



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

DATE OF ISSUE:
17th November 2016

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE will be held at the Town Council Offices on **WEDNESDAY 23RD NOVEMBER 2016** at 6pm when the business shown on the agenda below will be transacted.

Any member of the public who requires further information or has any special requirements in respect of this meeting please contact Sharon O'Hare, Secretary to the Council, 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.*

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 approve the minutes of the Finance & General Purposes Committee meeting held on 14th September 2016 (copy attached).

4. TOWN COUNCIL FINANCIAL INFORMATION

To note that the schedules of payments made by the Town Council during September were approved at the Town Council meeting held on the 19th October 2016.

To consider the schedules of payments made by the Town Council during October 2016 (copies attached).

To consider the out-turn of Committee budget to 31st October 2016 (copy attached).

To note McCabe Ford Williams' letter of 1st November 2016 concerning the recent interim audit visit (copy attached).

5. PROGRESS SHEETS

To note that there are no outstanding items concerning resolutions made by the Finance & General Purposes Committee during 2016/17.

6. COUNCILLORS WARD GRANTS

To note the current situation with Councillors Ward Grants (to follow).

7. OFFICE PREMISES & ADMINISTRATION

To consider the Chairman's report of 8th November 2016 concerning telephone systems (copy attached).

To consider the Chairman's report of 10th November 2016 concerning the recent inspection of the Town Council's Assets (copy attached).

8. ALLOTMENT INSPECTION

To note the RFO's report of 19th September 2016 concerning the inspection of the Town Council's allotments in September 2016 (copy attached).

9. INFORMATION ITEMS

To receive items of information regarding the Committee's responsibilities.

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.

DOVER TOWN COUNCIL

Minutes of a meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE held in the Council Offices, Maison Dieu House, Biggin Street, Dover on Wednesday 14th September 2016 at 6pm.

PRESENT

Councillor R Walkden – Chairman
 Councillor Brivio
 Councillor Cowan
 Councillor Jenner
 Councillor Precious
 Councillor Rix (ex-officio all Committees)
 Councillor Shirley
 Councillor Wanstall
 Councillor Wood

151. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Burke (ill health), Councillor Lamoon (work commitments) and Councillor Wright (ill health).

152. DECLARATIONS OF INTEREST

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

153. MINUTES

The Committee considered the minutes of the meeting of the Finance & General Purposes Committee held on 15th June 2016.

RESOLVED: That the Minutes of the meeting of the Finance & General Purposes Committee held on 15th June 2016 be approved as a correct record and signed by the Chairman.

154. TOWN COUNCIL FINANCIAL INFORMATION

The Committee considered the schedules of payments made by the Town Council during May, June & July 2016.

The Committee considered the Budget out-turn to 31st July 2016.

Chairman

The Committee noted the External Auditor Certificate and Report 2015/16 that in their opinion the information in the annual return is in accordance with proper practices and that no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Committee noted that the legislative requirements concerning public notification of the Annual Report and Accounts have been met.

RESOLVED: a) That the schedules of payments made by the Town Council during May, June & July 2016 be laid before the next meeting of the Town Council in accordance with Standing Order 3(x);

b) That the budget out-turn to 31st July 2016 be approved by the Town Council at its next meeting.

155. PROGRESS SHEETS

The Committee noted that there are no outstanding items concerning resolutions made by the Finance & General Purposes Committee during 2016/17.

156. COUNCILLORS WARD GRANTS

The Committee noted the current situation with Councillors Ward Grants (spreadsheet handed out at the meeting).

157. GOVERNANCE & ACCOUNTABILITY

The Committee considered the Mayor's report of 17th August 2016 concerning the annual review of the Town Council's Financial Regulations.

RESOLVED TO RECOMMEND: That the Town Council adopt the amended Financial Regulations 2016.

158. OFFICE PREMISES & ADMINISTRATION

The Committee considered the Chairman's report of 15th August 2016 concerning Heating System Repairs.

The Committee considered the Town Mayor's report of 7th September 2016 concerning staffing matters.

RESOLVED: That the Proper Officer be delegated to make contractual arrangements for the installation of appropriate heating at Maison Dieu House in consultation with the Chairman of the Committee and the Mayor up to a budget of £9,999.

RESOLVED TO RECOMMEND: a) That the Proper Officer be instructed to undertake a restructure of the staffing of the Town Council in consultation with the Mayor and Chairman of the Finance & General Purposes Committee with regard to related budgetary provisions;

Chairman

b) That the Proper Officer be instructed to advise the Town Council of the resulting organisational arrangements once the restructure has been completed.

159. INFORMATION ITEMS

The RFO informed the Committee that the budget process for the 2017/18 budget had been started.

The meeting closed at 6.47pm

Councillor R Walkden
CHAIRMAN

DRAFT

Chairman

At : 10:30

Co-Op Current Account

Payments By Supplier

OCTOBER 2016.

	<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Albane McGuinness							
	13/10/2016	3572	Photography	280.00	0.00	280.00	VAT
APEX Clean Ltd							
	06/10/2016	3543	Cleaning	560.00	0.00	560.00	VAT
Bates Office Services Ltd							
	13/10/2016	3574	Office supplies	314.62	0.00	314.62	VAT
BP Drains Ltd							
	06/10/2016	3544	Repairs	1,128.00	0.00	1,128.00	VAT
British Telecommunications PLC							
	24/10/2016	DD/BT	Telephone	71.84	0.00	71.84	VAT
C Brewer & Sons Ltd							
	13/10/2016	3575	Maintenance	75.95	0.00	75.95	VAT
Capita Business Services Limited							
	10/10/2016	DD/Capita	Payroll services	426.60	0.00	426.60	VAT
Capita Payroll							
	10/10/2016	DD/CAPITA	Salaries - October	22,695.51	0.00	22,695.51	OTS
Cash Book 5							
	10/10/2016	902	Internal Funds transfer	155.14	0.00	155.14	
Caxtons							
	13/10/2016	3579	Town Workshop	163.87	0.00	163.87	VAT
Charbec Fencing							
	06/10/2016	3547	Fencing	500.00	0.00	500.00	VAT
	13/10/2016	3578	Town Centre works	1,500.00	0.00	1,500.00	VAT
				2,000.00	0.00	2,000.00	
Circus Malabristas							
	06/10/2016	3546	Tudor Festival	1,374.00	0.00	1,374.00	VAT
Commercial Services Trading Ltd							
	06/10/2016	3545	Town Vehicle	12.00	0.00	12.00	VAT
CoOp Bank							
	10/10/2016	CC / OCT	Card fee	2.00	0.00	2.00	E
	10/10/2016	DD/COOP	Cheque cancellation fee	5.00	0.00	5.00	E
				7.00	0.00	7.00	
Cash book 8							
	06/10/2016	900	Expenses May-Sept	589.61	0.00	589.61	E
D Hunt-Cooke Gardening							
	06/10/2016	3549	Gardening	300.00	0.00	300.00	VAT
Dimensions UK Ltd							
	06/10/2016	3551	Mayoral engagement	35.00	0.00	35.00	VAT
Dover District Council							
	13/10/2016	3580	Printing	438.00	0.00	438.00	VAT
	19/10/2016	DD /DDC	Rates	295.00	0.00	295.00	VAT
	19/10/2016	DD/DDC	Rates	1,218.00	0.00	1,218.00	VAT
				1,951.00	0.00	1,951.00	
Dover Glass Centre							

At : 10:30

Co-Op Current Account

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
06/10/2016	3550	Fire safety works	2,754.00	0.00	2,754.00	VAT
E. J. Ditton & Co Ltd						
06/10/2016	3552	Electrical inspection	216.60	0.00	216.60	VAT
13/10/2016	3582	Electrical works	239.64	0.00	239.64	VAT
			456.24	0.00	456.24	
East Kent Recycling Ltd						
13/10/2016	3577	Allotment Skips	612.00	0.00	612.00	VAT
English Heritage						
06/10/2016	3553	Cinque Port Speaker's Day	69.00	0.00	69.00	VAT
ESS (Utility Consultants) Ltd						
31/10/2016	DD/ESS	Utility savings fee	25.00	0.00	25.00	VAT
Fabric Land (Bournemouth) Ltd						
10/10/2016	CC / Oct	Tudor Festival	38.95	0.00	38.95	VAT
Frama UK Ltd						
07/10/2016	DD/Frama	Postage	200.00	0.00	200.00	VAT
H M Land Registry						
04/10/2016	DD/LReg	Search fee	15.00	0.00	15.00	VAT
18/10/2016	DD/LReg	Search fee	3.00	0.00	3.00	VAT
			18.00	0.00	18.00	
Harrison External Display Syst						
06/10/2016	3554	Flagpole Service	218.40	0.00	218.40	VAT
Invicta IT Solutions Ltd						
03/10/2016	DD/IIT	IT services	150.00	0.00	150.00	VAT
06/10/2016	3555	IT services	164.60	0.00	164.60	VAT
			314.60	0.00	314.60	
Jewson Ltd						
06/10/2016	3556	Fencing	226.87	0.00	226.87	VAT
Jones Construction Ltd						
06/10/2016	3557	Charlton Green works	12,624.00	0.00	12,624.00	VAT
13/10/2016	3583	Repairs	2,275.68	0.00	2,275.68	VAT
			14,899.68	0.00	14,899.68	
Cash book 8						
06/10/2016	899	Tudor festival	16.56	0.00	16.56	E
KCS Professional Services						
06/10/2016	3559	Photocopier	390.89	0.00	390.89	VAT
Kent Coach Tours						
06/10/2016	3560	Cinque Port Speaker's Day	590.00	0.00	590.00	VAT
Kent County Council						
06/10/2016	3558	Legal advice	3,351.60	0.00	3,351.60	VAT

At : 10:30

Co-Op Current Account

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Kent County Council						
13/10/2016	3585	Photocopier	581.45	0.00	581.45	VAT
Key Services (South East) Ltd						
06/10/2016	3568	Fire Signs	9.48	0.00	9.48	VAT
13/10/2016	3587	Maintenance	30.85	0.00	30.85	VAT
			40.33	0.00	40.33	
KM Media Group Ltd						
13/10/2016	3584	Advertisement	150.00	0.00	150.00	VAT
Mayor of Faversham's Charity Fund						
06/10/2016	3563	Mayoral Engagement	37.50	0.00	37.50	VAT
Mayor's Charity Appeal						
06/10/2016	3564	Mayoral Engagement	105.00	0.00	105.00	VAT
Mayoress of Folkestone's Charity Fund						
06/10/2016	3561	Mayoral Engagement	80.00	0.00	80.00	VAT
						S
Mr Peter F Cooper						
06/10/2016	3548	Cinque Port Speaker's Day	435.00	0.00	435.00	VAT
Mr Warren Kingsnorth						
13/10/2016	3576	Community Toilet Scheme	1,250.00	0.00	1,250.00	VAT
Premier Inn						
10/10/2016	CC/ Oct	Cinque Port Speaker's Day	713.00	0.00	713.00	VAT
Raphael Historic Falconry						
06/10/2016	3566	Tudor Festival	960.00	0.00	960.00	VAT
RBS Software Solutions						
06/10/2016	3565	IT support	136.80	0.00	136.80	VAT
Right Guard Security						
13/10/2016	3586	Cinque Port Speaker's Day	1,092.00	0.00	1,092.00	VAT
SCH Supplies Ltd						
06/10/2016	3569	Water Bowser	840.00	0.00	840.00	VAT
SHS Handling Solutions						
06/10/2016	3570	Chair lifter	226.62	0.00	226.62	VAT
Soutares and Clerces						
13/10/2016	3588	Cinque Port Speaker's Day	4,700.00	0.00	4,700.00	VAT
Southern Communications Ltd						
20/10/2016	DD / SC	Telephone	168.43	0.00	168.43	VAT
Southern Electric						
28/10/2016	DD /BT	Electricity	571.15	0.00	571.15	VAT

At : 10:30

Co-Op Current Account

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
28/10/2016	DD/SSE	Electricity	66.67	0.00	66.67	VAT
			637.82	0.00	637.82	
St Mary's PCC						
06/10/2016	3567	Cinque Port Speaker's Day	50.00	0.00	50.00	VAT
Suez Recycling & Recovery Hold						
31/10/2016	DD/Suez	Waste removal	115.06	0.00	115.06	VAT
The Allotment Restaurant						
13/10/2016	3573	Festival of Sport	261.90	0.00	261.90	VAT
The Button Queen						
10/10/2016	CC/Oct	Uniform repairs	237.80	0.00	237.80	VAT
The Landscape Group Ltd						
13/10/2016	3581	Allotment clearance	812.41	0.00	812.41	VAT
Wallgate Ltd						
06/10/2016	3571	Service contract	1,015.20	0.00	1,015.20	VAT
Your Leisure Kent Ltd						
13/10/2016	3589	Cinque Port Speaker's Day	2,718.50	0.00	2,718.50	VAT
Zen Internet Ltd						
13/10/2016	DD/Zen	Broadband	25.52	0.00	25.52	VAT
			73,712.27	0.00	73,712.27	

At : 10:58

HSBC Current Account

Payments By Supplier

	<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
HSBC Bank	04/10/2016	DD/HSBC	Bank Charges	5.73	0.00	5.73	E
				5.73	0.00	5.73	

At : 10:20

Cash book 3

Payments By Supplier

	<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Cash Book 3	31/10/2016	CB3/OCT	Expenses	159.33	8.66	167.99	S
				<hr/>	<hr/>	<hr/>	
				159.33	8.66	167.99	
				<hr/>	<hr/>	<hr/>	

At : 16:53

Cash Book 4

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Cash Book 4						
31/10/2016	CB4/OCT	Expenses	40.81	5.94	46.75	S
			<u>40.81</u>	<u>5.94</u>	<u>46.75</u>	

At : 12:03

Cash Book 5

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Cash Book 5						
31/10/2016	CB5/OCT	Town Vehicle costs	85.83	17.17	103.00	S
31/10/2016	CB5/OCT	Allotment maintenance	92.08	17.91	109.99	S
31/10/2016	CB5/ OCT	Maintenance costs	17.00	0.00	17.00	E
			194.91	35.08	229.99	
			<hr/> 194.91 <hr/>	<hr/> 35.08 <hr/>	<hr/> 229.99 <hr/>	

At : 16:41

Cash Book 6

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Cash Book 6						
12/10/2016	CB6/OCT	Mayoral expenses of office	91.99	0.00	91.99	E
31/10/2016	CB6/OCT	Mayoral engagement	80.00	0.00	80.00	E
			171.99	0.00	171.99	
			171.99	0.00	171.99	

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Finance & General Purposes</u>							
<u>101</u>	<u>Premises and Services</u>						
4010	Loan Interest	18,360	18,360	0		0	100.0 %
4011	Rates	9,741	14,000	4,260	3,654	606	95.7 %
4012	Water/Sewerage	887	1,200	313		313	73.9 %
4014	Electricity	1,898	3,700	1,802		1,802	51.3 %
4015	Town Vehicles	10,094	12,250	2,156		2,156	82.4 %
4025	Insurance - premises	4,008	4,250	242		242	94.3 %
4034	Contract Cleaning	3,304	6,200	2,896	2,500	396	93.6 %
4035	Window Cleaning	765	1,700	935	800	135	92.1 %
4036	Premises Maintenance	33,372	42,500	9,128	5,945	3,183	92.5 %
4037	Gas - heating	1,741	4,000	2,259		2,259	43.5 %
4038	Service/Maint Alarms	1,523	3,800	2,277	1,500	777	79.5 %
4039	Lift Servicing	364	900	536	450	86	90.4 %
4045	War Memorial Maintenance	282	2,100	1,818		1,818	13.4 %
4046	Town Workshop	7,634	12,000	4,366	2,635	1,731	85.6 %
4414	Pencester Pavilion Maintenance	107	4,000	3,893		3,893	2.7 %
	Premises and Services :- Expenditure	94,080	130,960	36,880	17,484	19,396	85.2 %
1050	Misc Income	301	0	301			0.0 %
	Premises and Services :- Income	301	0	301			
	Net Expenditure over Income	93,779	130,960	37,181			
<u>102</u>	<u>Admin - Staff Costs</u>						
4018	Staff costs - total	165,532	275,000	109,468	109,468	0	100.0 %
	Admin - Staff Costs :- Expenditure	165,532	275,000	109,468	109,468	0	100.0 %
	Net Expenditure over Income	165,532	275,000	109,468			
<u>103</u>	<u>Administration</u>						
4020	Publications	70	600	530		530	11.7 %
4021	Telephone	1,155	2,600	1,445		1,445	44.4 %
4022	Postage	1,308	2,400	1,092		1,092	54.5 %
4023	Office Supplies	2,560	7,028	4,468	152	4,316	38.6 %
4024	Insurance - general	2,395	8,000	5,605		5,605	29.9 %
4027	Office Equipment Repairs	0	700	700		700	0.0 %
4028	Photocopier	1,226	2,100	874	960	-86	104.1 %
4029	Clerk's Meeting Costs	43	600	557		557	7.2 %
4030	Travel & Subsistence Officers	31	600	569		569	5.1 %

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4031	Staff Development	1,445	10,000	8,555	60	8,495	15.1 %
4032	Recruitment	0	1,000	1,000		1,000	0.0 %
4042	Permits	1,947	2,700	753	450	303	88.8 %
4051	Bank Charges	87	250	163		163	34.9 %
	Administration :- Expenditure	12,267	38,578	26,311	1,622	24,689	36.0 %
1050	Misc Income	6	0	6			0.0 %
1076	Precept	703,000	703,000	0			100.0 %
1096	Bank Interest	1,821	1,000	821			182.1 %
	Administration :- Income	704,827	704,000	827			100.1 %
	Net Expenditure over Income	-692,560	-665,422	27,138			
<u>104</u>	<u>Professional Fees & Subs.</u>						
4054	Subscriptions	2,436	3,300	864	525	339	89.7 %
4056	Legal & Valuation Advice	53,241	60,000	6,759	74	6,685	88.9 %
4057	Audit Fee	370	4,200	3,830	3,813	17	99.6 %
4058	Payroll Fee	887	1,500	613		613	59.1 %
4059	Computer Support	3,773	8,100	4,327	2,157	2,170	73.2 %
	Professional Fees & Subs. :- Expenditure	60,707	77,100	16,393	6,568	9,825	87.3 %
	Net Expenditure over Income	60,707	77,100	16,393			
<u>105</u>	<u>Town Council</u>						
4070	Councillors External Expenses	13	1,000	987		987	1.3 %
4071	Councillors Training	967	2,000	1,033	60	973	51.3 %
4072	Gifts & Presentations	60	500	440		440	11.9 %
4073	Elections/Town Poll	0	8,500	8,500	8,500	0	100.0 %
4075	TC Functions & Gen Hospitality	643	2,500	1,857		1,857	25.7 %
4076	Parish Basic Allowance	3,646	10,080	6,434	3,360	3,074	69.5 %
	Town Council :- Expenditure	5,329	24,580	19,252	11,920	7,332	70.2 %
	Net Expenditure over Income	5,329	24,580	19,252			
<u>106</u>	<u>Grants & Projects</u>						
4060	Councillor Ward Grants	2,888	18,000	15,112	15,112	0	100.0 %
	Grants & Projects :- Expenditure	2,888	18,000	15,112	15,112	0	100.0 %
1106	Government settlement 2016-17	33,035	0	33,035			0.0 %
	Grants & Projects :- Income	33,035	0	33,035			
	Net Expenditure over Income	-30,147	18,000	48,147			

Month No : 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>199</u> <u>Capital Expenditure</u>						
4091 Office Equipment	2,377	5,500	3,123	3,123	0	100.0 %
Capital Expenditure :- Expenditure	<u>2,377</u>	<u>5,500</u>	<u>3,123</u>	<u>3,123</u>	<u>0</u>	<u>100.0 %</u>
Net Expenditure over Income	<u>2,377</u>	<u>5,500</u>	<u>3,123</u>			
<u>501</u> <u>Marketing & Publicity</u>						
4501 Communications/Consultations	991	6,000	5,009	3,000	2,009	66.5 %
Marketing & Publicity :- Expenditure	<u>991</u>	<u>6,000</u>	<u>5,009</u>	<u>3,000</u>	<u>2,009</u>	<u>66.5 %</u>
Net Expenditure over Income	<u>991</u>	<u>6,000</u>	<u>5,009</u>			
Finance & General Purposes :- Expenditure	<u>344,170</u>	<u>575,718</u>	<u>231,548</u>	<u>168,297</u>	<u>63,251</u>	<u>89.0 %</u>
Income	<u>738,163</u>	<u>704,000</u>	<u>34,163</u>			<u>104.9 %</u>
Net Expenditure over Income	<u>-393,993</u>	<u>-128,282</u>	<u>265,711</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Planning</u>						
<u>201</u> Planning						
4201 Planning	42	29,500	29,458	29,129	329	98.9 %
Planning :- Expenditure	<u>42</u>	<u>29,500</u>	<u>29,458</u>	<u>29,129</u>	<u>329</u>	<u>98.9 %</u>
Net Expenditure over Income	<u>42</u>	<u>29,500</u>	<u>29,458</u>			
Planning :- Expenditure	42	29,500	29,458	29,129	329	98.9 %
Income	0	0	0			0.0 %
Net Expenditure over Income	<u>42</u>	<u>29,500</u>	<u>29,458</u>			

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Civic and Special Projects</u>							
110	<u>Mayoral Costs</u>						
4101	Mayoral Expense of Office	3,867	5,750	1,883	150	1,733	69.9 %
4102	Mayor's Hospitality	1,205	1,500	295		295	80.3 %
4103	Chaplain's Allowance	150	150	0		0	100.0 %
4104	Mayor Making	2,664	2,500	-164		-164	106.5 %
4105	Badges of Office	500	500	0		0	100.0 %
4112	Sergeant Officer/Travel	0	100	100		100	0.0 %
4113	Uniforms/Chauffeur	173	250	77		77	69.2 %
	Mayoral Costs :- Expenditure	8,559	10,750	2,191	150	2,041	81.0 %
1050	Misc Income	58	0	58			0.0 %
	Mayoral Costs :- Income	58	0	58			
	Net Expenditure over Income	8,501	10,750	2,249			
111	<u>Mayoral Charity Fundraising</u>						
4150	Mayor's Charitable events	758	0	-758		-758	0.0 %
	Mayoral Charity Fundraising :- Expenditure	758	0	-758	0	-758	
1113	Mayor's Charitable events	1,234	0	1,234			0.0 %
	Mayoral Charity Fundraising :- Income	1,234	0	1,234			
	Net Expenditure over Income	-475	0	475			
301	<u>Civic Functions</u>						
4301	Remembrance Day	420	2,800	2,380	1,445	935	66.6 %
4302	Zeebrugge Raid	7,740	6,000	-1,740		-1,740	129.0 %
4304	Other Links/Functions	20,642	23,000	2,358	300	2,057	91.1 %
4305	Civic Hospitality	0	1,000	1,000		1,000	0.0 %
4307	People of Dover Awards	1,854	2,000	146		146	92.7 %
4308	Honorary Freeman	125	250	125		125	50.0 %
4309	Civic Twinning	0	1,000	1,000		1,000	0.0 %
	Civic Functions :- Expenditure	30,781	36,050	5,269	1,745	3,524	90.2 %
1050	Misc Income	1,370	0	1,370			0.0 %
	Civic Functions :- Income	1,370	0	1,370			
	Net Expenditure over Income	29,411	36,050	6,639			

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
302	Custodial Costs						
4310	Robes	2,845	3,000	155		155	94.8 %
4311	Insurance - Civic Regalia	2,000	2,000	0		0	100.0 %
4313	Repairs	398	500	102		102	79.6 %
	Custodial Costs :- Expenditure	5,243	5,500	257	0	257	95.3 %
	Net Expenditure over Income	5,243	5,500	257			
303	Town Events						
4063	Events/Activities Facilitation	11,127	17,500	6,373	4,705	1,668	90.5 %
4326	2018 Commemoration	240	240	0		0	100.0 %
4412	Festival Lights	5,315	26,000	20,685	16,936	3,749	85.6 %
	Town Events :- Expenditure	16,682	43,740	27,058	21,641	5,417	87.6 %
	Net Expenditure over Income	16,682	43,740	27,058			
601	Special Projects						
4410	Western Heights (maint)	1,459	1,700	241		241	85.8 %
4418	Committee special projects	0	16,400	16,400	16,400	0	100.0 %
4421	Sports/Health Development Fund	4,801	47,500	42,699	42,650	49	99.9 %
	Special Projects :- Expenditure	6,261	65,600	59,339	59,050	289	99.6 %
	Net Expenditure over Income	6,261	65,600	59,339			
	Civic and Special Projects :- Expenditure	68,284	161,640	93,356	82,586	10,770	93.3 %
	Income	2,662	0	2,662			0.0 %
	Net Expenditure over Income	65,622	161,640	96,018			

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Community and Services</u>							
304	<u>Tourism</u>						
4336	Tourism Dover VIC	10,000	35,000	25,000	25,000	0	100.0 %
4337	Tourism Support	0	21,665	21,665	21,665	0	100.0 %
4338	Destination Dover Project	2,215	21,050	18,835	18,835	0	100.0 %
	Tourism :- Expenditure	12,215	77,715	65,500	65,500	0	100.0 %
1109	Tourism income	0	17,715	-17,715			0.0 %
	Tourism :- Income	0	17,715	-17,715			0.0 %
	Net Expenditure over Income	12,215	60,000	47,785			
401	<u>Community Projects and Support</u>						
4401	Horticultural	5,145	20,000	14,855	11,354	3,501	82.5 %
4422	Town Regeneration & Developmnt	17,064	77,500	60,436	53,051	7,385	90.5 %
4427	Public Conveniences	22,757	39,000	16,243	14,262	1,981	94.9 %
	Community Projects and Support :- Expenditure	44,965	136,500	91,535	78,667	12,868	90.6 %
	Net Expenditure over Income	44,965	136,500	91,535			
402	<u>Allotments</u>						
4430	Allotments maintenance	15,609	27,500	11,891	10,303	1,588	94.2 %
	Allotments :- Expenditure	15,609	27,500	11,891	10,303	1,588	94.2 %
1080	Allotments	12,012	12,000	12			100.1 %
1082	Allotment Key Deposits Maxton	5	0	5			0.0 %
1084	Allotment Key Deposit Prospect	10	0	10			0.0 %
1085	Allotment Key Deposit - Pilots	15	0	15			0.0 %
	Allotments :- Income	12,042	12,000	42			100.3 %
	Net Expenditure over Income	3,567	15,500	11,933			
403	<u>Town Open Spaces</u>						
4408	High Meadow maint/dev	1,152	26,500	25,348	26,000	-652	102.5 %
	Town Open Spaces :- Expenditure	1,152	26,500	25,348	26,000	-652	102.5 %
1050	Misc Income	1,063	0	1,063			0.0 %
	Town Open Spaces :- Income	1,063	0	1,063			
	Net Expenditure over Income	89	26,500	26,411			
	Community and Services :- Expenditure	73,941	268,215	194,274	180,471	13,804	94.9 %
	Income	13,104	29,715	-16,611			44.1 %
	Net Expenditure over Income	60,837	238,500	177,663			



McCabe Ford Williams

Charlton House
Dour Street
Dover
CT16 1BL

Tel 01304 204006
Fax 01304 208497

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

Town Clerk
Dover Town Council
Maison Dieu House
Biggin Street
DOVER
Kent
CT16 1DW

DOV16/JDS/ES

1 November 2016

Dear Madam

We have recently carried out an interim audit visit in connection with our annual report for the year ended 31 March 2017.

During this visit, we checked the following:

1. Sample checked receipts and payments to supporting documents. The cash book is kept up to date and at the time of our visit on 28 October, was completed to that date.
2. The bank reconciliation at 30 September 2016 was checked and agreed to the trial balance at that date.
3. The accounts for the six months ended 30 September 2016 were compared to the budget for the year.
4. Debtors and creditors at 30 September 2016.
5. Payroll procedures.
6. Ascertained the financial systems in place.
7. Sample checked the procedures surrounding income and bankings for the period from 1 April 2016 to 30 September 2016.
8. Sample checked the procedures surrounding purchase order requests, purchase invoices and payments for the period from 1 April 2016 to 30 September 2016.
9. A sample of minutes were reviewed to ensure that correct financial procedures appear to have been followed and that financial effects of decisions reached were accurately recorded in the Council's records.

Whilst carrying out the payroll reconciliation we ascertained that Capita payroll costs of £531.20 plus VAT were misposted to staff costs and that the input VAT of £106.24 had not been claimed. This was discussed with Diana Baldwin during our visit and she will make the necessary adjustments. The error occurred due to Capita taking their fees with the monthly salary payment and we do not consider that the error indicates any weakness in your systems.

Yours faithfully

McCabe Ford Williams

02 NOV 2016



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
From: Cllr R Walken: Chairman
Date written: 8.11.16
Subject: TOWN COUNCIL TELEPHONE SYSTEM

INFORMATION

The current BT Versatility telephone system was installed in 2008. BT have advised that the system is now obsolete and the availability of spare parts for repairs can no longer be guaranteed. This situation presents an unacceptable service risk.

Following Town Council procurement procedures the replacement will be a VoIP (Voice over Internet Protocol) system at a capital cost of £572. This will be linked to the Council's IT system and provided and supported by the Council's current computer support contractors to ensure fully integrated provision. The change will enable Council services to benefit from enhanced connectivity and efficiency flowing from the much improved function and capacity of the new system. The Council's phone number will not change

DECISION

The Committee is recommended to note this report

Statutory Powers/Standing Orders/Policy

Local Government Act 1972 s111

The Town Council abides by the spirit of Best Value. The Council is committed to open governance and accountability.



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
From: Councillor R Walkden - Chairman of F&GP
Date written: 10.11.16
Subject: TOWN COUNCIL ASSETS INSPECTION

1. INTRODUCTION

The Responsible Financial Officer and Secretary to the Council undertook an inspection of the non-current assets including those whose ownership is unclear between the Dover District Council and the Town Council during November 2016. Canterbury Auction House performed the regular 5 yearly valuation and inspection of historic and ceremonial assets and their report is awaited.

2. INFORMATION

- 2.1 All the material and valuable items on the Town Council asset listing were inspected together with a sample of other assets except for one item in the Dover District Council store that was inspected earlier in the year by the Secretary to the Council.
- 2.2 Certain valuable items are stored in the Town Hall. The area is covered by electronic alarm systems and it is considered that the items are secure.
- 2.3 There is a certain amount of Town Council property of little or no financial value remaining in storage at the Town Hall.
- 2.4 Dover District Council has lent the Town Council certain historic assets to furnish Maison Dieu House. The list of these items and valuations requested has not yet been received and this situation has been confirmed in writing to the Curator of Dover Museum.

3. DECISION

The Committee is recommended to note the report.

Statutory Powers: Local Government England and Wales. The Accounts and Audit Regulations 2015 Part 2 Para 4 (3) (b)

The Council is committed to open governance and accountability.



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
From: Diana Baldwin: Responsible Financial Officer
Date written: 19.9.16
Subject: ALLOTMENT INSPECTION: SEPTEMBER 2016

INTRODUCTION

Inspections of all allotment sites are undertaken by the Town Council on a regular basis as part of its system of internal control and management of sites.

In addition a sample of allotment sites are visited each year in order to ensure that financial controls are fully effective and in particular to ensure that;

- Boundaries of Town Council land are being maintained;
- All allotment plots noted as void or vacant are as stated in the records;
- Rents noted as being received for the sites are correctly calculated and recorded in the Town Council bank account.

INFORMATION

- 1 The Town Clerk, Treasurer with the Land and Communities Officer and General Assistant inspected the Maxton and Prospect Place allotment sites on 22 September 2016. Sites were inspected in accordance with the objectives set out above.
- 2 Plots noted as void or vacant in the records were as stated. A sample of allotment payments was traced through to bank receipts.
- 3 Boundaries inspected were maintained.

DECISION

The Committee is requested to note this report.

Statutory Powers: Small Holdings and Allotments Act 1908