



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

DATE OF ISSUE:
5 FEBRUARY 2020

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 12th FEBRUARY 2020 at 5.30pm** 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.*

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 note that the minutes of the Finance & General Purposes Committee meeting held on 11th September 2019 were approved at the Town Council's Meeting on 25th September 2019.

4. TOWN COUNCIL FINANCIAL INFORMATION

To note that the schedules of payments for August, September, October, November and December 2019 were approved at the Town Council's Meetings 25th September 2019, 20th November 2019 and 15th January 2020.

To consider the schedule of payments for January 2020 (copy attached).

To consider the budget out-turn to 31st January 2020 (copy attached).

To note the RFO's update on the council investment plan (verbal).

5. PROGRESS SHEETS

To note there are no outstanding items concerning resolutions made by the Finance & General Purposes Committee during 19/20.

6. COUNCILLORS' WARD GRANTS

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

7. URGENT DECISIONS

To note that the Finance and General Purposes meeting due to be held on 4th December 2019 at 6pm was cancelled (copy of Urgent Decision UD 19/20 - 002 attached).

To note that the Finance and General Purposes meeting due to be held on 12th February 2020 at 6pm was moved to 5.30pm (copy of Urgent Decision UD 19/20 - 003 attached).

8. GOVERNANCE

To consider Councillor Howden's report on the Ambition plan 2020 - 24 (copy Attached).

To consider Councillor Precious' report on the Governance Working Group (copy Attached).

To consider Councillor Rix's report on an Amendment to Standing Orders (copy attached).

To consider Councillor Sancha's report on Transparency of Voting (copy attached).

9. **ENVIROMENTAL SUSTAINABILITY**

To note Councillor's Sawbridge and Garnet's report on matters pertaining to the Climate Emergency Declaration (copy attached).

To consider the Town Clerks report on Environmental Sustainability including the adoption of an Action Plan and Policy (copy attached).

10. **INFORMATION ITEMS**

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

11. **DATE OF NEXT MEETING**

To note that the next meeting of the Finance and General Purposes Committee will be held on Wednesday 22nd April 2020 at 6pm.

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

COPIES OF THE DOCUMENTS MENTIONED IN THIS AGENDA ARE AVAILABLE FOR INSPECTION FROM THE TOWN COUNCIL OFFICES - MONDAY TO FRIDAY (EXCLUDING PUBLIC HOLIDAYS) - 9.30am to 4pm. 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 11th September 2019 at 6pm.

PRESENT

Councillor Cowan (Town Mayor – ex-officio) – Chairperson	Councillor J Lamoon
Councillor E Biggs	Councillor N Rix
Councillor J Bird	Councillor T Sancha
Councillor P Brivio	Councillor L Stephenson
Councillor N Collor	Councillor R Walkden
Councillor J Garnett	Councillor G Wanstall
Councillor D Howden	Councillor R Sawbridge
Councillor S Jones	
Councillor C Precious	

107. APOLOGIES FOR ABSENCE

No apologies for absence were received.

108. DECLARATIONS OF INTEREST

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

109. MINUTES

The Committee noted, that the Minutes of the meeting of the Finance & General Purposes Committee held on 19th June 2019 were approved as a correct record at the Town Council's meeting held on 17th July 2019.

Chairman

110. TOWN COUNCIL FINANCIAL INFORMATION

The Committee noted that the schedule of payments made by the Town Council during June 2019 were approved at the Town Council's meeting held 17th July 2019.

The Committee noted the RFO's verbal update on the Council's Investment Plan.

The Committee noted that the AGAR for the year ended 31st March 2019 has been published in accordance with statutory requirements.

The Committee noted the RFO's report concerning the inspection of Town Council allotments.

The Committee noted the Town Council's budget out-turn to 31st July 2019.

The Committee considered the schedule of payments made by the Town Council during July 2019.

The Committee considered the External Auditor Report and Certificate for the year ended 31st March 2019.

- RESOLVED:
- a) That the schedule of payments made by the Town Council during July 2019 be laid before the next meeting of the Town Council in accordance with Standing Order 3(x);
 - b) That the External Auditor Report and Certificate for the year ended 31st March 2019 be laid before the next meeting of the Town Council.

111. PROGRESS SHEETS

The Committee noted the outstanding items concerning resolutions made by the Finance & General Purposes Committee during 2019/20.

112. COUNCILLORS WARD GRANTS

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

113. CARBON FOOTPRINT

The Committee noted the RFO's report on the Town Council Carbon Footprint.

Chairman

114. STAFFING

The Committee considered the Chairperson's report on a Salary Review 2019/20.

RESOLVED TO RECOMMEND: That staff salaries be increased by 2.9% from April 2019.

115. AMBITION PLAN

The Committee noted the Town Clerk's report on the Town Council Ambition Plan.

116. INFORMATION ITEMS

There were no items of information regarding the Committee's responsibilities.

117. DATE OF NEXT MEETING

The Committee noted that the next meeting of the Finance and General Purposes Committee will be held on Wednesday 4th December 2019 at 6pm.

The meeting closed at 6.53pm.

Councillor G Cowan
CHAIRPERSON

Chairman

Date: 04/02/2020

Dover Town Council

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Co-Op Current Account

JANUARY 2020

List of Payments made between 01/01/2020 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2020	Invicta IT Solutions Ltd	DD/IIT	1,042.38		IT support
06/01/2020	CoOp Bank	DD/COOP	1.00		Bank charges
07/01/2020	Frama UK Ltd	DD/FRAMA	200.00		Postage
09/01/2020	Hutchison 3G UK Ltd	DD/Three	39.82		Telephone
10/01/2020	Bates Office Services Ltd	4839	92.60		Office supplies
10/01/2020	F1 Sound Company Limited	4842	456.00		Remembrance Sunday
10/01/2020	Lamps & Tubes Illuminations Lt	4846	10,307.52		Christmas lights
10/01/2020	APEX Clean Ltd	4838	392.00		Cleaning services
10/01/2020	Invicta IT Solutions Ltd	4844	91.56		IT support
10/01/2020	BD Cleaning Services	4840	93.60		Maintenance
10/01/2020	White Cliffs Countryside P'ship	4849	1,250.00		High Meadow
10/01/2020	Right Guard Security UK Ltd	4848	455.17		Christmas event
10/01/2020	Guild of Mace Bearers	4843	35.00		Subscription
10/01/2020	Mudcontrol Ltd	4847	3,467.90		Allotment maintenance
10/01/2020	Key Services South East Ltd	4845	79.90		Allotment maintenance
10/01/2020	Exclusive Carpets	4841	320.00		Cleaning services
10/01/2020	Cash Book 4	1152	200.00		Internal funds transfer
10/01/2020	Cash Book 5	1153	146.71		Internal funds transfer
13/01/2020	Capita Business Services Ltd	DD/Capita	529.20		Payroll services
13/01/2020	Capita Payroll	DD	31,952.45		Salaries
13/01/2020	CoOp Bank	DD/COOP	1.00		Bank charges
15/01/2020	Information Commissioners Office	DD/ICO	35.00		Registration fee
20/01/2020	Cox and Hammond	4850	192.00		Christmas Tree
20/01/2020	Willis Fabrication	4856	306.00		Christmas Tree
20/01/2020	Turner Contemporary	4855	40.00		Destination Dover
20/01/2020	Godden Construction	4851	450.00		Christmas Event
20/01/2020	Key Services South East Ltd	4854	64.80		Allotment Maintenance
20/01/2020	Invicta IT Solutions Ltd	4852	739.07		IT support
20/01/2020	Cash book 8	4853	36.90		Travel
20/01/2020	Hutchison 3G UK Ltd	DD/Three	29.00		Telephone
20/01/2020	Dover District Council	DD/DDC	1,203.00		Business rates
20/01/2020	Dover District Council	DD /DDC	300.00		Business rates
20/01/2020	81 Beach St	CC/Jan	440.00		Christmas event
20/01/2020	Facebook	CC/Fbook	100.00		Christmas event
20/01/2020	Don't Send Me a Card	DD/DSMAC	202.00		Christmas
20/01/2020	Timely	CC/Timely	356.59		Destination Dover
20/01/2020	CoOp Bank	DD/COOP	2.00		Card fee
20/01/2020	CoOp Bank	DD/COOP	1.00		Bank charges
21/01/2020	H M Land Registry	DD/Land Re	3.00		Search fee
22/01/2020	Southern Communications Ltd	DD/SComm	89.98		Telephone
22/01/2020	Crown Gas Power	DD/Crown	358.46		Gas
27/01/2020	Southern Electric	DD/SELEC	43.68		Electricity
27/01/2020	Southern Electric	DD /SELEC	769.72		Electricity
27/01/2020	CoOp Bank	DD/COOP	1.00		Bank charges
29/01/2020	ESS (Utility Consultants) Ltd	DD/ESS	24.00		Utility savings fee
31/01/2020	Suez Recycling & Recovery Hold	DD/SUEZ	129.28		Waste disposal

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Date: 04/02/2020

Dover Town Council

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Time: 10:32

Co-Op Current Account

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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Total Payments			57,070.29		
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List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2020	HSBC	DD/HSBC	6.50		Bank charges
10/01/2020	Co-Op Current Account	10.1.20	50,000.00		Internal funds transfer
Total Payments			50,006.50		

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/01/2020	Cash Book 3	CB3/JAN	62.06		Office supplies
31/01/2020	Cash Book 3	CB3/JAN	14.20		Newspapers
31/01/2020	Cash Book 3	CB3/JAN	3.19		Maintenance
31/01/2020	Cash Book 3	CB3/JAN	40.00		Staff development
31/01/2020	Cash Book 3	CB3/JAN	5.00		Allotment key deposit
Total Payments			124.45		

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/01/2020	Cash book 5	CB5/JAN	90.01		Community vehicle - fuel
31/01/2020	Cash Book 5	CB5/JAN	52.50		Maintenance
Total Payments			142.51		

05/02/2020

Dover Town Council

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Detailed Income & Expenditure by Budget Heading 31.01.2020

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & General Purposes</u>							
<u>101 Premises and Services</u>							
1050 Misc Income	1,780	1,727	0	(1,727)			0.0%
Premises and Services :- Income	<u>1,780</u>	<u>1,727</u>	<u>0</u>	<u>(1,727)</u>			
4010 Loan Interest	18,360	18,360	18,360	0		0	100.0%
4011 Rates	11,760	12,030	14,000	1,971		1,971	85.9%
4012 Water/Sewerage	385	403	1,500	1,097		1,097	26.9%
4014 Electricity	3,142	2,191	2,800	609		609	78.3%
4015 Town Vehicles	11,793	11,799	13,000	1,201		1,201	90.8%
4025 Insurance - premises	4,750	4,750	4,750	0		0	100.0%
4034 Contract Cleaning	5,600	4,256	6,200	1,944		1,944	68.6%
4035 Window Cleaning	1,660	765	1,900	1,135		1,135	40.3%
4036 Premises Maintenance	37,287	54,875	80,000	25,125	4,013	21,113	73.6%
4037 Gas - heating	2,523	1,960	3,600	1,640		1,640	54.4%
4038 Service/Maint Alarms	1,680	1,610	2,100	490		490	76.7%
4039 Lift Servicing	971	150	1,500	1,350		1,350	10.0%
4045 War Memorial Maintenance	1,318	65	1,500	1,435		1,435	4.4%
4046 Town Workshop	10,128	9,891	12,500	2,609	2,368	241	98.1%
4414 Pencerster Pavilion Maintenance	686	333	2,500	2,167		2,167	13.3%
Premises and Services :- Indirect Expenditure	<u>112,044</u>	<u>123,439</u>	<u>166,210</u>	<u>42,771</u>	<u>6,381</u>	<u>36,391</u>	<u>78.1%</u>
Net Income over Expenditure	<u>(110,264)</u>	<u>(121,712)</u>	<u>(166,210)</u>	<u>(44,498)</u>			
<u>102 Staff Costs</u>							
4013 Staff costs transfer A/C	(2,000)	(1,733)	0	1,733		1,733	0.0%
4018 Staff costs	321,813	280,577	345,000	64,423		64,423	81.3%
Staff Costs :- Indirect Expenditure	<u>319,813</u>	<u>278,844</u>	<u>345,000</u>	<u>66,156</u>	<u>0</u>	<u>66,156</u>	<u>80.8%</u>
Net Expenditure	<u>(319,813)</u>	<u>(278,844)</u>	<u>(345,000)</u>	<u>(66,156)</u>			
<u>103 Administration</u>							
1050 Misc Income	1	0	0	0			0.0%
1076 Precept	731,000	757,200	757,200	0			100.0%
1096 Bank Interest	4,854	3,588	0	(3,588)			0.0%
Administration :- Income	<u>735,854</u>	<u>760,788</u>	<u>757,200</u>	<u>(3,588)</u>			<u>100.5%</u>
4020 Publications	399	298	500	202		202	59.7%
4021 Telephone	3,824	3,505	4,000	495		495	87.6%
4022 Postage	1,729	1,594	2,100	506		506	75.9%
4023 Office Supplies	3,017	2,224	5,500	3,276	160	3,116	43.4%

Continued over page

Detailed Income & Expenditure by Budget Heading 31.01.2020

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4024 Insurance - general	4,758	3,257	6,000	2,743		2,743	54.3%
4028 Photocopier	1,414	988	2,000	1,012		1,012	49.4%
4029 Clerk's Meeting Costs	143	64	600	536		536	10.6%
4030 Travel & Subsistence Officers	74	0	650	650		650	0.0%
4031 Staff Development	9,968	5,555	9,000	3,445	350	3,095	65.6%
4032 Recruitment	0	0	1,000	1,000		1,000	0.0%
4042 Permits	1,936	1,708	2,100	392		392	81.3%
4051 Bank Charges	169	121	250	129		129	48.4%
Administration :- Indirect Expenditure	27,431	19,315	33,700	14,385	510	13,875	58.8%
Net Income over Expenditure	708,423	741,473	723,500	(17,973)			
<u>104 Professional Fees & Subs.</u>							
4054 Subscriptions	2,927	2,850	3,400	550		550	83.8%
4056 Legal & Valuation Advice	9,298	7,537	10,000	2,463		2,463	75.4%
4057 Audit Fee	3,130	685	4,400	3,715	2,465	1,250	71.6%
4058 Payroll Fee	1,809	1,374	2,100	726		726	65.5%
4059 Computer Support	10,851	8,774	12,000	3,226	1,560	1,666	86.1%
Professional Fees & Subs. :- Indirect Expenditure	28,015	21,221	31,900	10,679	4,025	6,654	79.1%
Net Expenditure	(28,015)	(21,221)	(31,900)	(10,679)			
<u>105 Town Council</u>							
4070 Councillors External Expenses	135	0	1,000	1,000		1,000	0.0%
4071 Councillors Training	743	1,483	1,500	17		17	98.9%
4072 Gifts & Presentations	0	0	500	500		500	0.0%
4073 Elections/Town Poll	0	18,324	26,000	7,676		7,676	70.5%
4075 TC Functions & Gen Hospitality	1,489	626	2,500	1,874		1,874	25.0%
4076 Parish Basic Allowance	7,280	5,960	12,600	6,640		6,640	47.3%
Town Council :- Indirect Expenditure	9,647	26,392	44,100	17,708	0	17,708	59.8%
Net Expenditure	(9,647)	(26,392)	(44,100)	(17,708)			
<u>106 Grants & Projects</u>							
1050 Misc Income	0	600	0	(600)			0.0%
Grants & Projects :- Income	0	600	0	(600)			
4060 Councillor Ward Grants	14,182	1,889	9,000	7,111		7,111	21.0%
4062 Climate Action and Sustainabil	0	500	1,000	500		500	50.0%
Grants & Projects :- Indirect Expenditure	14,182	2,389	10,000	7,611	0	7,611	23.9%
Net Income over Expenditure	(14,182)	(1,789)	(10,000)	(8,211)			

Detailed Income & Expenditure by Budget Heading 31.01.2020

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>199 Capital Expenditure</u>							
4091 Office Equipment	2,811	3,469	6,000	2,531		2,531	57.8%
Capital Expenditure :- Indirect Expenditure	<u>2,811</u>	<u>3,469</u>	<u>6,000</u>	<u>2,531</u>	<u>0</u>	<u>2,531</u>	<u>57.8%</u>
Net Expenditure	<u>(2,811)</u>	<u>(3,469)</u>	<u>(6,000)</u>	<u>(2,531)</u>			
<u>501 Marketing & Publicity</u>							
4501 Communications/Consultations	6,000	2,816	6,000	3,184		3,184	46.9%
Marketing & Publicity :- Indirect Expenditure	<u>6,000</u>	<u>2,816</u>	<u>6,000</u>	<u>3,184</u>	<u>0</u>	<u>3,184</u>	<u>46.9%</u>
Net Expenditure	<u>(6,000)</u>	<u>(2,816)</u>	<u>(6,000)</u>	<u>(3,184)</u>			
Finance & General Purposes :- Income	737,634	763,115	757,200	(5,915)			100.8%
Expenditure	519,943	477,885	642,910	165,025	10,916	154,109	76.0%
Movement to/(from) Gen Reserve	<u>217,692</u>	<u>285,229</u>					

Detailed Income & Expenditure by Budget Heading 31.01.2020

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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Planning**201 Planning**

1050 Misc Income	6,098	0	0	0			0.0%
Planning :- Income	<u>6,098</u>	<u>0</u>	<u>0</u>	<u>0</u>			
4201 Planning	294	32	1,100	1,069		1,069	2.9%
4203 Neighbourhood Planning	10,075	10,354	11,503	1,149	693	456	96.0%
Planning :- Indirect Expenditure	<u>10,369</u>	<u>10,386</u>	<u>12,603</u>	<u>2,217</u>	<u>693</u>	<u>1,524</u>	<u>87.9%</u>
Net Income over Expenditure	<u>(4,271)</u>	<u>(10,386)</u>	<u>(12,603)</u>	<u>(2,217)</u>			
Planning :- Income	6,098	0	0	0			0.0%
Expenditure	10,369	10,386	12,603	2,217	693	1,524	87.9%
Movement to/(from) Gen Reserve	<u>(4,271)</u>	<u>(10,386)</u>					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Civic and Special Projects</u>							
<u>110 Mayoral Costs</u>							
1050 Misc Income	96	0	0	0			0.0%
Mayoral Costs :- Income	96	0	0	0			
4101 Mayoral Expense of Office	5,374	3,391	6,000	2,609		2,609	56.5%
4102 Mayor's Hospitality	1,474	91	1,600	1,509		1,509	5.7%
4103 Chaplain's Allowance	150	175	175	0		0	100.0%
4104 Mayor Making	2,701	2,423	2,850	427		427	85.0%
4105 Badges of Office	53	0	500	500		500	0.0%
4113 Uniforms	216	39	300	261		261	13.1%
Mayoral Costs :- Indirect Expenditure	9,967	6,119	11,425	5,306	0	5,306	53.6%
Net Income over Expenditure	(9,871)	(6,119)	(11,425)	(5,306)			
<u>111 Mayoral Charity Fundraising</u>							
1113 Mayor's Charitable events	1,297	342	0	(342)			0.0%
Mayoral Charity Fundraising :- Income	1,297	342	0	(342)			
4150 Mayor's Charitable events	1,297	342	0	(342)		(342)	0.0%
Mayoral Charity Fundraising :- Indirect Expenditure	1,297	342	0	(342)	0	(342)	
Net Income over Expenditure	0	0	0	0			
<u>301 Civic Functions</u>							
4301 Remembrance Sunday	2,785	2,049	2,500	451		451	81.9%
4302 Zeebrugge Raid Commemorations	11,667	3,076	3,100	24		24	99.2%
4304 Other Links/Functions	1,163	510	1,500	990		990	34.0%
4305 Civic Hospitality	241	0	1,000	1,000		1,000	0.0%
4307 Statutory Annual Town Meeting	1,503	211	1,500	1,289		1,289	14.1%
4308 Honorary Freeman	265	0	300	300		300	0.0%
4309 Civic Twinning	1,191	0	1,000	1,000		1,000	0.0%
Civic Functions :- Indirect Expenditure	18,816	5,846	10,900	5,054	0	5,054	53.6%
Net Expenditure	(18,816)	(5,846)	(10,900)	(5,054)			
<u>302 Custodial Costs</u>							
4310 Robes	431	77	600	523		523	12.8%
4311 Insurance - Civic Regalia	2,000	2,000	2,000	0		0	100.0%
4313 Repairs	513	41	500	459		459	8.2%
Custodial Costs :- Indirect Expenditure	2,943	2,118	3,100	982	0	982	68.3%
Net Expenditure	(2,943)	(2,118)	(3,100)	(982)			

Detailed Income & Expenditure by Budget Heading 31.01.2020

Month No: 10

Committee 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	0	2,000	0	(2,000)			0.0%
Town Events :- Income	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>(2,000)</u>			
4063 Events/Activities Facilitation	19,704	16,205	20,500	4,295		4,295	79.0%
4326 2018 Commemoration	11,400	0	0	0		0	0.0%
4412 Festival Lights	21,099	20,560	23,000	2,440		2,440	89.4%
Town Events :- Indirect Expenditure	<u>52,203</u>	<u>36,765</u>	<u>43,500</u>	<u>6,735</u>	<u>0</u>	<u>6,735</u>	<u>84.5%</u>
Net Income over Expenditure	<u>(52,203)</u>	<u>(34,765)</u>	<u>(43,500)</u>	<u>(8,735)</u>			
601 Special Projects							
1050 Misc Income	147	0	0	0			0.0%
Special Projects :- Income	<u>147</u>	<u>0</u>	<u>0</u>	<u>0</u>			
4410 Western Heights (maint)	1,654	3,163	5,000	1,837	190	1,647	67.1%
4418 Recreation and Leisure	0	42,000	42,000	0		0	100.0%
4421 Sports/Health Development Fund	14,591	28,344	28,700	356	344	11	100.0%
Special Projects :- Indirect Expenditure	<u>16,245</u>	<u>73,507</u>	<u>75,700</u>	<u>2,193</u>	<u>534</u>	<u>1,658</u>	<u>97.8%</u>
Net Income over Expenditure	<u>(16,098)</u>	<u>(73,507)</u>	<u>(75,700)</u>	<u>(2,193)</u>			
Civic and Special Projects :- Income	1,540	2,342	0	(2,342)			0.0%
Expenditure	101,472	124,696	144,625	19,929	534	19,394	86.6%
Movement to/(from) Gen Reserve	<u>(99,932)</u>	<u>(122,354)</u>					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community and Services</u>							
<u>304 Tourism</u>							
1109 Tourism income	39,284	39,084	39,084	0			100.0%
Tourism :- Income	39,284	39,084	39,084	0			100.0%
4336 Tourism Dover VIC	25,000	0	0	0		0	0.0%
4337 Tourism Support	52,576	46,515	55,817	9,302		9,302	83.3%
4338 Destination Dover Project	4,114	7,731	12,389	4,658		4,658	62.4%
Tourism :- Indirect Expenditure	81,691	54,246	68,206	13,960	0	13,960	79.5%
Net Income over Expenditure	(42,407)	(15,162)	(29,122)	(13,960)			
<u>401 Community Projects and Support</u>							
1050 Misc Income	1,168	0	0	0			0.0%
Community Projects and Support :- Income	1,168	0	0	0			
4401 Horticultural	7,043	4,610	11,000	6,390	1,820	4,570	58.5%
4422 Town Regeneration & Developmnt	20,524	1,043	21,000	19,957	14,061	5,897	71.9%
4425 The Brook Building	7,022	0	0	0		0	0.0%
4427 Public Conveniences	7,973	3,542	9,250	5,708		5,708	38.3%
Community Projects and Support :- Indirect Expenditure	42,562	9,195	41,250	32,055	15,881	16,174	60.8%
Net Income over Expenditure	(41,394)	(9,195)	(41,250)	(32,055)			
<u>402 Allotments</u>							
1050 Misc Income	390	389	0	(389)			0.0%
1080 Allotments	12,680	13,806	12,000	(1,806)			115.0%
Allotments :- Income	13,070	14,195	12,000	(2,195)			118.3%
4430 Allotments maintenance	10,978	10,558	10,250	(308)	2,000	(2,308)	122.5%
Allotments :- Indirect Expenditure	10,978	10,558	10,250	(308)	2,000	(2,308)	122.5%
Net Income over Expenditure	2,091	3,637	1,750	(1,887)			
<u>403 Town Open Spaces</u>							
1050 Misc Income	842	6,359	0	(6,359)			0.0%
Town Open Spaces :- Income	842	6,359	0	(6,359)			
4408 High Meadow maint/dev	22,432	27,844	21,750	(6,094)		(6,094)	128.0%
Town Open Spaces :- Indirect Expenditure	22,432	27,844	21,750	(6,094)	0	(6,094)	128.0%
Net Income over Expenditure	(21,590)	(21,484)	(21,750)	(266)			
Community and Services :- Income	54,363	59,639	51,084	(8,555)			116.7%
Expenditure	157,662	101,843	141,456	39,613	17,881	21,733	84.6%
Movement to/(from) Gen Reserve	(103,299)	(42,204)					

Detailed Income & Expenditure by Budget Heading 31.01.2020

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	799,636	825,096	808,284	(16,812)			102.1%
Expenditure	789,445	714,810	941,594	226,784	30,024	196,760	79.1%
Net Income over Expenditure	<u>10,190</u>	<u>110,286</u>	<u>(133,310)</u>	<u>(243,596)</u>			
Movement to/(from) Gen Reserve	<u>10,190</u>	<u>110,286</u>					

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**DOVER TOWN
COUNCIL**
Cons No: UD 19/20 – 002

Memorandum

To: Councillor G Cowan – Chairman of Finance and General Purposes Committee

From: Allison Burton – Town Clerk

cc: Mark Skinner – Committee Clerk

Date: 27th November 2019

Re: **CANCELLATION OF FINANCE AND GENERAL PURPOSES COMMITTEE MEETING ON 4TH DECEMBER 2019.**

You were consulted by me regarding the cancellation of the Finance and General Purposes meeting due to be held at 6pm on 4th December 2019. Owing to the lack of business to consider on the Agenda, you were of the opinion that the meeting be cancelled.

Using delegated powers under Standing Order 23 A and as the decision cannot wait until the next meeting of the Finance and General Purposes Committee, I have authorised the meeting to be cancelled.

This decision will be reported to the next meeting of the Finance and General Purposes Committee.

Officer signature: _____

A handwritten signature in black ink, appearing to be 'AB', written over a horizontal line.

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**DOVER TOWN
COUNCIL**
Cons No: UD 19/20 – 003

Memorandum

To: Councillor Dominic Howden – Deputy Chairman Finance and General Committee and All Members of the Finance and General Purposes Committee

From: Allison Burton – Town Clerk

cc: Mark Skinner – Committee Clerk

Date: 4th February 2020

Re: **CHANGE OF TIME FOR THE FINANCE AND GENERAL PURPOSES COMMITTEE ON 12TH FEBRUARY 2020**

You were consulted by me regarding the change of time for the Finance and General Purposes Committee meeting scheduled for 6pm on 12th February 2020. You were of the opinion that the meeting time should be moved to 5.30pm but remain on the 12th February 2020.

Using delegated powers under Standing Order 23 A and as the decision cannot wait until the next meeting of the Finance and General Purposes Committee, I have authorised the time change of the meeting to 5.30pm on the 12th February 2020 and appropriate notices have been put in place to inform the public of the change of time.

This decision will be reported to the next meeting of the Finance and General Purposes Committee to be held on 12th February 2020.

Officer signature: _____



DOVER TOWN COUNCIL

Report to: Finance & General Committee
Meeting date: 12 February 2020

From: Cllr Dominic Howden

Date written: 3 February 2020

Subject: Ambition Plan 2020-24

1. INTRODUCTION

Following the elections to the Town Council of Dover on 2nd May 2019 councillors were asked to develop a new Ambition Plan for the Council.

This would allow for a clear understanding of the Council's priorities and ambitions informing good decision making and the setting of realistic budgets during the lifetime of this Council.

2. INFORMATION

Councillors and council staff have been able to contribute to the development of the Ambition Plan as follows:-

- Participating at either or both of two workshops held on 25 July and 14 August 2019
- Through all committees
- Directly by email, phone or in person to the Town Clerk

A draft has been made available prior to this version.

It is intended that the Ambition Plan will be a live and evolving document reflecting changes in the social, political and financial environments in Dover. Committee Chairmen will need to take account of the Ambition Plan in the current year's spending and in future budgets. The ambitions and actions contained in the Ambition Plan should be considered in all decision making.

3. DECISION

The Committee is invited to resolve to recommend to Council to:-

Adopt the Ambition Plan 2020-24 as contained in Appendix 1 of this report.

INFLUENCE	PARTICIPATE	DELIVER
PLACE - BUILT ENVIRONMENT		
A		Physically improve town centre especially High St Existing
A1		
A2	Reduce number of cars parked on pavements	
A3	Improve Air Quality and lobby Port and DoE for action to reduce HGVs in town	
A4		Green the urban environment
A5	Lobby BT about the exchange building - Remove? Refurbish? Re-purpose?	
A6		Wildlife corridors
A7		Safer play areas for children
A8	Electric car charging points	
A9	Water filling station scheme	
A10		Repurpose Pencester Pavilion to provide a kiosk / café for parents and users of facilities
A11		
A12		
A13		

A14			
B	PLACE - NATURAL ENVIRONMENT		
B1		River Dour access improvements new River Dour Hub and Charlton Green maintenance and River Dour Clean-ups	
B3			Wildlife awareness projects for children
B4			Foraging sessions
B5		Improve Connaught and Pencester Parks	
B6			Action to make the Town Council carbon neutral by 2030
B7			Management of allotments with support for sustainable and organic growing.
			Projects and events to increase everyone's enjoyment of Town Council open access land and the countryside.
B10		More and better rights of way both within the town and giving access to the surrounding countryside	
C	PLACE - TRANSPORT AND TRAVEL		
C1	Faster, cheaper, more buses		
C2		Bike Hire Scheme	
C3	More safe cycle routes		

C4		Pedestrian safety improvements (separate from cyclists and traffic - possible better and separate provision be made mobility scooters as often dangerous or difficult on pavements)	
C5	Reduce use of cars in town		
C6	Relocate bus station to York Street		
C7	Electric or hydrogen powered buses		
C8	Reduction in negative impacts from motorised vehicles		
C9		Increase tourism and visitor spend in Dover Town.	
C10			
C11			
D	PEOPLE - HEALTH AND WELL-BEING		
D1		Childhood obesity - cycling exercise programmes linking to safer cycle routes (see above under Built Environment)	
D2			Access to toilets in public areas

D3	Increased availability of local produce			
D4	Farmers' and Growers' Markets			
D5		Practical support for increased access to health services particularly preventative programmes and support		
D6	Raise awareness of costs of non-attendance at NHS and social services appointments			
D7	Support and promote access online to health and lifestyle advice and support			
D8			Wellbeing Hub	
D9			Youth Hub in centre of town	
D10	Improve access to mental health support			
D11			Fund full time Youth worker	
D12			Sports and wellbeing projects and events to help everyone take care of their mental and physical health .	
D13			Fund LGBTQ+ space at Dover SMART building	

PEOPLE - OPPORTUNITIES			
E			
E1	Better local theatre spaces		
E2			More outdoor gym facilities
E3	Increase visits by cruise and ferry passengers to town		
E4			Encourage aspirations
E5		Increase prosperity and support sustainable development	
E6			To consult widely, to listen, to communicate, to be open to new ideas and new ways of doing things. To reflect on our own performance as a Council, learn lessons and be committed to constant improvement.
PEOPLE - COMMUNITY			
F			
F1		Tackle child poverty	
F2		Reinvigorate Neighbourhood Forums	
F3		Community noticeboards or use of shop windows to keep people informed	
F4		More community engagement days	
F5		Community Venue in every ward to host events like AA and Narcotics Anonymous meetings as well as lunches for the older citizens	
F6		More Youth Clubs	
F7		Menopause Café/ space	

F8			Civic and community projects and events to bring people together and increase enjoyment and understanding within our diverse community.
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DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
Meeting date: 12 February 2020

From: Cllr Chris Precious, Chairman of Governance Working Group
Date written: 3 February 2020

Subject: Governance Working Group

1. INTRODUCTION

As agreed at the F& GP meeting on 12 September 2018, the Working Group has continued to meet regularly and has now further recommendations to governance documents.

2. INFORMATION

The working group met on 31 January and reviewed the Health and Safety Policy, the Health and Safety Handbook, the Staff Handbook and the Model Staff Contract. The Working Group recommends the adoption of these documents which have been updated on the advice of the Town Council's specialist legal advisors Ellis Whittam and in line with ACAS recommend procedures to take account of changes in the law and best practice. The documents which run to several hundred pages are available to view in the office.

3. DECISION

The Committee is asked to resolve to recommend that Council adopt the revised Health and Safety Policy, Health and Safety Handbook, Staff Handbook and Model Staff Contract.



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
Meeting date: 4 December 2019

From: Cllr Neil Rix
Date written: 22 October 2019

Subject: Amendment to Standing Orders

1. INTRODUCTION

Chairpersons and Deputy Chairpersons (Mayors and Deputy Mayors) are leaders of the council. In order to fulfil their roles well, they need experience, knowledge and skills in local government. Representing organisations and running meetings.

2. INFORMATION

Effective chairing is important because it will: -

- Provide clear leadership and direction;
- Ensure meetings are focused and balanced;
- Contribute to the council working as a team;
- Represent the council to advantage, ensuring the council's procedural rules and constitution are respected;
- Ensure resources are used to best effect.

Key roles of chairpersons include acting as the spokesperson (summing up the council's views whilst being comfortable in putting these across to various audiences); the organiser (making sure meetings are prepared for though the mechanics are undertaken by the Clerks); the communicator (making sure everyone is included and understands what is going on); the mediator (finding a compromise and being fair - not letting own views or feelings get in the way); and the "doer" (avoids the council being seen as just "talking").

Local councils are statutory bodies, governed by law and regulation and a good understanding of the framework in which they operate will ensure business is conducted with good governance. It is important that the chairperson/deputy chairperson of the Town Council has an understanding and knowledge of the Local Government environment because it is unlike most other committee/organisational experiences.

Great chairpersons need time to learn and practice these skills within the specialised environment of local government. When employees are properly recruited, they are selected against person specifications which lay out the skills and experience viewed as necessary to perform the job properly. Councillors do not have to undergo any such selection process but in order to ensure that candidates for Mayor/Deputy Mayor of this council have the appropriate skills and experience to do a good job, it is proposed that we adopt a minimum level of experience for those who stand for these leadership roles.

This requirement would form part of the Standing Orders of Dover Town Council in the following wording: -

"A candidate for Chairperson of the Council must have served as a Councillor of Dover Town Council for two years prior to the nomination. A candidate for Deputy Chairperson of Dover Town Council must previously have served as the Chairperson of one of that Council's committees."

3. **DECISION**

Council is asked to resolve to amend Standing Orders to include the paragraph: -

"A candidate for Chairperson of the Council must have served as a Councillor of Dover Town Council for two years prior to the nomination. A candidate for Deputy Chairperson of Dover Town Council must previously have served as the Chairperson of one of that Council's committees."

Statutory Powers – Local Government Act 1972



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
Meeting date: 12 February 2020

From: Cllr Tui Sancha
Date written: 30 January 2020

Subject: Transparency of voting

1. INTRODUCTION

The Local Government Act 1972 (LGA72) creates the default provision that voting at meetings of committees and councils is done by the raising of hands in person by attending councillors. This is the standard procedure at all councils in England and Wales. Only the outcome/result of the vote is recorded in minutes – not the way in which each councillor voted. The purpose of the minutes is to record in clear terms the formal decisions or resolutions that have been made at a meeting and it is a legal requirement for a local council to keep and formally approve such minutes of all meetings of full council and committees in a minute book (LGA 72 sch 12 pars 41 and 44). A local government elector has a statutory right to inspect and copy these minutes under LGA72 and the Freedom of Information Act 2000 widened this scope. The minutes of Dover Town Council are made available to the public under its publication scheme (FOI2000).

2. INFORMATION

Transparency and openness are fundamental principles behind everything that Dover Town Council does but the proposal contained in this report may provide a greater degree of transparency

Because the only witnesses to the way each councillor votes on any motion are those people who are present at the vote, it is possible for members and others to falsely represent the way in which a councillor voted. The lack of a recorded vote by each member may also encourages group or “political” voting rather than individual voting based on a member’s own consideration of the issues involved in a decision and based on what they believe to be the best outcome for the town as a whole.

Schedule 12, paragraphs 12 and 13 of the LGA72 does allow the recording of “the manner in which each member voted ...to be recorded in the minutes if any member so requires either before or after the vote is taken”. It is proposed that every vote taken is in writing as well as by raised hand and the vote of

for/against or abstain recorded for each member in the minutes of that meeting.

Officers have taken advice on the proposal and it is legal. However, it is likely to slow down the conduct of business at meetings and officers have pointed out that the process may not have the intended effect. As a result, it is proposed that the practice of written ballots for all votes and recording of individual votes in minutes be reviewed after 3 months by this council to ascertain the impact of the change in procedure.

3. DECISION

Committee is asked to resolve to recommend to council that standing orders be amended as shown in Appendix 1 for three months to allow for recorded and minuted individual voting by members. A review of the impact of this change to procedure will be undertaken by the Governance Working Group with a recommendation to F& GP committee either continue or discontinue the practice, amending standing orders again as necessary.

Statutory Powers – Local Government Act 74 sch 12

APPENDIX 1

VOTING

Voting by members at Council and committee will be by written ballot on individually named ballot papers with the options for yes/no/abstain. An abstention is a decision not to vote but all abstentions will be recorded to provide a full account of participation in voting to electors. Votes and abstentions will be recorded in minutes of the meetings.

REPORT

From : Cllr Beccy Sawbridge and Cllr Jackie Garnett

To : All Cllrs on the Finance and General Purposes Committee of Dover Town Council

Date : Report written 3 Feb 2020 for meeting 12th Feb 2020

Subject : A report on matters pertaining to the Climate Emergency Declaration (ClimEmDec) made by Dover Town Council on 17th July 2019 and subsequent developments.

1. The hard work of Dover Town Council officers to carry out the benchmarking stage of DTC carbon audit by Oct 2019 is noted with warm appreciation. It is also noted that 10th Oct Dover Town Council provided a training session: Sustainability, Climate Change & Environmental Input Assessment, for councillors and staff. As the November meeting of Fin +GP cttee was cancelled; it is noted cllrs may need to be reminded of the result of the benchmarking carbon audit.
2. It is noted from p. 3 of the Budget (minuted in the Full Council 15.1.2020 minutes (p.67)) that £500 has been spent to date of the £1000 allocated for Climate Action and Sustainability, and that £1000 is allocated for 20/21. It is noted that it was resolved 17 July 2019 to draw up and agree an Action Plan by March 2020 based on the results of benchmarking, with the purpose of achieving carbon neutrality by 2025-2030 (and promises were made about cllrs doing their utmost to meet the 2025 date). It is noted that Dover TC's Action Plan may or may not be ready by next month and that there a possibility that the Action Plan will require more than £1000 in 20/21 (possibly as much as some of the historical commemorations that have been budgeted for). It is noted that Dover community groups would welcome it, if the Action Plan for carbon neutrality could be put on the agenda for both the Full Council meeting of 18 March and the next Fin + GenP cttee meeting of 22 April.
3. If it helps with decisions about Dover Town Council Action Plan, action by a comparable council can be noted. **Deal Town Council's** initial short term action plan (passed 27 Jan 2020 en bloc as recommendations from Climate & Environmental Emergency Task & Finish Advisory Cttee) reads as follows (RFO reassured DealTC that all changes with cost implications would come back to full council): *The council*
 - a) *publicly recognises the Climate and Environmental Emergency on the town's website.*
 - b) *commits to supporting and publicising Walk to Work Day on 3rd April 2020 and the Pedal Challenge for Schools from 22 April to 5 May 2020.*
 - c) *switches to 100% green energy beng supplied from a company that is investing in new renewable energy generation rather than one that is just trading in green energy.*
 - d) *seeks an up-to-date commercial Energy Performance* Certificate for the Town Hall.*
 - e) *initiates measures to monitor energy use with the town hall and all council property – e.g. electricity monitor / smart meter.*
 - f) *installs Energy Performance* improvement measures where possible throughout the Town hall.*
 - g) *switches to meat-free catering for Council events.*
 - h) *purchases and installs a water butt for rainwater harvesting, to be used for planters, hanging baskets etc.*
 - i) *surveys council staff in liaison with Trades Unions (if applicable) to ascertain potential take up of cycle to work initiatives (cycle to work loans, electric cycle, safe cycle parking)*
 - j) *Cllrs travelling to meetings and events endeavour to commit to car-sharing where possible.*

Furthermore, minutes of meeting 26th Nov 2019 **Deal TC show** (10.c) Carbon Neutral Training: Members resolved to share the training with Walmer Parish Council and accept the quote from Company A at Harbledown at a cost of £800 for Carbon Neutral Roadmap Training, Walmer PC to pay half of the £800 Total.

Deal TC CEEC (Climate and Environmental Emergency Task and Finish cttee) are also working on a set of medium and longer term actions.

4. It is noted with appreciation that a Climate Emergency Declaration was announced by **Dover District Council** on 4th Nov 2019, and that a cross-party Climate Change Working Group (CCWG) has been set up to implement the commitment of DDC to become net zero carbon emitter by 2030. We note that the CCWG consists of cllrs Bartlett, Collor, Richardson (portfolio holders), also cllrs Vinson, Rose, Mills and Burman and Mr Mike Eddy (substituted by Mrs S Gleave if nec.), (so 3 parties are represented). The provisional meeting dates for 2020 are 4 Feb, 21 April, 23 June, 15 Sept, 3 Nov.
5. It is noted from a letter from DDC Strategic Director, Roger Walton, to Deal TC on the subject of Electric Vehicles that; *"the new Local Plan will be integral to DDC meeting this requirement [for DDC to become a net zero carbon emitter by 2030 at the latest] with emerging local planning policy being developed which reflects the importance of addressing climate change. To inform this a Climate Change workshop was held 29th Nov 2019. This was well attended by key stakeholders including representatives from the transport industry and KCC. The use of all forms of electric vehicles along with how we encourage all forms of sustainable travel whilst reducing the need to travel was a key topic of discussion. Supporting the use of electric vehicles extends to the provision of charging infrastructure with systems involving opportunity charging at terminal stations appearing to offer a viable solution. We have been interested to note that Canterbury CC have recently trialled an electric bus on their park and ride service."*
6. It is noted that (in line with the expressed intention of Dover TC to 'promote carbon neutrality and zero carbon to organisations in Dover') a public meeting widely was held at St Mary's Parish Hall, Dover on 29th Oct 2019 'Climate-Friendly Regeneration', which was widely publicised and well attended. The economist who trained the US Democrats, having led UK work on this issue since 2009, Colin Hines, was the lead speaker, Alex Phillips, Green MEP and Rob Yates a Labour cllr on Thanet DC also spoke. A report on how **Green New Deal** could help South East England and specifically Dover was launched at an afternoon event 29/10 hosted by Dover Technical College. Cllr Sawbridge, Cllr Garnett and Cllr Walkden attended and expressed thanks to Nick Holbrooke-Sutcliffe and Jo Wood of Dover Technical College. More copies of the report came available 24 Jan 2020.
7. It is noted that **Dover District Council** have launched a new grant scheme to help local businesses cut their carbon footprint. Up to 50% of a project (up to £10,000) can be applied for. <https://www.dover.gov.uk/News/Press-Releases/2020/Powering-Up-for-Greener-Town-Centres.aspx>
8. The existence of **Kent Community Energy (KCE)** is noted. This group have expressed a desire to work in Dover (especially if the (re)building of public buildings provides opportunities for local renewable energy). It is noted there is a report from the training they provided in Canterbury 17th Jan 2020. The KCE director Penny Shepherd has said she would be happy to give a presentation to either or both Dover Town Council and Dover District Council. <https://www.next-generation.org.uk/kentcommunityenergy>
9. The existence of the TCPA / RTPI (Town and Country Planning Association / Royal Town Planning Institute) report 'Rising to the Climate Crisis; action Local authorities can take' is noted; It has 60 pages about good practice and it is hoped it could be useful in the development of Dover Town Council's new neighbourhood plan. <https://www.tcpa.org.uk/planning-for-climate-change>
10. It is noted that KCC have recently increased staffing to help with clean, renewable energy projects across Kent. Steven Baggs who leads the team, can be contacted on steven.baggs@kent.gov.uk At the Kent Community Energy meeting 17th Jan 2020 he also expressed a desire to work in Dover (especially if the (re)building of public buildings provides opportunities for local renewable energy).

Recommendations

A) that council notes the report, and

B) implements the policies listed under paragraph 3 above as a starting point for Dover TC's Climate Emergency work.



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
Meeting date: 12th February 2020

From: Allison Burton, Town Clerk
Date written: 31 January 2020

Subject: Next Steps in improving Environmental Sustainability

1. INTRODUCTION

Dover Town Council has a good record in adopting measures to minimise the negative impact of its business activities on the environment: -

- 2007 DTC resolved to become a Fairtrade Council and support the promotion of the movement within the town;
- 2012 Revision of Allotment licences and land management agreement to remove chemical-based pesticides/herbicides, mandate rainwater collection and increase biodiversity and conservation management;
- 2013 DTC gets its first hybrid electric vehicle reducing emissions;
- 2014 DTC begins funding the River Dour clean ups;
- 2016 DTC starts working with Transition Dover and opens the community allotment at Prospect Place;
- 2016 Heritage Lottery funded Landscape Partnership Project "Up on the Downs" launched with DTC as a funding partner. It doubled the size of Dover's local nature reserve, delivered huge landscape improvements, engaged thousands of local people in outdoor activities, extended conservation grazing and built the Education Shelter at Samphire Hoe;
- 2019 River Dour Hub delivered through the Finest Dour partnership with DTC as a funding partner with Affinity Water delivering water education programmes to local schools
- 2019 Plastic Free Council resolutions;
- 2019 Declaration of a Climate Change Emergency.

DTC's procurement policy, adopted in 2009 and revised in 2017, has always encouraged the use of local resources and suppliers whilst recognising the negative impact of poor environmental performance.

2. **INFORMATION**

In declaring a Climate Change Emergency, the Council committed to benchmarking its carbon footprint – completed and reported to Council in September 2019 – and developing an action plan by March 2020.

Officers have been working to ensure the Ambition Plan includes measures to improve Environmental Sustainability (E.S.); to offset the 28 tCO_{2e} the benchmarking exercise identified through verified carbon reduction projects and tree planting; and drafting an Action Plan and E.S policy. These two documents are attached for comment and adoption.

3. **DECISION**

To resolve to recommend to Council the adoption of the Environmental Sustainability Policy and the E.S. Action Plan

Statutory Powers – Local Government Act 1972

DOVER TOWN COUNCIL

ENVIRONMENTAL POLICY

Adopted by Dover Town Council at its meeting on TBC Minute No. TBC

1. Background / Principals

- 1.1 This environmental policy applies to all aspects of the work of Dover Town Council.
- 1.2 Dover Town Council will use its available powers and resources to protect and enhance the wellbeing of local people and all that comprises the natural and built world (our environment). Accordingly, we will at all times seek maximum sustainability in all out business affecting the environment.
- 1.3 Environmental wellbeing will be considered with all other factors such as social wellbeing, public safety, prevention of crime and disorder, equality provision etc, in all that the Town Council does and by all Councillors when engaged on Council duties.

2. Commitments

Dover Town Council commits to: -

- 2.1 **Decision-making** - Ensure that all Dover Town Council decisions take into account environmental impact and wellbeing.
- 2.2 **Procurement** - Ensure that all procurement decisions contain weightings for sustainability where applicable; consider embodied energy, eventual disposal by recycling and avoid (or, where impracticable, seek to reduce) use of any unsustainable materials.
- 2.3 **Development / Planning** - Take such action as is within our power and resources to support and encourage sustainability in all forms of development and in our planning responses and where appropriate seek environmental assurances beyond the requirements of relevant legislation. Dover Town Council will encourage revision to the Dover Local Plan to have higher building standards than the existing LP.
- 2.4 **Council estate and facilities** - Manage our land and activities using environmentally-friendly practices that promote biodiversity and enhance habitats, in line with already documented policies and agreements.
- 2.5 **Energy & resource** - Minimise energy and resource use in all activities and buildings. Maximise the use of renewable energy and minimise waste, pollution and use of fossil fuels and other non-renewable resources. Contractors must consider this requirement where possible.

- 2.6 **Climate Change, Pollution and carbon neutrality** – Work with other Dover organisations, to encourage ‘carbon neutrality’ and reduce pollution in the air, water and the ground and from other sources within the Dover area.
- 2.7 **Awareness and information** – Work in conjunction with relevant partners to inform, encourage and promote environmental information across the Council and Community. To train members and officers to respond appropriately to feedback and utilise the process as an aid to progress and an evolving consensus.
- 2.8 **Monitoring and reviewing** – Establish and implement suitable practices and checks to monitor compliance with these objectives/commitments and improve our environmental performance.
- 2.9 **Resources** – Make available reasonable budget and staffing resources to facilitate local environmental initiatives and support relevant volunteer community groups and local organisations furthering these initiatives.
- 2.10 **Other authorities** – Publicise Dover’s environmental awareness and initiatives with the district and county councils, nearby parish councils and other bodies. Share best practice with (and learn from) other Town and Parish Councils and relevant national bodies. Follow any specific guidance issued by Central Government for Town and Parish Councils, following Central Government’s declaration of a Climate Emergency.

Dover Town Council

Appendix 9b ii)

Action Plan for increased environmental sustainability practice in Dover Town (2019-20-minute 81b)

	Action	Implementation including estimated costs where possible	Achieved
Town Council			
1	Lead by example and work with partners and stakeholders such as Fairtrade and Transition Dover to promote environmentally friendly practices.		Supported and hosted Fairtrade and Transition Dover since 2007 and 2016
2	Adopt Environmental Policy to shape future actions and decisions	Draft policy attached	
3	Include objectives and projects related to greening and environmental sustainability in Ambition Plan	20 separate objectives or projects in Draft Ambition Plan	
4	Take account of environmental impacts for all projects over £10,000	Officers attended training 2019	
5	Offset Carbon production through UK based scheme	Costs for 2019/20 £361	Payment to scheme for UK tree planting Feb 2020
6	Food miles and local supply to be a weighted factor in the purchase of supplies and service	Procurement policy already in place alongside plastic free commitment, Fairtrade accreditation etc.	Completed
Building and Office Administration			
1	Seek advice for energy savings and indicate key areas for improvement	GAS- Discussed with energy advisers - no effective current savings as new, energy efficient heating boiler installed 2016 and thermostats on every radiator. Potential for possible conversion	

		<p>of hot water system to gas when due for replacement. Old, drafty windows being replaced over next couple of years under existing maintenance schedule and budget adopted January 2020.</p> <p>ELECTRIC – lagging currently being upgraded/completed. Comparison on likely costs for entirely green supplier of electricity undertaken by energy advisers</p>	Electricity costs similar; Gas around 15% more expensive with impact of £350 p.a. at current levels of usage.
2	Train and raise awareness for energy conservation amongst staff to be able to identify opportunities	Training provided October 2019 – staff attended. Policy implemented.	Completed
4	Take account of energy usage when purchasing new equipment and where possible purchase most energy efficient option	Already part of the procurement process/environmental policy	Completed
5	Include energy efficient measures in any refurbishment or works to the buildings where appropriate	Already part of procurement process.	Completed
6	Use Environmental Sustainability Policy as guide for good practice in office and premises management	Awaiting adoption of Policy	
7	Waste to be recycled/composted as service is available or opportunity available	All waste separated into recyclables and green waste composted	Completed
8	Minimise paper usage by using electronic documents and communication	Largely implemented but two councillors require hard copies of all papers and mailouts;	Partially completed

		some large documents are printed and shared amongst officers.	
9	Water savings devices where possible	All allotment and office water is metered; allotment licences require rainwater collection and usage by all tenants to the fullest extent possible; Replacement sanitaryware – dual flush/waterless urinals to be considered when work required – cistern displacement devices in place where possible.	Partially completed
Town Council Land and planting			
1	Manage all land to high environmental standards consistent with public access and safety and in accordance with relevant legislation and any management agreements	Land dedicated as allotment or local nature reserve; managed without chemicals (allotment licence and MOU for land management) and with biodiversity and conservation as important factors in decisions by land managers.	Completed
2	Planting schemes to be drought resistant and balance appearance with sustainability objectives	Already partly implemented in planters – some use of seasonal planting ongoing due to public perceptions.	
Town Council Vehicles			
1	Consider electric vehicles and when replacing current vehicles	Civic vehicle is a chargeable electric hybrid. Flatbed truck is Euro 6 emissions compliant – electric hybrids do not currently have the power to cope with all terrain winter work.	Complete
2	Minimise journeys and use public transport or organise to share cars where possible	Policy implemented for all Town Council travel by officers. Staff share routinely as feasible or take public transport where available, time and cost efficient. Councillors are encouraged to share/ use public transport	Complete

