



Town Council Offices
Maison Dieu House
Biggin Street
Dover
CT16 1DW

DATE OF ISSUE:
20TH July 2016

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the CIVIC & SPECIAL PROJECTS COMMITTEE will be held at the Town Council Offices on Tuesday 26th July 2016 at 6.00pm when the business shown on the agenda below will be transacted.

Any member of the public who requires further information, wishes to make representations to the Committee, or has any special requirements in respect of this meeting please contact Tracey Hubbard, Customer Events Team Leader, on 01304 242625.


Allison Burton
TOWN CLERK

The Press and Public are welcome to attend.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence. Prior to a meeting Councillors' apologies, with a reason for absence from that meeting, should be submitted to the clerk of the Committee.

2. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law. (*Guidance for Councillors concerning disclosable pecuniary and/or other interests is attached for your information*).

3. MINUTES

To receive and approve the Minutes of the Civic & Special Projects Committee meeting held on 7th June 2016 (copy attached).

4. PROGRESS SHEETS

To note that there are no outstanding resolutions made by the Civic & Special Projects Committee 2016/17.

5. **BUDGET**

To consider the latest out-turn for the Committee's 2016/17 budget (copy attached).

6. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

To consider the following application for financial assistance:

**Walkers are Welcome;
Dover Smart Project.**

(Grant application & evaluation form attached, supporting documentation available to view in the office).

To consider the Chairman of the Committee's report dated the 28th June 2016 concerning financial assistance towards a further Keen 2 Cook programme (copy attached).

To consider the Chairman of the Committee's report dated the 14th July 2016 concerning financial assistance towards the Urban Fete being held in Pencester Gardens on Saturday 24th September 2016 (copy attached).

7. **CHRISTMAS 2016/17**

To consider the Chairman of the Committee's report dated 28th June 2016 concerning Christmas 2016/17 (copy attached).

8. **PEOPLE OF DOVER WAR MEMORIAL & GARDENS**

To consider the Chairman of the Committee's report dated 19th July 2016 concerning the People of Dover's War Memorial & Gardens (copy attached).

9. **STANDING ORDERS**

To consider the Town Mayor's report dated 14th July 2016 concerning Standing Orders (copy attached).

10. **SANDY PLAY AREA & OUTDOOR GYM**

To consider the Chairman of the Committee's report dated 20th July 2016 concerning a Sandy Play area & Outdoor Gym (copy to follow).

11. **INFORMATION ITEMS**

To note:

Dover Smart Project evaluation for Working with Young Carers (copy attached).

Deal Festival of Music & the Arts letter of thanks, dated 23rd June 2016 (copy attached).

12. **DATE OF NEXT MEETING**

The next meeting will be held on the Tuesday 4th October 2016 @ 6pm.

NOTE: A COPY OF THIS DOCUMENT IN LARGER TYPE MAY BE OBTAINED ON REQUEST FROM THE COUNCIL OFFICES, MAISON DIEU HOUSE, BIGGIN STREET, DOVER.

COPIES OF THE DOCUMENTS MENTIONED IN THIS AGENDA ARE AVAILABLE FOR INSPECTION FROM THE TOWN COUNCIL OFFICES – MONDAY TO FRIDAY – 9am to 5pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS NOTICE AND WILL BE CHARGED AT 10p PER COPY.

DECLARATIONS OF INTEREST

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. Members should remember that a finding of a breach of the law with regard to DPI's carries a fine of up to £5,000 and a criminal record.

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 they 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.

Notes:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representatives 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.

AGENDA ITEM 3**DOVER TOWN COUNCIL**

Minutes of a meeting of the CIVIC AND SPECIAL PROJECTS COMMITTEE held in the Council Offices, Maison Dieu House, Biggin Street, Dover on Tuesday 7th June 2016 at 6pm.

PRESENT

Councillor D Boulares
 Councillor G Cowan
 Councillor A Jenner
 Councillor V L Philpott
 Councillor C Precious
 Councillor N Rix (Town Mayor)
 Councillor A Shirley (Chairman)
 Councillor R Walkden
 Councillor G Wanstall (Vice-Chairman)
 Councillor J Ward

Councillor Philpott took the Chair until the Committee elected a Chairman for 2016/17 Municipal Year.

(The Committee wished to thank Cllr Philpott for her Chairmanship & services of this Committee over the past years).

32. APPOINTMENT OF CHAIRMAN & VICE-CHAIRMAN

The Committee considered the election of the Chairman and Vice-Chairman of the Committee for the 2016/17 Municipal Year.

Councillor Precious proposed and Councillor Rix (Town Mayor) seconded a nomination for Councillor Shirley as Chairman of the Committee for the 2016/17 Municipal Year.

Councillor Walkden proposed and Councillor Rix (Town Mayor) seconded a nomination for Councillor Wanstall as Vice-Chairman of the Committee for the 2016/17 Municipal Year.

RESOLVED: That Councillor Shirley be appointed Chairman and Councillor Wanstall be appointed Vice-Chairman of the Committee for the 2016/17 Municipal Year.

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| Chairman |
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33. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Brivio, Wood & Burke, (Holidays), Councillor Lamoon, (Work Commitments) & Councillor Wright (6 Month Dispensation due to illness).

34. **DECLARATIONS OF INTEREST**

Members present made no declarations of disclosable pecuniary and / or any other interests as required by law.

35. **MINUTES**

The Committee considered the Minutes of the meeting of the Civic & Special Projects Committee held on 5th April 2016.

RESOLVED: That the Minutes of the meeting of the Civic & Special Projects Committee held on 5th April 2016 be approved as a correct record and signed by the Chairman.

36. **PROGRESS SHEETS**

The Committee noted the outstanding items concerning resolutions made by the Civic & Special Projects Committee 2015/16.

37. **BUDGET**

The Committee noted the latest out-turn against the Committee's 2016/17 budget.

38. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Committee considered the following applications for financial assistance:

15th Dover Scout Group.

The Committee noted that two further applications were submitted and subsequently withdrawn:

- **The Princess of Wales's Royal Regiment and Queen's Regiment Museum;**
- **Family Fun in Dover & Deal.**

RESOLVED: a) That the Committee fully fund the acquisition of a defibrillator, security box & running cost for 5 years to be placed on the outside of the 15th Dover Scout Group hut. Funding to be allocated from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2016/17 budget;

b) That all arrangements and authorisation for funding be delegated to the Proper Officer.

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| Chairman |
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39. DEMENTIA AWARENESS EVENT - 17 MAY 2016

The Committee noted Cllr Brivio's evaluation of the Dementia Awareness event held at the Town Council Offices on Tuesday 17th May 2016.

40. INFORMATION ITEMS

The Committee noted:

Letter of thanks dated 10th April 2016, from the Dover White Cliffs Branch of the Royal British Legion.

Cllr Brivio's update concerning the Walkers are Welcome Scheme.

(The Committee wished to thank both Cllr Brivio & Mr Pat Sherratt for their contributions to achieving the Walkers are Welcome status for Dover).

41. DATE OF NEXT MEETING

The next meeting will be held on the 26th July at 6pm

The meeting closed at 6.31pm.

DRAFT

Councillor A Shirley
CHAIRMAN

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| Chairman |
| |

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>Civic and Special Projects</u> | | | | | | | | |
| 110 | Mayoral Costs | | | | | | | |
| 4101 | Mayoral Expense of Office | 3,298 | 493 | 5,750 | 5,257 | 547 | 4,710 | 18.1 % |
| 4102 | Mayor's Hospitality | 1,392 | 741 | 1,500 | 759 | | 759 | 49.4 % |
| 4103 | Chaplain's Allowance | 125 | 0 | 150 | 150 | | 150 | 0.0 % |
| 4104 | Mayor Making | 2,320 | 2,464 | 2,500 | 36 | 200 | -164 | 106.5 % |
| 4105 | Badges of Office | 1,197 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4112 | Sergeant Officer/Travel | 0 | 0 | 100 | 100 | | 100 | 0.0 % |
| 4113 | Uniforms/Chauffeur | 75 | 173 | 250 | 77 | | 77 | 69.2 % |
| | Mayoral Costs :- Expenditure | 8,408 | 3,871 | 10,750 | 6,879 | 747 | 6,133 | 43.0 % |
| 1050 | Misc Income | 0 | 58 | 0 | 58 | | | 0.0 % |
| | Mayoral Costs :- Income | 0 | 58 | 0 | 58 | | | |
| | Net Expenditure over Income | 8,408 | 3,813 | 10,750 | 6,937 | | | |
| 301 | Civic Functions | | | | | | | |
| 4301 | Remembrance Day | 1,665 | 0 | 2,800 | 2,800 | 300 | 2,500 | 10.7 % |
| 4302 | Zeebrugge Raid | 2,894 | 7,740 | 6,000 | -1,740 | | -1,740 | 129.0 % |
| 4304 | Other Links/Functions | 632 | 4,025 | 23,000 | 18,975 | 15,850 | 3,125 | 86.4 % |
| 4305 | Civic Hospitality | 252 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4307 | People of Dover Awards | 1,047 | 1,798 | 2,000 | 202 | | 202 | 89.9 % |
| 4308 | Honorary Freeman | 0 | 5 | 250 | 245 | | 245 | 2.0 % |
| 4309 | Civic Twinning | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| | Civic Functions :- Expenditure | 6,490 | 13,568 | 36,050 | 22,482 | 16,150 | 6,332 | 82.4 % |
| | Net Expenditure over Income | 6,490 | 13,568 | 36,050 | 22,482 | | | |
| 302 | Custodial Costs | | | | | | | |
| 4310 | Robes | 1,696 | 2,817 | 3,000 | 183 | | 183 | 93.9 % |
| 4311 | Insurance - Civic Regalia | 2,000 | 2,000 | 2,000 | 0 | | 0 | 100.0 % |
| 4313 | Repairs | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| | Custodial Costs :- Expenditure | 3,696 | 4,817 | 5,500 | 683 | 0 | 683 | 87.6 % |
| | Net Expenditure over Income | 3,696 | 4,817 | 5,500 | 683 | | | |
| 303 | Town Events | | | | | | | |
| 4063 | Events/Activities Facilitation | 30,200 | 4,330 | 34,500 | 30,170 | 1,250 | 28,920 | 16.2 % |
| 4326 | 2018 Commemoration | 0 | 240 | 240 | 0 | | 0 | 100.0 % |
| 4412 | Festival Lights | 21,731 | -467 | 26,000 | 26,467 | | 26,467 | -1.8 % |
| | Town Events :- Expenditure | 51,932 | 4,103 | 60,740 | 56,637 | 1,250 | 55,387 | 8.8 % |

Month No : 4

Committee Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 1050 | Misc Income | 1,348 | 0 | 0 | 0 | | | 0.0 % |
| | Town Events :- Income | 1,348 | 0 | 0 | 0 | | | |
| | Net Expenditure over Income | 50,584 | 4,103 | 60,740 | 56,637 | | | |
| <u>601</u> | <u>Special Projects</u> | | | | | | | |
| 4410 | Western Heights (maint) | 734 | 449 | 1,700 | 1,251 | 1,010 | 241 | 85.8 % |
| 4418 | Committee special projects | 0 | 0 | 16,400 | 16,400 | | 16,400 | 0.0 % |
| 4421 | Sports/Health Development Fund | 14,378 | 1,785 | 30,500 | 28,715 | 81 | 28,633 | 6.1 % |
| | Special Projects :- Expenditure | 15,113 | 2,235 | 48,600 | 46,365 | 1,091 | 45,274 | 6.8 % |
| | Net Expenditure over Income | 15,113 | 2,235 | 48,600 | 46,365 | | | |
| | Civic and Special Projects :- Expenditure | 85,638 | 28,592 | 161,640 | 133,048 | 19,238 | 113,810 | 29.6 % |
| | Income | 1,348 | 58 | 0 | 58 | | | 0.0 % |
| | Net Expenditure over Income | 84,290 | 28,534 | 161,640 | 133,106 | | | |

GRANT EVALUATION

AGENDA ITEM 6A

| | | | |
|--|---|------------------------|------|
| NAME OF APPLICANT: | Dover Walkers are Welcome | | |
| DATE OF APPLICATION: | 29 th June 2016 | | |
| AMOUNT APPLIED FOR: | £650 | TOTAL VALUE OF PROJECT | £950 |
| PROJECT NAME: | Dover Walkers are Welcome - Set up & Launch | | |
| STATUTORY POWER FOR PAYMENT: (To be noted in minute if LGA 72 S137) | LG (MP)A 1976 S19 (1b) | | |
| COUNCILS AIMS/OBJECTIVES RELATING TO THE PROJECT: | To promote Health & Well Being development | | |
| ALL SUPPORTING DOCUMENTATION RECEIVED: | YES | | |
| SUPPORTING DOCUMENTATION NOT RECEIVED: | N/A | | |
| OTHER COMMENTS: | | | |
| <ul style="list-style-type: none"> • The Walkers are Welcome initiative started and was supported by Dover Town Council at its meeting of this Committee held 22nd October 2014; • This is the first financial assistance request received from the Dover Walkers are Welcome; • Match funding of £300 has been requested from KCC Members Grant; • Walkers are Welcome status was achieved for Dover, by the steering group in April 2016; • The Dover Walkers are Welcome has its own bank account; • This project would help to deliver the Civic & Special Project Committee's delegated powers to support health & wellbeing development; • The financial assistance requested of £650 is to finalise the achievement of gaining the status by creating a website to promote Dover Walkers are Welcome, which will feature walks with various walking organisations to benefit the community and Dover's commerce; • The Dover Walkers are Welcome steering group consists of members from 9 organisations, 50% of which are Dover residents, but the group is ENTIRELY focused on Dover as Deal has its own scheme, so all benefits for Dover; • The group's public acknowledgement of the Town Council's assistance would be shown on any press releases, the first of which will be the launch of Dover Walkers are Welcome being held in autumn 2016. | | | |

Recommendation:

- That the full grant request of £650 be given;
- That authorisation for payment of the grant be delegated to the Proper Officer, with any funds to be awarded from the Sports / Health Development provision in the Civic & Special Project Committee's 2016/17 budget.

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|----------------------|----------------------------|
| OFFICER'S NAME: | Mrs Tracey Hubbard |
| OFFICER'S SIGNATURE: | |
| DATE: | 14 th July 2016 |



DOVER TOWN COUNCIL



Grant Application Form for grants over £250

A: APPLICATION SUMMARY

Name of organisation:

DOVER WALKERS ARE WELCOME

Please note: If your application is successful, cheques will be made payable to the above.

Address of organisation:

CASTLE LEA
TASWELL ST
DOVER CT16 1SG

Name of contact:

P.G. SHERRATT

Telephone:

01-304-228129

Email:

TTT: CASTLE-LEA@TISCALI.CO.UK

Fax:

—

Address of contact (if different from above):

—

Reason for application – brief project/event description:

Promote Dover as a walking venue to increase
footfall to the town thereby benefiting the commerce
and community of Dover.

How much is requested from Dover Town Council?

£650.00

Total project/event cost (if applicable):

£950.00

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation detailed above and that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Signed:

Date:

29th June 2016

Name (Block capitals):

P. G. SHERRATT

Status (e.g. Chairperson, Secretary):

CO-ORDINATOR

Please note: The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

B: THE ORGANISATION

Name and address of Chairperson and Secretary (or two board members/trustees):

Chairperson: CO-ORDINATOR

Name: MRS P. REVIE.....
Address: 78 PRIORY HILL.....
..... DOVER.....
..... CT17 0AD.....
.....
Daytime Telephone No.:
..... 01304-225078.....
Email:

Secretary: CO-ORDINATOR

Name: P.G. SHERRATT.....
Address: CASTLE LEA.....
..... TIASWELL ST.....
..... DOVER.....
..... CT16 1SQ.....
Daytime Telephone No.:
..... 01304 228129.....
Email: T.T. CASTLE-LEA.....
..... @TISCALI.CO.UK.....

What is the main purpose of your organisation?:

To promote Dover as a walkers destination and support walking for the community
To promote and generate business to the commercial sector in Dover.

If your organisation is a club with membership, please provide the following details:

Membership: At present "Steering Group" of 8

Number of adult members: Number of junior members:

Number of members resident in the Town of Dover (NB Town NOT District):

Number of adult members: 4 ^{Steering Group} Number of junior members:

Does your club charge for membership? Yes: No:

If yes, please supply details of the membership scheme and charges applicable:

Not at present but when operational will seek a fee from participating shops/Pubs/Guest Houses etc.
This will entitle benefit to local businesses to be promoted on the Dover Walker and welcome website that will be a "drop box" on the National website that is accessed world wide.

What Activities are available for members?

Is club membership restricted in any way? If yes please provide details:

Walkers are Welcome is a National scheme and membership will be for establishment who will support this market segment of tourism.

Is your club/body affiliated to any national or local organisation e.g. Sports Council? If yes please provide details:

National Scheme of "Walkers are Welcome"

Please complete parts C to E if all or part of your application is for a special project or event.

C: THE PROJECT / EVENT / ACTIVITY

Project/Event/Activity title:

DOVER WALKERS ARE WELCOME
SET UP AND LAUNCH

Description and aims of project/event/activity (please show how it will benefit the people of Dover):

Within the DTC ambition plan was to seek membership of Walkers are Welcome. This has been achieved by a small steering group and three Co-ordinators (All resident in Dover).

In order to finalise there is a requirement to have a website to promote Dover Walkers are Welcome. This will feature walks with various walking organisations to benefit the community as well as Dover businesses.

When will the project/event or activity take place?

Target date for launch of scheme with website early Autumn.

D: FINANCIAL DETAILS

Estimated total cost:

£950

Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):

| Income for Project | £ |
|---------------------|--------------|
| DTC Grant | 650 |
| KCC Member Grant | 300 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL INCOME | £ 950 |

| Expenditure for Project | £ |
|--|--------------|
| Website set up costs. | 615 |
| Launch for Membership/Community | 200 |
| 2016 Fee for National Membership if Walkers are welcome | 135 |
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL EXPENDITURE | £ 950 |

| | |
|--|----------|
| TOTAL INCOME LESS TOTAL EXPENDITURE | £ |
|--|----------|

Will your organisation be contributing any 'in kind' volunteer work or materials? If so please give details:

Already the three co-ordinators have spent time in securing National Membership with no claims for associated expenditure. When established all Steering Group members give free time to organise and deliver events.

E: ADDITIONAL INFORMATION

Additional information/comments:

~~Main~~ Steering Group consists of representatives from:

- National Trust
- Ramblers Assn
- White Cliffs Walking Group
- Walking Festival (Dover & White Cliffs)
- Dover Society
- Dover Town Council
- Kent County Councillors
- Hoteliers Group
- WACTA

F: COUNCILLOR GRANT SCHEME

IF YOU ARE APPLYING FOR A GRANT UNDER THE COUNCILLOR GRANT SCHEME PLEASE COMPLETE THE FOLLOWING:

Councillor Grant Scheme: (TO BE FILLED IN BY THE APPLICANT)

If your grant application is being made under the Town Council's "Councillor Grant Scheme" please tell us which Councillor/s is/are supporting your grant and which ward(s) this will benefit

Councillor: _____ Ward: _____

Signature of Councillor:

Please note that the Town Council will take account of Best Value, its obligation to promote equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance. Information may be provided on a separate sheet if necessary.

1. Have you enclosed a copy of your latest audited or independently examined accounts?

YES

N/A

If you have ticked Not Applicable, please explain why.

Newly established - Application
in respect of Set Up a Limited
~~Bank Account~~

2. Have you enclosed a copy of your latest bank/building society/other investment accounts statements?

YES

N/A

If you have ticked Not Applicable, please explain why.

Bank Account applied to Co-Op Bank.

3. Please confirm that statutory obligations under the Human Rights Act have been considered. See link below:

(<http://www.direct.gov.uk/en/Governmentcitizensandrights/Yourrightsandresponsibilities>)

YES

4. Please confirm that statutory obligations under the Equalities Legislation have been considered. See link below:

(<http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/>)

YES

5. Please confirm that you have considered all health and safety issues for this project/event, obtained appropriate insurance and carried out risk assessments for all relevant areas. See link below:

(<http://www.hse.gov.uk/pubns/raindex.htm>)

YES

N/A

6. Please confirm that you have considered the environmental effects of this project (recycling of rubbish etc.) See link below:

(<http://www.direct.gov.uk/en/Environmentandgreenerliving/index.htm>)

YES

N/A

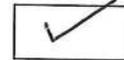
If you have ticked Not Applicable, please explain why.

7. The Town Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligation? See link below:
(<http://www.crimereduction.homeoffice.gov.uk/legislation26.htm>)

Walking is a recreational pursuit that assists in "occupying" time, in particular from younger people. By occupying time there is less likelihood of being involved in anti-social activities.
We believe DTC considered Walkers are Welcome has Dover achieved this objective, in particular, as all words in Dover are within the top 20% of deprived wards in the UK.

8. Grants are given conditional to the organisation's agreement to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

YES



9. Grants are normally given conditional to the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)

The support of DTC will be shown on my press releases. The first of which will be the launch of Dover Walkers are Welcome.
The National website for Walkers are Welcome currently shows the DTC website.

Please return your completed form to:

Sharon O'Hare
Secretary to the Council
Dover Town Council
Maison Dieu House
Biggin Street
DOVER
Kent CT16 1DW

Tel: (01304) 242625
Email: sharon.ohare@dovertowncouncil.gov.uk

Please note that an application may be submitted by email but must be signed by applicant and/ or supporting councillor(s)- if it is a councillor grant- before it is processed.

GRANT EVALUATION

AGENDA ITEM 6B

| | | | |
|--|--|------------------------|--------|
| NAME OF APPLICANT: | Dover Smart Project | | |
| DATE OF APPLICATION: | 1 st July 2016 | | |
| AMOUNT APPLIED FOR: | £2,123 | TOTAL VALUE OF PROJECT | £2,123 |
| PROJECT NAME: | My Dover Porchlight – The Next Steps | | |
| STATUTORY POWER FOR PAYMENT: (To be noted in minute if LGA 72 S137) | LGA 1972 S145 | | |
| COUNCILS AIMS/OBJECTIVES RELATING TO THE PROJECT: | <ul style="list-style-type: none"> Work with organisations to support the hard to reach and offer art, gardening and cooking projects to the elderly, homeless, young carers and other disadvantaged residents. | | |
| ALL SUPPORTING DOCUMENTATION RECEIVED: | | YES | |
| SUPPORTING DOCUMENTATION NOT RECEIVED: | | | |
| OTHER COMMENTS: | | | |
| <ul style="list-style-type: none"> The Town Council gave £5,070 to Dover Smart Project last year and received funds as the Mayors Charity in 2015/16; From the 15 participants of Porchlight, taking part in this project, 8 out of the 15 have been beneficiaries in Dover for over one year, 53.3%; The evaluation of the first Dover Smart / Porchlight project held at the start of 2016 is attached under Appendix A; Dover Smart Project has £14,389.71 (as of 24 September 2015) funds held in its accounts. All except £10,000 restricted reserves has been allocated to projects; Porchlight staff are contributing their time as in kind contribution towards this project at £18 per hour for 25 hours; The overall grant requested is £2,123, of which £1,738 is funding for Dover Smart Project staff costs, approximately 82% of the overall financial assistance required; No other funding bodies have been approached. The Charities public acknowledgement of the Town Council's assistance would be through local media, social media and in the My Gallery space. | | | |
| Recommendation: | | | |
| <ul style="list-style-type: none"> Subject to any grant being awarded, that authorisation for payment be delegated to the Proper Officer; That subject to a grant being resolved, that the costs be allocated from the Events Facilitation provision in the Committee's 2016/17 budget. | | | |

| | |
|----------------------|--------------------|
| OFFICER'S NAME: | Mrs Tracey Hubbard |
| OFFICER'S SIGNATURE: | |
| DATE: | 13 July 2016 |

Porchlight project update Dover smART Project

The project has progressed well we have completed a mural which is now ready to hang. Our initial idea was for the pieces to be displayed in the town. However the participants have other ideas....they would like the parts to be displayed in the cruise terminal over the regatta weekend and then displayed in the town. We are happy to facilitate, we also thought we would use our gallery that weekend as a hub showcasing the photographs of the work in progress. Last year we had 600 visitors so another good opportunity to get the message out there that we do have a homeless population in our town but we as a community are supporting them as they try to get back on their feet.

The project delivery

We began the work at the Fern court hostel and after five weeks moved to the gallery on the seafront. Here we had more space a nicer environment and served lunch!

Fern court has 11 residents and the youth service which has five homes in the area has a further 10 residents, we engaged with 18 people in total at whatever level they were comfortable with. Some people popped in and out, some stayed the whole session. One young person now volunteers with us on a regular basis and is a real asset.

I won't paint a rosy picture we did have to work really hard to build up rapport with people and gain trust. We discovered the harsh side of being homeless and how it impacts on people's ability to join in with the wider world. We found being homeless has a huge stigma attached to it; the world you exist in shrinks and becomes a very frightening place.

We did however begin to build some fantastic friendships with staff and residents that we feel will leave a positive legacy. Porchlight as an organisation is going through a period of change and staff morale is low but we feel as I am sure Matt from porchlight will agree that we have made an impact. We are making a difference. Our approach is unconventional but its working and we are with your help making a difference.

Although the benefits are intangible we received some great feedback our favourites were:

"You have made us feel normal"

"You trust me?"

"OMG we get to meet the Mayor!"

There will be a presentation of certificates for the participants being held on the 30th June 2016. We are aware this is a huge step for them to attend so please try and pop in and congratulate them. If you are at the regatta in the summer please come and see us in the gallery, keep your eyes peeled in the cruise terminal and the town for mural parts with a QR code on. We plan to hold another event date tbc once we have retrieved the parts in the autumn we will keep you updated.



DOVER TOWN COUNCIL



Grant Application Form for grants over £250

A: APPLICATION SUMMARY

Name of organisation: Dover smART Project

Please note: If your application is successful, cheques will be made payable to the above.

Address of organisation: My Gallery, The Clocktower, Marine Parade, Dover, CT17 9BX

Name of contact: Dawn Maddison

Telephone: 07877 437508

Email: doversmartproject@mail.com

Fax:

Address of contact (if different from above):

Reason for application – brief project/event description:
The project will be a week-long biography workshop. Each participant will be encouraged to create personal biographies of their lives so far in a variety of ways, art, photography, writing and significant objects. Woven through the week will be experiences that will help restore confidence and give participants a CV they can use in the future. The week will end with an exhibition of the work they have produced, curated by participants.

How much is requested from Dover Town Council?

£2123

Total project/event cost (if applicable):

~~£2879~~ 2123

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation detailed above and that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Signed:D Maddison.....

Date:01/07/2016.....

Name (Block capitals): ...Dawn Maddison.....

Status (e.g. Chairperson, Secretary):Director.....

Please note: The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

B: THE ORGANISATION

Name and address of Chairperson and Secretary (or two board members/trustees):

Chairperson:

Name: ...Liz King.....
 Address:6 Reach Close.....
St Margarets.....
Dover.....
CT15 6AN.....
 Daytime Telephone No.:01304 851995
 Email: ... liz.king@tmpw.co.uk.....

Secretary:

Name:Gavin Oakley (Trustee).....
 Address: ...Arcadia Cottage.....
 High Street.....
St Margarets.....
CT15 6AT.....
 Daytime Telephone No.:...07841 406070.
 Email: gavin.oakley@walletscourt.com

What is the main purpose of your organisation?:
 We are a community Art Project based in Dover. We were established in 2011 and firmly believe that everyone has potential, talent and the right to participate in all aspects of our community. We use art in all its forms to nurture and develop confidence, create a sense of belonging therefore allowing creativity to flourish.

If your organisation is a club with membership, please provide the following details:

Membership:

Number of adult members: Number of junior members:

Number of members resident in the Town of Dover (NB Town NOT District):

Number of adult members: Number of junior members:

Does your club charge for membership? Yes: No:

If yes, please supply details of the membership scheme and charges applicable:

N/A

What Activities are available for members? N/A

Is club membership restricted in any way? If yes please provide details: N/A

Is your club/body affiliated to any national or local organisation e.g. Sports Council? If yes please provide details:
N/A

Please complete parts C to E if all or part of your application is for a special project or event.

C: THE PROJECT / EVENT / ACTIVITY

Project/Event/Activity title: My Dover Porchlight – The Next Steps

Description and aims of project/event/activity (please show how it will benefit the people of Dover): At the end of the week participants will have:

- Arrived at the gallery each day
- Created a biography
- Sent an email
- Used a laptop and iPad
- Had a mock interview
- Made lunch for the group
- Made a phone call arranging a job interview
- Met with local business people
- Taken part in a charitable activity
- Taken part in a health walk,
- Become a dementia friend
- Created a CV

These small steps might seem incidental to us but to people who have become homeless they are huge and with the support of the smART team and Porchlight staff every person will have been able to achieve all of them.

When will the project/event or activity take place?

September 2016

E: ADDITIONAL INFORMATION

Additional information/comments:

| |
|--|
| |
|--|

F: COUNCILLOR GRANT SCHEME

IF YOU ARE APPLYING FOR A GRANT UNDER THE COUNCILLOR GRANT SCHEME PLEASE COMPLETE THE FOLLOWING:

Councillor Grant Scheme: (TO BE FILLED IN BY THE APPLICANT)

If your grant application is being made under the Town Council's "Councillor Grant Scheme" please tell us which Councillor/s is/are supporting your grant and which ward(s) this will benefit

Councillor: _____ Ward: _____

Signature of Councillor:

Please note that the Town Council will take account of Best Value, its obligation to promote equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance. Information may be provided on a separate sheet if necessary.

1. Have you enclosed a copy of your latest audited or independently examined accounts?

YES

N/A

If you have ticked Not Applicable, please explain why.

2. Have you enclosed a copy of your latest bank/building society/other investment accounts statements?

YES

N/A

If you have ticked Not Applicable, please explain why.

3. Please confirm that statutory obligations under the Human Rights Act have been considered. See link below:

(<http://www.direct.gov.uk/en/Governmentcitizensandrights/Yourrightsandresponsibilities>)

YES

4. Please confirm that statutory obligations under the Equalities Legislation have been considered. See link below:

(<http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/>)

YES

5. Please confirm that you have considered all health and safety issues for this project/event, obtained appropriate insurance and carried out risk assessments for all relevant areas. See link below:

(<http://www.hse.gov.uk/pubns/raindex.htm>)

YES

N/A

6. Please confirm that you have considered the environmental effects of this project (recycling of rubbish etc.) See link below:

(<http://www.direct.gov.uk/en/Environmentandgreenerliving/index.htm>)

YES

N/A

If you have ticked Not Applicable, please explain why.

7. The Town Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligation? See link below: (<http://www.crimereduction.homeoffice.gov.uk/legislation26.htm>)

If necessary we will remove vulnerable adults and ourselves to a place of safety, then ring the police.

8. Grants are given conditional to the organisation's agreement to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

YES



9. Grants are normally given conditional to the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)

We will acknowledge the Town Council's assistance through local media, social media and in our My Gallery space.

Please return your completed form to:

Sharon O'Hare
Secretary to the Council
Dover Town Council
Maison Dieu House
Biggin Street
DOVER
Kent CT16 1DW

Tel: (01304) 242625
Email: sharon.ohare@dovertowncouncil.gov.uk

Please note that an application may be submitted by email but must be signed by applicant and/ or supporting councillor(s)- if it is a councillor grant- before it is processed.



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 26th July 2016

From: Councillor A Shirley - Chairman of the Civic & Special Projects Committee Meeting

Date written: 28th June 2016

Subject: Keen2Cook Project

1. INTRODUCTION

Figures from the Public Health England advise that approximately 60% of Dover residents are obese or overweight. Being overweight increases the risk of developing diabetes, heart disease and can also affect their self-esteem and mental health.

The Council's Ambition plan (F5), to work with organisations to support hard to reach residents in offering them art, gardening and cooking projects; this report outlines a second proposed cooking programme in Dover town, to assist those that may not have many cooking skills or not know how to eat healthily on a small budget, working with fresh ingredients to assist them in accessing a healthy diet.

Attached, **Appendix A**, evaluation of first programme held in Dover town in April / May 2016.

2. INFORMATION

The proposal is to allocate £1,356 to fund a further 6 Dover Town residents to undertake a 6 week cooking course for September / October 2016. Participants would meet at a local venue to prepare and cook simple, healthy, low cost dishes. These costs would also include recruitment and evaluation costs, transport for tutors to and from Dover Town Centre, tutoring of the group, venue hire and ingredient costs. This whole programme will assist the participants in not having to obtain readymade meals that may be expensive but also do not give them a basic healthy lifestyle.

It is proposed for the course to be run by the Cinque Ports Community Kitchen (CPCK), who is a community interest company, and a non-profit distributing social enterprise.

The Cinque Ports Community Kitchen CIC's main activity is to teach disadvantaged local people to cook from scratch, on a tight budget, with fresh ingredients so they can access a healthy diet. The CPCK provide transport.

In February 2016, this Committee awarded financial assistance for a previous Keen2Cook course to take place, organised and managed by the Cinque Ports Community Kitchen (CPCK), which was held at Footprints, London Road in April / May 2016. The course was delivered to 6 disadvantaged residents living within the Dover Town Wards, a majority of

which suffered with long term physical health problems, mental health problems, learning difficulties, low incomes or were unemployed. The course enabled the residents to learn how to cook from scratch, on a tight budget, with fresh ingredients so they could access a healthy diet.

Many of the participants reported an increase in self-confidence. Participants who suffer from low confidence, social anxiety and low level depression also reported increased sense of wellbeing and motivation as a result of attending the friendly, sociable and supportive cookery classes.

Cinque Ports Community Kitchen CIC use their extensive network of contacts to reach Dover Town residents who would benefit from the health and wellbeing outcomes of learning to cook healthily in a friendly and welcoming setting. They will target young parents, people with mental and physical health problems, older people who have become socially isolated and people on low incomes who need help to create an economical healthy diet through learning to cook from scratch.

Various partners already working with CPCK would be approached including Porchlight, Primary School Family Liaison Officers, NHS Healthy Weight teams, Local Churches, Community centres and Housing Association Support Staff.

It would therefore be recommended to fund £1,356 for the Cinque Ports Community Kitchen CIC to conduct a further Keen2Cook course in Dover for 6 weeks for a further 6 Dover Town residents to benefit from their support and assistance.

3. DECISION

The Committee is asked to resolve to:

- a) To allocate £1,356 to the Keen2Cook project, enabling up to 6 Dover Town Residents to complete a six week course; Costs to be met from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2016/17 budget;
- b) That all negotiations, agreements and arrangements in relation to the Keen2Cook project be delegated to the Proper Officer in consultation with the Chairman of the Committee.

Statutory Powers – LG (MP)A 1976 S19 (1b) – Ambition Plan (F5)

Evaluation report for Keen2Cook for Dover Town Residents

Keen2Cook was a 6-week morning course for Dover residents who wished to improve their diet and wellbeing through learning to cook from scratch with fresh ingredients, on a tight budget. The course ran from April to May 2016. The course was taught by a former Food Technology tutor with experience of delivering cookery courses in the community.

Introduction

Our brief was to offer this course to up to 6 Dover residents who lacked motivation or skills to eat healthily. We were to reach out to disadvantaged local people living in the Dover Town wards. The course was not intended for enthusiastic cooks or for those with the means to pay for cookery lessons.

We held the course at Footprints on London Road.

Numbers enrolled

6 Dover Town residents enrolled on the course. Of these one only attended one session because of unexpected other commitments. A 7th resident enrolled but was not able to attend the first two weeks but we were able to offer him a place on a 9-week course in Deal, which he attended and completed with great success.

Attendance

Attendance rates were good at 75%. Excluding the one participant noted above who only attended one session, the overall attendance rate by the remaining 5 was 87%.

Participants' circumstances

Participants were asked to tick as many of the following circumstances that applied to them (and therefore the total number is greater than 6):

| Circumstance | Number of participants |
|-----------------------------------|------------------------|
| Over 60 | 1 |
| Lone parent | 1 |
| Low income | 3 |
| Has a support worker | 1 |
| Unemployed 3+ months | 5 |
| Long term physical health problem | 2 |
| Mental health problem | 2 |
| Learning disability | 1 |
| Socially isolated or lonely | 2 |

Gender

All 6 participants were women.

Age

4 participants were aged 19–30; 1 participant was aged 31–50; 1 participant was aged over age 60.

Outcomes

The participants enjoyed the course and all indicated that they would have liked to continue. They became more confident in the kitchen, more knowledgeable about healthy eating and started to do more cooking at home. One participant had been accompanied by a carer who told us her client was thrilled with the course.

As well as learning cooking techniques, participants learned to read food labels and each week talked about the benefits of healthy eating and how to reduce salt, sugar and fat in their diets. One participant reported that the course had helped her feel less isolated and gave her something to look forward to every week as a reason to get out of the house.

The use of a local facility had the benefit of making the classes accessible to local residents. One in particular would not have been able to travel elsewhere because of a health problem. On the other hand, the kitchen was a little cramped when 6 people cooked.

All participants indicated they would have liked to continue for further sessions.

Two of the participants enrolled and successfully completed an accredited Level 2 Food Safety in Catering course which we ran separately in the same venue after this course had ended.

Stephanie Hayman
Director of Business & Social Impact
Cinque Ports Community Kitchen
June 2016





CHEQUERS KITCHEN
Cookery School

Come Cook with Us!

Monday mornings from 11th April 2016

10am—12 noon

Do you live in Dover Town?

Would you like to learn how to cook healthy recipes on a tight budget?

**NO EXPERIENCE NECESSARY
CLASSES ARE FREE OF CHARGE.**

Cookery sessions take place at Footprints @The Beacon on London Road in Dover..

Call Steph on 01304 362288 or 07960 471427 or email info@chequers.kitchen to find out more or apply for a place.



Supported by Dover Town Council

Cinque Ports Community Kitchen CIC, 3 The Chequers, Golf Road, Deal, CT14 6RG

Registered as a Community Interest Company number 8353971





DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 26th July 2016

From: Councillor A Shirley - Chairman, Civic & Special Projects Committee

Date written: 14th July 2016

Subject: Urban Fete (Town Fete)

1. INTRODUCTION

The Dover Town Council's Ambition Plan for 2015-19 (A11) is Town Fete.

The Dover Town's Urban Fete (Town Fete) is organised by Dover Big Local and last year was the first ever.

The event is being run again this year on Saturday 24th September and following a meeting held with a representative from the Dover Big Local, this report suggests how the Town Council could contribute towards the forthcoming fete based on last year's feedback and experience.

2. INFORMATION

The Fete is held:-

- To raise awareness of service providers, support organisations, clubs, charities and activities in Dover that residents can access;
- To provide a "fun" event for all ages to address the claim that there is 'nothing happening in Dover';
- To encourage partner organisations to work together (i.e. Sport & Leisure);
- Each stall holder could offer advice but primarily should offer an activity that residents could engage in;
- To conduct a survey to test the 'feel good' factor in Dover;
- To gather feedback and commitment from stakeholders and residents for future events.

Last year it was felt there was a lack of fun activities for small children and young people. Town Council could provide funding of £1,000 towards the hire of a small children's ride and perhaps a climbing wall.

3. DECISION

The Committee is asked to resolve:

- a) To agree to contribute £1,000 towards 2 activities at the Dover Big Local Urban Fete in 2016. All negotiations and agreements to be delegated to the Proper Officer in consultation with the Chairman of the Committee;

- b) That costs be met from the Events Facilitation provision in the Civic & Special Project Committee's 2016/17 budget.

Statutory Powers - **LGA 1972 S145** – Ambition Plan (A11)



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 26th July 2016

From: Councillor A Shirley - Chairman of the Civic & Special Projects Committee

Date written: 28th June 2016

Subject: Christmas Switch-on Event 2016/17

1. INTRODUCTION

Following the Christmas event in 2015 and working closely with the Town Team and the Healthy High Street initiative, towards increasing footfall in the town and bringing as much in for the local economy, this report outlines details of the Christmas Switch-on Events and looking forward to the event in 2016, for the first Saturday of December.

2. INFORMATION

Since 2012 there has been increased focus on community participation. From 2013 various local groups participated by holding craft based stalls and workshops in various empty shops (Former Internationale, the Beach and Claires Accessories), these were attended well. Further empty premises along the main High Street will be sought again to utilise for 2016.

The Switch-on event is working better each year in respect of the local participation. More local groups, organisations, charities and schools, participate or wish to showcase their talent. The community participation should remain. Dover Lions have participated from 2012 to present day, with the Dover Rotary taking part since 2013.

However, more of the independent businesses participated in 2013, than the National Chain Stores, as unfortunately restrictions are getting greater as to what they are able to contribute to. The overall business participation reduced in 2014, with a slight increase in 2015, due to the launch of the Healthy High Street initiative.

From 2014, we had the return of the Real Reindeer and with the introduction of a synthetic ice rink in 2014. A climbing wall and the new introduction of

Splash Pals, Newfoundland's, along with the Real Reindeer in 2015, these activities drew in the crowds, along with Santa's Grotto organised by the Dover Lions Club.

We look at enhancing the event each year. Therefore, it would be recommended that as the cost set aside for the 2015/16 event was £5,500, it is requested that this be slightly increased for 2016/17 to £6,000.

For a number of years the switch-on had been held on the 3rd or last Saturday of November but during the review of 2014 Festive Lights, representatives of the Town Team and various local businesses strongly suggested to hold the switch-on, on the 1st or 2nd Saturday in December. That this would have more positive effect on Christmas trade in local shops, as most people do not get paid until the end of the month, which would mean that they are not disposed to spend freely at an event prior to that. This was the case in 2015, with the event being held on the 1st Saturday of December. The event worked with small business week, giving free car parking for the day in the town and increasing footfall for the local economy.

In 2015 representatives in costume of DODS (Dover Operatic & Dramatic Society), Blackfish & Dover Youth Theatre, all local theatrical groups supported the Town Mayor in the switching on, of the Christmas lights in the Market Square, which was enjoyed by all, with the footfall in the town remaining great throughout the whole event.

3. DECISION

The Committee is asked to resolve:

- a) **That a budget of up to £6,000 be agreed for the organisation of the 2016 Christmas Event; costs to be met from the Events Facilitation provision in the Civic & Special Project Committee's 2016/17 budget;**
- b) **To delegate all negotiations, contracts, agreements and arrangements to the Proper Officer in consultation with the Chairman of the Committee.**



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 26 July 2016

From: Alan Shirley, Chairman of Civic & Special Projects

Date written: 19 July 2016

Subject: People of Dover War Memorial

1. INTRODUCTION

The listed People of Dover War Memorial, surrounding gardens and flagpole in close proximity to Maison Dieu House are owned and maintained by Dover Town Council. In 2015 the White Cliffs branch of the Royal British Legion (RBL - WC) based in Dover was established. It has gone from strength to strength with a growing membership from the town and having managed a number of successful events and commemorations.

2. INFORMATION

Recent discussions with committee members of the RBL - WC have indicated their interest in taking a greater role in the service and war memorials in the town including the Norwegian garden on the corner of Pencester Road/Maison Dieu Road and the People of Dover War Memorial. Obviously the large number of veterans and family and friends in the organisation as well as the backing, knowledge and experience of the national RBL mean that RBL-WC is very well equipped to take on such important responsibilities. Other individuals and voluntary groups have previously taken on or offered to take on part of the management of memorials and flagpoles but have proved short-lived or unreliable but this is unlikely in a partner such as RBL-WC. There is an opportunity for RBL-WC to undertake the day to day maintenance and management of the Memorial through a Memorandum of Understanding (MOU) which would establish expectations and responsibilities for both the RBL-WC and for DTC. Ownership of the Memorial, gardens and flagpole would remain with DTC and insurance of these assets would remain the responsibility of DTC.

There are costs involved in maintaining the People of Dover War Memorial, gardens and flagpole - these include hours for horticultural, monumental masonry and administration as well as materials such as plants, flags, paving etc. If the RBL - WC and DTC agreed a Memorandum of Understanding then the Council would provide a realistic budget for RBL-WC to claim appropriate costs against subject to the terms of the MOU.

DTC would continue to host and manage the Remembrance Day and Zeebrugge Raid commemorations but other commemorations would be hosted and managed by RBL through the MOU.

The Committee of RBL-WC will discuss this proposal at its next meeting – after this meeting of C&SP and negotiations will depend on the decisions of both committees.

3. DECISION

The Committee is asked to resolve to:-

Instruct the Proper Officer in consultation with the Chairman of Civic & Special Projects Committee to negotiate a Memorandum of Understanding allowing the Royal British Legion – White Cliffs Branch- to undertake the day to day management and responsibility for the People of Dover War Memorial, gardens and flagpole.

Statutory Powers – War Memorials (Local Authorities’ Powers) Act 1923 ss1 and 3



DOVER TOWN COUNCIL

Report to: Civic and Special Projects Committee
Meeting date: 26 July 2016

From: Cllr Neil Rix, Mayor of Dover

Date written: 14 July 2016

Subject: Standing Orders

1. INTRODUCTION

Standing Orders provide the framework of rules, some statutory and some local, which ensure the effective and orderly conduct of business at Dover Town Council. Changes to Standing Orders are a matter reserved to Council but to allow fuller debate, Councillors agreed that this report with a recommended change would be brought to this committee prior to the next meeting of Council.

2. INFORMATION

Section 12 of Standing Orders prevents the reversal of a Council decision within 6 months as follows:-

"12. RESCISSION OF PREVIOUS RESOLUTIONS

- a. *A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 Councillors of the Council, or by a motion moved following a report to Full Council or recommendation of a committee because there is a substantive change in the circumstances on which the decision was originally based in the view of the Chairman of the Council. "*

It has been the habit of this Council to vote for a mayor elect at the last Council of the municipal year except in an election year, when this is not possible. It then re-votes on the same issue at Mayor making six weeks later. It may be that this has been done for the spectacle it creates at a large-scale public event but it is a clear breach of Standing Orders s 12.

Other local councils do not repeat a vote for Mayor at their mayormakings if a Mayor Elect has been voted in previously.

In order to avoid future breaches of Standing Orders it is proposed to explicitly refer to the voting in of Mayor Elect/Deputy Mayor in a revision of s12 as follows: - *"In the event of Council voting to appoint a Mayor Elect and/or*

Deputy Mayor Elect in advance of Mayor Making then s 12a applies. This means that no further vote shall be taken at Mayor Making when a Mayor Elect/Deputy Mayor Elect has been appointed."

3. DECISION

The Committee is asked to resolve to recommend to Council to amend Standing Orders s12 to include the paragraph

b) "In the event of Council voting to appoint a Mayor Elect and/or Deputy Mayor Elect in advance of Mayor Making then s 12a applies. This means that no further vote shall be taken at Mayor Making when a Mayor Elect/Deputy Mayor Elect has been appointed."

Standing Orders

My Dover Young carer's project Dover smART Project

Dover smART project received funding to work with young carer children in the Dover area. We worked with Imago who is under contract to deliver services on behalf of KCC.

There are 120 families registered in Dover which contain a young carer.

The aim of the project was to engage with these children and encourage them to see how important the role they play in the family they live in and the wider community.

We achieved everything we set out to do; we have built relationships with the children, their families and have raised the profile of these children in our town. The work produced was varied, micro portraits, large memory boards, diaries, portraits and Santa alarms at Christmas!

In total we met 50 families and now have our own chill clubs, one on a Saturday for families and younger children and one on a Monday for older children. Imago have regained the contract but have had their funding cut so their services are limited and we feel we are able to supplement what they are doing. This is only possible as we had the time to get to know everyone and gain their trust thanks to your funding. Our last Facebook post for the group had over 500 shares.

Outcomes

Unexpected outcomes have come from this project. We expected to get to know children, families and Imago staff, but we also discovered that there is service available to young adult carers aged 16 up and it is an underutilised resource in our community. So we have made links and now the two groups are working closely with each other and us. We are involved in several other projects of our own and with other groups and have discovered with a bit of encouragement families who would not have considered going out to a community event for the day now will. We had 15 families join up on the downs at High Meadow earlier in the year. Families are also forming their own friendships with each and supporting each other. Finally, last but by no means least the children we have met are becoming more confident and aware of the important status they have. We visited Green park school recently and met one of the boys from chill club, he proudly told his class mates he gets to do "sick stuff " because he helps his mum with her bad legs.

We have begun community lunches in the gallery and some of our families joined us, one mum helped out at our birthday party knowing she was in a safe environment and we valued her. She has struggled with mental health issues but loves helping us.

We feel that this project has begun to bring people together, improve children's confidence and lets them be children for a bit. Our last Saturday club was the day of the Marina open day so when the club finished at 12 we all went with mums, dads brothers and sisters across the road to join in the fun. 2 hours later, faces painted, sweets eaten, yacht trips, lifeboat jaunts and hotdogs enjoyed by all. So it's not just art it's what comes after that counts. Thank you for your support.

23rd June 2016

AGENDA ITEM NO: 11B

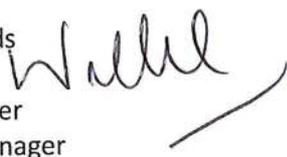
Mrs Tracey Hubbard
Dover Town Council
Council Offices
Maison Dieu House
Biggin Street
Dover CT16 1DW

Dear Tracey

Will you please convey to the Special Project Committee our appreciation for the grant and I can assure you that the monies will be spent in the appropriate way.

We will return the evaluation form once the Festival and our education work has been completed.

Kind Regards


Willie Cooper
Festival Manager



