



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

To all Councillors: You are hereby summoned to attend a meeting of Full Council at Deal Town Hall on Tuesday 28 June 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 27 June 2022 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.

P.B.

Paul Bone – Deputy Town Clerk

Date: 22 June 2022

AGENDA

1	Chairman's opening remarks:	Chairman
2	Apologies for absence received:	Town Clerk
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	The minutes of the Annual Meeting of the Council held on Tuesday 24 May 2022 for approval: Decision required	Attach. 2
5	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.	Town Clerk
6	Lists of payments: a) List of payments made between 1 st April 2022 to 30 th April 2022 including list of individual payments exceeding £500 for approval and signing: Decision required b) List of payments made between 1 st May 2022 to 31 st May 2022 including list of individual payments exceeding £500 for approval and signing: Decision required c) Change of payment method: Decision required	Attach. 3 Attach. 4 Attach. 4a
7	Annual Return for the year ending 31st March 2022: a) Annual Governance Statement 2021/22-For approval and signing. Decision required b) Accounting Statement 2021/22- For approval and signing. Decision required	Attach. 5 Attach. 5
8	Transport & Infrastructure recommendation: Town Signage Refurbishment: Decision required	Attach. 6
9	Allotments: Park Avenue Survey Contractor: Decision required	Attach. 7
10	Correspondence received: Letters received from Dover District Council and Robert Courts MP regarding P&O: Decision required	Attach. 8
11	Deal Museum Councillor representative: Decisions required	Attach. 9
12	Request from Smugshot: Request to film Council/Mayoral events: Decisions required	Attach. 10
13	UK Shared Prosperity Fund (UKSPF): Open call for projects: Decision required	Attach. 11
14	Mayoral Engagements: For information	Attach. 12
15	KCC Councillor Report: For information	Attach. 13
15	Committee Minutes: Information to note The minutes of the Finance & General Purposes committee meeting held on 22 nd March	Attach. 14
	Date of next Full Council meeting: 26th July 2022	

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,
Tel: 01304 361999, E-mail: deal.town.council@deal.gov.uk

The Minutes of the Annual Meeting of the Council held at Deal Town Hall on Tuesday 24th May 2022 at 7.15pm

Present: Cllr C Turner (Chairman) Cllr S Beer (Vice-Chairman)
Cllr B Bano Cllr T Bond
Cllr S Carlyle Cllr D Cronk
Cllr M Eddy Cllr A Farrington
Cllr A Friend Cllr T Grist
Cllr O Richardson Cllr A Stroud

Officers: Mrs Lorna Crow (Town Clerk) Others: None
Mr P Bone (Responsible Finance Officer)

MINUTES

1	Chairman's opening remarks: The Chairman welcomed everyone to the meeting, advised of the fire evacuation instructions and to switch phones off or to silent.	Chairman
2	Call for nominations for Chairman/Town Mayor 2022-2023: The Chairman called for nominations for Chairman/Town Mayor 2022-2023. 2 nominations were received and voted on. Members RESOLVED: To elect Cllr Chris Turner as Chairman/Town Mayor 2022-2023 (P) BB (S) DC 8 for, 3 against, 1 abstention. Agreed	
3	Newly elected Chairman/Town Mayor will read out the Declaration of Acceptance of Office and announce their Mayoress/Consort: Cllr Turner signed his declaration of acceptance of office which was witnessed by the Town Clerk. Cllr Turner advised that his Mayoress would be Kate Gatti.	
4	Call for nominations for Vice-Chairman/Deputy Mayor for 2022-2023: The Chairman called for nominations for Vice-Chairman/Deputy Mayor 2022-2023. 2 nominations were received and voted on. Members RESOLVED: To elect Cllr Sue Beer as Vice-Chairman/Deputy Mayor 2022-2023 (P) DC (S) BB 8 for, 3 against, 1 abstention. Agreed	
5	Newly elected Vice-Chairman/Deputy Mayor will read out the Declaration of Acceptance of Office and announce their Deputy Mayoress/Consort: Cllr Beer signed her declaration of acceptance of office which was witnessed by the Town Clerk. Cllr Beer's consort will be Mrs Laura Newing.	
6	Apologies for absence: Cllr E Rowbotham, Cllr T Thompson & Cllr C Oliver	
7	Declarations of interest: None received.	
8	To appoint a Town Mayor's cadet: Members RESOLVED: To appoint a Mayor's Cadet for the municipal year 2022-2023 from the Sea Cadets (P) DC (S) OR, All agreed.	Mayor's secretary
9	Chairman of the Council to announce the appointment of the Honorary Chaplin if required: Cllr Turner advised that he would not be appointing an Honorary Chaplin at this time.	
10	The minutes of the previous Full Council meeting held on 19th April 2022 for approval and signing: Members RESOLVED: To accept the minutes of the Full Council meeting held on 19 th April as a true and accurate record. (P) Afr (S) DC, All agreed.	
11	Public Participation and Statements received: None	

12 **Appointment of Members to Deal Town Council Committees:**

Environment Committee	Membership: Cllr T Bond Cllr B Bano Cllr C Turner Cllr S Beer Cllr M Eddy Cllr T Thompson Cllr C Oliver Cllr A Farrington Cllr S Carlyle	(P) DC (S) ME, All agreed.
	Chairman: Cllr C Turner	P) SB (S) DC, All agreed.
	Vice Chairman: Cllr S Beer	P) DC (S) BB, 11 for 1 abs, Agreed.
	Co-opted members: East Kent Climate Action Kent Tree & Pond Partnership	(P) DC (S) SB, All agreed.
Finance & General Purposes Committee	Membership: Cllr T Bond Cllr D Cronk Cllr S Beer Cllr E Rowbotham Cllr T Grist Cllr B Bano Cllr M Eddy Cllr C Oliver	P) AFr (S) DC, All agreed.
	Chairman: Cllr D Cronk	P) SB (S) BB, All agreed.
	Vice Chairman: Cllr S Beer	P) DC (S) BB, All agreed.
Grants Sub-Committee	Membership: Cllr S Carlyle Cllr C Turner Cllr T Grist Cllr A Friend Cllr C Oliver	P) SB (S) DC, All agreed.
	Chairman: Cllr S Carlyle	P) DC (S) SB, All agreed.
	Vice Chairman: Cllr C Oliver	P) ME (S) AFa, All agreed.
Planning Committee	Membership: Cllr S Carlyle Cllr T Grist Cllr M Eddy Cllr A Stroud	P) AFr (S) TG, All agreed.
	Chairman: Cllr S Carlyle	P) DC (S) AS, All agreed.
	Vice Chairman: Cllr A Stroud	P) SC (S) AFr, All agreed.
	Co-opted members: Deal Society FOND	P) DC (S) ME, All agreed.

	Transport & Infrastructure Committee	Membership: Cllr T Bond Cllr B Bano Cllr D Cronk Cllr E Rowbotham Cllr M Eddy Cllr O Richardson	P) DC (S) ME, All agreed.
		Chairman: Cllr B Bano	P) DC (S) CT, 11 for 1 abs, Agreed
		Vice Chairman: Cllr D Cronk	P) BB (S) SB, All agreed.
		Co-opted members: Mr P Inch Cllr D Murphy (KCC)	P) DC (S) ME, All agreed.
	Staff Liaison Panel	Membership: Cllr D Cronk Cllr S Beer Cllr O Richardson Cllr A Farrington	P) DC (S) AFr, All agreed.
		Chairman: Cllr D Cronk	P) SB (S) AFr, All agreed.
		Vice Chairman: Cllr S Beer	P) DC (S) AFr, All agreed.
	Grievance and Appeal Panel	Membership: Cllr T Bond Cllr M Eddy Cllr T Grist Cllr A Friend Cllr A Stroud	P) TG (S) AFr, 11 for 1 abs, Agreed

13 **Outside Bodies and Liaison Representation:**

Organisation	Councillor Representation (May 2022-Apr 2023)	
Deal/St Omer Twinning Association	Cllr C Turner Cllr S Beer Cllr E Rowbotham Cllr S Carlyle	(P) SB (S) TG, All agreed.
Dover District Cycle Forum	Cllr C Oliver	P) ME (S) AFa, All agreed.
North Deal Community Partnership	Cllr S Carlyle	(P) SB (S) TG, All agreed.
Chamber of Trade liaison	Cllr E Rowbotham	(P) AFr (S) DC, 11 for 1 abs, Agreed
Deal Music and Arts Ltd	Cllr S Carlyle	(P) SB (S) DC, All agreed.
White Cliffs Country Tourism Association	Cllr M Eddy	(P) AFr (S) AS, All agreed.
Dover Joint Transport Advisory Committee	Cllr B Bano Cllr M Eddy (Reserve)	(P) AFr (S) AFa, All agreed.
Deal Memorial Bandstand Trust	Cllr C Turner (As Mayor)	

	Astor Theatre liaison	Cllr C Turner Responsible Finance Officer	P) DC (S) AFr, 11 for, 1 abs, Agreed	
	Citizens Advice Bureau	Cllr S Carlyle	(P) SB (S) AS, All agreed.	
	Deal With It	Cllr C Oliver	P) ME (S) AS, All agreed.	
	Deal Town Fairtrade Network	Cllr E Rowbotham Cllr A Friend	(P) AFr (S) SB, All agreed. (P) SB (S) DC, All agreed	
	KALC area committee meetings	Cllr B Bano Cllr T Grist	(P) BB (S) TG, All agreed. (P) SB (S) CT, All agreed	
	Southeastern railway stakeholder meetings	Cllr B Bano Cllr D Cronk (Reserve)	(P) DC (S) ME, All agreed.	
	Confederation of Cinque Ports Promotion Working Group	Cllr C Turner (As Mayor)		
	Deal Speaking Up Group	Cllr B Bano	(P) SB (S) AFr, All agreed	
	East Kent Network of Sanctuary	Cllr B Bano Cllr C Oliver	(P) ME (S) DC, All agreed.	
	East Kent Climate Action	Cllr C Oliver (Cllr T Thompson to submit request to next Full Council meeting if he wants to continue as a representative to East Kent Climate Action)	(P) ME (S) AFr, All agreed.	
	Deal Walkers are Welcome	Cllr T Bond	(P) SB (S) AS, All agreed.	
	Members further RESOLVED: To thank members who have supplied reports to Council regarding the outside bodies activities and encourage members to supply further brief reports to Full Council (P) SB (2) CT, All agreed.			
14	Commemorative Football Events: a) Commemorative Football Tournament: Following debate Members RESOLVED: To hold the Youth Football Tournament at the Betteshanger club between 9.30am - 2.00pm under 12s and under 15s, medals/cups awarded 2.15pm. Womens match, 45 minutes each way (playing for the Arthr Hobbs Cup) start 3.30pm, medals/cups awarded 5.30pm. Matches to be played across 2 pitches with the under 12's playing 9v9 on one and under 15s playing 11v11 on the other. Matches to be 10-minutes long one way only with a 3-minute gap between matches - as is usual practice for these tournaments. Womens match to be played by Betteshanger Womens Football team and a team from South East County Womens League. To delegate authority to the events manager in liaison with the R.F.O. to organise the event. Members also gave a vote of thanks to the officers involved. (P) DC (S) AFr, All agreed. b) Film Club Football Promotional evening: Members RESOLVED: That the Film Club shows the film 'Offside' on Friday 15 July (or nearest date available before the tournament) at the Landmark Centre with a budget of £200 to support this event. (P) ME (S) DC, All agreed.			Events manager/ R.F.O. Events manager

15	<p>Transport & Infrastructure Committee Terms of Reference: Cllr Bano thanked the Officers for their work on the updated terms of reference and proposed the following amendment to the document: To add a new objective to read: 13 To work in partnership with neighbouring authorities to promote a coordinated approach to transport issues. (P) BB (S) DC, All agreed. Cllr Beer then proposed an additional amendment to the document: To add the words 'such as voluntary organisations' at the end of objective 8.: (P) SB (S) DC 3 for, 6 against, 3 abstentions. Motion failed. Members then RESOLVED: To accept the updated terms of reference including the addition of objective 13 (P) ME (S) DC, All agreed.</p>	Town Clerk
16	<p>Committee Minutes: a) The minutes of the Planning committee meeting held on 4 April 2022. Members RESOLVED: To accept the minutes of the Planning committee meeting held on 4 April 2022 as a true and accurate record. (P) DC (S) AFR All agreed. b) The minutes of the Transport & Infrastructure committee meeting held on 16 March 2022. Members RESOLVED: To accept the minutes of the Transport & Infrastructure committee meeting held on 16 March 2022 as a true and accurate record. (P) DC (S) AFR All agreed.</p>	
	The Chairman closed the meeting at 8.34 pm	

Deal Town Council

Attach. 3

List of Payments made between 01/04/2022 and 30/04/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
06/04/2022	VODAFONE BUSINESS	£ 10.03	WORK MOBILE
08/04/2022	HUTCHINSONS	£ 6.48	TH MAINTENANCE
08/04/2022	STAFF PARKING	£ 12.59	CAR PARKING TH
08/04/2022	LONDON CONTAINERS	£ 140.87	HIRE APRIL22-JUNE 22
08/04/2022	BREAKTHROUGH	£ 162.00	SOCIAL MEDIA MANAGEMENT
08/04/2022	CHANNEL FM	£ 709.39	TOWN HALL CLEANING
08/04/2022	NABMA	£ 384.00	ANNUAL SUBSCRIPTION MARKETS
11/04/2022	GLOBAL4 TELECOM	£ 171.71	LANDLINE CALL TOWN HALL
11/04/2022	CHUBB	£ 217.08	WORK TO SECURITY SYSTEM
11/04/2022	VISION ICT LTD	£ 60.00	SSL CERTIFICATE RENEWAL
11/04/2022	CAPITA BUSINESS SERVICES	£ 22,770.43	SALARIES CAPITA
13/04/2022	STAFF PARKING	£ 22.65	CAR PARKING TOWN HALL
13/04/2022	MAYOR OF FOLKESTONE	£ 42.50	MUSIC MASH FSTONE TC
19/04/2022	DOVER DISTRICT COUNCIL	£ 973.50	BUSINESS RATES
19/04/2022	KALC	£ 1,986.00	SUBSCRIPTION
19/04/2022	CHUBB	£ 179.93	WORK TO SECURITY SYSTEM TH
19/04/2022	ADM COMPUTER SERVICES	£ 846.11	IT SUPPORT
19/04/2022	WH SMITH	£ 18.99	PRINTER INK CARTRIDGE
19/04/2022	NATWEST CHARGES	£ 60.60	BANKLINE
20/04/2022	WORLDPAY (UK)LIMITED	£ 53.94	CARD MACHINE VIC
20/04/2022	PLUSNET	£ 49.52	INTERNET TOWN HALL
20/04/2022	VIKING OFFICE DEPOT	£ 347.76	STATIONERY TH
20/04/2022	ARCHANT	£ 103.44	A KENTISH CEREMONY SUBS
25/04/2022	SSE SWALEC GAS	£ 451.99	GAS FOR TOWN HALL
27/04/2022	CHANNEL FM	£ 717.47	TOWN HALL CLEANING
27/04/2022	CAPITA BUSINESS SERVICES	£ 491.71	PAYROLL SERVICES FOR 3 MONTHS
27/04/2022	KENT FARMERS MARKETS	£ 60.00	ANNUAL SUBSCRIPTION
27/04/2022	STAFF PARKING	£ 33.56	CAR PARKING AT TOWN HALL
27/04/2022	STAFF PARKING	£ 29.30	CAR PARKING AT TOWN HALL
27/04/2022	STAFF PARKING	£ 19.52	CAR Parking at town hall
27/04/2022	STAFF PARKING	£ 69.70	CAR PARKING AT TOWN HALL
28/04/2022	THE FRIAR TUCK	£ 210.30	FOOD FOR MAYOR EVENT
29/04/2022	NATWEST CHARGES	£ 42.84	NATWEST CHARGES
29/04/2022	SUEZ RECYCLING AND	£ 502.34	WASTE & RECYCLING
29/04/2022	SHOGUN VEHICLE LEASING	£ 355.44	OFFICAL CAR LEASE
		<u>£ 32,313.69</u>	

List of Payments over made between 01/04/2022 and 30/04/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
08/04/2022	CHANNEL FM	£ 709.39	TOWN HALL CLEANING
11/04/2022	CAPITA BUSINESS SERVICES	£ 22,770.43	SALARIES CAPITA
19/04/2022	DOVER DISTRICT COUNCIL	£ 973.50	BUSINESS RATES
19/04/2022	KALC	£ 1,986.00	SUBSCRIPTION
19/04/2022	ADM COMPUTER SERVICES	£ 846.11	IT SUPPORT
27/04/2022	CHANNEL FM	£ 717.47	TOWN HALL CLEANING
29/04/2022	SUEZ RECYCLING AND	£ 502.34	WASTE & RECYCLING
		<u>£ 28,505.24</u>	

Deal Town Council

Attach. 4

List of Payments made between 01/05/2022 and 31/05/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/05/2022	VARIOUS	£ 151.26	MAYOR EVENT COSTS
03/05/2022	HUTCHINSON	£ 80.16	SADOLIN FOR PLANTERS AND TH
03/05/2022	VIKING OFFICE DEPOT	£ 115.74	STATIONERY TH
06/05/2022	VODAFONE BUSINESS	£ 10.85	OFFICE MOBILE
09/05/2022	DOVER DISTRICT COUNCIL	£ 14.00	PLANNING APPLICATION
10/05/2022	AL COLEMAN	£ 877.00	FIRST AID, FIRE AND MH TRAININ
10/05/2022	MATTHEW MORRIS	£ 770.00	CRS PRESENTATION AT AGM
10/05/2022	KM MEDIA GROUP	£ 468.00	ADVERT FOR STAFF VACANCIES
10/05/2022	TOTAL SUPPLIES	£ 90.00	BLUE & WHITE ROLLS
11/05/2022	GLOBAL4 TELECOM	£ 171.35	LANDLINE TH
13/05/2022	CAPITA	£ 23,612.43	STAFF SALARIES
13/05/2022	CAPITA	£ 1,800.00	COUNCILLORS ALLOWANCES
16/05/2022	NATWEST CHARGES	£ 63.30	BANKLINE CHARGES
17/05/2022	WALKER HIGHWAYS	£ 1,500.00	TRAFFIC MANAGEMENT
17/05/2022	KM MEDIA GROUP	£ 132.00	STAFF VACANCIES ADVERT
17/05/2022	STAFF	£ 99.00	TOWN SEARGEANT SUIT
17/05/2022	HUTCHINSON	£ 4.60	BOTTLE BRUSHES TOWN HALL
18/05/2022	STAFF PARKING	£ 98.20	PARKING AT TH
18/05/2022	PLUSNET	£ 48.07	INTERNET
19/05/2022	WORLDPAY (UK)LIMITED	£ 53.99	VIC CARD MACHINE
19/05/2022	DOVER DISTRICT COUNCIL	£ 973.00	BUSINESS RATES MAY 2022
23/05/2022	SSE SWALEC GAS	£ 452.00	GAS TOWN HALL
23/05/2022	BUSINESS STREAM	£ 94.49	ALLOTMENTS
25/05/2022	ADM COMPUTER SERVICES	£ 846.11	COMPUTER SUPPORT
25/05/2022	CHANNEL FM	£ 717.47	TH CLEANING
25/05/2022	VIKING OFFICE DEPOT	£ 365.38	STATIONERY
26/05/2022	BUSINESS STREAM	£ 83.91	WATER TH
26/05/2022	PITNEY BOWES	£ 90.27	FRANKING MACHINE
27/05/2022	CHANNEL FM	£ 342.00	HYGIENE SERVICES
30/05/2022	DEAL CHAMBER OF TRADE	£ 500.00	BUNTING FOR HIGH STREET
30/05/2022	SHOGUN VEHICLE LEASING	£ 355.44	OFFICIAL CAR LEASE
31/05/2022	KALC	£ 93.60	STAFF TRAINING
31/05/2022	SUEZ RECYCLING AND	£ 502.34	WASTE COLLECTION
31/05/2022	NATWEST CHARGES	£ 43.05	BANK CHARGES
31/05/2022	SUEZ RECYCLING AND	£ 27.90	RECYCLING
		<u>£ 35,646.91</u>	

List of Payments over £500 made between 01/05/2022 and 31/05/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
10/05/2022	AL COLEMAN	£ 877.00	FIRST AID, FIRE AND MH TRAININ
10/05/2022	MATTHEW MORRIS	£ 770.00	CRS PRESENTATION AT AGM
13/05/2022	CAPITA	£ 23,612.43	STAFF SALARIES
13/05/2022	CAPITA	£ 1,800.00	COUNCILLORS ALLOWANCES
17/05/2022	WALKER HIGHWAYS	£ 1,500.00	TRAFFIC MANAGEMENT
19/05/2022	DOVER DISTRICT COUNCIL	£ 973.00	BUSINESS RATES MAY 2022
25/05/2022	ADM COMPUTER SERVICES	£ 846.11	COMPUTER SUPPORT
25/05/2022	CHANNEL FM	£ 717.47	TH CLEANING
30/05/2022	DEAL CHAMBER OF TRADE	£ 500.00	BUNTING DONATION FOR HIGH STRE
31/05/2022	SUEZ RECYCLING AND	£ 502.34	WASTE COLLECTION
		<u>£ 32,098.35</u>	

MEMORANDUM

To: Cllr C Turner, Chairman of Deal Town Council
All Members
From: Paul Bone, Responsible Finance Officer
Date: 24th June 2022
Subject: Request from Capita:

Deal Town Council's payroll provider, Capita, currently pays Deal Town Council staff and Cllr Allowances on behalf of the Council. In order to do this, they 'Direct Debit' Deal Town Council about a week before they pay the staff and amounts due to HMRC. This practice is approved by this Council and has been in place for many years

From the end of July Capita is withdrawing this service and will be making the payments on behalf of the Council by using the BACS direct Credit service.

This will mean that the money will remain in the Council's bank account a week longer before being paid directly from Deal Town Council to the staff and HMRC.

For Nat West bank to set-up this service Deal Town Council's bank mandate requires approval of Council to allow this change.

The Bank form to set this up requires that the names of the officers who will be the primary contacts regarding the service are named (this cannot be job roles but must be named individuals) and that 2 of the Councillors named as signatories on the existing mandate are nominated to sign the form. These names, together with the BACS payment limit must be recorded in the minute of the meeting where the decision was made.

The Councillors named as signatories on the existing mandate are:

Cllr S Beer, Cllr T Bond & Cllr D Cronk

Copy of the application is included in your 'pink papers'.

Recommendation:

- 1) That Paul Bone (Responsible Finance Officer) and Heather McAdam (Finance Assistant) are named as the primary contacts on the BACS Direct Credit application form
- 2) That the payment limit is set at £40,000
- 3) That 2 of the existing bank signatories and the Chairman of this meeting are authorised to sign the application

Decisions Required:

Members to consider the above recommendation

**DEAL TOWN COUNCIL
MEMORANDUM**

Attach. 5

To: Cllr C Turner - Chairman of Deal Town Council
All Council Members
From: Paul Bone. Responsible Finance Officer
Date: 13th June 2022
Subject: Annual return for the year ending 31st March 2022

Deal Town Council's Annual Return must be approved and published by 1st July 2022. Due to the timing of meetings the approval of the Annual Governance Statement and Accounting Statements are being brought directly to Full Council by the Responsible Finance Officer.

Please see attached documents:

- i) Annual Internal Audit Report 2021/22 and Addendum. (Members will note that due to the delay in completing the 2020/21 Audit due to Covid restrictions, the Annual Return for 2020/21 was not approved by Council until after the statutory public notice period had started. This resulted in the Council publishing unsigned accounts for some of the period and is the reason that this Addendum has been issued)
- ii) Covering letter from Deal Town Council's Internal Auditor regarding the Annual Internal Audit Report 2021/22 (Members will see reference to errors in Section 2 of the draft AGAR, this was due to the treatment of the Covid Officer salary that was funded by the welcome back fund needing to be included in the staff salaries section even though it had been paid by the fund)
- iii) Copy of Deal Town Council's Internal Audit Control Checklist (At the time of publishing this report Deal Town Council's Internal Councillor auditor, Cllr T Grist, had yet to carry out his audit of the internal controls. The results of his audit will be submitted to the next F&GP meeting)
- iv) Annual Return Section 1 - Annual Governance Statement 2021/22
- v) Annual Return Section 2 - Accounting Statements 2021/22

The Annual Governance Statement below must be considered and voted on BEFORE the Accounting Statements

a) Annual Governance Statement 2021/22

Recommendation:

That assertions 1, 2, 3, 5, 6, 7 & 8 are answered 'YES'

That assertion 4 is answered 'NO'

That assertion 9 is answered 'N/A'

That the Chairman of the Council and Town Clerk are authorised to sign Section 1 - Annual Governance Statement 2021/22 for Deal Town Council

Decision Required:

Members to consider and agree the above recommendations

b) Accounting Statements 2021/22

Recommendation:

To agree the Accounting Statements 2021/22

That the Chairman of the Council is authorised to sign Section 2 – Annual Accounting Statements 2021/22 for Deal Town Council

Decision Required:

Members to consider and agree the above recommendations

Annual Internal Audit Report 2021/22

Deal Town Council

www.deal.gov.uk

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) 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 2020/21 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

23/05/2022

Name of person who carried out the internal audit

Ian Derek Pascall FCA

Signature of person who carried out the internal audit

Ian Pascall

Date

31/05/2022

*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).

Addendum to Annual Internal Audit Report 2021/22

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 2020/21 AGAR. The accounts were not approved until 27 July 2021 which was after the start of the period for the exercise of public rights (1 July 2021). 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.



Ian Derek Pascall FCA
McCabe Ford Williams
Charlton House
Dour Street
Dover
Kent
CT16 1BL

Date.....31 May 2022.....



McCabe Ford Williams

Charlton House
Dour Street
Dover
CT16 1BL

Tel 01304 204006

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

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

DEA2/JDS/ES

31 May 2022

Dear Madam

We have recently carried out our internal audit for the year ended 31 March 2022. During the audit, we checked the following:

1. The accounting software is kept up to date.
2. The bank reconciliation at 31 March 2022 was checked and agreed to the underlying records at that date.
3. Debtors and creditors at 31 March 2022.
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 2021 to 31 March 2022.
7. Sample checked the procedures surrounding purchase order requests, purchase invoices and payments for the period from 1 April 2021 to 31 March 2022.
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 2020/21 were correctly complied with (see point b 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 errors on Section 2 of the AGAR which have now been corrected by the RFO.
- b) The period for the exercise of public rights during the year in respect of the 2020/21 return started on 1 July 2021, however, the return was not approved until 27 July 2021. 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 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.

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

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.



- c) No input VAT claims in respect of the year were made during the year, with one claim being made for the year. Although this does not breach any guidelines we bring this to your attention as it does, obviously, delay the receipt of the refunds due to the Council.

Yours faithfully

A handwritten signature in black ink, appearing to be 'M' followed by a long horizontal line.

McCabe Ford Williams

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

Dates checked

29/05/2022 30/05/2022 ??/06/2022

Internal Control	What is tested	RFO	McCabe Ford Williams	Cllr 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? Has VAT on payments been identified, recorded and reclaimed? Is s137 expenditure separately recorded and within statutory limits?	✓	✓	
Risk management arrangements	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?	✓	✓	
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?	✓(Capita)	✓(Capita)	

Internal Control	What is tested	RFO	McCabe Ford Williams	Cllr 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

Cllr t Grist

Signed

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Deal Town 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 2022, 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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVA www.deal.gov.uk /WEBPAGE ADDRESS

v)

Section 2 – Accounting Statements 2021/22 for

ENTER Deal Town Council AUTHORITY

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	477,204	446,475	<i>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.</i>	
2. (+) Precept or Rates and Levies	396,109	402,166	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	86,109	165,884	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	255,838	292,857	<i>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.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	257,109	213,763	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	446,475	507,905	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	420,604	446,798	<i>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.</i>	
9. Total fixed assets plus long term investments and assets	570,834	570,834	<i>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.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 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

SIGNATURE REQUIRED

Date

31/05/22

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr C Turner - Chairman of Deal Town Council
All Council Members
From: Laura Marney - Committee Clerk
Date: 15th June 2022
Subject: **Town Signage Refurbishment – Posts/Fingerarms**

At the last Transport and Infrastructure committee meeting held on 11th May 2022:

Members RESOLVED: To select Contractor C, Cinque Ports Construction Ltd to carry out the refurbishment of the Fingerposts, and to recommend to Full Council that the project proceed and the cost of the refurbishment is charged to the T&I budget.

The Transport and Infrastructure Committee have agreed for the Posts/Fingerarms for the four Broxap Signage Columns that Deal Town Council have in locations within the town; on Beach Street between the Pier and the Royal Hotel, at the end of the High Street/South Street, at the Middle Street Car Park by the Library and on the junction with Union Road/High Street are to be refurbished.

The Contractor chosen to provide the refurbishment of the fingerposts is Cinque Ports Construction Ltd. This was the most local contractor and based in Dover. Their quotation for the refurbishment of the town signage is £5,300. In addition to this, 5 replacement fingers are required from Broxap (The original supplier of the columns) at a cost of £1,001. As the total project costs of £6,301 exceed the threshold for the T&I Committee to approve funding, this has been brought to Full Council.

This project was listed by the Transport and Infrastructure Committee last year and reported to Full Council as one of the projects that would be carried out in 2022/23 from the Transport and Infrastructure Earmarked Reserve.

Recommendation from the Transport & Infrastructure Committee:

That the project to refurbish the fingerposts proceeds and the costs of £6,301 are charged to the Transport and Infrastructure Earmarked Reserve.

Decision Required:

Members to consider the above recommendation.

DEAL TOWN COUNCIL

MEMORANDUM

To: Cllr C Turner, Chairman of Deal Town Council
All Members
From: Heather McAdam Finance Assistant/ Allotments Officer
Date: 13th June 2022
Subject: Park Avenue Survey Contractor

At the budget setting meeting of the Finance & General Purposes committee it was highlighted that there was a potential problem on the Park Avenue site with the stability of the steep bank that bordered properties in Mill Road/ Park Avenue. It was agreed that Council should start to plan for what may be a very expensive exercise to sort this out. A sum of £10,000 was added to a new budget line in the 2022/23 budget towards potential costs.

At the May meeting of the Finance & General Purposes committee, a report was considered from the only surveyor who had quoted for the work. A resolution was passed requesting that the Allotment Officer expanded the search area for companies up to 150 miles and to procure at least one more quote for this area of work.

As the Finance & General Purposes committee do not meet until July, I am bringing this to Full Council now as it is needing a decision urgently. Six possible contractors have been contacted and I have now received 2 valid quotations.

Please see details in your Pink Papers.

Officer Recommendation:

Members to consider awarding the survey contract to 'Contractor F' at a cost of £1651.00 plus VAT

Decision required:

Members to consider the above recommendation

MEMORANDUM

To: Cllr C Turner, Chairman of Deal Town Council
All Members
From: Paul Bone, Responsible Finance Officer
Date: 20th June 2022
Subject: Correspondence received

At the April meeting of Full Council, it was RESOLVED: To instruct the Chairman to write to Kent County Council, Dover District Council, the local MP and the Government Department of Transport to request that P & O is nationalized and put in the hands of the state, and to express anger and disgust at the way in which P & O staff have been treated by P & O Ferries and propose that the sacked staff are re-instated with immediate effect and additional fully trained crew members are employed to ensure safety.

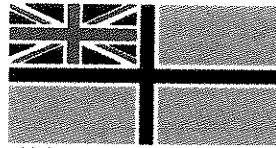
Please find attached Letters received in response from Dover District Council and Robert Courts MP from the Department of Transport.

Decision Required:

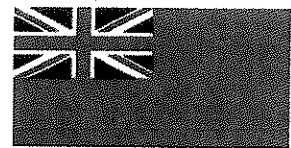
Members to consider any further actions required.



Department
for Transport



Civil Air Ensign



Maritime Ensign

From the Parliamentary
Under Secretary of State
Robert Courts MP

Councillor Christopher Turner
Chair of Deal Town Council
Town Hall
High Street
Deal
CT14 6TR

10 June 2022

Dear Councillor Turner,

Thank you for your letter of 19 May to the Secretary of State, Rt Hon Grant Shapps MP, regarding the summary redundancy notices issued by P&O Ferries to the crews of its vessels. I am responding as the Minister for Maritime.

I share your anger and disappointment regarding P&O Ferries' actions. The lack of engagement, of prior notice or empathy for their employees that they demonstrated was completely unacceptable. Seafarers make a huge contribution to this country and many of those affected had dedicated years of service to P&O Ferries.

You are no doubt aware that on 30 March the Secretary of State for Transport announced a package of measures in response to these actions. You may recall that he outlined then an intention to introduce pay protection reforms, covering ferry operators who regularly call at UK ports.

As part of the Harbours (Seafarers' Remuneration) Bill in the Queen's Speech, the government has now confirmed plans to introduce legislation to allow ports to ban ferries if workers aren't being paid at least equivalent to the UK National Minimum Wage.

A four-week consultation with the maritime sector is now underway which will look at what exactly the enforcement measures could be, and what sort of vessels the legislation should apply to. The Bill will be introduced to Parliament as soon as time allows following the end of the consultation period on 7 June.

The kind of 'fire and rehire' practice we have seen can potentially affect all employment sectors and requires close coordination across government to ensure that what is introduced in terms of increased penalties is both sustainable and enforceable. The Department for Business, Energy and Industrial Strategy is developing a statutory code for 'fire and rehire' practices and failures to engage in meaningful employee consultations.

The Insolvency Service confirmed on 1 April that it has commenced formal civil and criminal investigations into the circumstances surrounding the redundancies. There will be no comment whilst investigations are underway.

You are right to highlight the prime importance of safety in circumstances such as these. The Maritime and Coastguard Agency has been diligent in its inspection regime, refusing sailing permission for P&O Ferries vessels until it is absolutely satisfied that the ships are safe and that the new crews are fully trained in the deployment and use of the relevant equipment and the appropriate safety protocols.

You have requested that we nationalise P&O Ferries. The success of the UK's maritime industry has been built on a strong private sector. While it is theoretically possible to nationalise P&O Ferries it would be extremely difficult in practice and not a desirable precedent to set for our maritime future.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Robert Courts', with a stylized, cursive script.

ROBERT COURTS MP

MINISTER FOR AVIATION, MARITIME AND SECURITY



Cllr C Turner
Worshipful Town Mayor of Deal
Deal Town Council
Town Hall
High Street
DEAL
CT14 6TR

Dear Cllr Turner

Thank you for your letter dated 19 May regarding the treatment of P&O staff by P&O Ferries and we have sympathy with the sentiments you expressed and share the anger and disgust you feel.

As soon as we heard about the situation, Dover District Council acted immediately. The Leader of the Council, along with the Leader of KCC and the MP, Natalie Elphicke, wrote a joint letter to the Chancellor, condemning the actions of P&O Ferries/DP World for sacking the workers and asking the Chancellor to do everything possible to press P&O Ferries/DP World to reverse their decision.

Concern was also expressed in the letter about the impact on the workforce and communities in Dover and Kent and DDC has looked at how it can support all those affected. DDC, along with the Kent Area Team at the Department for Work & Pensions, arranged a Recruitment & Support Fair in Dover on 27 April, with over 1,200 jobs on offer. Many of the vacancies were ideally suited to former P&O Ferries crew.

Also, Cllr Bartlett, Leader of DDC, had interviews with the media, discussing the situation with P&O Ferries, along with the traffic problems in Kent.

I hope this information is helpful to you.

Yours sincerely

Councillor Mike Conolly
Chairman of the Council

MEMORANDUM

To: Cllr C Turner, Chairman of Deal Town Council
All Members
From: Paul Bone, Responsible Finance Officer
Date: 20th June 2022
Subject: Deal Museum Councillor representative:

The following request has been received from the Deal Museum:

The team at the Museum were wondering whether one of the town's Councillors might want to be affiliated with the Museum so that you are aware of our work and aims? We believe a designated contact who could attend some regular meetings would be advantageous to both organisations.

As I hope you're aware, this is our 50th anniversary so we're hoping to build recognition and increase footfall – we still struggle to make our presence known despite our fairly central location.

Decisions Required:

Members to consider if one Deal Town Councillor should be appointed as a Deal Town Council representative to the Deal Museum.

If agreed, members to select the Deal Town Council representative to the Deal Museum for the 2022/23 municipal year.

MEMORANDUM

To: Cllr C Turner, Chairman of Deal Town Council
All Members
From: Paul Bone, Responsible Finance Officer
Date: 20th June 2022
Subject: Request from Smugshot:

An offer has been received from Smugshot Video to produce a short film about Deal Town Council at no cost to the Council.

Laurie & Lesley Philp from Smugshot Video say:

We are professional video producers and media trainers, who work throughout the UK and Europe and live in Deal. We have worked with PR people from local councils and national government. Every year we select one local 'passion project'. This is a film we produce to tell a story which matters to us and our local community. It's a way to give something back to the place where we have lived for 25 years and share all that's good about Deal.

This year we are considering making a film about Deal Town Council. The aim of the film is to share with local residents an insight into the roles and responsibilities of their town councillors and all the important work they do, which is one of Deal's best kept secrets.

In the past couple of years we created a series of films about local artists and the SEAS project and this year we told the history of the Deal Boxing Day Dip as it is the 40th anniversary, in which the mayor appeared and also attended the premiere.

Our investment in these projects is normally between £3000 - £4000 but this is not charged to the organisations or groups we support. It's our way of putting something back into the community. Because of the value of this, we are selective about the projects we undertake and our aim is to support things that are non political and non commercial.

The idea to film Deal Town Council was motivated by one of the councillors at a recent open meeting saying - "We are a group of volunteers who just want to do the best we can for the place where we live". We realised that most residents know little or nothing about what Deal Town Council does for them or about the duties or roles the council undertakes.

How it would work:

- *We will film a selection of events and activities during a year (This will be subject to our availability between our commercial commitments).*
- *The entire project would be funded by Smugshot.*
- *Smugshot will have editorial control but we will liaise with the council.*
- *We will show the council in a positive light. We are not aiming to catch anyone out or make any individual or the council look bad. We are not investigative journalists, but professional storytellers.*
- *Not every activity, event or interview will be included. Like all media productions, we just use the best bits.*

At the end of the project, the film will be revealed at a premiere where participants and guests will be invited to see the film prior to public release.

Should Council agree to the film going ahead, the first event to be included would be the Ceremonial evening on 30th June

Decisions Required:

Members to consider the offer from Smugshot to produce a short film about Deal Town Council.

Members to consider delegating authority to the Town Clerk to agree with Smugshot what activities and events can be filmed.

MEMORANDUM

To: Cllr C Turner, Chairman of Deal Town Council
All Members

From: Paul Bone, Responsible Finance Officer

Date: 20th June 2022

Subject: UK Shared Prosperity Fund (UKSPF)

Dover District Council have contacted Deal Town Council to ask if the Council has any projects that it would like to put forward for consideration for funding from the UK Shared Prosperity Fund (UKSPF).

Please see below an extract from the DDC webpage regarding the fund:

UK Shared Prosperity Fund (UKSPF) Open call for projects

The UK Shared Prosperity Fund (UKSPF) was launched by the UK Government on 13 April 2022, providing £2.6 billion of funding for local investment by March 2025.

The aim of the scheme is to support the Government's Levelling Up commitment over a three year period through three investment priorities:

- **Communities and place**
- **Supporting local business**
- **People and skills** (year 3 only)

Dover District Council has been allocated £1 million and must submit an acceptable investment plan to draw down the funds.

The allocation is broken down as follows:

	2022/23	2023/24	2024/25	Total
Allocation	£99,286	£198,572	£702,142	£1,000,000
Minimum capital	£9,929	£25,814	£140,428	£176,171
Maximum revenue	£89,357	£172,758	£561,714	£823,829

The Council must:

- have an open call for projects
- work with local stakeholders to create a local partnership group
- consult with MPs requesting them to provide an advisory role and invite them to be part of the local partnership group
- submit an investment plan by 1 August 2022.

We are currently preparing our investment plan and are now asking for applicants to submit details of their project ideas.

To submit your project please read the following documents as the application form will ask which interventions, outcomes and outputs your project aims to achieve:

- **UKSPF Prospectus »**
- **UKSPF Interventions, Outputs and Outcomes »** - Excel file

Submissions can be made until 12 noon on 30 June 2022.

A proposal has been created based upon the policies and projects that Deal Town Council has already agreed to. This proposal can be used as the first stage bid to complete the open call for projects.

Please see attached document.

Recommendation:

- 1) To delegate authority to the R.F.O. to complete the UK Shared Prosperity Fund (UKSPF) 'Open Call for projects application' based upon the attached outline plan.
- 2) To form a management group for this project. Members to be the Town Clerk, R.F.O. , Climate Change Officer and the Chairman of the Environment Committee.
- 3) To delegate authority to the management group to communicate with DDC officers and to participate in stakeholders group as necessary.
- 4) Subject to the initial application being successful, to delegate authority to the R.F.O. working in liaison with the Town Clerk, Chairman and Vice Chairman of the environment committee to produce and submit the required investment plan by 1st August 2022
- 5) The management group to provide regular updates to Council regarding the bid.

Decision Required:

Members to consider the above recommendation.

UK Shared Prosperity Fund Proposals for Deal

<p>OBJECTIVES</p> <p>E13: Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change.</p> <p>E35: Activities such as enrichment and volunteering to improve opportunities and promote wellbeing.</p>		
<p>Deal 2025 project – part 1</p> <ul style="list-style-type: none"> Media campaign to increase residents’ take up of energy efficient heating schemes, to help them reduce water use, encourage them to take part in active travel schemes Volunteer led events and activities to increase awareness of climate change and promote resilience 	<p>EXAMPLES from prospectus</p> <p>Programmes/campaigns to encourage uptake of energy efficiency measures for homes, including water pumps and increased insulation.</p>	<p>AIMS from prospectus</p> <ul style="list-style-type: none"> - Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects. - Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.
<p>E2: Funding for new, or improvements to existing, community and neighbourhood infrastructure projects including those that increase communities’ resilience to natural hazards, such as flooding. This could cover capital spend and running costs.</p>		

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<p>E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces.</p> <p>E32: Investment in resilience infrastructure and nature-based solutions that protect local businesses and community areas from natural hazards including flooding and coastal erosion.</p>		
<p>Deal 2025 - part 2</p> <ul style="list-style-type: none"> • purchase and preparation of land for new allotments, improvements to existing allotments, new mini-allotments, garden share schemes • water harvesting systems in allotments • tree planting in parks, development of additional planting, especially hedges, in small parks and car parks etc • support for existing and creation of new voluntary organisations, to adopt green spaces and maintain them 	<ul style="list-style-type: none"> - Development of a new park, particularly in areas with the least access to greenspace - Development of a new community garden - Improvements to a canal towpath, particularly in more deprived neighbourhoods - Urban/riparian tree planting - Changes to management of green spaces, verges etc. - Regeneration of existing parks or community gardens, particularly in areas with poor quality parks and gardens - Improving access to existing parks 	<ul style="list-style-type: none"> - Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects. - Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.
<p>E29: Supporting decarbonisation and improving the natural environment whilst growing the local economy. Taking a whole systems approach to invest in infrastructure to deliver effective decarbonisation across energy, buildings and transport and beyond, in line with our legally binding climate target. Maximising existing or emerging local strengths in low carbon technologies, goods and services to take advantage of the growing global opportunity</p>		

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<p>Deal 2025 pt 3 Small grants scheme to</p> <ul style="list-style-type: none"> • Encourage householders to install measures to reduce domestic water runoff, preventing flooding – water storage and preservation, permeable surfaces in gardens etc • Support small businesses to improve business practices by reducing plastic, provision of help to reduce water use, change heating systems, install solar power, install fast broadband etc. • Support the purchase of bicycles and Ebikes to encourage active travel choices 	<ul style="list-style-type: none"> - The delivery of events programmes for community spaces, including youth centres and public libraries - Building new or updating existing defences to increase communities' resilience to natural hazards like flooding or costal erosion 	<ul style="list-style-type: none"> - Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects. - Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.
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Estimated costs and financial profile of project

Deal 2025	2022-23	2023-24	2024-25	REV / CAP	TOTAL
REVENUE					
Staff/admin/management	5000	7000	7000		
Office costs/IT/ Comms/Printing	1000	2000	2000		
Event costs*	1000	500	1000		
fees and insurance	500	250	250		
Staff training/volunteer training	2000	1000	1000		
PR/Marketing/communications	1000	500	500		
Other	500	500	500		
				35000	
CAPITAL					
Land repairs/maintenance		25000			
Land purchase/permissions/fees		60000			
tree purchase and installation		15000			
professional support for purchases		5000			
Small grant fund*	500	10000	10000		
Other	500	500	500		
				127000	
					162000
*Match funding available from Deal TC					

Mayor's engagement list

14th April	Timeball Tower reopening	Deal
18th April	10th Birthday of Breast-Feeding Support Deal	Walmer Green
20th April	Grand Shaft and Dover Town Hall Tour	Dover
21st April	History Project Talk	Deal
22nd April	St George's Day on the Marsh	New Romney
23rd April	Zeebrugge Raid Memorial Service	Dover
26th April	Investiture of the new Brigadier	Dover Castle
29th April	Deal Castle Tour & Supper Charity Night	Deal
30th April	Mayor of Folkestone's Music Mash	Folkestone
13th May	Deal Speaking Up Group	Deal Town Hall
15th May	Mayor's Thanksgiving Service	Dover
16th May	Bowls Trophy Presentation	Victoria Park Deal
	Mayor Making	Margate
19th May	Mayor Making	Dover
21st May	Standing Joint Committee	Hythe
23rd May	Mayor Making	New Romney

Deputy Mayor's engagement list

29th April	Deal Castle Tour & Supper Charity Night	Deal
5th May	Unveiling of the Goodwin Sands Panel	Walmer
9th May	Mayor Making	Faversham
10th May	Mayor Making	Folkestone
19th May	Mayor Making	Sandwich
21st May	Standing Joint Committee	Hythe

KCC UPDATE JUNE / JULY 2022.**County Members:****Cllr Trevor Bond.****Cllr Derek Murphy.****ENVIRONMENTAL:****GREEN STRAITS: "De Carbonisation".**

Working with colleagues in France KCC has launched a joint initiative looking into the opportunities offered by emerging technologies to create a "Green" corridor across the Short Straits. The project is in its early stages & a joint signature letter has been sent to the Port of Dover, & Lead Officers at our partner authorities.

In terms of wider distribution, we intend to send copies to the British Ambassador in France and to the French Embassy in London. The French partners are also discussing whether in principle a copy of the should be sent to the French President and various members of the French Government.

The initiative has been received favourably by our French partners as it has underlined the value of our joint working through the Straits Committee. The authorities are keen to talk with us further about establishing a cross-border working group where they can talk more frequently with us on cross-Channel transport & its decarbonisation.

PROWATER: ~ INTERREG PROJECT.

The capture of water as a resource has become of increasing importance across our region (& that of Northern Europe as a whole) as the demand on water has become increasingly high.

The key objective is to develop and implement a PES-model (Payment for Ecosystem Services) that facilitates the actual implementation of EbA (Ecosystem-based Adaptation) measures. Independent organisations that work on landscape rehabilitation can thus play a role as 'ethical brokers' in providing services (by selecting/funding/implementing measures) to society.

Protecting and restoring raw water sources through actions at the landscape scale To build resilience against droughts (and extreme precipitation events) through Ecosystem based Adaptation measures.

To build resilience against drought & extreme precipitation events through Ecosystems based Adaption measures. The Project is due to run until Feb 2023,

The importance of the project is reflected in the cross border participating authorities of Vlaamse Overheid, Departement Omgeving | Universiteit Antwerpen – Onderzoeksgroep Ecosysteembeheer (UA) | Provincie Antwerpen | Pidpa | Westcountry Rivers Trust | **Kent County Council** | **South East Water** | Waterschap Brabantse Delta | Natuurpunt | South East Rivers Trust

Across the project there are 15 demonstration sites for infiltration restoration or temporal and natural water retention. The site in Kent is located in Shadoxhurst, a partners visit will be taking place on Friday 24th June.

SOCIAL WELFARE.

HEADSTART PROJECT: ~ YOUTH SUPPORT.

Headstart Kent – a partnership to improve and build young people’s emotional health and wellbeing – has been celebrating its successes at a final learning event as it moves towards a new programme across the county.

Over the past six years, the HeadStart Kent (HSK) partnership, funded by the National Lottery Community Fund, has worked to support young people’s resilience by equipping them to deal with difficult circumstances and challenges in their lives.

This partnership with health colleagues and schools promoted early support to young people at school, in their local community, with their family members at home and in their interaction with digital technology. It has benefitted more than 50,000 young people.

KCC is also supporting the roll-out of mental health support teams, locally referred to as “emotional wellbeing teams”, which were established through the government’s Green Paper on transforming children’s and young people’s mental health to provide extra capacity for early intervention and ongoing help for mild-to-moderate mental health needs.

Kent and Medway will have 21 teams, funded by the NHS, in place to focus on areas and schools with the greatest need. Each team is geographically located to be able to reach a population of 7,000 5 -to-19-year-olds.

Building on the HeadStart Kent Programme, KCC and the Kent and Medway Clinical Commissioning Group have also extended the Kooth online counselling service across Kent and increased support for young people up to the age of 25 and can be accessed at www.kooth.com

One-to-one mentoring, and training for staff in Youth Mental Health First Aid is now funded by KCC, CCG and the Kent Reconnect programme grants which can be used for developing young people’s talents and interests, school and community projects, group activities for young people, and weekend residential events to build skills and confidence.

HeadStart Kent has established two websites – the Kent Resilience Hub (www.kentresiliencehub.org.uk), which offers support and advice for families, and MoodSpark (www.moodspark.org.uk), which was designed with and for children and young people in Kent. These were codesigned by young people, parents and professionals, providing instant support and advice so the emotional wellbeing system and will continue to be available.

The participation team is being sustained by Kent County Council and additional participation workers have also been funded by the Kent and Medway Clinical Commissioning Group focusing on lived experience of mental health.

About HeadStart - The National Lottery Community Fund has supported six HeadStart programmes in England since 2016, including the one led by Kent County Council. Last year Kent received an additional £1,036,277 to allow the schemes to continue until 2022 rather than ending next year as originally intended. In total Kent has benefited from funding for the six years totalling £11,249,886.

HeadStart Kent is part of Children, Young People and Education Services and aims to help young people cope better when faced with difficult circumstances in their lives, preventing them from experiencing common mental health problems.

HeadStart Kent has reached:

- **52,532 young people** have benefited from universal support through schools and community organisations;
- **44,635 young people** have received HeadStart interventions to support them, of which **2,110** have received mentoring (safe spaces, online support, mentoring, talents and interests and resilience conversations);
- **553 schools** have engaged with the HeadStart Kent programme and, **53** of these have been successful in achieving the standard for the Kent School Award for Resilience and Emotional Well-being in recognition of the support they offer their young people;
- **6,621 adults** in schools and community organisations have been trained in ways of supporting young people's emotional well-being and resilience.

CASCADE:~ INTERREG PROJECT (Dementia Care).

KCC is participating through the INTERREG (multi national) programme a project focused on how dementia can be better understood & effectively managed within our societies to the benefit of those identified with dementia symptoms.

Kent Partner organisations are in the forefront of the project, contributing & sharing knowledge across the wider domestic & international community.

OVERALL OBJECTIVE OUTPUTS PARTNERS Community Areas of Sustainable Care And Dementia Excellence in Europe To develop a financially sustainable approach to elderly/dementia care (EDC) that can be replicated across the 2 Seas area and potentially further across Europe. Uniquely this will be tested via existing state-owned buildings. The facilities created will provide short term respite and longer term care and will fully engage with the local community.

- A new holistic model of care for people living with dementia and the elderly combining sustainable business planning and care delivery
- Published evaluation reports showing the cost saving of these new ways of working
- A suite of telemedicine and technology solutions combining existing technology from health and commercial settings in innovative ways
- A new multi-lingual learning package providing training for all people having contact with people living with dementia
- Two new facilities for the elderly and people living with dementia (Medway and Dover)

Participating Authorities are, The Health and Europe Centre | **East Kent Hospitals University NHS Foundation Trust** | **Medway Community Healthcare** | **Canterbury Christ Church University** | **ZorgSaam** | **Emmaus** | **Expertisecentrum Dementie Vlaanderen** | **Woon en Zorg H. Hart vzw** | **HZ University of Applied Sciences** | **Université de Lille**

UKRAINE Nationals: ~ Employment Opportunities.

Following contact from Alex Ivanenko CEO HyPoint, Alex has requested that we make known that he has numerous job opportunities at the HyPoint facility based at Discovery Park Sandwich. HyPoint are a world leading (NASA award winners) company specialising in small hydrogen fuel cells for commercial & private aircraft.

KCC is utilising its partner organisations & various media outlets to publish these opportunities, details of which can be found at: **Job.hypoint.com** (The jobs will be at Discovery Park Sandwich).

The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on Tuesday 22nd March 2022 at 7.15pm

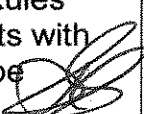
Present: Cllr D Cronk (Chairman) Cllr S Beer (Vice-Chairman)
Cllr C Turner (Ex-Officio) Cllr B Bano
Cllr M Eddy

Officers: Mr P Bone (Responsible Finance Officer)
Mrs H McAdam (Finance Asst.)
Mr C Hobbs-East (Market / Braderie Officer)

Members of the public: None

MINUTES

1	Chairman's opening remarks: The Chairman welcomed everyone to the meeting, advised of the fire evacuation instructions and to switch phones off or to silent.	Chairman
2	Apologies for absence: Cllr T Thompson, Cllr T Bond	
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 18th January 2022 for approval and signing: Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on 18 th January as a true and accurate record (P) CT (S) SB 4 For, 1 Abstention. Agreed.	
6	Finance: Income & Expenditure figures and Full Bank reconciliation up to the 28 th February 2022: Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation up to 28 th February 2022 . (P) ME (S) SB. All Agreed.	
7	Braderie: Following debate Members RESOLVED: To hold the Braderie on 18 September 2022 The route of the Braderie to be as in previous years, running from near Alfred Square to St Georges Path (next to St Georges Church) To delegate authority to the Market officer in liaison with the R.F.O to agree the provider of road closures, toilet, and first aid. Stall sizes all to be the same at 8ft x 8ft The stall price to be £50. Should traders request more than one stall, the allocation will be at the discretion of the Market Officer. The Charity discount to be changed from a 50% discount to a £10 discount for Charities and local organisations. The 'Free' stall for shops in front of their properties will only apply if the shop requesting the free table can demonstrate to the satisfaction of the Market Officer that the land that the table will be placed on belongs to them, otherwise there will be a £10 discount for a stall in front of their property. To have up to 3 food traders and charge £200 for the pitches To keep the sale criteria the same and to consider in future years if changes are required. To employ professional Marshalls for the event To delegate authority to the Market Officer in liaison with the R.F.O to run a wide scope advertising campaign with a budget of up to £400. To have a VIC stall outside the Town Hall. To agree the rules subject to any amendments required regarding the above resolutions. (P) SB (S) BB 4 For, 1 Abstention. Agreed	Braderie Officer/ R.F.O

8	<p>Saturday Market:</p> <p>A) 2 year marketing plan: Members RESOLVED: To agree with the long term (2-year) marketing plan as presented. To delegate authority to the Town Clerk in liaison with the Market Officer and R.F.O to authorise expenditure from the general market costs budget in relation to the activities outlined in the long term (2-year) marketing plan. To delegate authority to the Town Clerk in liaison with the Market Officer to make any necessary amendments that may be required to the long term (2-year) marketing plan from time to time. (P) SB (S), ME All agreed</p> <p>Cllr Beer thanked the Market Officer and the Town Clerk for their work on this plan.</p> <p>B) Market Rules: Members RESOLVED: To agree with the updated Saturday Market Rules as presented. (P) SB (S) CT All Agreed</p>	Market Officer
9	<p>Wednesday Market, & Quarterly Specialist Market</p> <p>Wednesday Market: Following debate members RESOLVED: To relaunch Wednesday Markets from 13th April. To limit the number of tables to just 9. That traders must use DTC tables and not bring extra tables or rails. To increase the price from £25 to £30 per date. (P) SB (S) ME All agreed.</p> <p>Quarterly Specialist Market: To request that the Market Officer looks at possible other venues to allow larger events and bring a new report to a future meeting. (P) SB (S) CT All agreed.</p>	Market Officer
10	<p>Charity Undercroft Hire & Friday Market Hire: Following debate members RESOLVED:</p> <p>Charity Undercroft Hire: To relaunch on Saturday 4th June. To limit the number of tables to just 9. That traders must use DTC tables and not bring extra tables or rails. To keep the price at £25 per date. For traders to pay via bank transfer at the time of confirmation. To allow a maximum of 2 dates to be booked so that it offers a fair and varied choice for all organisations/ charities. Applications to be received from 28th March to 13th May for 4th June 2022 to 25th March 2023. Then from 2023 onwards: Applications to be received from: 1st Jan – to 11th March for 1st April – 30th March.</p> <p>Friday Market Hire: To not reinstate renting the undercroft out to traders of the Wednesday Market so that they can hold their own market on Fridays. (P) BB (S) SB All Agreed.</p>	Market Officer
11	<p>Public Toilets – DDC funding request 2022-2023:</p> <p>Cllr S Beer declared a VAOI, due to her role in DDC. Following debate members RESOLVED: To only pay £32,000 towards the public toilets in King Street, South Street and Victoria Park as per the agreed budget. Members asked that Cllr Richardson is thanked for his report and is invited to a future meeting to address members on DDC plans for the toilets. (P) ME (S) CT 4 for, 1 abstention. Agreed.</p>	R.F.O.
12	<p>Grants:</p> <p>Grants 2021 – 2022 update: Following debate Members RESOLVED: To note the report and allocate £2,000 from the unused Special Projects 'Supporting the Vulnerable' budget into an 'earmarked reserve'. This reserve only to be used for supporting Ukrainian Refugees in Deal.</p> <p>Cllr Bano and Beer to submit a report on the suggested allocation of these funds once they have researched the details to the Town Clerk.</p> <p>The allocation of funds from the 'earmarked reserve' to support any projects for Ukrainian Refugees in Deal to be delegated to the Town Clerk and R.F.O. in liaison with Cllrs Bano and Beer. (P) BB (S) SB All agreed</p> <p>(Note: Any allocation can only be made if in accordance with the powers that the Council holds at that time and may require a grant application to be completed to comply with the Council's financial regulations.)</p> <p>Grants 2022– 2023: Members RESOLVED: To agree the updated Grant Rules and application forms for 2022-23. There will be two rounds of Annual Grants with closing dates of 30th June 2022 and 31st January 2023. Annual grants will be scored by the Grants Sub-committee using the approved score sheets and </p>	<p>R.F.O.</p> <p>Cllrs BB & SB</p> <p>Town Clerk/ R.F.O.</p> <p>R.F.O.</p>

	recommendation for payments of Grants will be made to the next F&GP meeting following the grant round closing date. (P) SB (S) ME All agreed	
13	Allotments: Cllr Eddy declared a VAOI as he uses Clean Cut Gardening Deal. Members RESOLVED: To continue with the services of Clean Cut Gardening Deal for the allotment sites maintenance work. (P) CT (S) SB 4 for, 1 abstention. Agreed.	Allotment Officer
14	DTC Internal Auditor: Following debate members RESOLVED: To appoint McCabe, Ford & Williams for the next financial year. (P) SB (S) ME All agreed	R.F.O.
	The Chairman closed the meeting at 8.15 pm	

