



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

DATE OF ISSUE:
8th January 2020

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the TOWN COUNCIL will be held at the Town Council Offices on **WEDNESDAY 15TH JANUARY 2020** at **6.00pm** when the business shown on the agenda below will be transacted.

Please note that questions from members of the public to the Town Council must be received by the Town Clerk in writing, or by email, at least 3 clear days, excluding bank holidays and weekends, prior to the date of the meeting. Any member of the public who requires further information, wishes to make representation to the Council, or has any special requirements in respect of this meeting please contact 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 receive and approve the Minutes of the Town Council meeting held on 20th November 2019 (copy attached).

4. **PROGRESS SHEETS**

To note that there are no outstanding resolutions made by the Town Council in 2019/20.

5. **COMMUNICATIONS FROM THE CHAIRMAN**

To note the Town Mayor's list of engagements since the last meeting (copy attached).

6. **COMMITTEE MINUTES**

To receive and consider the draft Minutes of the following Committee meetings (copies attached):

Committee	Date(s)
a) Planning	25 th November 2019 & 6 th January 2020 (to follow)
b) Community & Services	10 th December 2019

To note that the Finance & General Purposes Committee meeting scheduled for the 4th December 2019 was cancelled.

7. **COUNCILLORS GRANTS**

To note the out-turn of the 2019-20 Councillors' grants award scheme (to follow).

8. **TOWN COUNCIL FINANCIAL INFORMATION & ADMINISTRATION**

To approve the payments made by the Town Council for November & December 2019 (copy attached).

To consider the Town Council budget out-turn report to the end of December 2019 (copy attached).

To consider Councillor Precious' report of 12th December 2019 concerning the annual review of the Town Council's Financial Regulations (copy attached).

9. **TOWN COUNCIL 2020/21 BUDGET**

To consider the Deputy Chairperson of the Council's report of 7th January 2020 concerning the Town Council's budget and precept for the 2020/21 financial year. (copy attached).

10. **QUESTIONS FROM THE PUBLIC**

To consider any questions from the public pursuant to Standing Orders 1 (d) to (m) inclusive and 3b (v).

11. **DATE OF THE NEXT MEETING**

To note that the date of the next Town Council meeting will be Wednesday 18th March 2020.

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 the Meeting of the DOVER TOWN COUNCIL held in the Council Offices, Maison Dieu House, Biggin Street, Dover on WEDNESDAY 20TH NOVEMBER 2019 at 6pm.

PRESENT

Town Mayor, Councillor G Cowan in the chair

Councillors

E Biggs	C Precious
J Bird	N Rix
P Brivio	T Sancha
N Collor	R Sawbridge (From Min No: 185)
J Garnett	L Stephenson
D Howden	R Walkden
T Howell-Bray	G Wanstall
S Jones	C Zosseder
J Lamoon	

180. APOLOGIES FOR ABSENCE

No apologies for absence have been received.

181. DECLARATIONS OF INTEREST

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

182. MINUTES

The Town Council received the Minutes of the Town Council meeting held on the 25th September 2019.

RESOLVED: That the Minutes of the Town Council meeting held on the 25th September 2019 be approved and signed by the Town Mayor.

183. PROGRESS SHEETS

The Town Council noted that there were no outstanding resolutions made by the Town Council.

Chairperson

184. COMMUNICATIONS FROM THE CHAIRPERSON

The Town Council noted the Town Mayor's list of engagements since the last meeting.

185. DESTINATION DOVER

The Town Council received an update presentation from Mr Diederik Smet, Destination Dover Manager. After a short question and answer session the Chairperson thanked Mr Smet for his presentation.

186. PLANNING COMMITTEE

The Town Council considered the minutes of the Planning Committee meetings held on the 30th September & 28th October 2019.

RESOLVED: a) That minute Nos. 141 to 150 be received;
 b) That minute Nos. 160 to 170 be received.

187. COMMUNITY & SERVICES COMMITTEE

The Town Council considered the minutes of the Community & Services Committee held on the 8th October 2019.

RESOLVED: That minute Nos. 151 to 159 be received.

188. CIVIC & SPECIAL PROJECTS COMMITTEE

The Town Council considered the minutes of the Civic & Special Projects Committee held on the 14th November 2019.

RESOLVED: That minute Nos. 171 to 179 be received.

189. COUNCILLORS GRANTS

The Town Council noted the out-turn of the 2019/20 Councillor's grants award scheme (handed out at the meeting).

190. TOWN COUNCIL FINANCIAL INFORMATION

The Town Council noted the budget out-turn report to the end of October 2019.

The Town Council noted McCabe Ford Williams letter dated 1st November 2019 concerning the Independent internal audit visit 2019/20.

The Town Council considered the payments made by the Town Council for September & October 2019.

The Town Council considered the Town Clerk's report concerning the Training & Development Policy.

Chairperson

- RESOLVED: a) That the payments made by the Town Council for September & October 2019 be approved and the schedules signed by the Chairperson;
- b) To allow untrained members to continue participating in the Planning Committee until next KALC Planning Conference or until local KALC planning training is available. Members who do not undertake training on that occasion will be referred to Council for removal from the Committee.

191. TOWN COUNCIL, COMMITTEE & EXTERNAL BODY REPRESENTATION

The Town Council noted the minutes of the Port & Community Forum meeting held on the 10th October 2019.

The Town Council noted Councillor Walkden's report on the recent activities of the Dover White Cliffs Branch of the Royal British Legion.

The Town Council noted Councillor Brivio's update concerning the R V Coleman Trust & Dover Fairtrade Network.

The Town Council noted Councillor Precious's update concerning the White Ribbon Campaign.

The Town Council considered appointing a Town Council representative to the 'Plastic Free Community' Steering Group for the remainder of the 2019/20 Municipal Year.

RESOLVED: That Councillor Howell-Bray be appointed as the Town Council representative to the 'Plastic Free Community' Steering Group for the remainder of the 2019/20 Municipal Year.

192. QUESTIONS FROM THE PUBLIC

The Town Council noted that no questions from the public pursuant to Standing Orders 1 (d) to (m) inclusive and 3b (v) had been received.

193. DATE OF THE NEXT MEETING

The Town Council noted that the date of the next Town Council meeting will be held on Wednesday 15th January 2020 (Budget Meeting).

The meeting ended at 6.59pm

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

Chairperson

Agenda item 5

Mayoral Engagements Attended 20th November 2019 to 15 January 2020

NOVEMBER 2019

- 20th 1400 Confederation of the Cinque Ports Standing Joint Committee Meeting, Winchelsea
1800 Full Town Council Meeting at MDH
- 22nd 1530 Mayor of Tenterden's Fundraising event
- 23rd 1900 Mayor of Margate's Dinner/Dance
- 25th 1800 Planning Committee Meeting MDH
- 30th 1230 Dover Lions Club Senior Citizens Lunch, Dover Town Hall
1600 Dover Christmas Event, Window Display judging and Lights Switch on
1720 St. James' Christmas Lights Switch on

DECEMBER 2019

- 3rd 1300 Mayor of Tunbridge Wells Christmas Fayre & Carols
1900 Dover Youth Theatre Production of 2 short plays at the Dover Roundhouse Theatre
- 5th 1100 Installation of 215th Deputy Constable of Dover Castle
1930 Dover Youth Theatre Senior Section performance at the Dover Roundhouse Theatre
- 10th 1800 Community & Services Meeting MDH
- 12th 1130 Dover College Whole School Carol Service at St. Mary's Church
- 13th 1900 Mayor of Deal's Cocktail Party
- 14th 1545 Pilgrims Hospice Trees of Love Service at St Peter & St Paul's Church River
- 15th 1900 P&O Choir Christmas Concert at St. Pauls RC Church
- 16th 1900 Dover Grammar School for Girls Christmas Carol Concert at Charlton Church
- 17th 1000 Headway EK Charity Mince Pie & Coffee morning at the Ark, Dover
- 22nd 1730 Maddie4Music Buon Natale Christmas Concert at St Edmunds Chapel

JANUARY 2020

- 3rd 1330 Pine Cottage Wellbeing Retreat Launch at Pines Calyx, St. Margaret's Bay
- 9th 1830 Dover Girls Grammar School Prize Giving evening - *Deputy Mayor*

DOVER TOWN COUNCIL

Minutes of the meeting of the PLANNING COMMITTEE held at the Council Offices, Maison Dieu House, Biggin Street, Dover, on Monday, 25th November 2019 at 6 p.m.

PRESENT

- Councillor E. Biggs - Chairman
- Councillor J. Garnett
- Councillor D. Howden
- Councillor J. Lamoon
- Councillor R. Sawbridge
- Councillor L. Stephenson
- Councillor R. Walkden
- Councillor G. Wanstall
- Mr G. Margery - The Dover Society
- Mr P. Sherratt - The Dover Society

194. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors P. Brivio, T. Howell-Bray, N. Rix and T. Sancha due to personal commitments, Councillors C. Precious and C. Zosseder due to a public engagement and Councillor G. Cowan due to ill health.

195. DECLARATIONS OF INTEREST

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

196. MINUTES

The Committee considered the minutes of the meeting of the Committee held on the 28th October 2019.

RESOLVED: That the minutes of the meetings of the Committee held on the 28th October 2019, be approved as a correct record and signed by the Chairman.

197. COMMITTEE BUDGET

The Committee noted the latest out-turn against the Committee's 2019/20 budget.

Chairman

198. DETERMINED PLANNING CONSENTS

The Committee noted the decisions of Dover District Council on the following planning applications:

<u>Application No:</u>	<u>Address</u>	<u>Decision</u>	<u>Town Council Decision</u>
DOV/18/01156	The Old Sorting Office, Charlton Green, Dover, CT16 1AA	Granted	Support
DOV/19/00910	90 Oswald Road, Dover, CT17 0JS	Granted	Object
DOV/19/00956	69 Folkestone Road, Dover, CT17 9RZ	Granted	Support
DOV/19/01044	4 Park Avenue, Dover, CT16 1ER	Granted	Support
DOV/19/01049	WM Morrison Supermarkets Plc, Bridge Street, Dover, CT16 2LB	Granted	Support
DOV/19/01071	5 Rokesley Road, Dover, CT16 2EQ	Granted	Support

199. APPLICATIONS FOR PLANNING CONSENT

The Committee considered applications for planning consent passed to the Town Council for consultation purposes.

RESOLVED: That the following observations be passed to the Dover District Council in relation to the applications now considered:

<u>Application No:</u>	DOV/19/00904
<u>Proposal:</u>	Erection of 6no. dwellings, bin/cycle stores with associated landscaping and parking (3no. outbuildings, concrete hardstanding and timber shed to be demolished) Ashen Tree House, Ashen Tree Lane, Dover, CT16 1QL
<u>Comment:</u>	<i>Withdrawn</i>
<u>Application No:</u>	DOV/19/01238
<u>Proposal:</u>	Holm Oak T1 - reduce main stem to height of two secondary stems, crown reduce by three metres and crown lift to achieve two metre clearance of adjacent property 10 Samphire Court, Taswell Street, Dover, CT16 1AJ
<u>Comment:</u>	Support
<u>Application No:</u>	DOV/19/01273
<u>Proposal:</u>	Change of use to museum and educational facility (Use Class D1) 20 Castle Street, Dover, CT16 1PW
<u>Comment:</u>	Support
<u>Application No:</u>	DOV/19/01274
<u>Proposal:</u>	Installation of timber windows to front elevation over the shop 43 Biggin Street, Dover, CT16 1DB
<u>Comment:</u>	Support
<u>Application No:</u>	DOV/19/01275
<u>Proposal:</u>	Display of 1 no. part illuminated fascia sign and 2 no. digitally printed dibond panels St. James, Unit 3 St. James Street, Dover, CT16 1QD
<u>Comment:</u>	Support

Chairman

- Application No: DOV/19/01277
Proposal: Alteration to front elevation windows
3 Market Square, Dover, CT16 1LZ
- Comment: Support
- Application No: DOV/19/01330
Proposal: Erection of a single storey front extension (existing porch to be demolished)
17 Prioress Walk, Dover, CT16 2DS
- Comment: Support
- Application No: DOV/19/01331
Proposal: Change of use to 2no. self-contained flats, alterations to shop front with new shop entrance and bin store door
58 Biggin Street, Dover, CT16 1DD
- Comment: Support, on the basis of the condition mentioned by Environmental Health being included in any permission.
- Application No: DOV/19/01341
Proposal: Erection of single storey rear extension, blocking up of garage opening with replacement raised driveway with glass balustrade and footpath
40 Danes Court, Dover, CT16 2QF
- Comment: Support
- Application No: DOV/19/01348
Proposal: Proposed external decking area
Dover Castle, Castle Hill Road, Dover, CT16 1HU
- Comment: Support
- Application No: DOV/19/01364
Proposal: Change of use of St. Mary's Residential care home and outbuildings to 12no. flats, 3no. town houses and 2no. cottages and erection of 2no. attached dwellings, cycle store, landscaping and 2no. car parking spaces
7-8 Eastbrook Place, St. Mary's Residential Home, Maison Dieu Road, Dover, CT16 1RP
- Comment: Support
- Application No: DOV/19/01365
Proposal: Internal & external alterations to listed building and associated outbuildings to facilitate the change of use to 17 residential units (12xflats, 3xtownhouses and 2xcottages (conversion of existing outbuildings). Including the removal of external fire escape stair, balconies & canopy. Internal demolition of modern partitions, erection of new internal partitions to facilitate subdivision, vertical sub-division of former chapel to facilitate 3no. townhouses, including insertion of new staircases, and 2no. entrance doors, dropping of 1no. window sill to create door to provide access to existing roof terrace. Replace 3no door openings with windows to South West elevation. Replace window with door & door with window on South East elevation.
7-8 Eastbrook Place, St. Mary's Residential Home, Maison Dieu Road, Dover, CT16 1RP
- Comment: Support. Committee wish to see adherence to Dover District Council's policies on affordable housing and Section 106 contributions. It is hoped that the design of the newbuild cottages is reconsidered for one more sympathetic to the surrounding architecture.

Chairman

Application No: DOV/19/01370
Proposal: Change of use of ground floor to 2no. retail shops (Class A1) and basement for associated storage with replacement shop fronts
 Basement and Ground Floor 36-38 High Street, Dover, CT16 1EA
Comment: Support

200. LATE PLANNING APPLICATIONS

Application No: DOV/19/01387
Proposal: Erection of 7no. self-contained flats (existing building to be demolished)
 Air Training Corps, Albert Road, Dover, CT16 1RD
Comment: Support

201. LICENSING

No licensing applications received.

202. INFORMATION ITEMS

The Committee noted the application for a Stopping Up Order, Highways Act 1980 (Section 116) relating to land at Harold Street, Dover.

203. DATE OF NEXT MEETING

The next meeting will be held on 6th January 2020 at 6 p.m.

The meeting closed at 7.12 p.m.

Councillor E. Biggs
 CHAIRMAN

Chairman

DOVER TOWN COUNCIL

Minutes of the meeting of the COMMUNITY & SERVICES COMMITTEE held on Tuesday 10th December 2019 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

E Biggs	J Lamoon
J Bird	C Precious
G Cowan (Town Mayor)	N Rix
D Howden	T Sancha
S Jones	R Sawbridge
	L Stephenson
	R Walkden

204. APOLOGIES FOR ABSENCE

Apologies for absence were received from, Councillors Garnett & Wanstall due to ill health & Councillor Collor due to personal commitments

205. DECLARATIONS OF INTEREST

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

206. MINUTES

The Committee considered the Minutes of the meeting of the Community & Services Committee held on the 8th October 2019.

RESOLVED: That the Minutes of the meeting of the Committee held on the 8th October 2019 be approved as a correct record and signed by the Chairman

Chairman

207. BUDGET

The Committee noted latest out-turn against the Committee's 2019/20 budget.

208. MEETING PROGRESS SHEETS

The committee noted the outstanding items concerning resolutions made by the Community and Services Committee 2019/20.

209. ALLOTMENTS

The committee noted the Clerk to the Committee's report regarding the allotment update since 8th October 2019.

The committee noted WCCP's update report regarding progress on High Meadow.

The committee considered the Chairman's report regarding Allotment Rent Review

RESOLVED: That Allotment rents be increased in line with the current rate of inflation for the relevant year from 2020 to 2023.

210. DATE OF NEXT MEETING

The next meeting will be held on 18th February 2020

Meeting closed 8.11pm

CHAIRMAN
Councillor S Jones

Chairman

List of Payments made between 01/11/2019 and 30/11/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2019	CF Corporate Finance Ltd	DD/CF FRAM	81.98		Postage
01/11/2019	Invicta IT Solutions Ltd	DD/IIT	1,042.38		IT support
04/11/2019	Affinity for Business Receipts	4774	1,765.83		Allotment-water
04/11/2019	Lamps & Tubes Illuminations Ltd	4771	1,889.46		Festive lights
04/11/2019	Soc. of St Vincent de Paul-Dover	4772	337.12		Councillor Ward grant
04/11/2019	Ashe Alarms Limited	4765	919.20		Maintenance
04/11/2019	WPS Ltd	4776	13.21		Insurance
04/11/2019	Dover Outreach Enterprise	4768	105.00		Horticulture
04/11/2019	Wallgate Ltd	4775	1,105.20		Maintenance
04/11/2019	Hipperson Ltd	4769	264.00		Maintenance
04/11/2019	Your Leisure Kent Ltd	4778	50.00		Dover Greeters
04/11/2019	Harrison External Display Systems	4770	277.20		Flagpole service
04/11/2019	Dreamclean	4767	285.00		Window cleaning
04/11/2019	Action Carpets Ltd	4766	1,253.95		Carpet
04/11/2019	Tersons	4773	4,652.92		Professional advice
04/11/2019	W Walker Garden Maintenance	4777	167.50		Allotment maintenance
04/11/2019	Cash Book 5	1140	245.79		Internal funds transfer
04/11/2019	Southern Electric	DD/SELEC	106.05		Electricity
04/11/2019	CoOp Bank	DD/COOP	1.00		Bank charges
05/11/2019	H M Land Registry	DD/LREG	6.00		Registry searches
06/11/2019	Leisure King Ltd	1142	1,132.05		Christmas event
06/11/2019	The Bollywood Company	1131	750.00		Christmas event
08/11/2019	Southdowns Environmental	1143	1,752.00		Site Visit
11/11/2019	Hutchison 3G UK Ltd	DD/Three	39.06		Telephone
11/11/2019	CoOp Bank	DD/COOP	1.00		Bank charges
11/11/2019	Capita Payroll Services	DD/CAPITA	37,206.51		Councillor allowance/salaries
12/11/2019	Society of Local Council Clerks	1144	350.00		Training
12/11/2019	Cash Book 8	1145	80.80		Destination Dover
15/11/2019	Cash book 3	CB3	200.00		Internal funds transfer
18/11/2019	Lamps & Tubes Illuminations Ltd	4791	12,711.60		Festive Lights
18/11/2019	Emmaus Dover Ltd	4796	2,000.00		Committee grant
18/11/2019	Right Guard Security UK Ltd	4794	60.00		Alarms
18/11/2019	Key Services South East Ltd	4789	120.99		Maintenance
18/11/2019	Society of Local Council Clerks	4795	379.00		SLCC Subscription
18/11/2019	EDF Energy Customers Plc	4786	141.41		Electricity
18/11/2019	The Mayor's Fund	4792	25.00		Mayoral engagement
18/11/2019	Wingham Well Spring	4798	43.20		water
18/11/2019	APEX Clean Ltd	4779	504.00		Cleaning
18/11/2019	Invicta IT Solutions Ltd	4788	829.56		IT support
18/11/2019	Dover District Council	4784	18,323.99		Elections May 2019
18/11/2019	River Caterers	4793	35.00		Remembrance Sunday
18/11/2019	Buckland Residence Association	4783	500.00		Councillor Ward grant
18/11/2019	Hipperson Ltd	4787	461.96		Maintenance
18/11/2019	Baylis Landscaping Contractors	4781	62,526.56		Recreational equipment
18/11/2019	Business Stream	4782	113.65		Sewerage
18/11/2019	Dover District Council	4785	95.00		Printing

Continued on Page 2

List of Payments made between 01/11/2019 and 30/11/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/11/2019	Albane Photography	4780	125.00		Remembrance Sunday
18/11/2019	Kent County Council	4790	290.21		Photocopier
18/11/2019	Affinity for Business Receipts	1146	463.69		Water - allotments
18/11/2019	CoOp Bank	DD/COOP	1.00		Bank charges
19/11/2019	H M Land Registry	DD/LREG	3.00		Registry search
19/11/2019	Dover District Council	DD/DDC	300.00		Business rates
19/11/2019	Dover District Council	DD /DDC	1,203.00		Business rates
19/11/2019	Southern Communications Ltd	DD/SCOMM	89.99		Telephone
19/11/2019	Crown Gas Power	DD/Crown	250.24		Gas
20/11/2019	Dover District Council	1147	3,280.00		Permits
20/11/2019	Hutchison 3G UK Ltd	DD/Three	29.00		Telephone
20/11/2019	John Lewis plc	CC/Nov	550.95		Office equipment
20/11/2019	White Ribbon UK	CC/WRBN	55.50		Campaign materials
20/11/2019	CoOp Bank	CC/COOP	2.00		Card fee
25/11/2019	Bates Office Services Ltd	4799	94.80		Office equipment
25/11/2019	Ashford Borough Council	4803	60.00		Mayoral engagement
25/11/2019	The Mayor's Charity	4802	44.50		Mayoral engagement
25/11/2019	Tenterden Town Council	4806	55.00		Mayoral engagement
25/11/2019	Affinity for Business Receipts	4807	15.54		Water
25/11/2019	Dover Outreach Enterprise	4801	410.00		Horticulture
25/11/2019	W Walker Garden Maintenance	4808	90.00		Allotment maintenance
25/11/2019	Dover Demolition Ltd	4800	2,238.00		Allotment maintenance
25/11/2019	Rialtas Business Solutions Ltd	4804	70.80		IT Support
25/11/2019	Right Guard Security UK Ltd	4805	278.40		Remembrance Sunday
25/11/2019	CoOp Bank	DD/COOP	1.00		Bank charges
28/11/2019	ESS (Utility Consultants) Ltd	DD/ESS	49.00		Utility savings fee
29/11/2019	Suez Recycling & Recovery	DD/Suez	130.28		Waste collection
		Total Payments	165,131.48		

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2019	HSBC	DD/HSBC	6.50		Bank charges
08/11/2019	Co-Op Current Account	8.11.19	50,000.00		Internal funds transfer
18/11/2019	Co-Op Current Account	18.11.19	50,000.00		Internal funds transfer
20/11/2019	Co-Op Current Account	20.11.19	50,000.00		Internal funds transfer

	Total Payments		<u>150,006.50</u>		
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Time: 13:43

Cash book 3

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2019	Cash Book 3	CB3/NOV	176.24		Office supplies
30/11/2019	Cash Book 3	CB3/NOV	111.69		Council hospitality
30/11/2019	Cash Book 3	CB3/NOV	11.60		Newspapers
30/11/2019	Cash book 3	CB3/NOV	22.07		Maintenance
30/11/2019	Cash book 3	CB3/NOV	9.00		Training
30/11/2019	Cash Book 3	CB3/NOV	10.60		Postage
30/11/2019	Cash Book 3	CB3/NOV	66.27		Remembrance Sunday
30/11/2019	Cash Book 3	CB3/NOV	30.25		White Ribbon Event
30/11/2019	Cash Book 3	CB3/NOV	40.00		Meeting costs
		Total Payments	477.72		

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2019	Cash book 4	CB4/NOV	198.28		Mayoral engagement
30/11/2019	Cash Book 4	CB4/NOV	87.63		Civic car expenses

	Total Payments		<u>285.91</u>		
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Time: 15:00

Cash Book 5

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2019	Cash Book 5	CB5/NOV	80.00		Community Vehicle - fuel
30/11/2019	Cash Book 5	CB5/NOV	56.24		Maintenance.

Total Payments 136.24

Time: 14:28

Cash Book 6

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2019	Cash book 6	CB6/NOV	162.00		Mayoral engagement
Total Payments			<u>162.00</u>		

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2019	Cash Book 9	CB9/NOV	137.25		Travel
30/11/2019	Cash Book 9	CB9/NOV	229.00		Health and safety
		Total Payments	366.25		

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Date: 02/01/2020

Dover Town Council

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Time: 12:46

Co-Op Current Account

DECEMBER 2019

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2019	Invicta IT Solutions Ltd	DD/IIT	1,042.38		IT Support
02/12/2019	COOP Bank	DD/COOP	1.00		Bank charges
09/12/2019	Dreamclean	4814	285.00		Window cleaning
09/12/2019	APEX Clean Ltd	4809	448.00		Cleaning services
09/12/2019	Bates Office Services Ltd	4810	162.61		Office supplies
09/12/2019	Walker Construction (UK) Ltd	4824	819.89		Christmas event
09/12/2019	E J Clough	4812	672.00		Christmas tree
09/12/2019	The Poppy Appeal	4823	100.00		Wreaths
09/12/2019	Honorary Chaplain	4820	175.00		Honorarium
09/12/2019	Honorary Chaplain	4816	175.00		Honorarium
09/12/2019	Charbec Fencing	4813	880.00		Allotments maintenance
09/12/2019	St. John Ambulance	4821	428.16		Christmas event
09/12/2019	ES Promotions	4815	1,080.00		Christmas event
09/12/2019	McCabe Ford Williams	4819	822.00		Internal Audit
09/12/2019	Key Services South East Ltd	4818	137.75		Maintenance
09/12/2019	Society of Local Council Clerks	4822	440.00		Subscription
09/12/2019	Cantium Brass	4811	350.00		Remembrance Sunday
09/12/2019	Kent County Council	4817	35.95		Photocopier
09/12/2019	Cash Book 9	1148	509.35		Internal funds transfer
09/12/2019	Cash Book 6	1149	150.00		Internal funds transfer
09/12/2019	Cash Book 5	1150	136.24		Internal funds transfer
09/12/2019	CoOp Bank	DD/COOP	1.00		Bank charges
10/12/2019	Hutchison 3G UK Ltd	DD/Three	37.86		Telephone
13/12/2019	Capita	DD/CAPITA	31,952.45		Salaries
16/12/2019	CoOp Bank	DD /DEC	1.00		Bank charges
18/12/2019	Cash book 3	Bank/CB3	200.00		Internal funds transfer
19/12/2019	Dover District Council	DD/DDC	300.00		Business rates
19/12/2019	Dover District Council	DD/ DDC	1,203.00		Business rates
19/12/2019	Amazon.co.uk	CC/Dec	87.08		Office equipment
19/12/2019	Brother UK Ltd	CC/DEC	133.90		Office supplies
19/12/2019	Canva PTY Ltd	CC/ CANVA	95.66		IT support
19/12/2019	CoOp Bank	CC/DEC	2.00		Card fee
20/12/2019	Charbec Fencing	4827	220.00		Allotments maintenance
20/12/2019	Industrials UK LP P'ship	4835	2,037.12		Town workshop
20/12/2019	HSE Advisor Ltd	4831	720.00		Health and safety
20/12/2019	Classic Music & Motors	4829	2,900.00		Christmas event
20/12/2019	Ashe Alarms Limited	4825	1,554.00		Maintenance
20/12/2019	Miss P E Clarkson	4828	1,320.00		Media Relations
20/12/2019	Kent County Council	4833	28.00		Christmas event
20/12/2019	W. Walker Garden Maintenance	4837	75.00		Allotments maintenance
20/12/2019	Four Seasons Fencing	4830	1,068.00		Allotments maintenance
20/12/2019	Cox and Hammond	4826	864.00		Tree works
20/12/2019	White Cliffs Countryside Project	4836	1,100.00		High Meadow
20/12/2019	Invicta IT Solutions Ltd	4832	91.56		IT support
20/12/2019	Mayor of Deal Civic Charity	4834	15.00		Mayoral engagement

Continued on Page 2

Co-Op Current Account

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2019	Hutchison 3G UK Ltd	DD/Three	29.10		Telephone
20/12/2019	Crown Gas Power	DD/Crown	367.38		Gas
20/12/2019	Public Works Loan Board	DD/PWLB	9,180.00		Loan interest
23/12/2019	Southern Communications Ltd	DD/SCOMM	89.98		Telephone
23/12/2019	CoOp Bank	DD/COOP	1.00		Bank charges
27/12/2019	Southern Electric	DD/SELEC	17.95		Electricity
30/12/2019	ESS (Utility Consultants) Ltd	DD/ESS	49.00		Utility savings fee
31/12/2019	Suez Recycling & Recovery Hold	DD/Suez	131.08		Waste disposal
31/12/2019	CoOp Bank	DD/COOP	1.00		Bank charges
		Total Payments	64,723.45		

HSBC Current Account

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2019	HSBC	CB1/DEC	6.50		Bank charges
10/12/2019	Co-Op Current Account	10.12.19	50,000.00		Internal funds transfer
		Total Payments	50,006.50		

Cash book 3

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/12/2019	Cash book 3	CB3/DEC	5.65		Office supplies
31/12/2019	Cash Book 3	CB3/DEC	113.15		Civic hospitality
31/12/2019	Cash Book 3	CB3/DEC	90.63		Mayoral engagement
31/12/2019	Cash Book 3	CB3/DEC	9.20		Newspapers
		Total Payments	218.63		

List of Payments made between 01/12/2019 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>
31/12/2019	Cash Book 4	CB4/DEC	45.35		Civic car - fuel
Total Payments			<u>45.35</u>		

Time: 13:35

Cash Book 5

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/12/2019	Cash book 5	CB5/DEC	80.01		Community vehicle - fuel
31/12/2019	Cash Book 5	CB5/DEC	30.00		Christmas event
31/12/2019	Cash Book 5	CB5/DEC	10.00		Telephone
31/12/2019	Cash Book 5	CB5/DEC	26.70		Allotments maintenance
Total Payments			<u>146.71</u>		

Cash Book 6

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/12/2019	Cash Book 6	CB6/DEC	85.00		Mayoral engagement
		Total Payments	85.00		

Time: 13:50

Cash Book 9

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/12/2019	Cash Book 9	CB9/DEC	14.00		Office supplies
31/12/2019	Curd Brothers	CB9/DEC	161.28		Equipment
31/12/2019	Cash book 9	CB9/DEC	22.50		Training

Total Payments 197.78

07/01/2020

Dover Town Council

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Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

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	10,827	14,000	3,174	1,203	1,971	85.9%
4012 Water/Sewerage	385	403	1,500	1,097		1,097	26.9%
4014 Electricity	3,142	2,150	2,800	650		650	76.8%
4015 Town Vehicles	11,793	11,000	13,000	2,000		2,000	84.6%
4025 Insurance - premises	4,750	4,750	4,750	0		0	100.0%
4034 Contract Cleaning	5,600	3,864	6,200	2,336		2,336	62.3%
4035 Window Cleaning	1,660	765	1,900	1,135		1,135	40.3%
4036 Premises Maintenance	37,287	54,325	80,000	25,675	2,125	23,550	70.6%
4037 Gas - heating	2,523	1,640	3,600	1,960		1,960	45.6%
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	238	1,500	1,262		1,262	15.8%
4046 Town Workshop	10,128	9,591	12,500	2,909	300	2,609	79.1%
4414 Pencester Pavilion Maintenance	686	333	2,500	2,167		2,167	13.3%
Premises and Services :- Indirect Expenditure	<u>112,044</u>	<u>120,006</u>	<u>166,210</u>	<u>46,204</u>	<u>3,628</u>	<u>42,576</u>	<u>74.4%</u>
Net Income over Expenditure	<u>(110,264)</u>	<u>(118,279)</u>	<u>(166,210)</u>	<u>(47,931)</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	253,276	345,000	91,724		91,724	73.4%
Staff Costs :- Indirect Expenditure	<u>319,813</u>	<u>251,543</u>	<u>345,000</u>	<u>93,457</u>	<u>0</u>	<u>93,457</u>	<u>72.9%</u>
Net Expenditure	<u>(319,813)</u>	<u>(251,543)</u>	<u>(345,000)</u>	<u>(93,457)</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	284	500	216		216	56.9%
4021 Telephone	3,824	3,129	4,000	871		871	78.2%
4022 Postage	1,729	1,395	2,100	705		705	66.4%
4023 Office Supplies	3,017	1,691	5,500	3,809		3,809	30.8%

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

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	5,142	9,000	3,858	350	3,508	61.0%
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	109	250	142		142	43.4%
Administration :- Indirect Expenditure	<u>27,431</u>	<u>17,767</u>	<u>33,700</u>	<u>15,933</u>	<u>350</u>	<u>15,583</u>	<u>53.8%</u>
Net Income over Expenditure	<u>708,423</u>	<u>743,021</u>	<u>723,500</u>	<u>(19,521)</u>			
<u>104 Professional Fees & Subs.</u>							
4054 Subscriptions	2,927	2,820	3,400	580		580	82.9%
4056 Legal & Valuation Advice	9,298	7,497	10,000	2,503		2,503	75.0%
4057 Audit Fee	3,130	685	4,400	3,715	2,465	1,250	71.6%
4058 Payroll Fee	1,809	933	2,100	1,167		1,167	44.5%
4059 Computer Support	10,851	7,479	12,000	4,521		4,521	62.3%
Professional Fees & Subs. :- Indirect Expenditure	<u>28,015</u>	<u>19,414</u>	<u>31,900</u>	<u>12,486</u>	<u>2,465</u>	<u>10,021</u>	<u>68.6%</u>
Net Expenditure	<u>(28,015)</u>	<u>(19,414)</u>	<u>(31,900)</u>	<u>(12,486)</u>			
<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	<u>9,647</u>	<u>26,392</u>	<u>44,100</u>	<u>17,708</u>	<u>0</u>	<u>17,708</u>	<u>59.8%</u>
Net Expenditure	<u>(9,647)</u>	<u>(26,392)</u>	<u>(44,100)</u>	<u>(17,708)</u>			
<u>106 Grants & Projects</u>							
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	<u>14,182</u>	<u>2,389</u>	<u>10,000</u>	<u>7,611</u>	<u>0</u>	<u>7,611</u>	<u>23.9%</u>
Net Expenditure	<u>(14,182)</u>	<u>(2,389)</u>	<u>(10,000)</u>	<u>(7,611)</u>			

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

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	762,515	757,200	(5,315)			100.7%
Expenditure	519,943	443,797	642,910	199,113	6,443	192,670	70.0%
Movement to/(from) Gen Reserve	<u>217,692</u>	<u>318,718</u>					

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Planning							
<u>201 Planning</u>							
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	1,251	(102)	100.9%
Planning :- Indirect Expenditure	<u>10,369</u>	<u>10,385</u>	<u>12,603</u>	<u>2,218</u>	<u>1,251</u>	<u>967</u>	<u>92.3%</u>
Net Income over Expenditure	<u>(4,271)</u>	<u>(10,385)</u>	<u>(12,603)</u>	<u>(2,218)</u>			
Planning :- Income	6,098	0	0	0			0.0%
Expenditure	10,369	10,385	12,603	2,218	1,251	967	92.3%
Movement to/(from) Gen Reserve	<u>(4,271)</u>	<u>(10,385)</u>					

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Committee Report

	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	<u>96</u>	<u>0</u>	<u>0</u>	<u>0</u>			
4101 Mayoral Expense of Office	5,374	3,244	6,000	2,756		2,756	54.1%
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	<u>9,967</u>	<u>5,972</u>	<u>11,425</u>	<u>5,453</u>	<u>0</u>	<u>5,453</u>	<u>52.3%</u>
Net Income over Expenditure	<u>(9,871)</u>	<u>(5,972)</u>	<u>(11,425)</u>	<u>(5,453)</u>			
<u>111 Mayoral Charity Fundraising</u>							
1113 Mayor's Charitable events	1,297	342	0	(342)			0.0%
Mayoral Charity Fundraising :- Income	<u>1,297</u>	<u>342</u>	<u>0</u>	<u>(342)</u>			
4150 Mayor's Charitable events	1,297	342	0	(342)		(342)	0.0%
Mayoral Charity Fundraising :- Indirect Expenditure	<u>1,297</u>	<u>342</u>	<u>0</u>	<u>(342)</u>	<u>0</u>	<u>(342)</u>	
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>301 Civic Functions</u>							
4301 Remembrance Sunday	2,785	1,669	2,500	831	380	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 Freemen	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	<u>18,816</u>	<u>5,466</u>	<u>10,900</u>	<u>5,434</u>	<u>380</u>	<u>5,054</u>	<u>53.6%</u>
Net Expenditure	<u>(18,816)</u>	<u>(5,466)</u>	<u>(10,900)</u>	<u>(5,434)</u>			
<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	<u>2,943</u>	<u>2,118</u>	<u>3,100</u>	<u>982</u>	<u>0</u>	<u>982</u>	<u>68.3%</u>
Net Expenditure	<u>(2,943)</u>	<u>(2,118)</u>	<u>(3,100)</u>	<u>(982)</u>			

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

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	13,603	20,500	6,897	2,584	4,313	79.0%
4326 2018 Commemoration	11,400	0	0	0		0	0.0%
4412 Festival Lights	21,099	11,755	23,000	11,245	11,244	0	100.0%
Town Events :- Indirect Expenditure	<u>52,203</u>	<u>25,358</u>	<u>43,500</u>	<u>18,142</u>	<u>13,829</u>	<u>4,314</u>	<u>90.1%</u>
Net Income over Expenditure	<u>(52,203)</u>	<u>(23,358)</u>	<u>(43,500)</u>	<u>(20,142)</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	3,143	5,000	1,857	190	1,667	66.7%
4418 Recreation and Leisure	0	42,000	42,000	0		0	100.0%
4421 Sports/Health Development Fund	14,591	26,602	28,700	2,098		2,098	92.7%
Special Projects :- Indirect Expenditure	<u>16,245</u>	<u>71,745</u>	<u>75,700</u>	<u>3,955</u>	<u>190</u>	<u>3,765</u>	<u>95.0%</u>
Net Income over Expenditure	<u>(16,098)</u>	<u>(71,745)</u>	<u>(75,700)</u>	<u>(3,955)</u>			
Civic and Special Projects :- Income	1,540	2,342	0	(2,342)			0.0%
Expenditure	101,472	111,000	144,625	33,625	14,399	19,226	86.7%
Movement to/(from) Gen Reserve	<u>(99,932)</u>	<u>(108,658)</u>					

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Community and Services							
304 Tourism							
1109 Tourism income	39,284	39,084	39,084	0			100.0%
Tourism :- Income	<u>39,284</u>	<u>39,084</u>	<u>39,084</u>	<u>0</u>			<u>100.0%</u>
4336 Tourism Dover VIC	25,000	0	0	0		0	0.0%
4337 Tourism Support	52,576	41,864	55,817	13,953		13,953	75.0%
4338 Destination Dover Project	4,114	7,272	12,389	5,117		5,117	58.7%
Tourism :- Indirect Expenditure	<u>81,691</u>	<u>49,135</u>	<u>68,206</u>	<u>19,071</u>	<u>0</u>	<u>19,071</u>	<u>72.0%</u>
Net Income over Expenditure	<u>(42,407)</u>	<u>(10,051)</u>	<u>(29,122)</u>	<u>(19,071)</u>			
401 Community Projects and Support							
1050 Misc Income	1,168	0	0	0			0.0%
Community Projects and Support :- Income	<u>1,168</u>	<u>0</u>	<u>0</u>	<u>0</u>			
4401 Horticultural	7,043	4,730	11,000	6,270	1,820	4,450	59.5%
4422 Town Regeneration & Developmnt	20,524	5,425	21,000	15,575	13,704	1,871	91.1%
4425 The Brook Building	7,022	0	0	0		0	0.0%
4427 Public Conveniences	7,973	2,582	9,250	6,668	959	5,709	38.3%
Community Projects and Support :- Indirect Expenditure	<u>42,562</u>	<u>12,737</u>	<u>41,250</u>	<u>28,513</u>	<u>16,484</u>	<u>12,030</u>	<u>70.8%</u>
Net Income over Expenditure	<u>(41,394)</u>	<u>(12,737)</u>	<u>(41,250)</u>	<u>(28,513)</u>			
402 Allotments							
1050 Misc Income	390	389	0	(389)			0.0%
1080 Allotments	12,680	13,642	12,000	(1,642)			113.7%
Allotments :- Income	<u>13,070</u>	<u>14,031</u>	<u>12,000</u>	<u>(2,031)</u>			<u>116.9%</u>
4430 Allotments maintenance	10,978	7,514	10,250	2,736	7,466	(4,730)	146.1%
Allotments :- Indirect Expenditure	<u>10,978</u>	<u>7,514</u>	<u>10,250</u>	<u>2,736</u>	<u>7,466</u>	<u>(4,730)</u>	<u>146.1%</u>
Net Income over Expenditure	<u>2,091</u>	<u>6,517</u>	<u>1,750</u>	<u>(4,767)</u>			
403 Town Open Spaces							
1050 Misc Income	842	6,359	0	(6,359)			0.0%
Town Open Spaces :- Income	<u>842</u>	<u>6,359</u>	<u>0</u>	<u>(6,359)</u>			
4408 High Meadow maint/dev	22,432	20,790	21,750	960	2,350	(1,390)	106.4%
Town Open Spaces :- Indirect Expenditure	<u>22,432</u>	<u>20,790</u>	<u>21,750</u>	<u>960</u>	<u>2,350</u>	<u>(1,390)</u>	<u>106.4%</u>
Net Income over Expenditure	<u>(21,590)</u>	<u>(14,431)</u>	<u>(21,750)</u>	<u>(7,319)</u>			
Community and Services :- Income	<u>54,363</u>	<u>59,474</u>	<u>51,084</u>	<u>(8,390)</u>			<u>116.4%</u>
Expenditure	<u>157,662</u>	<u>90,177</u>	<u>141,456</u>	<u>51,279</u>	<u>26,300</u>	<u>24,980</u>	<u>82.3%</u>
Movement to/(from) Gen Reserve	<u>(103,299)</u>	<u>(30,702)</u>					

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

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	824,331	808,284	(16,047)			102.0%
Expenditure	789,445	655,359	941,594	286,235	48,392	237,843	74.7%
Net Income over Expenditure	<u>10,190</u>	<u>168,973</u>	<u>(133,310)</u>	<u>(302,283)</u>			
Movement to/(from) Gen Reserve	<u>10,190</u>	<u>168,973</u>					



DOVER TOWN COUNCIL

Report to: Full Town Council
Meeting date: 15 January 2020

From: Cllr Chris Precious, Chairman of Governance Working Group
Date written: 12 December 2019

Subject: Governance Working Group

1. INTRODUCTION

At its meeting on 14th March 2018, the Finance & General Purposes Committee resolved to set up a working group as a means to review the Council's policies and procedures. At that time the committee restricted the active voting membership of the working group to members of the Finance & General Purposes Committee although all other members would be permitted to attend. As agreed subsequently 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, which are contained in the appendices to this report.

2. INFORMATION

The scope of the work has so far included amongst others: -

- Code of Conduct;
- Relationship between Officers and Councillors Policy;
- The Complaints Procedure;
- Grant Guidelines for Committee and Councillor Grants;
- Communications Policy including Social Media Guidelines;
- Standing Orders;
- Equalities Policy.

The working group met on 11 December 2019 and reviewed the Financial Regulations. The Governance W.G. recommends the adoption of attached version of this governance document which has been amended to take account of new statute and statutory local government accounting requirements; to standardise the threshold for the processes related to the procurement of larger contracts; and provides a framework for future online banking. This last has been designed by the RFO in consultation with the Council's internal auditors, McCabe Ford Williams.

3. **DECISION**

Council is asked to resolve:

- To adopt the revised Financial Regulations in order to meet statutory requirements.

Statutory Powers - Local Government Act 1972 s101



DOVER TOWN COUNCIL

FINANCIAL REGULATIONS

Adopted 6 December 2017 **tbc**

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DOVER TOWN COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Town Council at its Meeting held on ~~tbc 6th December 2017 (Minute No. 218b)~~. Standing Orders require that the financial affairs of the Council be governed by the Financial Regulations.

DEFINITIONS

In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Local Audit and Accountability Act 2014 s32, 43(2) and 46, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Smaller Authorities England* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

The term 'Town Clerk' refers to the Proper Officer (PO) and in ~~his/her~~ **their** absence to the 'Responsible Financial Officer'. References to the Mayor/ Chairman of the Council or of a Committee also mean (in ~~his/her~~ **their** absence) the Deputy Mayor/Vice Chairman of a Committee.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's Standing Orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and

- identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
 - 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with Proper Practices.
 - 1.6. A breach of these Regulations by an employee may give rise to disciplinary proceedings.
 - 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
 - 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
 - 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the council's financial affairs in accordance with ~~all Acts~~ **Statute**, Regulations and Proper Practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
 - 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or records of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments ~~account~~ relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that **material** uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

The council is not empowered by these Regulations or otherwise to delegate certain specified decisions as set out in Standing Orders and Committee Delegations shall be a matter for the Full Council only.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with **Statute**, the Accounts and Audit Regulations, appropriate Guidance and Proper Practices.

2.2. At the end of each month the Town Clerk shall verify bank reconciliations (for all accounts) produced by the RFO. The Town Clerk shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. Any matter of concern shall be reported to the Finance and General Purposes Committee and Internal Auditor.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not without taking appropriate steps to safeguard their professional independence:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council including any proposals for revising the forecast in accordance with the agreed timetable having regard to the due date for the submission of the precept demand.
- 3.2. The RFO must each year, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be agreed by the council in time for the precept demand to be submitted by the due date.
- 3.3. The council shall consider annual budget proposals in relation to the council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept, and relevant basic amount of council tax to be levied for the ensuing financial year to enable the precept demand to be submitted by the due date. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items of £10,001 and over;
 - a duly delegated Committee of the council for items up to £10,000; or
 - the Town Clerk and/or RFO, for expenditure up to and including £5000.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Town Clerk, and where required also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will **materially** exceed the amount provided in the revenue budget for that class of expenditure (except for immaterial amounts and subject to 4.4 below) other than by resolution of the Council, or duly delegated Committee.

During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved (**vired**) to other budget headings or to an earmarked reserve as appropriate (~~virement~~).

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year without the agreement of council.
- 4.4. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.5. No expenditure shall be authorised and no contract entered into or tender accepted unless the council is satisfied that the necessary funds are available and/or the requisite borrowing approval has been obtained.
- 4.6. All contracts must be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- 4.7. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.
- 4.8. Changes in earmarked reserves must be approved by council as part of the budgetary control process.
- 4.9. Committees may resolve virements of up to £10,000 per year between their budget provisions provided the virements are consistent with the Town Council's Ambition Plan and Policies.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council must determine and keep under regular review the bank mandate for all Council bank accounts.
- 5.2. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. They shall be annually reviewed for safety and efficiency. The Town Clerk and RFO are authorised to administer the account on a day to day basis **excluding authorisation for** payments to third parties. The Town Clerk and RFO may be included on a bank mandate where necessary for administration of the account on an efficient basis.
- 5.3. The RFO shall prepare a schedule of payments requiring approval, forming part of the Agenda for a Meeting of the Council. The Council shall review the schedule and

approve payment. The approved schedule shall be initialled by the Chairman of the Meeting.

A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Payments information may be redacted in accordance with obligations under Data Protection legislation. Approval of payments by the council may be retrospective.

- 5.4. Invoices and other documentation shall be available for inspection by members with the exception of those restricted under the Data Protection Act or other applicable legislation.
- 5.5. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council. The RFO shall prepare supporting information necessary for councillors to pay invoices in accordance with agreed terms and conditions and record the expenditure against the appropriate budget heading.
- 5.6. Transfers between the Councils accounts shall be authorised by two members in writing. The Clerk and RFO shall have delegated authority to authorise the transfer of amounts between the councils accounts held at the same bank and in an emergency situation, to protect the councils monies, between the councils accounts at different banks
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments (except for petty cash payments – see 6.20) shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.
- 6.4. Cheques or orders for payment to be drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of Council in accordance with a resolution or delegated power instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing

Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the invoice or similar documentation, the signatories shall each also initial the invoice or supporting documentation.
- 6.6. The RFO may make arrangements, payment of items including regular supplies (such as energy, telephone and water) and any National Non-Domestic Rates to be made by variable Direct Debit provided that the instructions **to set up the direct debit and for all payments** are signed by two members and any payments are reported to council as made.
- 6.7. The RFO may make arrangements for payment of certain items to be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made.
- 6.8. The RFO may make arrangements for payment of certain items to be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made.
- 6.9. The RFO may make arrangements for payment of certain items to be made by internet banking transfer provided evidence is retained showing which two members approved the payment.
- 6.10. Where the Council's finance and banking arrangements requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, the RFO shall be responsible for ensuring that appropriate security arrangements are made.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the RFO.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council shall ensure an adequate level of computer security which may include anti-virus, anti-spyware and firewall, and software with automatic updates.
- 6.14. Where internet banking arrangements are made with any bank, the RFO and/or The Town Clerk shall be appointed as the Service Administrator(s). ~~The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.~~ **Approval for on-line payments must be given by two authorised bank**

signatories in writing. The written approval must be retained together with invoices and other supporting documentation.

- 6.15. Access to any internet banking accounts will be in accordance with best practice to manage security risks.

Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter.

- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and/or Town Clerk following appropriate verification checks. ~~A programme of regular checks of standing data with suppliers will be followed.~~ Banking details will be checked to invoice or other documentation for each payment made.

- 6.17. Any Debit Card issued for use will be specifically restricted to the RFO and/or Town Clerk and will also be restricted to a single transaction maximum value of £2500 unless authorised by council or finance committee before any order is placed.

- 6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the council.

- 6.19. Any corporate credit card or charge card account opened by the council will be specifically restricted to use by the RFO and/or Town Clerk and shall be subject to automatic payment in full at each month-end.

- 6.20. The RFO may provide petty cash to officers and/or members for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain as petty cash float of £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) All income received must be recorded in full in the accounting records of the Council.
- c) A summary of petty cash payments and payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor or other person properly authorised by the Town Clerk/RFO and/or the council. who can demonstrate a compliant need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under the Local Audit and Accountability Act 2014, or any superseding legislation.
- 7.4. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by Full Council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The Town Clerk shall review all statements of account from the Town Council's bankers and investment providers when received in addition to the RFO.

- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall adopt an Investment Strategy and Policy which shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO .
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council or delegated committee.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk or delegated committee **or the matter may be delegated to the Proper Officer.**
- 9.4. Any material sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be recorded in full the Council's accounting records and banked intact or as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the **bank** paying-in slip **and/or other record of receipt.**
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

~~9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).~~

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. An official order or letter shall be issued for all work, goods and services where an official order is inappropriate. Copies of orders shall be retained.

10.2. ~~Order books~~ **Records of orders issued** shall be controlled by the RFO.

10.3. All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers ~~subject to any *de minimis* provisions in Regulation 11 (I) below.~~

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, reports to the council or committee meeting authorising expenditure shall indicate the statutory authority

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

~~a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:~~

~~i. for the supply of gas, electricity, water, sewerage and telephone services;~~

~~ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;~~

- ~~iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;~~
- ~~iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;~~
- ~~v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and~~
- ~~vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.~~

(moved from (j) below) The council is committed to an open and transparent procedure for the awarding of contracts.

Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) (or superseding legislation or regulations) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.

The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public work contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)

- b. Where it is intended to enter into a contract exceeding ~~£20,000,~~ £25,000 in value for the supply of goods or materials or for the execution of works or specialist services ~~other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a),~~ the opportunity shall be advertised on the Town Council’s website and the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list (subject to there being three firms on the approved list).
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- d. If less than three tenders are received for any proposed contracts above ~~£20,000~~ £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- e. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18 and 19, and take account of the provisions of the Bribery Act 2010.

- f. When it is to enter into a contract of between £2001 and ~~£20,000~~ £25,000 in value for the supply of goods or materials or for the execution of works or specialist services ~~other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a)~~ the Clerk or RFO shall seek to obtain 3 quotations (priced descriptions of the proposed supply). Otherwise, Regulation 10 (3) above shall apply.
- g. When it is to enter into a contract where the value is up to £2,000 the Clerk or RFO shall seek to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- h. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- j. ~~(moved to (a) above)The council is committed to an open and transparent procedure for the awarding of contracts.~~

~~Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") (or superseding legislation or regulations) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.~~

~~The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public work contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)~~

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT / SERVICES

- 13.1. All officers and members shall act responsibly with regard to property belonging to the council.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made. **Records of services provided to the Council (for example in respect of maintenance contracts) shall be obtained and checked as correct at the time the service is provided where possible. Records of goods and services provided shall be checked to invoices prior to payment.**
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council **or duly delegated Committee**, together with any other consents required by law, save where the estimated realisable value of any one item of tangible movable property does not exceed £5000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including

matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Reg. 14.1 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual review of risk (per Financial Regulation 16), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and review it annually. **The RFO shall report to Council each year concerning the adequacy of the insurance provision.**
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council or committee at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall ensure appropriate policies, method statements, assessments and practice are in place, in respect of all activities of the council. The risk policy and risk register shall be reviewed annually by the council or appropriate committee.
- 16.2. When considering any new activity, the Clerk with the RFO shall ensure that appropriate steps are taken to manage risk.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the Council annually. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations which are not statutory provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.



DOVER TOWN COUNCIL

Report to: Dover Town Council

From: Councillor Dominic Howden: Deputy Town Mayor and Deputy Chairperson Finance and General Purposes Committee

Date written: 7.1.2020

Subject: DOVER TOWN COUNCIL BUDGET 2020-21

INTRODUCTION

Councillors are required by law to approve the Dover Town Council budget each year and set a precept.

The Budget 2020-21 is the result of extensive consultations undertaken. The draft budget 2020-21 including the proposed level of precept is attached at **Appendix A**.

INFORMATION

1. Extensive information has been provided and detailed discussion has taken place concerning the required budget, level of balances, reserves, expenditure, income trends and projections, possible capital programme and contingencies.

The proposed level of expenditure is £835,685. Expected income including the draft precept is £843,094.

2. In anticipation of future commitments Council has previously resolved transfers to reserves:

A transfer of £12,000 to the Maison Dieu House loan repayment reserve is made annually as agreed with the Public Works Loan Board.

Council policy is to build and retain a reserve to cover both planned maintenance and urgent but unanticipated costs in respect of Maison Dieu House (a Heritage listed sixteenth century building) and therefore an amount of £10,000 is budgeted to be transferred to the reserve in 2020/21.

Where budgeted projects are not able to be completed within the initial timeframe (for example due to Local Authority planning delays) the Council is asked to delegate to the

Proper Officer in consultation with the Mayor and the Chair of the Committee the authority to transfer such amounts as a necessary to/from an earmarked reserve with appropriate adjustment to the relevant budget.

The External Auditor has indicated that a reasonable level of unallocated (general) reserve is twice the precept amount - about £1.6million. The projected level of general reserve at the end of 2020/21 is £263k, 16.5% of the audit limit.

3. A precept of £804,844 is recommended. Based on 2020/21 Band D tax base figures the change is a total increase of £4.62 for the year or 8.8p per week for a typical household in Dover.

DECISION

The Town Council resolves to:

- 1) Adopt the attached budget having taken note of all relevant factors including the proposed level of balances, expenditure and income trends and projections for the next three years, the capital programme, transfers to reserves and contingencies and to delegate to the Proper Officer in consultation with the Mayor and the Chair of the Committee the authority to transfer such amounts as are necessary to/from an earmarked reserve with appropriate adjustment to the relevant budget.
- 2) Set a precept of £804,844 for 2020/21.

Statutory Powers/Standing Orders /Policy

Accounts and Audit Regulations 2015

Governance and Accountability for Smaller Authorities in England 2019

Dover Town Council
Annual Budget - By Committee
Note: DOVER TOWN COUNCIL BUDGET

	<u>2018/19</u>		<u>Current Year 2019/20</u>				<u>DRAFT 20/21</u>					
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<u>Finance & General Purposes</u>												
<u>101 Premises and Services</u>												
1050	Misc Income	0	1,780	0	0	0	0	0	1,727	0	0	0
Total Income		0	1,780	0	0	0	0	0	1,727	0	0	0
4010	Loan Interest	18,360	18,360	0	0	18,360	0	18,360	18,360	18,360	0	0
4011	Rates	15,500	11,760	0	0	14,000	0	14,000	10,827	14,500	0	0
4012	Water/Sewerage	1,600	385	0	0	1,500	0	1,500	403	1,550	0	0
4014	Electricity	2,800	3,142	0	0	2,800	0	2,800	2,150	4,000	0	0
4015	Town Vehicles	13,000	11,793	0	0	13,000	0	13,000	11,000	13,500	0	0
4025	Insurance - premises	4,750	4,750	0	0	4,750	0	4,750	4,750	5,000	0	0
4034	Contract Cleaning	6,000	5,600	0	0	6,200	0	6,200	3,864	6,400	0	0
4035	Window Cleaning	1,900	1,660	0	0	1,900	0	1,900	765	1,950	0	0
4036	Premises Maintenance	30,000	37,287	0	0	80,000	0	80,000	54,325	30,000	0	0
4037	Gas - heating	3,600	2,523	0	0	3,600	0	3,600	1,640	3,700	0	0
4038	Service/Maint Alarms	2,100	1,680	0	0	2,100	0	2,100	1,610	2,150	0	0
4039	Lift Servicing	550	971	0	0	1,500	0	1,500	150	1,600	0	0
4045	War Memorial Maintenance	2,000	1,318	0	0	1,500	0	1,500	238	1,600	0	0
4046	Town Workshop	12,500	10,128	0	0	12,500	0	12,500	9,591	12,600	0	0
4414	Pencester Pavilion Maintenance	2,500	686	0	0	2,500	0	2,500	333	2,600	0	0
Overhead Expenditure		117,160	112,044	0	0	166,210	0	166,210	120,006	119,510	0	0
Movement to/(from) Gen Reserve		(117,160)	(110,264)	(166,210)	(118,279)	(166,210)	(118,279)	(166,210)	(118,279)	(119,510)	(119,510)	(119,510)
<u>102 Staff Costs</u>												

Dover Town Council
Annual Budget - By Committee
Note: DOVER TOWN COUNCIL BUDGET

	<u>2018/19</u>		<u>Current Year 2019/20</u>					<u>DRAFT 20/21</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4013 Staff costs transfer A/C	0	-2,000	0	0	0	0	0	-1,733	0	0	0
4018 Staff costs	322,000	321,813	0	0	345,000	0	345,000	253,276	360,000	0	0
Overhead Expenditure	322,000	319,813	0	0	345,000	0	345,000	251,543	360,000	0	0
Movement to/(from) Gen Reserve	(322,000)	(319,813)			(345,000)		(345,000)	(251,543)	(360,000)		
103 Administration											
1050 Misc Income	0	1	0	0	0	0	0	0	0	0	0
1076 Precept	731,000	731,000	0	0	757,200	0	757,200	757,200	804,844	0	0
1096 Bank Interest	0	4,854	0	0	0	0	0	3,588	1,000	0	0
Total Income	731,000	735,854	0	0	757,200	0	757,200	760,788	805,844	0	0
4020 Publications	700	399	0	0	500	0	500	284	550	0	0
4021 Telephone	4,000	3,824	0	0	4,000	0	4,000	3,129	4,200	0	0
4022 Postage	2,300	1,729	0	0	2,100	0	2,100	1,395	2,300	0	0
4023 Office Supplies	6,000	3,017	0	0	5,500	0	5,500	1,691	5,600	0	0
4024 Insurance - general	5,000	4,758	0	0	6,000	0	6,000	3,257	6,250	0	0
4028 Photocopier	3,250	1,414	0	0	2,000	0	2,000	988	2,250	0	0
4029 Clerk's Meeting Costs	600	143	0	0	600	0	600	64	600	0	0
4030 Travel & Subsistence Officers	700	74	0	0	650	0	650	0	675	0	0
4031 Staff Development	10,000	9,968	0	0	9,000	0	9,000	5,142	9,200	0	0
4032 Recruitment	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4042 Permits	2,000	1,936	0	0	2,100	0	2,100	1,708	2,200	0	0
4051 Bank Charges	250	169	0	0	250	0	250	109	250	0	0
Overhead Expenditure	35,800	27,431	0	0	33,700	0	33,700	17,767	35,075	0	0

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Dover Town Council
Annual Budget - By Committee
Note: DOVER TOWN COUNCIL BUDGET

	<u>2018/19</u>		<u>Current Year 2019/20</u>				<u>DRAFT 20/21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
104											
	Movement to/(from) Gen Reserve	695,200	708,423								
		<u>695,200</u>	<u>708,423</u>								
	Professional Fees & Subs.										
4054	Subscriptions	3,400	2,927	0	0	3,400	0	3,400	2,820	4,000	0
4056	Legal & Valuation Advice	10,000	9,298	0	0	10,000	0	10,000	7,497	10,000	0
4057	Audit Fee	4,300	3,130	0	0	4,400	0	4,400	685	4,500	0
4058	Payroll Fee	2,000	1,809	0	0	2,100	0	2,100	933	2,200	0
4059	Computer Support	11,000	10,851	0	0	12,000	0	12,000	7,479	14,000	0
	Overhead Expenditure	30,700	28,015	0	0	31,900	0	31,900	19,414	34,700	0
		<u>(30,700)</u>	<u>(28,015)</u>			<u>(31,900)</u>		<u>(31,900)</u>	<u>(19,414)</u>	<u>(34,700)</u>	
105	Town Council										
4070	Councillors External Expenses	1,000	135	0	0	1,000	0	1,000	0	1,000	0
4071	Councillors Training	2,000	743	0	0	1,500	0	1,500	1,483	1,550	0
4072	Gifts & Presentations	500	0	0	0	500	0	500	0	500	0
4073	Elections/Town Poll	16,000	0	0	0	26,000	0	26,000	18,324	8,500	0
4075	TC Functions & Gen Hospitality	3,500	1,489	0	0	2,500	0	2,500	626	2,500	0
4076	Parish Basic Allowance	10,080	7,280	0	0	12,600	0	12,600	5,960	12,600	0
	Overhead Expenditure	33,080	9,647	0	0	44,100	0	44,100	26,392	26,650	0
		<u>(33,080)</u>	<u>(9,647)</u>			<u>(44,100)</u>		<u>(44,100)</u>	<u>(26,392)</u>	<u>(26,650)</u>	
106	Grants & Projects										
4060	Councillor Ward Grants	18,000	14,182	0	0	9,000	0	9,000	1,889	9,000	0
4062	Climate Action and Sustainabil	0	0	0	0	1,000	0	1,000	500	1,000	0

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Dover Town Council
Annual Budget - By Committee
Note: DOVER TOWN COUNCIL BUDGET

	<u>2018/19</u>		<u>Current Year 2019/20</u>				<u>DRAFT 20/21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	18,000	14,182	0	0	10,000	0	10,000	2,389	10,000	0	0
Movement to/(from) Gen Reserve	<u>(18,000)</u>	<u>(14,182)</u>			<u>(10,000)</u>		<u>(10,000)</u>	<u>(2,389)</u>	<u>(10,000)</u>		0
<u>199</u> <u>Capital Expenditure</u>											
4091 Office Equipment	6,000	2,811	0	0	6,000	0	6,000	3,469	6,500	0	0
Overhead Expenditure	6,000	2,811	0	0	6,000	0	6,000	3,469	6,500	0	0
Movement to/(from) Gen Reserve	<u>(6,000)</u>	<u>(2,811)</u>			<u>(6,000)</u>		<u>(6,000)</u>	<u>(3,469)</u>	<u>(6,500)</u>		0
<u>501</u> <u>Marketing & Publicity</u>											
4501 Communications/Consultations	6,000	6,000	0	0	6,000	0	6,000	2,816	6,100	0	0
Overhead Expenditure	6,000	6,000	0	0	6,000	0	6,000	2,816	6,100	0	0
Movement to/(from) Gen Reserve	<u>(6,000)</u>	<u>(6,000)</u>			<u>(6,000)</u>		<u>(6,000)</u>	<u>(2,816)</u>	<u>(6,100)</u>		0
Finance & General Purposes - Income	731,000	737,634	0	0	757,200	0	757,200	762,515	805,844	0	0
Expenditure	568,740	519,943	0	0	642,910	0	642,910	443,797	598,535	0	0
Movement to/(from) Gen Reserve	<u>162,260</u>	<u>217,692</u>			<u>114,290</u>		<u>114,290</u>	<u>318,718</u>	<u>207,309</u>		0

Dover Town Council
Annual Budget - By Committee
Note: DOVER TOWN COUNCIL BUDGET

	<u>2018/19</u>		<u>Current Year 2019/20</u>				<u>DRAFT 20/21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Planning											
201 Planning											
1050 Misc Income	0	6,098	0	0	0	0	0	0	0	0	0
Total Income	<u>0</u>	<u>6,098</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4201 Planning	1,000	294	0	0	1,100	0	1,100	32	1,100	0	0
4203 Neighbourhood Planning	3,977	10,075	0	11,503	0	0	11,503	10,354	0	0	0
Overhead Expenditure	<u>4,977</u>	<u>10,369</u>	<u>0</u>	<u>11,503</u>	<u>1,100</u>	<u>0</u>	<u>12,603</u>	<u>10,385</u>	<u>1,100</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,977)</u>	<u>(4,271)</u>	<u>(1,100)</u>	<u>(12,603)</u>	<u>(10,385)</u>				<u>(1,100)</u>		
Planning - Income	0	6,098	0	0	0	0	0	0	0	0	0
Expenditure	4,977	10,369	0	11,503	1,100	0	12,603	10,385	1,100	0	0
Movement to/(from) Gen Reserve	<u>(4,977)</u>	<u>(4,271)</u>	<u>(1,100)</u>	<u>(12,603)</u>	<u>(10,385)</u>				<u>(1,100)</u>		

**Dover Town Council
Annual Budget - By Committee**

Note: DOVER TOWN COUNCIL BUDGET

	<u>2018/19</u>		<u>Current Year 2019/20</u>				<u>DRAFT 20/21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Civic and Special Projects</u>											
<u>110 Mayoral Costs</u>											
1050 Misc Income	0	96	0	0	0	0	0	0	0	0	0
Total Income	0	96	0	0	0	0	0	0	0	0	0
4101 Mayoral Expense of Office	6,000	5,374	0	0	6,000	0	6,000	3,244	6,100	0	0
4102 Mayor's Hospitality	1,600	1,474	0	0	1,600	0	1,600	91	1,650	0	0
4103 Chaplain's Allowance	150	150	0	0	175	0	175	175	175	0	0
4104 Mayor Making	2,850	2,701	0	0	2,850	0	2,850	2,423	3,000	0	0
4105 Badges of Office	500	53	0	0	500	0	500	0	500	0	0
4113 Uniforms	300	216	0	0	300	0	300	39	325	0	0
Overhead Expenditure	11,400	9,967	0	0	11,425	0	11,425	5,972	11,750	0	0
Movement to/(from) Gen Reserve	(11,400)	(9,871)			(11,425)		(11,425)	(5,972)	(11,750)		
<u>111 Mayoral Charity Fundraising</u>											
1113 Mayor's Charitable events	0	1,297	0	0	0	0	0	342	0	0	0
Total Income	0	1,297	0	0	0	0	0	342	0	0	0
4150 Mayor's Charitable events	0	1,297	0	0	0	0	0	342	0	0	0
Overhead Expenditure	0	1,297	0	0	0	0	0	342	0	0	0
Movement to/(from) Gen Reserve	0	0			0		0	0	0		
<u>301 Civic Functions</u>											
4301 Remembrance Sunday	2,500	2,785	0	0	2,500	0	2,500	1,669	2,900	0	0

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Dover Town Council

Annual Budget - By Committee

Note: DOVER TOWN COUNCIL BUDGET

	2018/19		Current Year 2019/20					DRAFT 20/21			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4302 Zeebrugge Raid Commemorations	10,000	11,667	0	0	3,100	0	3,100	3,076	3,200	0	0
4304 Other Links/Functions	2,400	1,163	0	0	1,500	0	1,500	510	1,550	0	0
4305 Civic Hospitality	1,000	241	0	0	1,000	0	1,000	0	1,050	0	0
4307 Statutory Annual Town Meeting	2,500	1,503	0	0	1,500	0	1,500	211	1,500	0	0
4308 Honorary Freeman	250	265	0	0	300	0	300	0	325	0	0
4309 Civic Twinning	1,000	1,191	0	0	1,000	0	1,000	0	1,000	0	0
Overhead Expenditure	19,650	18,816	0	0	10,900	0	10,900	5,466	11,525	0	0
Movement to/(from) Gen Reserve	<u>(19,650)</u>	<u>(18,816)</u>			<u>(10,900)</u>		<u>(10,900)</u>	<u>(5,466)</u>	<u>(11,525)</u>		
302 Custodial Costs											
4310 Robes	500	431	0	0	600	0	600	77	600	0	0
4311 Insurance - Civic Regalia	2,000	2,000	0	0	2,000	0	2,000	2,000	2,000	0	0
4313 Repairs	500	513	0	0	500	0	500	41	500	0	0
Overhead Expenditure	3,000	2,943	0	0	3,100	0	3,100	2,118	3,100	0	0
Movement to/(from) Gen Reserve	<u>(3,000)</u>	<u>(2,943)</u>			<u>(3,100)</u>		<u>(3,100)</u>	<u>(2,118)</u>	<u>(3,100)</u>		
303 Town Events											
1050 Misc Income	0	0	0	0	0	0	0	2,000	0	0	0
Total Income	0	0	0	0	0	0	0	2,000	0	0	0
4063 Events/Activities Facilitation	20,000	19,704	0	0	20,500	0	20,500	13,603	21,000	0	0
4326 2018 Commemoration	11,400	11,400	0	0	0	0	0	0	0	0	0
4412 Festival Lights	22,500	21,099	0	0	23,000	0	23,000	11,755	23,500	0	0
Overhead Expenditure	53,900	52,203	0	0	43,500	0	43,500	25,358	44,500	0	0

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Annual Budget - By Committee

Note: DOVER TOWN COUNCIL BUDGET

	<u>2018/19</u>		<u>Current Year 2019/20</u>				<u>DRAFT 20/21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(53,900)</u>	<u>(52,203)</u>			<u>(43,500)</u>		<u>(43,500)</u>	<u>(23,358)</u>	<u>(44,500)</u>		
601 Special Projects											
1050 Misc Income	0	147	0	0	0	0	0	0	0	0	0
Total Income	<u>0</u>	<u>147</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4410 Western Heights (maint)	1,800	1,654	0	0	5,000	0	5,000	3,143	2,000	0	0
4418 Recreation and Leisure	0	0	0	0	42,000	0	42,000	42,000	0	0	0
4421 Sports/Health Development Fund	15,150	14,591	0	0	28,700	0	28,700	26,602	25,500	0	0
Overhead Expenditure	<u>16,950</u>	<u>16,245</u>	<u>0</u>	<u>0</u>	<u>75,700</u>	<u>0</u>	<u>75,700</u>	<u>71,745</u>	<u>27,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(16,950)</u>	<u>(16,098)</u>	<u>(75,700)</u>		<u>(75,700)</u>		<u>(75,700)</u>	<u>(71,745)</u>	<u>(27,500)</u>		
Civic and Special Projects - Income	<u>0</u>	<u>1,540</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,342</u>	<u>0</u>	<u>0</u>	<u>0</u>
Expenditure	<u>104,900</u>	<u>101,472</u>	<u>0</u>	<u>0</u>	<u>144,625</u>	<u>0</u>	<u>144,625</u>	<u>111,000</u>	<u>98,375</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(104,900)</u>	<u>(99,932)</u>	<u>(144,625)</u>		<u>(144,625)</u>		<u>(144,625)</u>	<u>(108,658)</u>	<u>(98,375)</u>		

**Dover Town Council
Annual Budget - By Committee
Note: DOVER TOWN COUNCIL BUDGET**

	<u>2018/19</u>		<u>Current Year 2019/20</u>				<u>DRAFT 20/21</u>					
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<u>Community and Services</u>												
<u>304</u>	<u>Tourism</u>											
1109	Tourism income	39,284	39,284	0	0	39,084	0	39,084	39,084	25,000	0	0
	Total Income	39,284	39,284	0	0	39,084	0	39,084	39,084	25,000	0	0
4336	Tourism Dover VIC	25,000	25,000	0	0	0	0	0	0	0	0	0
4337	Tourism Support	52,576	52,576	0	0	55,817	0	55,817	41,864	60,536	0	0
4338	Destination Dover Project	4,114	4,114	0	0	12,389	0	12,389	7,272	2,389	0	0
	Overhead Expenditure	81,690	81,691	0	0	68,206	0	68,206	49,135	62,925	0	0
	Movement to/(from) Gen Reserve	(42,406)	(42,407)	(29,122)	(29,122)	(29,122)	(10,051)	(29,122)	(10,051)	(37,925)	0	0
<u>401</u>	<u>Community Projects and Support</u>											
1050	Misc Income	0	1,168	0	0	0	0	0	0	0	0	0
	Total Income	0	1,168	0	0	0	0	0	0	0	0	0
4401	Horticultural	10,000	7,043	0	0	11,000	0	11,000	4,730	11,250	0	0
4422	Town Regeneration & Developmnt	43,000	20,524	0	0	21,000	0	21,000	5,425	21,500	0	0
4425	The Brook Building	7,022	7,022	0	0	0	0	0	0	0	0	0
4427	Public Conveniences	9,000	7,973	0	0	9,250	0	9,250	2,582	9,500	0	0
	Overhead Expenditure	69,022	42,562	0	0	41,250	0	41,250	12,737	42,250	0	0
	Movement to/(from) Gen Reserve	(69,022)	(41,394)	(41,250)	(41,250)	(41,250)	(12,737)	(41,250)	(12,737)	(42,250)	0	0
<u>402</u>	<u>Allotments</u>											
1050	Misc Income	0	390	0	0	0	0	0	389	0	0	0

Dover Town Council
Annual Budget - By Committee
Note: DOVER TOWN COUNCIL BUDGET

	<u>2018/19</u>		<u>Current Year 2019/20</u>					<u>DRAFT 20/21</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1080 Allotments	11,500	12,680	0	0	12,000	0	12,000	13,642	12,250	0	0
Total Income	11,500	13,070	0	0	12,000	0	12,000	14,031	12,250	0	0
4430 Allotments maintenance	10,000	10,978	0	0	10,250	0	10,250	7,514	10,500	0	0
Overhead Expenditure	10,000	10,978	0	0	10,250	0	10,250	7,514	10,500	0	0
Movement to/(from) Gen Reserve	1,500	2,091	0	0	1,750	0	1,750	6,517	1,750	0	0
403 Town Open Spaces											
1050 Misc Income	0	842	0	0	0	0	0	6,359	0	0	0
Total Income	0	842	0	0	0	0	0	6,359	0	0	0
4408 High Meadow maint/dev	21,500	22,432	0	0	21,750	0	21,750	20,790	22,000	0	0
Overhead Expenditure	21,500	22,432	0	0	21,750	0	21,750	20,790	22,000	0	0
Movement to/(from) Gen Reserve	(21,500)	(21,590)	0	0	(21,750)	0	(21,750)	(14,431)	(22,000)	0	0
Community and Services - Income	50,784	54,363	0	0	51,084	0	51,084	59,474	37,250	0	0
Expenditure	182,212	157,662	0	0	141,456	0	141,456	90,177	137,675	0	0
Movement to/(from) Gen Reserve	(131,428)	(103,299)	0	0	(90,372)	0	(90,372)	(30,702)	(100,425)	0	0

Dover Town Council
Annual Budget - By Committee
Note: DOVER TOWN COUNCIL BUDGET

	<u>2018/19</u>		<u>Current Year 2019/20</u>					<u>DRAFT 20/21</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Accounts y/e commitments</u>											
<u>999 y-end commitments</u>											
9993 Y/end commitments 16/17	0	0	0	0	0	0	0	0	0	0	0
9994 Year end commitments 15/16	0	0	0	0	0	0	0	0	0	0	0
9995 Year end commitments 14/15	0	0	0	0	0	0	0	0	0	0	0
9996 Y/end commitment 18/19	0	0	0	0	0	0	0	0	0	0	0
9997 Y/end commitment 13/14	0	0	0	0	0	0	0	0	0	0	0
9998 Y/end commitments-17/18	0	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts y/e commitments - Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget Income	781,784	799,636	0	0	808,284	0	808,284	824,331	843,094	0	0
Expenditure	860,829	789,445	0	11,503	930,091	0	941,594	655,359	835,685	0	0
Movement to/(from) Gen Reserve	<u>(79,045)</u>	<u>10,190</u>	<u>(121,807)</u>	<u>(133,310)</u>	<u>168,973</u>	<u>7,409</u>					

DOVER TOWN COUNCIL
CALCULATION OF PRECEPT REQUIREMENT

Increase per week per Band D property		£0.09	
Band D Council Tax Charge 2020/21		£96.98	
Band D Council Tax Charge 2019/20		£92.36	
Precept 2020/21		£804,844	
<u>Funding requirement</u>			
Expenditure	2020/21	£835,685	
Reserves at	31.3.21		
Maison Dieu House Loan Reserve		£202,000	
MDH Building reserve		£35,000	
Project reserve		£115,985	
Tourism Reserve		£31,122	
Planning reserve		£0	
Maison Dieu (Town Hall)		£100,000	
Total budget ear marked reserves 31.3.21			£484,107
Cash Flow funding		£38,839	
Anticipated Core reserves in line with Government guidelines		£225,000	
Total general reserve			£263,839
Total budget reserves 31.3.21			£747,946
Total funding requirement		£1,583,631	
<u>To be funded by:</u>			
Reserves at	Core reserves and cash flow	£265,573	
31.3.20	MDH Loan Reserve	£190,000	
	MDH building reserve	£25,000	
	Project reserve	£115,985	
	Tourism Reserve	£43,979	
	Planning Reserve	£0	
	Maison Dieu (Town Hall)	£100,000	
Other income	2020/21	£13,250	
Tourism income	2020/21	£25,000	
PRECEPT REQUIREMENT		£804,844	
Total funding requirement		£1,583,631	