



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

DATE OF ISSUE:
28th February 2019

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 **THURSDAY 7th MARCH 2019** 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 Ms Allison Burton, Town Clerk, 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 31st January 2019 (copy attached).

4. PROGRESS SHEETS

To consider outstanding items concerning resolutions made by the Civic & Special Project's Committee during 2018/19 (copy attached).

5. BUDGET

To note the latest out-turn of the Committee's 2018/19 budget (copy attached).

6. APPLICATION FOR FINANCIAL ASSISTANCE

To consider the following application for financial assistance:

Deal Music & Arts Limited (£2,500).

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

7. CHRISTMAS IN DOVER

To note the Chairperson of the Committee's report dated 26th February 2019 concerning Christmas in Dover (copy attached).

8. CIVIC GUIDE

To note the Chairperson of the Committee's report dated 22nd February 2019 concerning revisions to the Civic Guide (copy attached).

9. INFORMATION ITEMS

To note, White Cliffs Ramblers Group's letter of Thanks to the Committee, dated 20th February 2019 (copy attached).

10. DATE OF NEXT MEETING

The next meeting of the Civic & Special Projects Committee is to be confirmed.

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 Thursday 31st January 2019 at 6pm.

PRESENT

Councillor P Brivio (Chairperson)
 Councillor A Jenner
 Councillor S Jones - (Town Mayor of Dover)
 Councillor J Lamoon (Vice-Chairperson)
 Councillor C Precious
 Councillor M Wood

262. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors Walkden & Sansum (Personal Commitments) & Palmer (Ill Health).

263. DECLARATIONS OF INTEREST

The Town Mayor of Dover, Cllr S Jones declared a (VAOI) for Agenda Item 6A, as she is Honorary President of the 354 (Dover) Air Training Corps & Cllr P Brivio declared a (VAOI) for Agenda Item 6B, as she is a member of the White Cliffs Ramblers Group.

264. MINUTES

The Committee considered the Minutes of the meeting of the Civic & Special Projects Committee held on 1st November 2018.

RESOLVED: That the Minutes of the meeting of the Civic & Special Projects Committee held on 1st November 2018 be approved as a correct record and signed by the Chairperson.

265. PROGRESS SHEETS

The Committee noted outstanding items concerning resolutions made by the Civic & Special Projects Committee during 2018/19.

Chairperson

266. BUDGET

The Committee noted that the latest out-turn of the Committee's 2018/19 budget was approved at the Town Council Meeting 16th January 2019.

267. APPLICATIONS FOR FINANCIAL ASSISTANCE

The Committee considered the following applications for financial assistance:

354 (Dover) Air Training Corps;

White Cliffs Ramblers Group.

- RESOLVED:
- a) That the Committee make a grant of £1,770 to the 354 (Dover) Air Training Corps. Funding to be allocated from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2018/19 budget;
 - b) That the Committee make a grant of £400 to the White Cliffs Ramblers Group. Funding to be allocated from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2018/19 budget;
 - c) That all negotiations and agreements be delegated to the Proper Officer in consultation with the Chairperson of the Committee.

268. ANNUAL TOWN MEETING

The Committee noted the Chairperson of the Committee's report dated 23rd January 2019 concerning the Annual Town Meeting 2019.

269. PENCESTER PAVILION 2018

The Committee noted the Chairperson of the Committee's report dated 20th December 2018 concerning Pencester Pavilion 2018.

270. INFORMATION ITEMS

The Committee noted that the Civic Protocol would be reviewed by a working group in the next month.

271. DATE OF NEXT MEETING

The next meeting of the Civic & Special Projects Committee will be held on Thursday 7th March 2019 at 6pm.

The meeting closed at 6.43pm.

Councillor P Brivio
CHAIRPERSON

Chairperson

DOVER TOWN COUNCIL MEETING PROGRESS SHEETS

2018/2019

* Unhighlight the Committee/Date once the resolutions have been put on (Just insert no of lines you need)

DATE	COMMITTEE	MIN no	RESOLUTION	ACTION / RESULT	TARGET COMPLETION DATE	COMPLETED	OFFICER CONTACT
05/07/2018	C&SP	51	To allocate £5,000 to provide outdoor leisure facilities, subject to permission being granted. Costs to be met from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2018/19 budget. To delegate all agreements and negotiations to the Proper Officer in consultation with the Chairman of the Committee.	Discussions with DDC RE: Permissions.	31/03/2019		TH

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Civic and Special Projects							
110 Mayoral Costs							
4101 Mayoral Expense of Office	5,672	4,747	6,000	1,253		1,253	79.1%
4102 Mayor's Hospitality	224	1,474	1,600	126		126	92.2%
4103 Chaplain's Allowance	150	150	150	0		0	100.0%
4104 Mayor Making	2,557	2,701	2,850	149		149	94.8%
4105 Badges of Office	0	30	500	470		470	6.0%
4113 Uniforms	18	117	300	183		183	38.9%
Mayoral Costs :- Indirect Expenditure	8,621	9,219	11,400	2,181	0	2,181	80.9%
Movement to/(from) Gen Reserve	(8,621)	(9,219)					
111 Mayoral Charity Fundraising							
1113 Mayor's Charitable events	7,081	1,065	0	(1,065)			0.0%
Mayoral Charity Fundraising :- Income	7,081	1,065	0	(1,065)			
4150 Mayor's Charitable events	7,081	195	0	(195)		(195)	0.0%
Mayoral Charity Fundraising :- Indirect Expenditure	7,081	195	0	(195)	0	(195)	
Movement to/(from) Gen Reserve	0	870					
301 Civic Functions							
4301 Remembrance Sunday	2,137	2,785	2,500	(285)		(285)	111.4%
4302 Zeebrugge Raid Commemorations	5,688	11,637	10,000	(1,637)		(1,637)	116.4%
4304 Other Links/Functions	302	1,163	2,400	1,237		1,237	48.4%
4305 Civic Hospitality	0	179	1,000	822		822	17.9%
4307 Statutory Annual Town Meeting	2,135	1,503	2,500	997		997	60.1%
4308 Honorary Freeman	0	265	250	(15)		(15)	106.2%
4309 Civic Twinning	176	1,191	1,000	(191)		(191)	119.1%
Civic Functions :- Indirect Expenditure	10,438	18,723	19,650	927	0	927	95.3%
Movement to/(from) Gen Reserve	(10,438)	(18,723)					
302 Custodial Costs							
4310 Robes	175	13	500	487	410	77	84.6%
4311 Insurance - Civic Regalia	2,000	2,000	2,000	0		0	100.0%
4313 Repairs	303	(262)	500	762	775	(13)	102.6%
Custodial Costs :- Indirect Expenditure	2,478	1,751	3,000	1,249	1,185	64	97.9%
Movement to/(from) Gen Reserve	(2,478)	(1,751)					

Detailed Income & Expenditure by Budget Heading 04/02/2019

Month No: 10

Council Detail Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 Town Events							
1050 Misc Income	500	0	0	0			0.0%
Town Events :- Income	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>			
4063 Events/Activities Facilitation	19,868	17,204	20,000	2,796		2,796	86.0%
4326 2018 Commemoration	9,490	11,400	11,400	0		0	100.0%
4327 Dover Calais Festival of Sport	0	0	0	0		0	0.0%
4412 Festival Lights	18,520	20,699	22,500	1,801	400	1,401	93.8%
Town Events :- Indirect Expenditure	<u>47,879</u>	<u>49,303</u>	<u>53,900</u>	<u>4,597</u>	<u>400</u>	<u>4,197</u>	<u>92.2%</u>
Movement to/(from) Gen Reserve	<u>(47,379)</u>	<u>(49,303)</u>					
601 Special Projects							
1050 Misc Income	0	147	0	(147)			0.0%
Special Projects :- Income	<u>0</u>	<u>147</u>	<u>0</u>	<u>(147)</u>			
4410 Western Heights (maint)	1,416	1,654	1,800	146		146	91.9%
4421 Sports/Health Development Fund	18,956	12,421	20,150	7,729	5,000	2,729	86.5%
Special Projects :- Indirect Expenditure	<u>20,372</u>	<u>14,075</u>	<u>21,950</u>	<u>7,875</u>	<u>5,000</u>	<u>2,875</u>	<u>86.9%</u>
Movement to/(from) Gen Reserve	<u>(20,372)</u>	<u>(13,928)</u>					
Civic and Special Projects :- Income	7,581	1,212	0	(1,212)			0.0%
Expenditure	<u>96,869</u>	<u>93,267</u>	<u>109,900</u>	<u>16,633</u>	<u>6,585</u>	<u>10,048</u>	<u>90.9%</u>
Movement to/(from) Gen Reserve	<u>(89,288)</u>	<u>(92,054)</u>					

GRANT EVALUATION

NAME OF APPLICANT:	Deal Music & Arts Limited		
DATE OF APPLICATION:	23 rd January 2019		
AMOUNT APPLIED FOR:	£2,500	TOTAL VALUE OF PROJECT	£83,145
PROJECT NAME:	Deal Music & Arts Education Projects 2019		
STATUTORY POWER FOR PAYMENT: (To be noted in minute if LGA 72 S137)	LGA 1972 S145		
COUNCILS AIMS/OBJECTIVES RELATING TO THE PROJECT:	No Criteria's within the Town Council Ambition Plan 2015-19 meet with this project / event.		
ALL SUPPORTING DOCUMENTATION RECEIVED:	YES		
SUPPORTING DOCUMENTATION NOT RECEIVED:	N/A		
OTHER COMMENTS:			
<ul style="list-style-type: none"> i) Dover Town Council has supported the Deal Music & Arts Limited with £10,000 from 2008 to present date; ii) The Financial Assistance project total of £83,145 is the total cost for the projected organisation & delivery of the educational projects within 2019, as part of the overall Festival, this is not the overall Festival costs; iii) The Educational projects for 2019 are: iv) BOLD AS - To be held for 2 Full Days @ Astor College, Dover, followed by 1 x Concert in Dover Town Hall on the 1st July 2019; v) JAZZ JOURNEY - To be held for 3 x 2-hour workshops per term @ the Dover Girls Grammar School, Dover; vi) SUMMER SCHOOL - To be held over 5 days (12th - 16th August 2019) @ the Duke of York's Royal Military School, Guston; vii) LET'S DANCE - To be held @ the Goodwin Academy, Deal; viii) NEW SOUNDS - To be held @ Deal Castle; ix) YOUNG FILM PROGRAMMERS GROUP - To be held @ Linden Hall Studio, Deal. <ul style="list-style-type: none"> • There are 137 Members of the Deal Music & Arts Limited, with 5 members residing in the Dover Town Wards, 3.65% of the overall membership, the financial assistance requested from Dover Town Council of £2,500 would equate to £500 per person; • £59,000 income has already been obtained or committed towards the Educational Projects total with a further £4,000 projected from the Summer School participant 			

sales of £65 per person to attend, this charge has remained the same for the past 5 years;

- Any shortfall income required for the Educational Projects in 2019 will either be obtained via further fundraising or the organisation has advised that it will need to prune one or two things within the Festival;
- Sandwich Town Council has been approached for concerts taking place directly in Sandwich (no agreement as yet);
- Walmer Parish Council will be approached for financial assistance towards a concert taking place in Walmer;
- Deal Town Council & KCC members have committed £1,000 each, towards a Community Stage in Deal, for events in Deal;
- There is no information on participants or locations for the 2019 Educational projects at present;
- Participation information relating to 2018 projects, was:
 - i) Summer School held at Astor College 38 participants from Dover took part;
 - ii) BOLD AS - 30 participants from St Martin's Primary School, 52 participants from Barton Junior School & 45 participants from Priory Fields School. A total of 186 attendees from Dover;
- There was a total available training spaces of approximately 500, a maximum of 186 places were allocated by Dover School pupils (37%); unsure if all were residents of Dover Town;
- Working with and bringing music to young people can influence social change. It can be culturally significant, supporting the economy and profile of the area and acts as a catalyst to arts education, development and promotion, so even though these kinds of projects may not be inclusive within the Dover Town Council's Ambition Plan, they are very much a benefit in respect of educational outreaching to an area of social deprivation;
- The group's public acknowledgement of the Town Council's assistance would be shown on the Deal Festival of Music & the Arts website and in programmes.

Recommendation:

- The Committee should consider whether any grant is appropriate;
- If an allocation is agreed to be granted, to what amount, any costs are to be incurred from the Events Facilitation provision in the Civic & Special Project Committee's 2018/19 budget.

OFFICER'S NAME:	Mrs Tracey Hubbard
OFFICER'S SIGNATURE:	
DATE:	5 th February 2019



DOVER TOWN COUNCIL



Grant Application Form for grants over £250

A: APPLICATION SUMMARY

Name of organisation: Deal Music and Arts Limited

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

Address of organisation: [Redacted]

Name of contact: Willie Cooper

Telephone: 01227 786111

Email: [Redacted]

Fax:

Address of contact (if different from above):

Reason for application – brief project/event description:
Deal Music and Arts runs six education projects and we would like support for working with participants who live in Dover to ensure sustainability.

How much is requested from Dover Town Council? £2,500.00

Total project/event cost (if applicable): £83,145.00

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: [Redacted] Date: 2/1/19

Name (Block capitals): Wilhelmina Cooper

Status (e.g. Chairperson, Secretary): General Manager

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:	Mrs Jane Billing
Address:	[REDACTED]
Daytime Telephone No.:	[REDACTED]
Email:	[REDACTED]

Secretary:

Name:	Charles Franklyn
Address:	[REDACTED]
Daytime Telephone No.:	[REDACTED]
Email:	[REDACTED]

What is the main purpose of your organisation?:

- bring the highest international standards of artistic experience particularly to local and regional communities
- establish and maintain long-term sustainable music and arts education
- be a catalyst for creative and arts partnerships.
- provide a platform for artistic collaboration, creativity and innovation
- create cultural experiences that enrich, inspire, inform, excite and stimulate
- contribute to the social, economic and cultural regeneration of East Kent

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:

Friends £30
Joint Friends £50
Patron £100
Education Patron £250
Benefactor £500

What Activities are available for members?

Priority Booking
Social Events
Emarketing letter

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

No restrictions

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

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:

Deal Music and Arts Education Projects 2019

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

With the demise in Government funding for music in schools it is vitally important for organisations such as Deal Music and Arts to fill the gap in this provision. Our education projects are focused on all schools in the area but particularly those with pupils on Pupil Premium or Free School Meals - last year these were 27% of participants and over 9% were young people with special needs. We are giving families in the area the opportunity to enjoy music free of charge with community events in Deal and also at an Eco-Friendly day at Betteshanger Park and will include Junk Orchestra, Jazz Band, Snowdown Colliery Male Voice Choir, Meditation, foraging and much more. Deal Music and Arts education programmes, specifically BOLD AS and Jazz Journey support the development of music provision where schools reduced funding cannot, and provides creative, social and wellbeing results for the young people involved. Research has proved that music and dance Improves opportunities and crosses socio - economic divides tackle challenges with the changing cultural and economic demographic of the area, long term socio economic problems, unemployment and poverty.

When will the project/event or activity take place?

Deal Music and Arts brings international artists to Deal, Dover and Sandwich every summer and also run an associated year-round education programme which includes work with schools, children, young people, adults, local artists and community groups. We focus on projects and programmes that are artistically of the highest merit and creativity and provide experience for those who would otherwise not get the chance to take part in the arts. We have appointed Learning Support person for Bold As to support teachers and will make information available from website and printed documentation. All events are open to participants across the area:

Priory Fields School - 45 children working on Bold As Project (learning brass instruments with professional mentors). Participants will be working towards their Arts Awards.

Barton Junior School - 52 children working on Bold As Project as above

St Martin's Junior School - 30 children working on Bold As Project

2 Full Days tuition for Bold As Students at Astor College Dover 19th May 27th May

Bold As Concert at Dover Town Hall for all Dover based Bold As participants to perform

Bold As Concert during Festival open to all Schools - 1st July - Dover Town Hall

Bold As Summer School at Duke of York School from 12 - 16 August

Summer School open to all Duke of York School from 12 - 16 August

Jazz Journey - workshops at Dover Grammar School for Girls 3 x 2 hour sessions each term

New Sounds Ensemble - open to all with performance at Deal Castle during Festival

Discounted tickets for students to concerts during Festival and funding from Cavatina Trust enabling young people between 8 - 25 to attend many concerts for free.

Music in the Park - 28th June - Participants from Bold As Projects perform with White Cliffs Symphonic Winds

D: FINANCIAL DETAILS

Estimated total cost:

£83,145

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

<i>Income for Project</i>	£
Summer School Participants	4,000.00
Arts Council England - Education	24,000.00
Arts Council England - Catalyst	15,000.00
Mark Loveday Charitable Trust	10,000.00
Dover Harbour Board	10,000.00
TOTAL INCOME	£63,000.00

<i>Expenditure for Project</i>	£
Artists Fees	£69,995.00
Venues	£1,750.00
Marketing	£5,000.00
Refreshments	£500.00
Coach Hire	£900.00
Administration	£5,000.00
TOTAL EXPENDITURE	£83,145.00

TOTAL INCOME LESS TOTAL EXPENDITURE**£20,145.00**

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

Cannot type in this box so attachment separately so see next box.

Could you give this a value in £'s:

20,000

E: ADDITIONAL INFORMATION

Additional information/comments:

This is information about contributions in kind as impossible to type in box above as it just continues off the page !

Deal Music and Arts has a volunteer Board of Directors, who, as well as being the strategic and accountable governance body, volunteer in kind support through administrative roles such as evaluation of education work, helping with workshops, fundraising (development committee) and proofreading. Jane Billing, (chair), was head of Tring Performing Arts School and is responsible for CRB checks, liaison with partners and working with the Education Director and General Manager on strategy. George Billing is a qualified accountant took over the role of Financial Director from January 2016. Charles Franklyn recently retired local resident and has worked as a Membership Secretary for the British Art Medal Society will became Friends Administrator from January 2016.

Ian Odgers who was involved with The Marlowe Development will open his home for fundraising events.

Tony Nandi a distinguished performance photographer recently moved to Deal takes photographs throughout the festival and for our education work.

Linden Hall Studio give the Festival free use of the venue for talks and receptions.

New partnership with National Youth Jazz Orchestra (NYJO) means a contribution of staff and artists cost for performances and education, worth £3,000.

A team of over 20 volunteers (led by the General Manager and Board of Directors) support the running of the festival and community stage including: box office and front of house, bar and programme sales, artist liaison, community liaison, marketing and flyering distribution and overall logistics of the festival management.

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: _____

Councillor: _____ Ward: _____

Councillor: _____ Ward: _____

Councillor: _____ Ward: _____

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>)

There will be no implications for these projects.

8. Grants are normally 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.)

Information will be on the website and acknowledge in programmes.

Please submit the form using the button below or print and return your completed form to:

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

Submit Form

Tel: (01304) 242625
Fax: (01304) 241445
Email: allison.burton@dovertowncouncil.gov.uk

Please note that applications may be submitted by fax or email but must be signed before any approved funding can be released.



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 7th March 2019

From: Cllr P Brivio - Chairperson of the Civic & Special Projects Committee

Date written: 26th February 2019

Subject: Christmas in Dover

1. INTRODUCTION

The current lease of Christmas Lights has ended, offering an ideal opportunity to review all Christmas arrangements (Lights, Tree & Event).

2. INFORMATION

In order to ascertain public views on providing Christmas lights and events, a public consultation will be held. It will be available via Survey Monkey & hard copies from the office.

The consultation will be publicised via a press release and our website.

3. DECISION

The Committee is asked to note this report.



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 7th March 2019

From: Cllr P Brivio - Chairperson of the Civic & Special Projects Committee

Date written: 22nd February 2019

Subject: Civic Guide

1. INTRODUCTION

The current Civic Guide was adopted by Town Council 29th October 2014.

2. INFORMATION

Attached is the current Civic Guide showing the proposed revisions.

Any comments concerning the proposed revisions to the Civic Guide should be sent to the Proper Officer, no later than 5pm, Monday 11th March 2019, so that they can be considered by the Governance Working Group scheduled to meet on Wednesday 13th March 2019.

3. DECISION

The Committee is asked to note this report.



DOVER TOWN COUNCIL

Civic Guide

Maison Dieu House
Dover
Kent
CT16 1DW

01304 242625

Date Adopted: 29.10.2014 **TBC**

A copy of this document is also available in large print. **P**lease contact the office if this is required.

1 INTRODUCTION

The Civic Guide has been produced to assist the Town Mayor, Deputy Mayor, their escorts/consorts and Councillors to understand the civic roles and responsibilities of the Mayoralty and provide useful information, which may be of assistance when undertaking a Civic role.

The Mayor of Dover serves, represents and leads the community of the Town. The first Mayor of Dover took office in 1086, over 1000 years ago and is a position of honour and respect within the Town.

The role of the Town Council and the Mayoralty is constantly evolving and changing. Over recent years there has been increased public scrutiny of the Mayoral role and assessment of its benefits and costs to the Town and people of Dover. The Town Council is committed to being fully transparent and accountable.

Where there are references to the Mayor and Mayoress/Consort in this Guide these also apply to the Deputy Mayor and Deputy Mayoress/Consort. **While terms such as Mayoress and Consort may have traditionally been used to refer only to persons of one particular gender, Dover Town Council aims to be fully inclusive and welcomes persons of all genders to all civic roles.**

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~~Further information can be found in:~~

All available from the Council Offices

3 THE ROLE OF MAYOR

3.1 Background

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the ~~Chairman~~ **person** of the Town Council the title of 'Town Mayor'.

The Mayor is elected by the Full Council at the Annual Town Council Meeting (Mayor-making) in May. A Deputy Mayor is **may** also **be** elected at this meeting. The new Mayor and the Deputy each make the following declaration when accepting the Term of Office

"I.....having been elected to the Office of Mayor/Deputy Mayor for Dover Town Council, hereby declare that I take the said Office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability.

I undertake to observe the Code as to the conduct which is expected of Members of Dover Town Council".

The Declaration of Acceptance of Office is signed by the new Mayor/Deputy Mayor and is witnessed **by** the Town Clerk

3.2 ~~Ambition Plan~~ **Town Council Policy and Budget**

Policy and support in respect of the Mayoral Role is resolved by the Town Council in Policies and the Annual Budget.

~~The Town Council's Ambition Plan 2011-15 includes the following which particularly relate to the Mayoralty;~~

~~Deliver: The Mayor to continue to be the Town's Ambassador in Dover and Beyond"~~

3.3 **The Role of the Mayor as ~~Chairman~~ **person** of the Council**

- A Town Mayor has the same rights and duties as a Local Council ~~Chairman~~ **person**;
- The Town Mayor is the ~~Chairman~~ **person** of the Town Council and is a member by virtue of being elected to the Office of Mayor (ex officio) of all Council Committees. As ~~Chairman~~ **person** of the Town Council the Town Mayor may exercise a casting vote in addition to their ordinary vote in decision making by the Full Town Council but otherwise has no additional formal powers to those of other Councillors;

- The Mayor ~~will concentrate on~~ representing the whole town & community of Dover during their term of office ~~while maintaining~~ alongside an appropriate and active role in their ward;
- ~~When present at a meeting of the Full Town Council~~ The Mayor will chair meetings of the Town Council when present ~~the meeting~~ in accordance with Standing Orders. As Chairman ~~person~~ of the Council the Mayor is expected to act as the leader of Council ~~the elected Councillors~~, ensures fair debate and decision making and ~~to~~ promotes good working relationships between all members of the Council to enable Council decisions to effectively reflect the wishes of the community;
- The Mayor ~~will~~ acts as an ambassador for the Town. The Mayor ~~can expect to~~ maybe asked for public statements concerning Town Council policies and actions. As Mayor the statements should reflect the agreed policy of the Town Council rather than individual or party-political views. The Town Clerk or Responsible Financial Officer (RFO) ~~Deputy Town Clerk~~ is available to provide a briefing on any aspect of Town Council policy. ~~On occasion~~ The Mayor should ~~may need to~~ make it very clear whether s/he is ~~they are~~ speaking as Mayor, as a Councillor or in a personal capacity. See Communications Policy. ~~to avoid confusion.~~ The Mayor should ~~must~~ not ~~on any occasion use or give the impression of using~~ the prestige of the historic office of Mayor for personal or political advantage;
- The Mayor will be consulted by the Town Clerk as appropriate on matters related to the business of the Council, including both strategic and day to day issues. S/he ~~They~~ will be a member of the Senior Member Management Team.

3.4 The Civic Role of the Mayor

- The Office of Town Mayor ~~of Dover~~ is respected and held in high regard by the community; ~~of Dover because of its service to the community and the dignified behaviour of successive Mayors and Deputy Mayors.~~
- A Mayor, by virtue of the Office, can: ~~use their position to~~
 - Stimulate community pride;
 - Encourage business;
 - promote the voluntary sector; ~~and mould~~
 - Encourage social cohesion.
- The Mayoralty ~~is often the 1st port of call~~ can also be a front line focus for the expressions of community concerns. The Town Clerk ~~provides will~~ support and advice ~~to~~ the Mayor; ~~at all times.~~
- The Mayor ~~is will~~ be the first point of contact concerning the appointment of Honorary Freemen in consultation with the Town Clerk; (See Procedure for Honorary Freemen).

- The Mayoralty **maybe invited to over** ~~can expect to be asked to fulfil in the region of 200-300 engagements each year and the role is has the potential to be both mentally and physically demanding;~~
- The Town Council **takes its responsibilities under the Equalities Act 2010 seriously;** ~~is fully committed to the letter and the spirit of Equalities Legislation.~~
- Support will be made available to enable any Councillor whatever their circumstances to be an effective and committed Mayor **if elected.;**
- A **The** Mayor will also **participate in:** have
 - i) Many meetings; ~~some with dignitaries,~~
 - ii) Numerous engagements, **often with** late nights **&** early mornings.
- **The Mayor** ~~and~~ is in the public eye for ~~virtually~~ the whole year;
- ~~With this in mind~~ **The** Mayor needs to exhibit a keen and genuine interest in those they meet, show enthusiasm and commitment to the role, ensure they are **apolitical, non-party political,** speak up for the town's interests and always be mindful of the dignity of the Office;
- ~~For those chosen, or who are thinking of putting themselves forward for selection, one thing is clear—being~~ **The role of the** Mayor is ~~most~~ **very** different from ~~that of~~ being a Councillor. as **It** has different **functions** ~~roles,~~ different working hours and **bears** different **expected** restraints. It is essential to discuss ~~this~~ **commitment required** with employers and family in advance of accepting the office. ~~However,~~ **It** is a hugely enjoyable and rewarding job, **but very demanding.** ~~if entered into in the right spirit.~~

4 INVITATIONS AND EVENTS

Invitations to meetings and events **both in** the Town **and beyond** are submitted by ~~received from~~ a wide variety of organisations. ~~to meetings and events within the Town and outside.~~ The Town Council considers that the first consideration when deciding whether to accept an engagement is the benefit to the community of the Mayor's attendance. The Town Council **complies with the** ~~is financially~~ **transparency code** and it is expected that **Mayors will consider** the costs of attendance **at an event** ~~are considered taking account of in relation to the~~ benefits to the Town.

Invitations are considered on their own merits and should be ranked in order of priority:

- State occasions;
- Invitations and events within the Town;
- Invitations and events in Dover District and/or other Cinque Port Towns;
- Other events.

The Town Clerk will advise where there is a clash of events or on any other issue concerning engagements. The Town Clerk is responsible to the Town Council for the proper use of Council resources including officer time.

All **civic** engagements **must be** ~~are~~ arranged through the Town Council office. Where the Mayor is approached personally concerning an official Mayoral event ~~s/he~~ **they** must **direct the organiser to contact the Town Council office, so that the engagement is properly arranged.** ~~advise that the Town Council office is the only route through which an engagement is authorised.~~

All engagements are reported to the Full Town Council to ensure public accountability and openness.

Neither the Mayor nor Deputy Mayor or any other Councillor **may** ~~must~~ solicit engagements or visits or otherwise **seek to** obtain ~~favours~~ **advantage** by virtue of office.

5 MAYORESS AND CONSORT

The Mayor may signify an official Mayoress or Consort at the Annual Mayor Making. The Mayoress or Consort may be a spouse/partner, fellow Councillor, family member or friend. The Mayoress/Consort will accompany the Mayor on engagements but otherwise has no civic role and **will** ~~must~~ not **normally** undertake engagements alone.

If the Mayoress/Consort is also a Councillor they may decide to attend civic functions to which they are invited as a Councillor in either role. (However, they **will** ~~should~~ not wear the **Mayoress's / Consorts chain and / or badge** ~~Mayoress's chain/Consort's badge~~ when robed as a Councillor.)

Where the Mayoress/Consort is not available or has not been signified the Mayor may, in consultation with the Town Clerk invite an appropriate person to accompany ~~her/him~~ **them** to an engagement.

6 MAYOR'S CHAPLAIN

The Mayor may signify a recognised minister of religion to act as ~~Mayor's Chaplain or~~ **Honorary** Chaplain to the Town Council at the Annual Mayor Making. The Chaplain **will be able** ~~may be invited~~ to provide spiritual support to the Mayor and Council and to act as the religious lead on certain civic occasions such as Remembrance Sunday. ~~It is customary to provide~~ The Chaplain ~~with~~ **is paid** a small honorarium.

7 MAYOR'S CADET

The Mayor may signify a young person from a local cadet force to act as Mayor's cadet at the Annual Mayor Making. The Cadet will be presented with the cadet's swagger stick and will accompany the Mayor at certain official functions when invited to do so. At the conclusion of the year of office it is customary for an outgoing Mayor to present the cadet with a small token of thanks.

8 CIVIC REGALIA

Official chains and badges of office are normally worn for civic engagements within the Town. Officers must request permission for the Mayor to wear the chain if an **appropriate** engagement is in another Town or Parish. ~~if appropriate.~~ **Proformas indicate whether** ~~Invitations should specify the regalia should~~ **to be worn.** In any case of doubt Town Council staff will **decide** ~~clarify~~ the most appropriate regalia with the event **organiser** ~~hosts~~.

Chains of Office will normally be worn in public places where the Mayor is accompanied by the Town Sergeant or other Officer of the Council. The Officer is responsible for the Chains of Office and any other Town Council property. The Town Clerk is responsible to the Town Council for the safe keeping of Town Council assets and does not have the power to authorise use of the chain or other assets in any case of unacceptable risk.

~~An escort's badge may be worn by the person accompanying the Mayor other than the Mayoress or Consort.~~ **The person accompanying the Mayor to an engagement may, with the agreement of the Town Clerk, wear the Mayoress's / Consort's chain and / or badge of office or a Civic Escort's badge.**

The maintenance and security of the civic regalia and historic items is the responsibility of the Town Sergeant under the direction of the Town Clerk.

Civic chains are not worn with military uniform but may be worn over academic dress or full canonicals by a member of the clergy.

Guidance on wearing and/or use **of** the chain and badge of office and other items of regalia is set out below:

Item of Regalia	Guidance on wearing/use of item
Mayors Chain and Badge	Public places: when accompanied by Town Sergeant or other authorised Officer of the Council. Private places such as schools or churches: with agreement of Town Clerk may be worn without an Officer of the Council present.
Mayors Badge of Office	May be worn alone without the chain, without an Officer of the Council present, with the agreement of the Town Clerk.
Mayoress's/ Consort's Chain and Badge	The Mayoress/ Consort or other person with the agreement of the Town Clerk will only wear the chain when accompanying the Mayor wearing the chain and the same guidance applies as to the Mayor's chain and badge.
Mayoress/ Consorts Badge	The Mayoress/ Consort or other person with the agreement

	of the Town Clerk will only wear the badge of office when accompanying the Mayor wearing the badge and the same guidance applies as to the Mayor's badge.
Deputy Mayors Chain and Badge of Office	May be worn without an Officer of the Council present, with the agreement of the Town Clerk.
Deputy Mayoress's / Consort's Chain and Badge of Office Deputy Consort's Badge	May be worn when accompanying the Deputy Mayor without an Officer of the Council present with the agreement of the Town Clerk. The Deputy Mayoress / Consort or other person with the agreement of the Town Clerk, will only wear the chain and / or badge of office when accompanying the Deputy Mayor wearing the chain and / or badge of office and the same guidance applies as to the Deputy Mayor's chain and / or badge. The badge of the Deputy Mayoress may be detached and worn on a collaret if a Deputy consort is signified.
Escort's Badge	May be worn by person accompanying the Mayor or Deputy Mayor without an Officer of the Council present, with the agreement of the Town Clerk.
Civic Representative's Badge	May be worn alone without an Officer of the Council present, with the agreement of the Town Clerk.
Past Mayor's Badge	May be worn at civic events when the Mayor is present and at other occasions when clearly indicated on the invitation or notification.
The Dover Jewel	May be worn on certain formal evening engagements. The same guidance applies as to the Mayor's Chain of Office.
Wand of Office	Carried by the Mayor at certain events, including Mayor Making and the Civic Service.
Dover Mace	Carried by the Town Sergeant/Mace Bearer before the Mayor at certain events. Placed in front of the Mayor at meetings of the Full Town Council.
Town Plate and other historic items	Displayed at suitable events with the agreement of the Town Clerk.

Day to day support for the Mayor is provided by Town Council officers under the direction of the Town Clerk. The exact nature and extent of support and processes will be agreed with the Town Clerk and will be proportionate to the duties undertaken by each Mayor. The Mayor may expect all diary arrangements and processes to support them in undertaking duties in a comfortable and relaxed manner appropriate to the occasion. This may include the use of a ~~the~~ civic vehicle and the attendance of the Town Sergeant or other appointed driver.

Town Council officers are responsible to and take instruction from the Town Clerk. Officers ~~will~~ **may** be responsible for keeping the Mayoral engagement diary, **making** travel arrangements and ~~liaising~~ **ing** between the event hosts and the Town Council. The Mayor must refer and agree all such matters with the Town Council office to avoid confusion concerning event arrangements.

If the Mayor is unable to accept an invitation then it may be passed to the Deputy Mayor. If the Deputy Mayor has a known area of interest then an invitation may be **directed to** ~~prioritised for~~ the Deputy Mayor by the Mayoral Team. If neither the Mayor or Deputy Mayor is available **or suitable** to fulfil an invitation and it is considered of particular significance then the Mayor may signify a Civic Representative to attend who may wear the Civic Representative's badge.

Once an invitation has been properly accepted it should not be cancelled unless absolutely necessary. All engagements are important, no matter how **brief or small-scale**.

All correspondence for the Mayor is kept in the Town Council Office, will be opened by Officers (as with all other mail) and belongs to the Town Council. Items addressed in error to former Mayors will be redirected by the Town Clerk to the current Mayor.

10 MAYOR'S CHARITABLE ACTIVITIES

~~An individual~~ Mayor may choose ~~to use their term of office~~ to raise funds for nominated charities and other ad hoc charitable purposes. In each Mayoral year the Mayor will have the opportunity to propose a timetable of events which can be agreed by the Town Clerk (with delegated authority from Council) bearing in mind available resources.

Income and direct costs for events will be separately identified in the financial records of the Council and included in the Mayoral budget. ~~No~~ **An event may not be authorised** ~~will take place~~, if in the view of the Town Clerk and Responsible Financial Officer (RFO), it is likely to be loss making or present undue risk to the Council.

Charitable donations from the surplus from events will be authorised by the Town Clerk/RFO (with delegated authority from Council) in consultation with the Mayor. Charitable donations may be **made to** ~~individuals and/or organisations~~ ~~and will be for the benefit of the community~~ and that will not conflict with **any** the general principles set out in the Councils Ambition Plan **or Policies**.

It is expected that the surplus from fund raising events will be expended within the same financial year.

The Mayor may use ~~his/her~~ **their** expenses of office budget to make donations to charitable events and organisations.

11 MAYOR'S EXPENSES OF OFFICE

The Mayor may be paid expenses to meet the expenses of office (LGA 1972, s 15(5) and 34(5)). The Local Government Act does not stipulate the type or category of expenditure. The Town Council sets the budget for Mayoral expenses and hospitality during its budget setting process. The Mayors Expenses of Office Budget is separate from the Parish Councillors Basic Allowance.

Mayoral budgets are the responsibility of the Civic and Special **Projects Purposes** Committee who have delegated powers to manage expenditure. The objective of the provision of Mayoral expenses is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

~~General~~ Items of appropriate expenditure may include but not be limited to:

- Clothing ~~for civic representatives~~ to be worn at **civic events & engagements;**
- Donations to charities and collections;
- Tickets for events;
- Hospitality provided by the Town Council;
- Travel to engagements;
- Appropriate gifts and/or cards.

Cash to meet out-of-pocket expenses can be paid in advance in reasonable amounts agreed by the RFO but remains the property of the Council until accounted for by reporting expenditure substantiated with receipts where possible. All expenditure forms part of Town Council expenditure and is presented for approval to the Full Town Council. Where amounts are held by the Mayor at the end of the term of office they should be returned to the Town Council promptly.

12 DEPUTY MAYOR

The Councillor elected as Deputy Mayor will support the Mayor throughout the year and will represent the Council when asked to do so.

If the Mayor is not present at a Council meeting, the Deputy Mayor **will** ~~must~~ preside if present.

The Deputy Mayor has no standing in that role when the Mayor is present but assumes the precedence and standing of the Mayor when ~~s/he is~~ **they are** deputising for the Mayor.

The Deputy Mayor should not wear the Deputy Mayor's Chain of Office in the presence of the Mayor excepting on his or her **their** election at Mayor-Making.

Subject also to the provisions of the above section concerning expenses of office the Deputy Mayor may incur such expenses as agreed in advance by the Town Clerk in consultation with the Mayor.

The civic car and Town Sergeant/driver may **be used to support** ~~accompany~~ the Deputy Mayor, ~~if available~~ **when deputising and agreed by the Mayor & Town Clerk.**

13 PRECEDENCE AND PROTOCOL

Dover Mayors are always addressed as 'Mr Mayor' regardless of gender.

The **proper address & title is** 'The Right Worshipful, The Town Mayor'. ~~has been awarded to Head Cinque Ports Town such as Dover.~~

Precedence and protocol for visits and events is **usually in line with** ~~often set by~~ custom and practice, with the exception of Royal visits. ~~Reference should be made to the publication 'Civic Ceremonial' for detailed guidance a copy of which is held in the office.~~

The Town Clerk will **provide** ~~offer further~~ advice and assistance on protocol matters.

14 GIFTS

The Mayor **may** ~~will~~ often receive gifts. It is suggested that all Members should discuss any offer of a gift, favour or hospitality that is made to them personally or otherwise with the Town Clerk and in any case of further doubt with the Monitoring Officer before accepting or refusing.

It is strongly advised that all gifts and **similar** related items including raffle prizes acquired in the course of official duties be **recorded in the Gift Register held at MDH,** ~~declared~~ **not only** by the Mayor and Deputy Mayor **but by any Councillor,** within 28 days of receipt. ~~The Code of Conduct requires all Councillors, including Mayors, to register any gifts or hospitality worth £25 or over that are received in connection with their official duties as a Councillor and the source of the gift or hospitality within 28 days of receipt. All gifts declared to the Town Clerk or designated Officer including raffle prizes will be registered in the Declaration Book. The Register Declaration Book will record the date of receipt, the details of the gift, the value of the gift (or reasonable estimate) and what has happened to the gift. The RFO is responsible for reviewing the Declaration Book.~~

The acceptance of the gift or hospitality may become an interest declarable in law ~~at a Town council meeting~~ if connected in any way with a matter under discussion **at a Town Council meeting.**

The Town Clerk should be consulted in any case of doubt. The Monitoring Officer at Dover District Council can also offer guidance.

15 MAYOR'S END OF ~~YEAR~~ TERM

At the Annual Town Council Meeting which **marks** ~~denotes~~ the end of the **current** Mayor's Term of Office, the custom is to invite the outgoing Mayor to make a short speech as a response to a vote of thanks for their services during the year. This normally comprises a short review of their period of office, thanks to the organisations and people of Dover who extended hospitality and have worked with the Mayor and Town Council during the year and to any other supporters.

The new Mayor will present the **outgoing** ~~previous~~ Mayor with a Past Mayor's badge. Where an **Outgoing** ~~Past~~ Mayor has already received a Past Mayor's Badge for a previous term of office, ~~a second badge will not be presented but~~ a bar will be added to the badge **already** ~~previously~~ received.

Former ~~Retired~~ Mayors are encouraged to help incoming Mayors to find their feet and become comfortable in the role. It is helpful to avoid confusion by members of the public to ensure that an outgoing Mayor does not attend events which are being attended by the incoming Mayor or Deputy Mayor **for the first 6 months of their term** ~~except in a particularly private capacity~~. Former Mayors are advised not to comment on the style or actions of the current Mayor as this may be seen as criticism by members of the public.

16 COUNCIL DELEGATIONS

Oversight of ~~Responsibility for~~ the Mayoralty is delegated to the Civic and Special Projects Committee. The Committee may ~~resolve to~~ convene a Civic and Ceremonial Working Group to discuss and advise on specified issues.



White Cliffs Ramblers Group



The Civic and Special Projects Committee
Dover Town Council
Council Offices
Maison Dieu Road *House*
Biggin Street
Dover
Kent
CT16 1DW

20 February 2019

Dear Members of the Civic and Special Projects Committee,

On behalf of the White Cliffs Ramblers Group, may I thank you for approving a grant of £400 to our Group to assist with the funding of this year's White Cliffs Walking Festival, to be held in the last week of August.

Our planning is on schedule and we hope the benefits to Dover Town people are fully realised. We continue to promote it in many ways to reach as many people as possible. So we are all optimistic for another successful festival. Once again, thank you for your continuing support.

We just want good weather now!

Yours faithfully



John Grace
White Cliffs Ramblers Group

[Faint, illegible text, possibly a signature or additional notes]

