



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

www.deal.gov.uk

To all Committee members: You are hereby summoned to attend a meeting of the Finance & General Purposes Committee via Microsoft Teams on Tuesday 23rd March 2021 at 7.15pm to transact the business shown on the agenda below.

To the press and public: Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 22nd March 2021 by the Communications Officer Joanne Harper via the contact details above.

To listen to this meeting please contact the Communications Officer Joanne Harper, via the contact details above before 12 noon on Tuesday 23rd March 2021.

Paul Bone
Responsible Finance Officer
Date: 17 March 2021

AGENDA

1	Chairman's opening remarks and apologies for absence:	Chairman
2	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
3	The minutes of the previous Finance & General Purposes Committee meeting held on 19 th January 2021: - For approval	Attach. 2
4	Statements received from members of the public on items relating to the agenda to be read out by the Town Clerk (maximum 15 minutes): For councillor information.	R.F.O.
5	Finance – Income & Expenditure figures and Full Bank reconciliation to 28 th February 2021 – Information to note	Attach. 3
6	Grant applications – Recommendations from the Grants Sub-committee – Decisions required. Grant guidelines 2021-22 – Decisions required.	Attach. 4 Attach. 5
7	Third party Internal Auditor – Decision required	Attach. 6
8	Councillor internal Auditors- Decision required	Attach. 7
9	Allotments - Decisions required	Attach. 8
10	Braderie - Decisions required	Attach. 9
11	Annual Planting 2021-22- Decisions required	Attach.10
12	Saturday Market - Decisions required	Attach.11
13	Town Hall Energy Performance Certificate: – Decision required	Attach.12
14	Earmarked reserves: - Decisions required	Attach.13
15	Christmas Lights - Decision required	Attach.14
	Date of next Finance & General Purposes Committee meeting: 18 May 2021	

CC Cllrs, DC, SB, BB, TB, SC, ME, TT, & CT

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 remote meeting of the Finance and General Purposes Committee held on Tuesday 19th January 2021 at 7.15pm

Present:

Cllr D Cronk – Chairman
Cllr S Beer – Vice Chair
Cllr B Bano
Cllr T Thompson
Cllr T Bond

Cllr E Rowbotham Ex-officio
 Cllr C Turner
 Cllr M Eddy
 Cllr Kettlewell
 Cllr S Carlyle

Officers:

Paul Bone – Responsible Finance Officer
Una Finch - Mayor's Secretary
Joanne Harper – Communications Officer

Others: 0 member of the public

[illegible]

	<p>the applicant that will be made available to the Youth Hub .</p> <p>4. Dover, Deal CAB. –Members noted that the Grants Sub-Committee had recommended and agreed to treat this application as a Community Contribution Grant application.</p> <p>i) To Vire a sum of £4,400 from the Special Projects grant fund to the Community Contributions Grant Fund to cover this application.</p> <p>ii) To offer a Grant from the Community Contribution fund for the full amount requested of £4,400 towards the cost of setting up 4 new workstations to provide more access to their services.</p> <p>5. To hold a further Annual grants round just for small grants with a closing date of 28th February for applications is agreed and that it is widely advertised.</p> <p>(P) SB (S) SC 8 for 2 abstentions motion carried.</p> <p>Cllr Carlyle thanked Cllr Bond for his contribution from his personal allowance from KCC regarding the Supporting Youth in Deal District application.</p>	<p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p>
7.	<p>Public Conveniences: Following discussions Members RESOLVED: to delegate the Chairman, Vice Chairman, the Town Clerk and R.F.O. to open a dialogue with a view to sorting out the future arrangements for toilet provisions within Deal with DDC, to report back to this committee, to send DDC the correspondence from the member of public and for Councillors to correspond with Cllr Richardson on the state of the toilets. (P) LK (S) SB All agreed.</p> <p>Members further RESOLVED: to pay £31,682.41 to DDC in financial support relating to the toilets in King Street, South Street and Victoria Park in Deal for the year 2021/2022(P) BB (S) LK /All agreed.</p>	<p>Chairman Vice- Chairman Town Clerk R.F.O.</p> <p>R.F.O.</p>
8.	<p>Town Hall Electricity provider: Following an update from the RFO members RESOLVED: to delegate to the RFO, the Chair of F&GP Committee and Chair of Environment Committee to negotiate the best deal, looking for 100% recyclable energy and to negotiate as little increase as possible. (P) LK (S) ME All agreed.</p>	<p>R.F.O. Chairman Chairman Environm ent</p>
9.	<p>Town Hall Energy Performance Certificate: Members RESOLVED: to select Company C Mid Kent Property Services: £195 inclusive of the Government Lodgement registration fee, to carry out this work. (P) LK (S) TB All agreed.</p> <p>The Chairman closed the meeting at 8.12pm</p>	<p>R.F.O.</p>
	Date of next meeting 23rd March 2021	

DEAL TOWN COUNCIL

Budgets as agreed by

FC 27/1/2020

Budget

2020/21

Position

28/02/20

Budget

2020/21

Position

28/02/20

ATTACH 3

Budgeted Income				Budgeted Expenditure					
	£	£			£	£			
Precept	396,109	396,109	100%	<u>Salaries/Pensions</u>	257,594	233,539	91%		
Bank Interest	2,000	236	12%	Extrenal DPO	1,000	840	84%		
Allotment Income	4,000	4,601	115%	Premises (running costs)	18,500	15,920	86%		
Town Hall Hire	10,000	1,427	14%	Insurance	5,500	5,880	107%		
Wed/Fri Market	5,000	321	6%	Mayoral Travel & subsistence	100	-	0%		
Saturday Market	22,000	9,223	42%	Staff Travel & subsistence	100	-	0%		
Braderie Income	4,440	-	0%	Cllr Travel & subsistence	100	-	0%		
VIC Income	1,500	-	-28%	T/H Car Lease & Fuel	4,044	3,280	81%		
	445,049	411,495	92%	<u>General Admin</u>	12,800	11,465	90%		
Supporting Income				Cllr Training	1,000	170	17%		
Earmarked reserves	115,321	11,050		Staff Training	2,000	205	10%		
2019/20 Provisions	16,306	10,000		<u>Mayor/Deputy/TS Expenses</u>	3,000	428	14%		
From/(to) reserves	92,579	-		Hospitality	2,750	54	2%		
Coastal Communities	40,603	41,124		Cllr. Allowances	4,800	3,775	79%		
	264,809	21,050		Legal Advice	1,000	-	0%		
Total Budgeted Income				Election Costs	6,500	-	0%		
	709,858	432,545		Publicity	2,000	80	4%		
INCOME (Other)				IT & Office Equip't	15,000	9,160	61%		
VAT Refund		14,994		Contingency	10,000	5,000	50%		
Misc Income		5,000		Ellis Whittam Services	3,060	-	0%		
		19,994		Sat Market Profit Share (19/20)	2,500	-	0%		
				Staff Uniform	400	39	10%		
				Allotments	7,000	7,098	101%		
				Braderie (-£2,300 vired to S/M)		-			
				SITAwaste (-£2,000 vired to S/M)	3,500	3,513	100%		
				Public Conveniences	37,000	37,000	100%		
				Town Signage	500	-	0%		
				Waste & Recycling	250	-	0%		
				Annual Planting (+£4,000 from Co	11,800	7,575	64%		
				<u>Town Council Events</u>	5,000	872	17%		
				General Advertising	750	-	0%		
				Markets (+£2,300 +£2,000)	6,800	6,947	102%		
				Youth Budget	1,000	-	0%		
				Flags	500	-	0%		
				Audit costs 2019/20	2,500	-	0%		
				General Maintenance	4,000	1,803	45%		
				Pat Testing	750	-	0%		
				Boiler service & maintenance	500	-	0%		
				Artefacts	500	-	0%		
				Town Hall furniture/equipment	1,000	-	0%		
				Window Cleaning	1,530	-	0%		
				Deal Town Guide - reprint	1,000	-	0%		
				On-going Town Hall Repairs	10,000	-	0%		
				T/H Undercroft Cleaning	1,000	-	0%		
				Community Contributions	10,000	10,000	100%		
				Special Project Fund	10,000	10,054	101%		
				Annual Grants	10,000	6,190	62%		
				St Omer Twinning	1,000	-	0%		
				DTC contribution to Station impro	5,000	-	0%		
				Town Plan	5,000	-	0%		
				Cycle Friendly Deal	40,603	29,516	0%		
					532,231	410,404	77%		
				<u>Earmarked Reserves</u>	116,321	11,050	9%		
				<u>Provisions</u>	16,306	10,000	61%		
					664,858	431,453	65%		

Note 1: Capital Fund		
B/F 2018/19	26,189	
Added 2019/20	-	
Total	26,189	
Less expenditure 2018/19	-	
Balance	26,189	
Note 2: VIC - Excluding staff costs		
Income		
VIC Sales	416.91	
ticket sales commission	11.06	
	427.97	
Expenditure		
Ticket purchases	358.50	
Goods for re-sale	0.00	
Running costs	492.05	
	850.55	
VIC Income	-422.58	
Note 3: Astor Theatre		
Grant from DDC	5000.00	
Paid to Astor	5000.00	
	0.00	
Note 3: Coastal Communities		
Grant from CCF	41124.00	
CFD Spend	29516.05	
	11607.95	

Page 1 of 2

Note 1: Capital Fund

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

Note 2: VIC - Excluding staff costs

Income	
VIC Sales	416.91
ticket sales commission	11.06
	427.97
Expenditure	
Ticket purchases	358.50
Goods for re-sale	0.00
Running costs	492.05
	850.55
VIC Income	-422.58

Note 3: Astor Theatre

Grant from DDC	5000.00
Paid to Astor	5000.00
	0.00

Note 3: Coastal Communities

Grant from CCF	41124.00
CFD Spend	29516.05
	11607.95

DEAL TOWN COUNCIL

	Budget 2020/21	Position 28/02/20	
Detailed Expenditure	£	£	
<u>Salaries/Pensions</u>			
Salaries		208,786	
Pension Costs		24,753	
	257,594	233,539	91%
<u>General Administration</u>			
General Administration		10,009	
Subscriptions		699	
Petty Cash		758	
Robes & Regalia		-	
	12,800	11,465	90%
<u>Mayor/Deputy/T-S Expenses</u>			
Mayor Agreed Expenses		413	
Deputy Mayor Agreed Expenses		-	
Mayoress Agreed Expenses		15	
Town Sergeant expenses		-	
	3,000	428	14%
<u>Town Council Events</u>			
Town Hall Promotions		872	
Heritage Day		-	
Xmas events		-	
Mayoral Ceremonial event	150	-	
International Women's Day	250	-	
Charter Day		-	
Holocaust Memorial Day	250	-	
	5,000	872	17%
<u>Earmarked Reserves</u>			
Capital Fund	26,189	-	
Emergency Grant Aid	10,000	10,000	
Coastal Communities	500	-	
Town Hall Events	1,173	-	
Town Signage	1,250	-	
Artefacts	3,000	-	
Mayor's Parlour Refurbishment	17,250	-	
Market signage	500	-	
Table cloths	110	-	
Web Site Design	3,211	420	
Transport & Infrastructure	100	-	
Staff Training	1,457	-	
Annual Planting	481	481	
Air Pollution Campaign	100	-	
Carbon Roadmap (from Contingency)	1000	-	
Special Projects	50,000	149	
Total Earmarked Reserves	116,321	11,050	9%
<u>2020/21 Provisions</u>			
Audit Provision 18/19	2,500	750	
Sat Market profit share 18/19	2,500	-	
Market Rates recharge	2,056	-	
Public Conveniences 18/19	9,250	9,250	
Total Provisions	16,306	10,000	61%

DEAL TOWN COUNCIL

BANK RECONCILIATION as 28th February 2021		
Balance b/fwd	1.4.20	100.00
Receipts reconciled		917,080.35
Payments reconciled	-	917,080.35
Statement Balance c/fwd		100.00
Per Bank Statement No	B/L	100.00
Difference		0.00

Audited Reconciliation at 31.3.20		
Balance 1.4.20		2,236.60
Unpresented cqs		
Unbanked Cash		
101277	1,050.20	
101278	1,186.40	
		2,236.60
		-

PETTY CASH RECONCILIATION		
Balance b/fwd 1.4.20	216.62	
Expenses per schedule	-	
Cheques Cashed	758.28	
Balance c/fwd	974.90	
Cash in Tin	£974.90	
Claim form total	£ 80.00	
£ 20.00	£300.00	
£ 10.00	£400.00	
£ 5.00	£65.00	
£ 2.00	£30.00	
£ 1.00	£61.00	
£ 0.50	£16.00	
£ 0.20	£16.00	
£ 0.10	£3.00	
£ 0.05	£2.15	
£ 0.02	£1.02	
£ 0.01	£0.73	
Total	£ 974.90	

CASHBOOK - as 28th February 2021		
Balance b/fwd		100.00
CashBook receipts		917,080.35
CashBook payments	-	917,080.35
Cashbook Balance		100.00
Per Bank Statement		100.00
Less Cheques unpresented		
		-
		100.00
Plus Cash/Cqs not banked		
	£ -	
Cash Book Balance		100.00
Difference	-	0.00

DEAL TOWN COUNCIL

Balances as at 28/02/21

RESERVE ACCOUNT		£
Opening Balance		£ 466,789.04
Transfers from Current Account		£ 461,788.75
Transfers from Treasury Account		£ -
Interest received		£ 236.07
Transfers to Current Account		-£ 445,018.27
Transfers to Treasury Account		
Closing Balance		£ 483,795.59
Balance per statement	BL	£ 483,795.59
Difference		-£ 0.00
Interest received		
30/04/2020	£	91.72
31/05/2020	£	99.64
30/06/2020	£	5.42
31/07/2020	£	4.98
31/08/2020	£	4.28
30/09/2020	£	5.03
31/10/2020	£	5.63
30/11/2020	£	5.41
31/12/2020	£	5.21
31/01/2021	£	4.61
28/02/2021	£	4.14
31/03/2021		
		£ 236.07

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

[illegible]

Account balances for all accounts as of 01/03/2021 reported in account currency

Where currency conversion was required, converted currencies are approximate and based on foreign exchange mid-rates.
 Only accounts you have access to have been printed.
 Cleared balances provide an indicative position for interest purposes only and do not guarantee finality. Items such as cheques can still be returned unpaid.

Account ID	Account number	Acc Ccy	Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
52-3i		GBP	01/03/2021	483,795.59Cr	483,795.59Cr	483,795.59Cr	483,795.59Cr	483,795.59Cr	483,795.59Cr
52-3i		GBP	01/03/2021	875.62Cr	875.62Cr	875.62Cr	875.62Cr	875.62Cr	875.62Cr
52-3i		GBP	01/03/2021	100.00Cr	900.00Dr	900.00Dr	100.00Cr	900.00Dr	900.00Dr

Subtotals by account currency

Account ID	Account number	Acc Ccy	Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
	Balance subtotals by account currency	GBP	01/03/2021	484,771.21Cr	483,771.21Cr	483,771.21Cr	484,771.21Cr	483,771.21Cr	483,771.21Cr

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 16th March 2021
Subject: Grants Sub-Committee recommendations

The Grants Sub-committee held a remote meeting on 16th March to consider applications received for Small Annual Grants (Grants up to £500).

Please find below the recommendations from the meeting:

Small Annual Grant applications:

- 1) Cinque Ports Football Club: - Following debate members scored the application 19 points out of a possible 28 using the approved score sheet. Members then RESOLVED: To recommend to the Finance & General Purposes Committee to offer a Grant for the full amount requested of £500 towards the cost of improving the washroom facilities for visitors at the pavilion in Marke Wood. Members also recommended that the applicant looks elsewhere for the remaining funding including Walmer Parish Council, and if they were to apply for funding again, to look at postcodes to better determine the proportion of beneficiaries who live in the Deal Wards.
- 2) Deal & Walmer Allotment Association: - Following debate members scored the application 18 points out of a possible 28 using the approved score sheet. Members then RESOLVED: To recommend to the Finance & General Purposes Committee to offer a Grant for the full amount requested of £390 towards the cost of increasing the rainwater harvesting at the allotment site in Telegraph road as it meets the ambitions of Deal Town Council's Environmental Policy. Members also recommended that, when restrictions allow, to include a photo shoot at the allotment site and would welcome a meeting with representatives when restrictions allow.
- 3) Deal Maritime & Local History Museum: - Following debate members scored the application 19 points out of a possible 28 using the approved score sheet. Members then RESOLVED: To recommend to the Finance & General Purposes Committee to offer a Grant for the full amount requested of £500 towards the cost of conservation treatment for items at the museum. Members also commented that they looked forward to working closer together with the museum in the future.
- 4) Deal With it: - Following debate members scored the application 18 points plus 1 bonus point for assisting combating the declared Climate Emergency out of a possible 28 using the approved score sheet. Members then RESOLVED: To recommend to the Finance & General Purposes Committee to offer a Grant for the full amount requested of £500 towards the cost of putting on an event to raise the awareness of litter and to recommend that the applicant uses sustainable printing methods for the proposed flyers and posters.

5) Leaps and Bounds: - Following debate members scored the application 17 points plus 1 bonus point for assisting combating the declared Climate Emergency out of a possible 28 using the approved score sheet. Members then RESOLVED: To recommend to the Finance & General Purposes Committee to offer a Grant for the full amount requested of £500 towards the cost of a greenhouse to help increase the activities associated with the pleasure of planting, nurturing, and enjoying flowers and vegetables.

6) The Deal Society: - Following debate members scored the application 18 points out of a possible 28 using the approved score sheet. Members then RESOLVED: To recommend to the Finance & General Purposes Committee to offer a reduced Grant of £350 towards the cost of printing leaflets and the associated postage to promote Heritage Open Days. Members further recommended that the applicant uses sustainable printing methods for the leaflets and that they look for alternative funding for the Walkers are Welcome subscription fee.

7) Invicta Martial Arts: - Following debate members scored the application 15 points plus a bonus point for supporting Covid Recovery out of a possible 28 using the approved score sheet. Members then RESOLVED: To recommend to the Finance & General Purposes Committee to offer a Grant for the full amount requested of £246 towards the cost of purchasing trophies to encourage students back into training by running their annual awards evening.

Budget available

The Annual Grants budget has an amount of £3,810 remaining before these applications are considered.

The above recommendations total £2,986

If all the recommendations are agreed, the new balance will be £824. As no more grants can be considered from this budget, the balance of £824 will revert to general reserve on 31st March 2021.

Decisions required

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 16th March 2021
Subject: **Grants Guidelines 2021-2022**

For the financial year 2021-2022 the following budgets have been agreed relating to Grant Streams: -

Annual Grants Fund	£10,000
Special Projects Grant Fund	£20,000
Deal St Omer Twinning Fund	£500

Recommendation

- 1) That the Grants sub-committee review the guidelines, application forms and dates for Grants to be considered for 'Annual Grants' (Large & Small) for 2021-22 and submit a report to the next F&GP meeting.
- 2) That the Grants sub-committee review the guidelines, application forms and dates for Grants to be considered for 'Special Projects Grants' for 2021-22 and submit a report to the next F&GP meeting.
- 3) That the Grants sub-committee produce draft guidelines for how applications to the Deal St Omer Twinning Fund are to be dealt with for 2021-22 and submit a report to the next F&GP meeting.

Decisions required

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of The Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 16th March 2021
Subject: Third party Internal Auditor

McCabe Ford Williams have been the Internal Auditor for Deal Town Council for over 10 years and have provided an excellent service.

Their fee for the internal audit for the year ended 31 March 2021 will be £775 plus VAT assuming that the records are complete / available at the time of the audit.

Please find attached a copy of their standard engagement letter detailing the Scope of Services provided.

Recommendation

- 1) To re-appoint McCabe Ford Williams to continue as the Internal Auditor for Deal Town Council for the financial year 2021-2022
- 2) To delegate authority to the R.F.O. to sign the engagement letter on behalf of the Council and that the Chair of F&GP is the counter signatory.

Decisions required

Members to consider the above recommendations.

McCabe Ford Williams

Charlton House
Dour Street
Dover
CT16 1BL

Tel 01304 204006
Fax 01304 208497

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

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

DEA2/JDS/ES

11 March 2021

Dear Sirs

This letter and the attached terms of business dated April 2019 set out the basis on which we are to provide continuous services as internal auditors and your and our respective responsibilities.

John Sheather will continue to be the partner responsible for this engagement.
Emma Stevens will continue to be the manager responsible for this engagement.

We are bound by the code of ethics of the Institute of Chartered Accountants in England and Wales and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

1. SCOPE OF SERVICES

1.1. We have listed below the work which you have instructed us to carry out. This states your and our responsibilities in relation to the work to be carried out. If we agree to carry out additional services for you we will provide you with a new or amended engagement letter and schedules. Only the services which are listed below are included within the scope of our instructions. If there is additional work that you wish us to carry out which is not listed below, please let us know and we will discuss with you whether it can be included in the scope of our work.

1.2. Internal audit:

Our work will be strictly limited to that necessary to complete our report within the Audit Commission Annual Return. Our work will be based on the suggested approach as outlined in the Local Councils' Governance and Accountability Guidance. We will visit or carry out a remote audit once a year comprising sufficient work to enable us to complete our report. In particular our work will comprise ensuring that:

- a) Appropriate books of account have been properly kept throughout the year.
- b) The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.
- c) The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- d) The annual precept requirement resulted from an adequate budgetary process; progress against 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, expenditure was approved and VAT was appropriately accounted for.

- g) Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and national insurance requirements were properly applied.
- h) Asset and investments registers were complete and accurate and properly maintained.
- i) Periodic and year end bank account reconciliations were properly carried out.
- j) Year end accounts were prepared on the correct accounting basis (receipts and payments / income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, were appropriate, debtors and creditors were properly recorded.

You will be responsible for making available to us, as and when required, all the council's accounting records and related financial information including minutes of committee meetings. You will make full disclosure to us of all relevant information.

1.3. You will continue to deal with other matters required by law, if appropriate, such as:

- 1.3.1. Pay As You Earn including year end returns and matters relating to your employees;
- 1.3.2. Forms P11D;
- 1.3.3. VAT returns.

1.4. There are many other areas where we can be of assistance and we shall be pleased to discuss any matters with you.

2. COMMUNICATING WITH YOU

2.1. We will communicate with Paul Bone in relation to the town council's internal auditing affairs having agreed with you that he will represent the town council.

3. AGREEMENT OF TERMS

3.1. Period of engagement

3.1.1. This engagement will start with the accounting period ending on 31 March 2021.

3.1.2. We will deal also with matters arising in earlier years as appropriate.

3.1.3. This letter supersedes any previous engagement letter for the period covered. Once agreed, this letter will remain effective from the date of signature until it is replaced. You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.

3.2. Data Protection

We are committed to ensuring the protection of the privacy and security of any personal data which we process. Your attention is drawn to clause 8 of the attached terms of business which details how we treat personal data received by us in the provision of our services during our engagement with you. By signing this letter, you confirm that you have read and understood clause 8 and any privacy notice referred to therein

3.3. Confirmation of your agreement

3.3.1. Please confirm your agreement to the terms of this letter and the attached terms of business by signing and returning the enclosed copy.

3.3.2. If this letter and the attached terms of business are not in accordance with your understanding of our terms of appointment, please let us know.

Yours faithfully

McCabe Ford Williams

We acknowledge receipt of this letter, and we agree to this letter which together with the terms of business fully records the agreement between us concerning your appointment to carry out the work described.

.....
Name:

For and on behalf of Deal Town Council

.....
Date

.....
Name:

For and on behalf of Deal Town Council

.....
Date:

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of The Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 16th March 2021
Subject: **Councillor internal Auditors**

Cllr D Cronk and Cllr S Beer have been the Councillor internal Auditors for the past two years and will be completing their work for the year 2020-21 during April.

This committee needs to consider the Councillor internal Auditors for the year 2021-22. I have spoken to both Cllr D Cronk and Cllr S Beer and both will be happy to continue for the next year if members agree.

Decisions required

Members to consider the appointment of two Councillor internal Auditors and a backup Councillor.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of The Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 16th March 2021
Subject: Allotments

At the meeting of the Finance & General Purposes Committee held on 22nd September 2020 it was RESOLVED: *That the existing tenancy agreements are extended for up to 6 months giving time for a review of the proposed changes to the Tenancy Agreement including the addition of a 'code of conduct' section to be carried out by a group consisting of: The Allotment officer, R.F.O., Chair of F&GP and Cllr Carlyle with the recommendations from the group to come back to this committee for decision.*

The Group met during January to review the proposed changes. Please find attached the updated tenancy agreement for consideration and adoption.

The 'RED' text was as agreed at the review meeting and the 'GREEN' text is the changes made by the Allotment Officer from her notes of the meeting.

Recommendation

Members are asked to consider and agree the revisions to the tenancy agreement.

Decision required

Members to consider the above recommendation.

Deal Town Council Tenancy Agreement Allotments

It is expected of every tenant to treat their fellow plot holders with politeness and respect and not to cause or permit any nuisance or annoyance to the occupier of any adjoining land, nor obstruct any paths or roadways set out by the Council.

1. Restriction on Assignment

In order to cater with the waiting list of 2 years plus, no existing tenant holder should pass their tenancy over to another person or member of their family. No tenant to sub-let or assign any part of the plot to another person.

New tenancies are let on the basis of one person per household signing up, having responsibility for the plot. Proof of address will be required.

Inspection That any officer or agent of the Council shall be entitled at any time whatsoever directed by the Council to enter and inspect the plot.

That the Tenant shall inform the Council immediately of any change of address.

2. Use of Plot

Tenant to use the plot as an allotment garden and for no other purpose whatsoever. ~~Tenant to keep the plot free from weeds and well manured and otherwise maintain it in a proper state of cultivation and fertility clear, tidy and in good condition. At least 75% must be cultivated at any one time.~~

3. Cultivation

Tenant to keep the plot free from weeds and well manured and otherwise maintain it in a proper state of cultivation and fertility clear, tidy and in good condition.

4. Pests and Infection

In the event of the plot and/or the plants thereon becoming infested by insects or rodent pests or becoming affected by contagious diseases or conditions, to treat the same with the use of chemicals approved by the Minister of Agriculture, Fisheries and Food applied in accordance with the manufacturers' instructions.

5. Trees Shrubs etc. Restriction on Cropping

Tenants are not encouraged to plant on the plot any trees or shrubs, fruit bushes or any crops so as not to cause interference or take light from adjoining land.

6. Hedges

Tenant to keep any hedges on or adjoining the plot properly cut and trimmed.

7. Waste Disposal Refuse and Bonfires

Tenant to seek permission from the allotment officer for written consent from the Council to cut or prune any timber or other trees.

It is the tenant's responsibility to dispose of their own allotment waste off site and not leave materials anywhere on the site. Tenants are encouraged to use the council recycling facilities.

~~So~~ **Tenants do not** deposit on the plot any refuse or decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any matter in the hedges, ditches or drains in the allotment field of which the plot forms part.

Bonfires at present due to Covid-19 restrictions are not allowed. Please refer to DTC website for any further information.

8. Buildings, Structures, Polytunnels

Without written consent from the Council it is forbidden to erect any building or structure on the plot including polytunnels. ~~Tenants must seek consent for the purpose of keeping hens or rabbits otherwise. Fencing and Barbed Wire~~

9. Fencing/ Barbed Wire and Galvanised sheeting

To be responsible for any fencing necessary for the protection of crops but not to erect any fencing whatsoever without the written consent of the Council provided. ~~The council cannot give consent for the erection of barbed wire fencing of which the plot forms part.~~ **Tenants will need to seek** written consent from Council to deposit on the plot any galvanised or other sheeting iron work, tins, barrels, oil drums or other metal articles.

10. Boundaries/Barrow tracks

To allow where the lot adjoins another allotment garden, nine inches of land to make with a similar allowance by the adjoining tenant a barrow track eighteen inches wide and to keep the same free from obstruction

11. Dogs

If bringing a pet dog on to the site the dog should be controlled and and kept on a leash. All faeces must be removed immediately and disposed of appropriately off the site. .

12. Restriction on the keeping of animals

Tenants must seek consent for the purpose of keeping hens or rabbits otherwise. ~~It is forbidden to keep any animal or livestock of any kind upon the plot except: • hens or rabbits~~ to the extent permitted by Section 12 of the Allotments Act 1950. **Providing there is no noise nuisance to neighbouring properties.**

13. Prohibition of Notices etc

Not to erect any irrelevant notice or advertisement on the plot.

14. Dispute between occupiers/. Nuisance

Refer to tenancy agreement introduction:

If a tenant behaves in an anti-social manner or persists in a manner that threatens other people on the site then they put their tenancy at risk.

It is expected of every tenant to treat their fellow plot holders with politeness and respect and not to cause or permit any nuisance or annoyance to the occupier of any adjoining land, nor obstruct any paths or roadways set out by the Council. If there is a disagreement between occupiers all complaints or questions of dispute between the Tenant and any other occupier of any part of the site shall be referred to the Council whose decision shall be final.

15. Yielding Up

When the Tenant yields up the plot at the determination of the tenancy created by this agreement in such conclusion as shall be in compliance with the agreements contained in this Agreement and in particular, that the Tenant shall remove from this plot any structure ironwork or other article or material (not belonging to the Council).

Not to Interfere with Property Not to damage or interfere with any property of the Council on or adjoining the plot or the allotment field or which the plot forms part.

16. Inspection.

The Allotment Officer or an authorised representative will undertake periodic inspections of individual allotment plots to ensure cultivation is compliant with the Allotment Rules and conditions and the Allotment Tenancy Agreement.

Where a plot is found to be unsatisfactory a Warning Non-Cultivation Notice will be issued (~~see appendix A~~). The notice will describe the reason for the action and allow a period of four weeks to improve the allotment plot.

An Authorised Officer of the Council will undertake a further inspection of the plot at the end of this four-week period and a further assessment made (~~see Appendix B~~). Should the condition of the plot fail to comply with the Warning notice then a termination of tenancy letter will be sent out giving four weeks for the removal of structures and belongings on the plot. Non-Cultivation Notice, the tenancy will be terminated with immediate effect.

~~A confirmation letter will be sent to the tenant confirming the termination of the tenancy and the requirement to return the site keys (Appendix B). A tenancy may also be terminated. A Tenancy agreement can also be cancelled if the tenant receives two warning letters within one year unless the tenant has contacted the Council and explained why the plot has not been kept in a good condition, such as illness etc, then the Council will review the situation on a Case by case basis. If two Non-Cultivation Notices are served in one year within the tenancy period.~~

17. Interference. Not to damage or interfere with any property of the Council on or adjoining the plot or the allotment field of which the plot forms part.

18. Byelaws. To observe any Byelaws of Allotment rules made by the Council either before or after the date of this agreement.

B. Determination of Tenancy.

The tenancy shall determine in any one of the following ways:

1. The tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate two months after the death of the Tenant.
2. By the Tenant giving the Council one month's written notice to quit expiring at any time.
3. By the Council giving the Tenant 12 months written notice to quit expiring on or before 6th April or on or after 29th September in any year in accordance with the Allotments Act 1922 s1(1)(a).
4. By re-entry by the Council at any time after giving 3 months notice in writing to the Tenant on account of the plot being required for any of the purposes set out in paragraph (b), (c) or (d) of sub-section 1 of the Allotments Act 1922 s1.
5. By re-entry at any time after giving one month's notice in writing to the Tenant in accordance with the Small Holdings and Allotment Act 1908 s30(2):
 - (i) If the rents or any part of them are in arrears for not less than 40 days whether legally demanded or not.
 - (ii) If it appears to the Council, not less than three months after the commencement of the tenancy, that there is a breach of the conditions and agreements on the part of the Tenant contained in this agreement..(iii) If the Tenant shall become bankrupt or compound with their creditors.
6. In the event of this Agreement determining under clause B2 or any of the provisions in clause B5 no part of the rent paid in advance will be refunded.
7. The Council will initially write to any Tenant where it is considering cancelling a tenancy agreement, explaining the reasons for its concern and asking the Tenant for an explanation. Sometimes a plot is not being cultivated due to illness, and the Council will take this into account and not be unreasonable. A written Notice to Quit will only be issued after all reasonable efforts to resolve the issue have been unsuccessful.

C. Notices.

Any notice to be given by the Council to the Tenant under the terms of this Agreement may (without prejudice to any other means of service which may lawfully be available to the Council) be served on the Tenant either personally or by leaving it at their last known place of residence, by letter sent by recorded delivery service addressed to them there or by fixing the same to the allotment in a conspicuous

manner. Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Tenant and sent in a prepaid envelope or handed in person to an Officer of the Council.

Signed..... On behalf of the Council

on this day.....

Signed..... Tenant

Deal Town Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: www.deal.gov.uk <<http://www.deal.gov.uk>> for further information)

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of The Finance & General Purposes committee
All committee members
From: Heather McAdam – Braderie Officer
Date: 17th March 2021
Subject: **Braderie 2021**

Officer Report

Will the Council want to organise and run the Braderie this year? The date for the Braderie is normally the 3rd Sunday in September which makes it the 19/09/2021 if agreed by Council. The following details need to be considered and agreed for the event this year before I can register with Dover District Council.

Officer recommendation: To not hold the Braderie this year due to the following reasons:

- 1: Due to COVID we do not know what the recommendations will be in September regarding social distancing and people travelling to attend the Braderie.
- 2: If we had to continue with social distancing that would cut the numbers of pitches by two thirds, where there would normally be 139 pitches there would be 46 pitches.
- 3: The above then has a knock-on affect regarding the amount of money that would be taken for the pitches, down from approximately £4,400 to £1,500. When staffing costs are also taken into account, with the full quota of pitches, the Braderie generally breaks even or runs at a loss. On top of the normal costs, allowance would need to be made to fund extra security on the day. I feel that as a Council we should not be putting on this event when it is going to cost the local people a lot of money that could be spent on other things post COVID. The normal costs for running the event (excluding staff costs on the day and the many hours required in organising the event) are £2,600 to cover the licence, road closures, traffic management, extra WC provision & First Aid. In addition to this additional security/marshals may be required and would need funding.
- 4: Another problem is the timescale left to now arrange this event, as I normally start it in January and the Dover District Council website recommends at least 6-9 months for the planning of an event.

Options:

- 1) Plan the Braderie as normal for 139 pitches on 19th September hoping that all social distancing restrictions have been removed by then.
- 2) Plan on a 'covid safe' Braderie with 46 pitches, social distancing and additional security accepting that the event will run at a loss.
- 3) Cancel the Braderie for 2021.

Decision required

Members to consider the above options.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 16th March 2021
Subject: Annual Planting 2021-22

Annual Planting

Following this year's successful planting and hanging basket displays, the Annual Planting Team recommend that Deal Town Council retain the services of the existing contractor, Simon Chapman, for the 2021-22 year.

It is further recommended that the Annual planting Team continue their work for 2021-22 in managing the Annual planting budget and contractor.

During the past year, Cllr Bano has stepped down from the Annual Planting Team and a replacement would be useful. The remaining members are Cllr S Carlyle, the R.F.O. and the appointed contractor.

New Planters

The planting meeting held last February 2020 identified new parts of Deal for extending the scheme outside of the town centre high street, sea front and conservation area to other wards where there is little provision. The Mill Hill Forum conducted a survey to find locations in their area to set up new planters and identify suitable sites for new trees.

To date this tree plan has been submitted to DDC who in conjunction with KCC open spaces and landscaping section resulted in trees being planted in Telegraph Road.

This leaves the question of the purchase of 4 planters at an estimated price of £4000.

Deal Town Council is requested to allocate from next year's financial budget sufficient funds to cover the cost of providing suitable planters with sustainable species and extending contract maintenance hours.

An initial allocation of £4000 is required for purchase of planters similar in design to others in Deal and that a suitable sum is set aside for plants and maintenance.

If agreed, the Annual planting team to liaise with the Mill Hill Forum on identifying appropriate sites for the planters

Recommendations

- 1) That a replacement for Cllr Bano on the Annual Planting Team is agreed from the F&GP committee membership.
- 2) That Simon Chapman is retained as the approved contractor for 2021-22
- 3) That the Annual Planting scheme for 2021-22 is managed by the Annual Planting Team reporting to F&GP
- 4) That an initial sum of £4,000 is allocated from the annual planting budget to purchase of planters similar in design to others in Deal for the Mill Hill area
- 5) That the Annual Planting Team to liaise with the Mill Hill Forum on identifying appropriate sites for planters

Decisions required

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of The Finance & General Purposes committee
All committee members
From: Christopher Hobbs-East – Saturday Market Officer
Date: 17th March 2021
Subject: **Saturday Market**

Deal Saturday Market 'Roadmap' (Subject to any changes in Government guidance)

8th March

Stay as we are, increase casual traders by an extra 5 weeks. (until 10th April)

29th March

No change

12th April (Saturday 17th)

Non-essential traders back. Charity stall to commence.

17th May

No change

21st June (Saturday 26th)

FULLY OPEN!! Marshals, spacing between stalls, sanitizer station and one way system to end and reduce barriers.

Pitch Prices & Payments

- I recommend an increase of pitch price from £6.40 per parking bay to £10 per parking bay. Now as per Council's decision that all traders pay the same pitch price of £12.80 for two parking bays this will increase to £20 until June then will revert to per parking bay so that traders can increase or decrease the size of their pitch as needed.
- Now we are more aware of the outlook of Covid restrictions I also recommend that we keep to electronic payments and traders have the option to pay not just weekly but also monthly and annually if they wish.
- In comparison other markets charge the following for the same sized pitch as 2 parking (4m x4m) bays:
 - Sandwich - £20
 - Cliftonville - £15 (only 3m x 3m)

Recommendations

- 1) To increase the pitch price from £6.40 per parking bay to £10 per parking bay.
- 2) To keep to electronic payments only (including when the market can return to normal trading) and allow traders to have the option to pay not just weekly but also monthly and annually if they wish.

Decisions required

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of The Finance & General Purposes committee
All committee members

From: Paul Bone – Responsible Finance Officer

Date: 17th March 2021

Subject: Town Hall – Energy Performance Certificate

Please see the attached memo and Pink papers that went to the January meeting of this committee. At the January meeting the following resolution was passed: *to select Company C Mid Kent Property Services: £195 inclusive of the Government Lodgement registration fee, to carry out this work. (P) LK (S) TB All agreed.*

The selected supplier was contacted to place the order and the following response was received: *Thank you for your email, however my sincere apologies, I need to withdraw my quotation of £195 for this. I have misquoted you. I have reread your first email and I quoted for 1000 sqft not 1000sqm (approx. 10 times the size) For this I would charge £395 all inclusive*

This committee needs to look at making a fresh resolution as the revised price moves this supplier from being the cheapest to the second most expensive. Please see below the revised pricing.

Details of the suppliers are provided in the attached Pink Papers

- | | |
|------------|---|
| Company A) | Martin (Dover) based: £310 including the lodgement fee of £40 on the Government website. |
| Company B) | Ramsgate based: £370.00 Inclusive of the Government Lodgement registration Fees. |
| Company C) | Maidstone based: £395 inclusive lodgement fee of £40 on the Government website. |
| Company D) | London based with Kent office: £660 Inclusive of the Government Lodgement registration Fees. |

Decision Required

Members to decide on the company to carry out this work

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 12th January 2021
Subject: Town Hall – Energy Performance Certificate

Public buildings with a total useful floor area of over 250 square metres are required to have an up-to-date Energy Performance Certificate and for the certificate to be lodged on the Government website and to be displayed in a prominent space within the building.

It is not clear if such a certificate existed when DTC took over the Town Hall from DDC, however under the Zero Carbon Deal 2025 project plan the Environment committee has called for an up-to-date certificate.

A certificate for a public building with a total useful floor area between 250 and 1,000 square metres is valid for 10 years.

Four companies offering this service in Kent have been contacted and have provided the following quotations for surveying the Town Hall to calculate the required detail, produce the certificate, lodge the certificate with the Government website and to also provide the Council with recommendations that they feel will improve the Carbon footprint of the Town Hall.

Details of the suppliers are provided in the attached Pink Papers

- | | |
|------------|---|
| Company A) | Martin (Dover) based: £310 including the lodgement fee of £40 on the Government website. |
| Company B) | Ramsgate based: £370.00 Inclusive of the Government Lodgement registration Fees. |
| Company C) | Maidstone based: £195 inclusive lodgement fee of £40 on the Government website. |
| Company D) | London based with Kent office: £660.00 Inclusive of the Government Lodgement registration Fees. |

Decision Required

Members to decide on the company to carry out this work

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members

From: Paul Bone – Responsible Finance Officer

Date: 16th March 2021

Subject: Earmarked reserves 2021-2022

At the budget setting meeting in November 2020 it was agreed that the earmarked reserve accounts would be reviewed at the year-end with a view to reducing the number of Earmarked Reserve accounts and returning any monies to general reserve that are no longer required as an earmarked reserve.

In addition to any the existing Earmarked Reserve accounts that are required to be carried forward for 2021-22, two more need to be carried forward from the unspent budgets in 2020-21 relating to: DTC contribution to improvements at Deal Station and Town Plan (£5,000).

The Earmarked Reserve accounts at the year-end are shown below with the expected balance as at 31st March 2021 together with a recommendation for 2021-22:

Reserve Name	Estimate remaining at 31 st March 2021	Recommendation
Capital Fund	£26,189	Carry Forward to 2021-22
Emergency Grant Aid	Nil	Remove reserve
Coastal Communities	£500	Remove reserve - Use committee budgets if required
Town Hall Events	Nil	Remove reserve
Town Signage	£1,250	Remove reserve – Use new T&I budget
Artefacts	£3,000	Combine with Mayor's parlour refurbishment reserve and carry forward
Mayor's Parlour Refurbishment	£17,250	As Artefacts above
Market signage	Nil	Remove reserve
Table cloths	Nil	Remove reserve
Web Site Design	Nil	Remove reserve
Transport & Infrastructure	£100	Remove reserve – Use new T&I budget
Staff Training	£1457 (planned usage)	Carry Forward to 2021-22 if not spent
Annual Planting	Nil	Remove reserve
Air Pollution Campaign	£100	Remove reserve - Use committee budgets if required
Carbon Roadmap	£5,000 (increase agreed by Full Council)	Carry Forward to 2021-22
Special Projects Fund	£46,000	Carry Forward to 2021-22 and rename as 'Environment Fund'
DTC contribution to improvements at Deal Station	£5,000	Carry Forward to 2021-22
Deal Town Plan	£5,000	Carry Forward to 2021-22

Cont. over

Recommendation

- 1) Members to consider the recommendations contained within the table above.
- 2) Members to consider recommending to Full Council that any application for use of any of the following budgets and earmarked reserves by a Committee, Councillor or third-party, application is submitted to Full Council with a full costing proposal for approval.
 - a) Capital Fund (£26,189)
 - b) Environment Fund (was Special Projects fund) (£46,000)
 - c) T&I Fund (£30,000)
 - d) Food Poverty Fund (£20,000)

Decisions required

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor D Cronk, Chairman of Finance & General Purposes committee
All committee members
From: Paul Bone – Responsible Finance Officer
Date: 16th March 2021
Subject: Christmas Lights

A new budget line for Christmas Lights has been agreed in the 2021-22 budget. This budget requires an agreed process for this Committee to agree expenditure to from this budget heading.

Recommendation

- 1) That the R.F.O., working with the Chair or Vice Chair of the Finance and General Purposes committee, invites representatives of the Deal and Walmer Chamber of Trade to meet when the next year's light display is being planned. The following to be included:
 - Discussion on best use of the money, ideally producing options, which can be brought to the next meeting of F&GP for consideration.
 - A request to the Chamber of Trade to incorporate purchased items into its plan and to provide the labour required to set up and take down.
 - Discussion on where/how the items will be stored the rest of the year, maintenance and refurbishment when necessary.
- 2) Display items and/or accompanying equipment to be purchased directly by the Town Council.
 - The Council publicises this contribution to the Christmas Lights display.

Decisions required

Members to consider the above recommendations.