	
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%	
4520 Boiler Service & Maint.	0	0	500	500		500	0.0%	
4525 Window Cleaning	0	0	1,530	1,530		1,530	0.0%	
4530 Gas	377	753	0	(753)		(753)	0.0%	
4540 Water	77	77	250	173		173	30.8%	
4720 Licences	0	0	300	300		300	0.0%	
Town Hall :- Indirect Expenditure	(22,271)	8,085	9,580	1,495	0	1,495	84.4%	0
Net Income over Expenditure	22,816	(4,570)	3,420	7,990				
310 VIC								
4605 Terminal Charges	47	95	750	655		655	12.7%	
VIC :- Indirect Expenditure	47	95	750	655	0	655	12.7%	0
Net Expenditure	(47)	(95)	(750)	(655)				

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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
400 Wed/Fri Market								
1400 Wednesday Market Traders	0	0	2,750	2,750			0.0%	
1405 Friday Market Traders	0	0	2,250	2,250			0.0%	
1412 WEDNESDAY MARKET TRADERS	120	120	0	(120)			0.0%	
Wed/Fri Market :- Income	120	120	5,000	4,880			2.4%	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	120	120	4,500	4,380				
410 Saturday Market								
1410 Market Traders	3,024	5,819	27,000	21,181			21.6%	
1411 WBF Payments	0	37,257	0	(37,257)			0.0%	
Saturday Market :- Income	3,024	43,076	27,000	(16,076)			159.5%	0
4420 Subscriptions	0	444	500	56		56	88.8%	
4715 Profit Share	0	(2,000)	2,500	4,500		4,500	(80.0%)	
4730 Market General Costs	128	272	3,000	2,728		2,728	9.1%	1,250
4735 Market Licence	0	(1,500)	1,500	3,000		3,000	(100.0%)	
Saturday Market :- Indirect Expenditure	128	(2,784)	7,500	10,284	0	10,284	(37.1%)	1,250
Net Income over Expenditure	2,896	45,860	19,500	(26,360)				
415 Welcome Back Fund								
1411 WBF Payments	0	(37,137)	0	37,137			0.0%	
Welcome Back Fund :- Income	0	(37,137)	0	37,137				0
Net Income	0	(37,137)	0	37,137				
420 Braderie Market								
1415 Braderie stall holders	0	0	4,500	4,500			0.0%	
Braderie Market :- Income	0	0	4,500	4,500				0
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
Net Income over Expenditure	0	0	2,200	2,200				

Detailed Income & Expenditure by Budget Heading 31/05/2022

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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
500 Public Conveniences								
4800 Public Conveniences	0	0	32,000	32,000		32,000	0.0%	
Public Conveniences :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>32,000</u>	<u>32,000</u>	<u>0</u>	<u>32,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(32,000)</u>	<u>(32,000)</u>				
600 Allotments Golf Road								
1500 Allotment Income	15	15	2,000	1,985			0.8%	
Allotments Golf Road :- Income	<u>15</u>	<u>15</u>	<u>2,000</u>	<u>1,985</u>			<u>0.8%</u>	<u>0</u>
4540 Water	82	139	700	561		561	19.9%	
Allotments Golf Road :- Indirect Expenditure	<u>82</u>	<u>139</u>	<u>700</u>	<u>561</u>	<u>0</u>	<u>561</u>	<u>19.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(67)</u>	<u>(124)</u>	<u>1,300</u>	<u>1,424</u>				
610 Allotments Park Ave								
1500 Allotment Income	0	0	2,000	2,000			0.0%	
Allotments Park Ave :- Income	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>
4501 GEN ALLOTS REPAIRS & MAINT	0	0	10,000	10,000		10,000	0.0%	
4540 Water	12	12	700	688		688	1.8%	
Allotments Park Ave :- Indirect Expenditure	<u>12</u>	<u>12</u>	<u>10,700</u>	<u>10,688</u>	<u>0</u>	<u>10,688</u>	<u>0.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(12)</u>	<u>(12)</u>	<u>(8,700)</u>	<u>(8,688)</u>				
620 Allotments Mill Road								
1500 Allotment Income	0	0	2,000	2,000			0.0%	
Allotments Mill Road :- Income	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>
4540 Water	0	0	700	700		700	0.0%	
Allotments Mill Road :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>700</u>	<u>700</u>	<u>0</u>	<u>700</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>1,300</u>	<u>1,300</u>				
700 Town Events								
5005 Town Hall Promotions	321	321	2,000	1,679		1,679	16.0%	
5010 Heritage Day	0	0	200	200		200	0.0%	
5015 Christmas Events	0	0	200	200		200	0.0%	
5020 Mayoral Ceremonial Event	0	0	200	200		200	0.0%	
5025 International Woman's Day	0	0	200	200		200	0.0%	
5030 Charter Day	0	0	500	500		500	0.0%	
5035 Holocaust Memorial Day	0	0	200	200		200	0.0%	
Town Events :- Indirect Expenditure	<u>321</u>	<u>321</u>	<u>3,500</u>	<u>3,179</u>	<u>0</u>	<u>3,179</u>	<u>9.2%</u>	<u>0</u>
Net Expenditure	<u>(321)</u>	<u>(321)</u>	<u>(3,500)</u>	<u>(3,179)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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
Grand Totals:- Income	4,157	248,476	530,861	282,385			46.8%	
Expenditure	33,617	63,227	518,690	455,463	0	455,463	12.2%	
Net Income over Expenditure	(29,460)	185,249	12,171	(173,078)				
plus Transfer from EMR	784	784						
Movement to/(from) Gen Reserve	(28,676)	186,033						

Bank Reconciliation Statement as at 31/05/2022
for Cashbook 4 - Town Hall Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/05/2022		47.31
			<u>47.31</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			47.31
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			47.31
		Balance per Cash Book is :-	47.31
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/05/2022
for Cashbook 3 - Prepaid Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PRE-PAID CARD	31/05/2022		395.82
			<u>395.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			395.82
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			395.82
		Balance per Cash Book is :-	395.82
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2022
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	31/05/2022		2,827.56
			<u>2,827.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>2,827.56</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>2,827.56</u>
		Balance per Cash Book is :-	2,827.56
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2022
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	31/05/2022		100.00
Nat West Deposit A/C	31/05/2022		663,917.52
			<u>664,017.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
31/05/2022 814823561 KALC		60.00	
31/05/2022 814823015 KALC		16.80	
31/05/2022 814821896 KALC		16.80	
			<u>93.60</u>
			663,923.92
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			663,923.92
		Balance per Cash Book is :-	663,923.92
		Difference is :-	0.00

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Capital Fund	26,189.00		26,189.00
321 EMR - Town Hall Refurbishment	43,000.00	-12,297.33	30,702.67
322 EMR - Mayor's Parlour Refurb.	20,250.00	-10,868.00	9,382.00
323 EMR - Environment Fund	50,000.00	-770.00	49,230.00
324 EMR - T&I Fund	29,157.07	-2,250.00	26,907.07
325 EMR - Food Poverty Fund	0.00		0.00
326 EMR - Carbon Roadmap	5,000.00		5,000.00
327 EMR - Deal Town Plan Fund	0.00		0.00
328 EMR - DTC Station Improvements	5,000.00		5,000.00
329 RESTRICTED - W ELLIOTT RESERV	44,975.36		44,975.36
330 Ukraine Support Fund	2,000.00	-1,000.00	1,000.00
	225,571.43	-27,185.33	198,386.10

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Cllr T Grist
Date: 28 June 2022
Subject: Councillor Internal Audit

Dear Chair,

On Friday 24th June, as elected Internal Council Auditor, I was given full access to the Town Council accounts. This year the Council's accounts are being fully integrated onto a new all electronic system, showing all it's expenditures and incomes. The R.F.O. is slowly adapting the system to best suit the Council's needs.

During my observations I found nothing untoward and would like to thank the R.F.O. and his assistant for their time and efforts on implementing this new system and for their hard work on behalf of the town.

Regards

Cllr. Tony Grist

**Deal Town Council 2021/22
Internal Audit Control Checklist**

Dates checked

29/05/2022

30/05/2022

24
21/06/2022

Internal Control	What is tested	RFO	McCabe Ford Williams	Gill T Grist Auditor 1
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?	✓	✓	✓
Risk management arrangements	Has VAT on payments been identified, recorded and reclaimed?	✓	✓	✓
	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	✓	✓	✓
Budgetary Controls	Is insurance cover appropriate and adequate?	✓	✓	✓
	Are internal financial controls documented and regularly reviewed?	✓	✓	✓
	Has the Council prepared an annual budget in support of its Precept	✓	✓	✓
	Is actual expenditure against the budget regularly reported to the council?	✓	✓	✓
Income Controls	Are there any significant unexplained variances from budget?	No	No	✓
	Is income properly recorded and promptly banked?	✓	✓	✓
	Does the Precept recorded agree to the Council Tax authority's notification?	✓	✓	✓
Petty cash Control	Are security controls over cash and near cash adequate and effective?	✓	✓	✓
	Is all petty cash spent recorded and supported by VAT invoices/receipts?	✓	✓	✓
	Is all petty cash expenditure reported to F&GP committee?	✓	✓	✓
Payroll Controls	Is petty cash reimbursement carried out regularly?	✓	✓	✓
	Do all employees have contracts of employment with clear terms & conditions?	✓	✓	✓
	Do salaries paid agree with those approved by the council?	✓	✓	✓
Assets Controls	Are other payments to employees reasonable and approved by council?	✓	✓	✓
	Have PAYE/NIC been properly operated by the council as an employer?	✓	✓	✓
	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	Clir T Grist Auditor 1
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 reconciliation?	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
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

Clir t Grist



Signed

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Paul Bone R.F.O.
Date: 13 July 2022
Subject: Year End – 31st March 2022

Information to note

Please see attached the Balance sheet for the year ending 31st March 2022.

The agreed budgets for the year ending 31st March 2022 would have taken £92,579 from the General reserve. The above amount included two new Earmarked Reserves totaling £25,000. These were:

Food Poverty fund £20,000
Deal Town Plan £5,000

If all the agreed budgets had been fully spent, then the General Reserve (excluding earmarked reserves) would have dropped from £262,036 to £194,457

I am pleased to advise that at the year end the General reserve, has not decreased, but has actually increased by £18,297 to £282,333. This was mostly due to agreed activities not being able to go ahead due to Covid.

The total reserves (including all the Earmarked Reserves increased by £61,429 during the same period.

The Good Councillors Guide to Finance and Transparency 2017 suggests that a council should typically hold between 3 and 12 months expenditure as a general (revenue) reserve. Based upon the Year end position at 31st March 2022 the current general (revenue) reserve was at just under 7 months.

For the year ending 31st March 2023, if all budgets are spent the general (revenue) reserve will increase by another £12,171 keeping the general (revenue) reserve at just around 7 months.

Deal Town Council
Balance Sheet as at 31st March 2022

31st March 2021		31st March 2022
	Current Assets	
20005	VAT Control A/c	25000
9662	Prepayments	9083
25329	Other Debtors	37137
419580.4	Nat West Combined A/C's	443693
875.62	Nat West Mayors Charity Fund	1881
0	Pre Paid Card	1051
78	Town Hall Petty Cash	103
70	VIC Float	70
0	Accruals	120
<u>475600</u>		<u>518138</u>
475600	Total Assets	518138
	Current Liabilities	
0	Creditors	348
26282	Other Creditors	6500
2842	Receipts In Advance	3386
<u>29124</u>		<u>10234</u>
29124	Total Assets Less Current Liabilities	507904
	Represented By	
264036	General Reserves	282333
26189	EMR - Capital Fund	26189
25000	EMR - Town Hall Refurbishment	43000
20250	EMR - Mayor's Parlour Refurb.	20250
46000	EMR - Environment Fund	50000
30000	EMR - T&I Fund	29157
5000	EMR - Carbon Roadmap	5000
5000	EMR - DTC Station Improvements	5000
20000	EMR - Food Poverty Fund	0
5000	EMR - Deal Town Plan	0
0	RESTRICTED - W ELLIOTT RESERV	44975
0	Ukraine Support Fund	2000
<u>446475</u>		<u>507904</u>

Signed :
Responsible
Financial



Date : 28/6/22

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Paul Bone R.F.O.
Date: 14 July 2022
Subject: Grants 2023 Round 1

The Grants sub-Committee have considered a total of 13 grant applications that had been submitted and validated.

Recommendations

Please see below the recommendations to the Finance & General Purposes Committee from the Grants Sub-committee

- 1) **The Golf Road Centre** – Amount requested £1,000 For: To continue with the Get Together Clubs, the grant will be used for entertainment, room hire & publicity.

The Grants Sub-committee scored this application 21 out of a possible 28 and recommends payment of a Full Large grant of £1,000

- 2) **Deal Bowling & Social Club** - Amount requested £925 For: To improve facilities and access for disabled people, buy disability equipment.

The Grants Sub-committee scored this application 22.5 out of a possible 28 and recommends payment of a Full Large grant of £925

- 3) **Deal Music and Arts Ltd** - Amount requested £1,000 For: Fees for artists for the community stages and fringe events.

The Grants Sub-committee scored this application 21 out of a possible 28 and recommends payment of a Full Large grant of £1,000 With the grant being used towards the cost of venue hire.

- 4) **Deal Radio CIC.** - Amount requested £440 For: Equipment for the station.

The Grants Sub-committee scored this application 17.5 out of a possible 28 and recommends payment of a Full Small grant of £440

- 5) **12th Deal Scout Group** - Amount requested £500 For: To assist in raising £8000.00 to enable two scouts to go to South Korea for the jamboree as part of the Kent Contingent.

The Grants Sub-committee scored this application 9 out of a possible 28 and does not recommend the payment of any grant at this time. The applicant is to be encouraged to re-apply if they meet 75% of their required funding from other activities/sources.

- 6) **Deal Rotary Pirates** - Amount requested £234 For: To run a free community event at Sandown Castle Community Garden.

The Grants Sub-committee scored this application 21 out of a possible 28 and recommends payment of a Full Small grant of £234

7) Dominic Harper - Amount requested £500 For: Photo montages of boxing day dip.

The Grants Sub-committee dismissed this application as not meeting the grants criteria with respect to the application being for a private individual and does not recommend the payment of any grant.

8) Deal & St Omer Twinning Society - Amount requested £500 For: To arrange a Golf Tournament and provide gifts, food and entertainment.

The Grants Sub-committee scored this application 15 out of a possible 28 and recommends payment of a Full Small grant of £500 from the St Omer twinning budget

9) St Andrews Church - Amount requested £1,000 For: Decorating costs for refurbishment.

The Grants Sub-committee dismissed this application as not meeting the grants criteria with respect to the application being from a Religious Group and does not recommend the payment of any grant.

10) Sandown School PTA - Amount requested £1,000 For: To install a planter and plants at the school.

The Grants Sub-committee scored this application 21 out of a possible 28 and recommends payment of a Full Large grant of £1,000 subject to the use of Peat free compost and sustainable planting as quoted in the application with the use of perennials and evergreens.

11) DARA - Amount requested £1,000 For: Promotional materials and group merchandise

The Grants Sub-committee scored this application 17 out of a possible 28 and recommends payment of a Full Large grant of £1,000

12) Deal Museum - Amount requested £755.20 For: Supply and install solar protection film to windows.

The Grants Sub-committee scored this application 16 out of a possible 28 and recommends a part grant of a £575. With £75 from the large grant fund and £500 from the small grant fund.

13) Deal Pride - Amount requested £1,000 For: To help Establish the group, fund social events and the purchasing of merchandise.

The Grants Sub-committee scored this application 19 out of a possible 28 and recommends a part grant of a £500.

If all the above recommendations are supported the totals will be:

Large grants budget: £5,000

Small grants budget: £1,674

St Omer grant budget: £500

Total: £7,174

Decision required

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Paul Bone R.F.O.
Date: 13 July 2022
Subject: Emergency Lighting

Two of the emergency lights outside the chamber on exit routes failed during the past month. It was identified that they were 7 years old and the control/battery units needed replacing. These lights were replaced along with four others of the same type and age. This work was authorised by the R.F.O. working under delegated authority to spend money on Health & Safety issues in liaison with the Chair of this Committee.

When the replacement lights were fitted an audit was carried out of all the remaining emergency lights and a further twelve were identified as in need of replacement due to their age.

Recommendation

Members are asked to consider delegating authority to the R.F.O. to spend up to £1,000 from the Town Hall maintenance budget with the Council's existing electrical services contractor to replace all the necessary emergency lights.

Decision Required

Members to consider the above recommendation