



DOVER TOWN COUNCIL

Minutes of the 24th Statutory Meeting of the DOVER TOWN COUNCIL held at the Town Hall, Dover on THURSDAY 16TH MAY 2019 at 7.00pm.

PRESENT

The Right Worshipful the Town Mayor, Councillor S Jones, in the chair (until item 1)

Councillors

Councillor E Biggs	Councillor J Lamoon
Councillor J Bird	Councillor C Precious
Councillor P Brivio	Councillor N Rix
Councillor G Cowan	Councillor T Sancha
Councillor J Garnett	Councillor R Sawbridge
Councillor D Howden	Councillor L Stephenson
Councillor T Howell-Bray	Councillor C Zosseder

1. INSTALLATION OF TOWN MAYOR

Councillor J Lamoon proposed and Councillor N Rix seconded the motion that Councillor Chris Precious be appointed Town Mayor of Dover and Chairperson of Dover Town Council for the 2019/20 Municipal year.

Councillor C Zosseder proposed and Councillor D Howden seconded the motion that Councillor Gordon Cowan be appointed Town Mayor of Dover and Chairperson of Dover Town Council for the 2019/20 Municipal Year.

RESOLVED: That Councillor Gordon Cowan be appointed Town Mayor of Dover and Chairperson of Dover Town Council for the 2019/20 Municipal Year.


The Town Mayor, Councillor Gordon Cowan, took the Chair and made his declaration of office.

2. APPOINTMENT OF MAYORESS

The Town Mayor did not designate a Mayoress.

3. THANKS TO THE TOWN MAYOR FOR THE 2018/19 MUNICIPAL YEAR

Councillor Brivio proposed and Councillor Cowan seconded a motion for a vote of thanks to the former Town Mayor for the 2018/19 Municipal Years.

Chairman


RESOLVED: That the Town Council give a vote of thanks to the former Town Mayor Councillor Sue Jones, for the 2018/19 Municipal Year.

The former Town Mayor, Councillor Jones, replied thanking the proposer, seconder and the remaining Town Councillors for the vote of thanks.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Collor, Walkden (personal commitments) and Wanstall (ill health).

5. DECLARATIONS OF INTEREST

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

6. INSTALLATION OF DEPUTY TOWN MAYOR

Councillor N Rix proposed and Councillor J Lamoon seconded the motion that Councillor Rebecca Sawbridge be appointed Deputy Town Mayor of Dover for the 2019/20 Municipal year.

Councillor L Stephenson proposed and Councillor T Howell-Bray seconded the motion that Councillor Dominic Howden be appointed Deputy Town Mayor for the 2019/20 Municipal Year.

RESOLVED: That Councillor Dominic Howden be appointed Deputy Town Mayor of Dover for the 2019/20 Municipal Year.

7. APPOINTMENT OF DEPUTY MAYORESS/CONSORT

The Deputy Town Mayor did not designate a Deputy Mayoress.

8. HONORARY CHAPLAINS

The Town Mayor thanked Honorary Chaplains, Reverend Dr John Walker & Reverend Sean Sheffield, for their support service during the 2018/19 Municipal Year.

The Town Mayor appointed the Reverend Dr John Walker & Reverend Sean Sheffield as the Council's Honorary Chaplains for the 2019/20 Municipal Year. At the Town Mayor's invitation, the Honorary Chaplain offered prayers.

9. MINUTES

Councillor Cowan proposed and Councillor Jones seconded the motion that the Minutes of the Extraordinary Town Council meeting held on 17th April 2019 be accepted as a correct record.

The Town Council considered the minutes of the Planning Committee meeting held on 8th April 2019.

The Town Council considered the minutes of the Finance & General Purposes Committee meeting held on 17th April 2019.

RESOLVED: a) That the Minutes of the Extraordinary Town Council meeting held on 17th April 2019 be approved and signed by the Town Mayor.

Chairman


- b) That Planning Committee minute Nos 330 to 341 be received;
- c) That Finance & General Purposes minute Nos 346 to 351 and 353 to 356 be received;
- d) That the Town Council adopts the reviewed Civic Guide 2019, Equality & Diversity Policy 2019 and the Training & Development Policy 2019.
- e) That arrangements concerning Town Council insurance are delegated to the Proper Officer in consultation with the Mayor and Chairperson of the Finance and General Purposes Committee.

10. **HONORARY FREEMEN**

The Town Clerk read the Roll of Honorary Freemen for the Town of Dover.

11. **TOWN MAYOR'S CADET**

Councillor Sue Jones thanked ATC Cadet Kyla Goldsmith for her support and service as Town Mayor's Cadet during 2018/19 and presented her with a small gift.

The Town Mayor signified the appointed of Cadet Frazer Chapman as the Town Mayor's Cadet for the 2019/20 Municipal Year. The Town Mayor's Cadet was presented with the swagger stick and a certificate by the Town Mayor.

12. **ANNUAL RETURN 2018/19 & TOWN COUNCIL FINANCIAL INFORMATION**

The Town Council approved the schedule of payments made by the Town Council for March and April 2019.

The Town Council noted McCabe Ford Williams' letter of 17th April 2019 concerning their final audit visit for the year ending 31st March 2019, together with the Annual Internal Report 2018/19.

The Town Council considered the Town Mayor's report of 19th April 2019 concerning the Review of Internal Audit for the year ended 31st March 2019.


The Town Council considered the Town Mayor's report of 19th April 2019 concerning the findings of the review of the risk register and the effectiveness of the system of internal control for Dover Town Council for the year ending 31st March 2019.

The Town Council considered the Town Mayor's report of 19th April 2019 concerning the Financial out-turn for the year to 31st March 2019.

The Town Council considered the Annual Governance Statement for Dover Town Council for the year ending 31st March 2019.

The Town Council considered the Accounting statements for Dover Town Council for the year ending 31st March 2019.

- RESOLVED:
- a) That the payments made by the Town Council in March and April 2019 be approved and the schedules signed by the Chairman;
 - b) That McCabe Ford Williams' letter of 17th April 2019 concerning their final audit visit for the year ended 31st March 2019, together with the Annual Internal Report be noted;
 - c) That the Mayor's report of the 19th April 2019 concerning the Review of Internal Audit for the year ended 31st March 2019 be approved;

Chairman


d) That the Mayor's report of the 19th April 2019 concerning the revised risk register and the review of the effectiveness of the system of internal control for Dover Town Council for the year ending 31st March 2019 be approved;

e) That the Mayor's report of the 19th April 2019 concerning the Financial out-turn for the year ended 31st March 2019 be approved;

f) That Annual Governance Statement for Dover Town Council for the year ending 31st March 2019 be approved and signed by the Town Mayor. Councillor Cowan then signed the Statement;

g) That the Accounting Statements for the Dover Town Council for the year ending 31st March 2019 be approved and signed by the Town Mayor. Councillor Cowan then signed the Accounting Statement.

13. GOVERNANCE & ACCOUNTABILITY

The Town Council considered the Town Clerk's report of 7th May 2019 concerning the General Power of Competence.

RESOLVED: a) That the Town Council declares its eligibility to adopt the General Power of Competence in that all of its 18 Councillors have been elected either at the last election and its clerk holds the Certificate in Local Council Administration including section 7 of the 2013 syllabus (the Power of General Competence);

b) That the Town Council adopts the General Power of Competence with effect from 16th May 2019.

14. TOWN COUNCIL COMMITTEE MEMBERSHIP

The Town Council considered membership of the Town Council's Committees for the 2019/20 Municipal Year.

RESOLVED: a) The following be appointed to the Civic & Special Projects Committee for the 2019/20 Municipal Year:

Councillors Biggs, Bird, Brivio, Collor, Garnett, Howden, Howell-Bray, Jones, Lamoon, Precious, Rix, Sancha, Sawbridge, Stephenson, Walkden, Wanstall & Zosseder.

b) The following be appointed to the Community & Services Committee for the 2019/20 Municipal Year:


Councillors Biggs, Bird, Brivio, Collor, Garnett, Howden, Howell-Bray, Jones, Lamoon, Precious, Rix, Sancha, Sawbridge, Stephenson, Walkden, Wanstall & Zosseder.

c) The following be appointed to the Finance & General Purposes Committee for the 2019/20 Municipal Year:

Councillors Biggs, Bird, Brivio, Collor, Garnett, Howden, Howell-Bray, Jones, Lamoon, Precious, Rix, Sancha, Stephenson, Walkden, Wanstall & Zosseder.

d) The following be appointed to the Planning Committee for the 2019/10 Municipal Year:



Chairman


Councillors Biggs, Bird, Brivio, Garnett, Howden, Howell-Bray, Jones, Lamoon, Precious, Rix, Sancha, Sawbridge, Stephenson, Walkden, Wanstall & Zosseder.

15. **MEMBERSHIP OF EXTERNAL BODIES**

The Town Council considered appointments of Town Council representatives to external bodies for the 2019/20 Municipal Year.

RESOLVED: The following Councillors be appointed to the External bodies listed below for the 2019/20 Municipal Year:

- a) Dover Joint Transportation Board – Councillor Brivio;
- b) Dover Neighbourhood Forum – Councillor Brivio & Councillor Stephenson (Reserve);
- c) Dover Fairtrade Network Group – Councillor Jones
- d) Dover Town Team – Town Mayor
- e) Dover White Cliffs Branch Royal British Legion – Councillor Walkden
- f) Port & Community Forum (PCF) – Town Mayor
- g) R V Coleman Trust – Councillor P Brivio (Term 2017-2021)
- h) White Cliffs Country Tourism Alliance (WCCTA) – Councillor Precious

16. **PRESENTATION FROM DOVER OUTREACH CENTRE**

The Town Council received a presentation from Mr N Beamish of Dover Outreach Centre on progress with the project and afterwards the Mayor thanked Mr Beamish for his interesting and informative presentation.

The Town Mayor announced that there was no further business on the agenda and declared the meeting closed at 8:02pm and invited his guests to join him in the Connaught Hall.



THE RIGHT WORSHIPFUL THE TOWN MAYOR
(Councillor Gordon Cowan)
CHAIRPERSON

Chairman
