

DOVER TOWN COUNCIL

Minutes of the 25th Annual Meeting of the DOVER TOWN COUNCIL held in the Main Hall, St. Radigund's Community Centre, Poulton Close, Dover, Kent on WEDNESDAY 5TH AUGUST 2020 at 6pm.

PRESENT

The Right Worshipful the 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
J Garnett	L Stephenson
D Howden	R Walkden
S Jones	C Zosseder
J Lamoon	

1. ELECTION OF CHAIRMAN

The Council noted the continuation of Councillor Gordon Cowan as Town Mayor for the 20/21 Municipal Year as resolved in Minute No. 294a at its meeting held on 18th March 2020.

Councillor Cowan made his declaration of office.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Wanstall and Howell-Bray (personal commitments).

3. DECLARATIONS OF INTEREST

Councillor Collor made a Voluntary announcement of other Interests (VAOI) for agenda item 5 as he is a DDC cabinet member.

4. MINUTES

The Town Council received the Minutes of the Town Council meeting held on the 18th March 2020.

Chairperson

RESOLVED: That the Minutes of the Town Council meeting held on the 18th March 2020 be approved and signed by the Town Mayor.

5. **PRESENTATION**

The Town Council received a presentation from Emma Allen of Dover District Council on its Dover Fastrack project.

After a short question and answer session the Mayor thanked Ms Allen for her interesting and informative presentation.

6. **URGENT DECISIONS**

The Town Council noted the following Urgent Decisions concerning Committee meetings that had been cancelled due to the Coronavirus quarantine lockdown period: -

19/20-UD005 – Planning Committee Meeting – 6th April 2020;
 19/20-UD006 – Finance & General Purposes Committee Meeting – 22nd April 2020;
 19/20-UD004 – Community & Services Committee Meeting – 28th April 2020;
 19/20-UD008 – Planning Committee Meeting – 4th May 2020;
 20/21-UD001 – Civic & Special Projects Meeting – 4th June 2020;
 20/21-UD002 – Planning Committee Meeting – 8th June 2020;
 20/21-UD003 – Community & Services Committee Meeting – 23rd June 2020;
 20/21-UD006 – Planning Committee Meeting – 6th July 2020;
 20/21-UD008 – Finance & General Purposes Meeting – 8th July 2020.

The Town Council noted the following Urgent Decisions concerning planning application decisions: -

20/21-UD004 – Planning Decisions for April 2020;
 20/21-UD005 – Planning Decisions for May 2020;
 20/21-UD010 – Planning Decisions for June 2020.

The Town Council noted Urgent Decision 20/21-UD007 Concerning an application for financial assistance from Dover Pride.

The Town Council noted Urgent Decision 20/21-UD009 concerning an application for financial assistance from Citizen's Advice Bureau.

7. **ANNUAL RETURN 2019/20 & TOWN COUNCIL FINANCIAL INFORMATION**


The Town Council considered the schedule of payments made by the Town Council for March, April, May and June 2020.

The Town Council considered the Town Council budget out-turn report to the end of June 2020.

The Town Council noted the receipt of the Joint Panel on Governance and Accountability Practitioners Guide – March 2020 applicable for accounting periods starting 1 April 2020.

The Town Council considered the Town Mayors Report of 16th June 2020 concerning the draft Reserves Policy together with the draft policy.

The Town Council considered the Town Mayor's report of 16th June 2020 concerning the Town Council's Investment Strategy 2020/21 together with the draft Strategy.

Chairperson


The Town Council noted the Annual Governance and Accountability Return 2019-20 Addendum - Covid Emergency Regulation Changes.

The Town Council noted that the Council's external auditors PKF Littlejohn LLP have formally approved an extension to 28th August 2020 in respect of the Town Council's Annual Governance and Accountability Return 2019/20.

The Town Council considered McCabe Ford Williams' letter of 12th June 2020 concerning their final audit work for the year ending 31st March 2020, together with the Annual Internal Report 2019/20.

The Town Council considered the Town Mayor's report of 16th June 2020 concerning the Review of Internal Audit for the year ended 31st March 2020.


The Town Council considered the Town Mayor's report of 16th June 2020 concerning the findings of the review of the risk register and the effectiveness of the system of internal control for Dover Town Council for the year ending 31st March 2020.

The Town Council considered the Town Mayor's report of 16th June 2020 concerning the Financial out-turn for the year to 31st March 2020.

The Town Council considered the Annual Governance Statement for Dover Town Council for the year ending 31st March 2020.

The Town Council considered the Accounting statements for Dover Town Council for the year ending 31st March 2020.

- RESOLVED:
- a) The Town Council agreed to adopt payments made in March, April, May & June 2020 and the schedules signed by the Chairman;
 - b) The Town Council adopt the draft Reserves Policy;
 - c) The Town Council adopt the Investment Strategy and investment arrangements;
 - d) That McCabe Ford Williams' letter of 12th June 2020 concerning their final audit visit for the year ended 31st March 2020, together with the Annual Internal Report be noted;
 - e) That the Mayor's report of the 16th June 2020 concerning the Review of Internal Audit for the year ended 31st March 2020 be approved;
 - f) That the Mayor's report of the 16th June 2020 concerning the revised risk register and the review of the effectiveness of the system of internal control for Dover Town Council for the year ending 31st March 2020 be approved;
 - g) That the Mayor's report of the 16th June 2020 concerning the Financial out-turn for the year ended 31st March 2020 be approved;
 - h) That Annual Governance Statement for Dover Town Council for the year ending 31st March 2020 be approved with all relevant statements in the affirmative and signed by the Town Clerk and the Town Mayor. The Town Clerk and the Town Mayor then signed the Statement;
 - i) That the Accounting Statements for the Dover Town Council for the year ending 31st March 2020 be approved and signed by the Town Mayor. The Town Mayor then signed the Accounting Statement.

Chairperson


8. AMBITION PLAN

The Town Council considered the Town Mayor's report of 23rd June 2020 concerning the Ambition Plan 2020-2024.

- RESOLVED:
- a) That the list of actions produced by the Green Party members contained in Appendix 1 be added to the Ambition Plan in Appendix 2;
 - b) That the Town Council adopt the Ambition Plan 2020-2024 subject to a) above.

9. GOVERNANCE

The Town Council considered the Town Clerk's report of 5th August 2020 concerning Legislative changes for local councils Coronavirus Act 2020.

- RESOLVED:
- a) that the Town Council note the application of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020 to its meetings; and
 - b) that the appropriate arrangements for any virtual meetings of this council under these regulations be delegated to the Proper Officer in consultation with the Chairman of the Council.

10. TOWN COUNCIL COMMITTEE MEMBERSHIP

The Town Council considered membership of the Town Council's Committees for the 2020/21 Municipal Year.

- RESOLVED:
- a) That membership of all committee's remain as 2019/20;
 - b) That Councillor Zosseder being removed from the Planning Committee and added to the Civic & Special Projects and Finance & General Purposes Committees.

11. MEMBERSHIP OF EXTERNAL BODIES

The Town Council noted that representation of DTC on external bodies for the 2020/21 municipal year will remain the same as 2019/20.

The Town Council noted the Port & Community Forum's update for July 2020.

The Town Council noted Councillor Brivio's report of 27th July 2020 concerning recent meetings of the Dover Fairtrade Network Group, RV Coleman Trust and the Joint Transportation Board.

12. DOVER WINTER NIGHT SHELTER PROJECT 2019/20

The Town Council noted Dover Outreach Centre's report concerning the Dover Winter Night Shelter Project 2019/20.

13. COVID-19

The Town Council discussed issues and ideas related to effective future actions by the council and town in response to the pandemic. It was agreed that a way forward with the possibility of holding zoom meetings would be discussed between the Town Clerk and the Mayor.

Chairperson



14. QUESTIONS FROM THE PUBLIC

The Town Council considered questions received from Mr K Sansum pursuant to Standing Orders 1 (d) to (m) inclusive and 3b (v), concerning toilets in Dover.

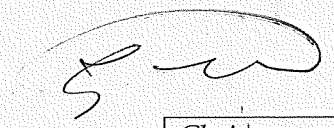
- Q1 How many local businesses were contacted by Dover Town Council with its cash Incentive?
- A1 13 businesses have been directly approached as well as the information about the Community Toilet Scheme being available on the website and all Councillors actively promoting projects of the council including this one.
- Q2 How many responded?
- A2 4 businesses responded but none have joined the scheme largely because of concerns about mis-use and anti-social behaviour, which continues to be the main issues with public toilet provision in Dover alongside the very high costs.
- Q3 What plans does DTC have to help to Increase the number of toilets in Dover?
- A3 Dover Town Council has spent in excess of £50,000 over the past few years trying to increase the number of public conveniences in Dover in two ways additional to the Community Toilet Scheme and our award-winning Seafront Toilets operated at minimal cost to the precept payer through a contract with a Community Interest Company.

Firstly - through a planning application for new toilets at Riverside Gardens - the land was not made available after winning planning permission for a sustainable and flood resistant building;

Secondly - through front funding the development of the HLF bid to regenerate the Maison Dieu, which will contain high quality public conveniences.

The meeting ended at 7.25pm

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



Chairperson
