



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

DATE OF ISSUE:
30th December 2020

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the TOWN COUNCIL will be held in the Main Hall, St Radigund's Community Centre, Poulton Close, Dover CT17 0HL on **WEDNESDAY 6TH JANUARY 2021** at **6pm** when the business shown on the agenda below will be transacted. Participation can also take place virtually via a Zoom link which will be sent to you in advance.

Please note that questions from members of the public to the Town Council must be received by the Town Clerk by email, at least 3 clear days prior to the date of the meeting. Any member of the public who would like to attend the meeting virtually should contact the Town Clerk by email at council@dovertowncouncil.gov.uk three days prior to the meeting in order that a link may be sent by email to them.

Allison Burton
TOWN CLERK

AGENDA

1. A MINUTE'S SILENCE

To mark the deaths of former Mayor of Dover, Robert Markham (2004/5 & 2007/8) and of Honorary Freeman of Dover, Reverend Michael Hinton.

2. 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.*

3. 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).*

4. **PRESENTATION**

To receive a presentation from Neil Wiggins and John Angell concerning the Coastal Communities Project to improve the Market, Dover.

5. **MINUTES**

To approve the Minutes of the Town Council meeting held on 16th September 2020 (copy attached).

6. **COMMUNICATIONS FROM THE CHAIRPERSON**

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

To note the Chairperson of the Council's report of 30th December concerning the Christmas Cheer project (copy attached).

7. **PROGRESS SHEETS**

To note that there are no outstanding resolutions made by the Town Council.

8. **CIVIC & SPECIAL PROJECTS COMMITTEE**

To note a report by the clerk to the committee concerning activities related to the business of the committee (to follow).

9. **COMMUNITY & SERVICES COMMITTEE**

To note a report by the clerk to the committee concerning activities related to the business of the committee (to follow).

To note a report from White Cliffs Countryside Project concerning High Meadow (copy attached).

10. **PLANNING COMMITTEE**

To note the planning decisions of DDC in Dover for December 2020 (to follow).

11. **FINANCE & GENERAL PURPOSES COMMITTEE: -**

11a. **MAISON DIEU HOUSE**

To consider the Mayor's report concerning works to the front elevation of Maison Dieu House (copy attached).

11b. **TOWN WORKSHOP**

To consider the Mayor's report concerning the Town Workshop (copy attached).

11c. COUNCILLOR GRANTS

To note the out-turn of the 2020-21 Councillors' grants award scheme (to follow).

12. TOWN COUNCIL VACANCY

To note the casual vacancy in St. Radigund's Ward following the resignation of Jacqueline Garnett. An election has been requested and will take place in May 2021 in line with current legislation.

13. TOWN COUNCIL EXTERNAL REPRESENTATION

To note the minutes of the Dover Town Team AGM held on 22nd October 2020 (copy attached), and updates from the Coleman Trust, Fairtrade, Food Pantry and development of the Community Café (copies attached).

14. TOWN COUNCIL FINANCIAL INFORMATION

To approve the schedule of payments made by the Town Council for September, October and November 2020 (copies attached).

To consider the Town Council budget out-turn report to the end of November 2020 (copy attached).

To note McCabe Ford Williams letter of 26th October 2020 concerning the recent internal audit (copy attached).

To consider the External Auditor Report and Certificate 2019/20 (copy attached) in relation to the Annual Governance and Accountability Return 2019/20 and to note that there are no matters to which the auditors wish to draw the Council's attention.

To note that the relevant public notifications have been made in relation to the Annual Governance and Accountability Return 2019/20.

15. TOWN COUNCIL 2021/22 BUDGET

To consider the Chairperson of the Council's report of 17th December 2020 concerning the Town Council's budget and precept for the 2021/22 financial year. (copy attached).

16. CYCLE HIRE SCHEME

To consider the Chairperson of the Council's report of 18th December 2020 concerning the acceptance and management of funding to provide a Cycle Hire Scheme in Dover by the Town Council (copy attached).

17. EXCLUSION OF THE PUBLIC

To consider a motion to exclude members of the public and press for the next item under Standing Order 7 (xvii) in view of the confidential interests of the business about to be transacted.

18. STAFFING

To consider the Town Mayor's report of 17th December 2020 concerning the annual salary review (copy attached).

19. **DATE OF THE NEXT MEETING**

To note that the date of the next Town Council meeting is scheduled for Wednesday 24th March 2021.

Agenda Item No 3

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 Main Hall, St. Radigund's Community Centre, Poulton Close, Dover, Kent on WEDNESDAY 16TH SEPTEMBER 2020 at 6pm.

PRESENT

The Right Worshipful the Town Mayor, Councillor G Cowan in the chair

Councillors

E Biggs	C Precious
P Brivio	N Rix
J Garnett	T Sancha
D Howden	R Sawbridge
T Howell-Bray	L Stephenson
S Jones	G Wanstall
J Lamoon	

15. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bird, Collor, Walkden & Zosseder (personal commitments).

16. DECLARATIONS OF INTEREST

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

17. MINUTES

The Town Council received the Minutes of the Town Council meeting held on the 5th August 2020.

RESOLVED: That the Minutes of the Town Council meeting held on the 5th August 2020 be approved and signed by the Town Mayor.

18. PROGRESS SHEETS

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

Chairperson

19. CIVIC & SPECIAL PROJECTS COMMITTEE

The Town Council noted urgent decision 20/21-UD012 concerning the cancellation of Civic & Special Projects Committee Meeting on 27th August 2020 due to the Covid-19 situation.

The Town Council considered an application for financial assistance from Dover Film Festival.

RESOLVED: That a grant of £311 be given to the Dover Film Festival to be taken from the Events Facilitation provision in the Civic & Special Functions Committees' 2020/21 budget.

20. COMMUNITY & SERVICES COMMITTEE

The Town Council noted an update on the current situation concerning Allotments.

21. FINANCE & GENERAL PURPOSES COMMITTEE

The Town Council noted the Chairman of the Finance & General Purposes Committee's report of 3rd September 2020 concerning Insurance.

22. PLANNING COMMITTEE

The Town Council noted urgent decisions 20/21-UD011 concerning the cancellation of Planning Committee Meeting on 10th August 2020 and 20/21-UD014 concerning the cancellation of Planning Committee Meeting on 7th September 2020 due to the Covid-19 situation.

The Town Council noted urgent decision 20/21-UD013 concerning the Planning responses for July 2020.

23. TOWN COUNCIL FINANCIAL INFORMATION

The Town Council considered the schedule of payments made by the Town Council for July & August 2020.

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

The Town Council noted that the statutory period for the Exercise of Public Rights in relation to the Annual Governance and Accountability Return for the year ended 31st March 2020 is 17th August to 28th September (inclusive) and that all statutory public notification has been made.

The Town Council noted that preparation of the Town Council 2020/21 budget is underway and Councillors should contact Committee Chairman to discuss items for inclusion and any other related matters. The budget will be resolved at the January 2021 meeting of the Full Town Council.

RESOLVED: The Town Council approved payments made in July & August 2020 and the budget out-turn report to the end of August 2020.

24. COUNCILLOR GRANTS

The Town Council noted the out-turn of the 2020-21 Councillors' grants award scheme.

25. TOWN COUNCIL PROJECTS

Chairperson

The Town Council considered the Chairman of the Council's report of 7th September 2020 concerning a Winter Festival/Christmas in Dover.

The Town Council considered the Chairman of the Council's report of 7th September 2020 concerning Support for Employment in Dover.

The Town Council considered the Chairman of the Council's report of 8th September 2020 concerning the Social Supermarket project.

RESOLVED: a) That the Town Council stage a COVID safe event in the centre of Dover, to mark the switching on of the festive lights in November/December 2020 in order to draw shoppers and visitors into the town; to stimulate the local economy; and to provide an exciting, COVID regulation compliant celebration for the people of Dover;

That a budget of up to £30,000 be set up, including contingency, to be taken from the Switch on budget as well as various event, hospitality and project underspends in the Council's committee and central budgets for 2020-21, to be managed by the Responsible Financial Officer;

That all contracts, arrangements and negotiations be delegated to the Proper Officer in consultation with the Chairperson of the Civic and Special Projects Committee;

b) That the Town Council partners with Dover Big Local to provide start-up advice, support and training to potential entrepreneurs in Dover Town. Budget up to £3,250 to be met from Town Regeneration and underspent budgets in consultation with the Responsible Financial Officer;

c) That the Town Council partners with Dover Big Local in establishing a social supermarket in Dover. Budget up to £10,000 to be met from Town Regeneration and other underspent budgets in consultation with the Responsible Financial Officer.

26. COVID-19

The Town Council noted the Chairman of the Council's report of 7th September 2020 concerning meeting arrangements for the remainder of the municipal year 2020/21.

27. 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.

The meeting ended at 7.01pm

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

Chairperson

Mayoral Engagements Attended 16th September 2020 to 6 January 2021

SEPTEMBER 2020

16th 1800 Town Council meeting at St. Radigund's Community Centre
28th 1030 Together4Dover Thank you presentation via Teams Live

OCTOBER 2020

9th 1215 Filming for Remembrance Day film
28th 1100 Unveiling Battle of Britain Painting at Co-Innovation Centre

NOVEMBER 2020

10th 0955 Remembrance Day Service at Dover Cruise Terminal

DECEMBER 2020

1st 1000 Dover Town Regeneration Advisory Board Meeting via Teams Live
12th 1650 Dover Winter Fire Garden on Roman Lawn near Market Square
14th 1330 Dover Town Regeneration Advisory Board Meeting via Teams Live

JANUARY 2021

6th 1800 Town Council (Budget) Meeting at St. Radigund's Community Centre



DOVER TOWN COUNCIL

Report to: Full Town Council
Meeting date: 6th January 2021

From: Cllr Gordon Cowan, Chairman of the Council
Date written: 30 December 2020

Subject: Christmas Cheer project

1. INTRODUCTION

The COVID-19 lockdown and subsequent restrictions have resulted in an economic downturn both nationally and in Dover. This has resulted in businesses closing, jobs being lost and household incomes and security being negatively affected. As the festive season approached it became clear that food and fuel poverty, use of foodbanks and demand for other basic social support had risen dramatically in the town. As Mayor, I very much wanted to reach out and support households in need in Dover – particularly those who were not quite eligible for other sources of support – government and district council.

2. INFORMATION

Swift and robust action was needed to ensure Dover households were not left lacking or feeling abandoned by our community. I decided to use £1000 of my mayoral allocation to provide Christmas cheer to local needy families and asked councillors to join in with their ward councillor grants. Many of you were quick to respond and we were able to put together funding of almost £3000.

As a first stage in the project, I decided to ask our local schools to nominate families they knew would have a hard Christmas and New Year. I asked St Radigunds Community Centre, which is currently the only one operating and with staff at work, to help out with shopping, packing and distributing 45 hampers before Christmas.

I am delighted to say that we managed to deliver the project within the two weeks we had before the Christmas shutdown with 45 beautiful hampers collected by delighted families.

I helped pack the goodies into lovely festive carriers helped by the Chairman of the Community Centre, Colin Barratt, as well as the Manager – Cllr Sue Jones – and the Centre's Assistant – Serena Scobie. As well as Christmas foodstuffs and treats, we

provided a voucher to enable the family to buy a holiday takeaway from a local restaurant of their choice. Recipients were absolutely thrilled with the parcels – lots of happy, smiling faces!

We still have some funds and will be investigating what we can do in the New Year and Spring to help more Dover households cope better with the impact of the pandemic.

I'd like to thank all the councillors who contributed to my Christmas project, St Radigund's Community Centre and our town council staff.

Statutory Powers: Power of General Competence – Localism Act 2011







DOVER TOWN COUNCIL

Report to: Dover Town Council

From: Councillor Gordon Cowan- Town Mayor and Chairperson of the Finance and General Purposes Committee 2020-21

Date written: 17.12.20

Subject: Maison Dieu House - Works to Front Elevation

1. INFORMATION

The regular inspection of Maison Dieu House by the Town Council's surveyors identified that urgent repair and repainting works were required to the front elevation of Maison Dieu House.

Tender specifications were prepared by the Town Council's surveyors. The surveyor responded to queries from interested contractors and conducted site meeting where required. Completed tender responses were submitted directly to the surveyor's office. The tender opportunity was advertised publicly on the Town Council's website. The surveyor is preparing an anonymised report to compare the tender submissions and make recommendations. The costs are expected to be in the region of £13k and will be funded from the 2020/21 premises maintenance budget.

2. DECISION

That the Town Council delegate to the Proper Officer in consultation with the Mayor arrangements in respect of the works to the front elevation.

Statutory Power:

Local Government Act 1972 s111.



DOVER TOWN COUNCIL

Report to: Dover Town Council

From: Councillor Gordon Cowan- Town Mayor and Chairperson of the Finance and General Purposes Committee 2020-21

Date written: 16.12.20

Subject: Town Workshop

1. INFORMATION

The Council's 7-year lease on the Town Workshop in Poulton Close, Dover ends in February 2021. During the period of the lease the Workshop has provided essential facilities for the General Assistant's maintenance work, secure storage for tools and equipment and safe garaging for the Town Council's vehicles. The workshop is conveniently and appropriately situated on an industrial estate in the Town and continues to be well maintained and fit for purpose.

An offer of renewal has been received from the landlords and the Town Council's surveyors with an extensive knowledge of the current market situation in Dover have been asked to advise the Council.

2. DECISION

That the Town Council delegate to the Proper Officer in consultation with the Mayor arrangements in respect of the Town Workshop.

Statutory Power:

Local Government Act 1972 s111.

Dover Town Team Ltd. Annual General Meeting



Monday 22nd October 2020 6pm Dover Marina Hotel (Board only)

Members in attendance:	Also in attendance:	Apologies Received:
John Angell-Chairman Simon Crowley-Finance Director Susan Jones-minutes secretary, Director Trevor Bond-Director Allison Burton Neil Wiggins-Director	none	none

1. The **Chairman's' opening remarks** covered why the 8th D.T.T.Ltd. AGM was not an open meeting due to the government guidance on meetings.
2. The minutes of the 2019 AGM were duly approved and voted up on. Proposed by Neil Wiggins , seconded by Trevor Bond , all in favour.
3. The Chairman presented the Annual Report:

“Thankyou all for coming in these dark and difficult times but I still think it is important for us to meet to bring us all up to date, especially with what is programmed for the Market Square. The minutes of this meeting will be forwarded to all our members and supporters. Looking back to last year we supported Dover Town Council with the Christmas Lights Switch on event, financing the space age ride for the day so the public could ride in it free of charge. The Christmas window dressing competition was again sponsored by us with Hunters Salon winning and the Elephant & Hind the runners up. Photographs of myself, the Mayor and the business managers were circulated freely to the local media. Hopefully we can give the same level of support to the event this year depending of course on the financial situation which we will discuss later.

In the current year we managed just 2 open meetings for the year and in March, attended by 4 members of the constabulary, the programme for law enforcement in the town centre was outlined.

The Tuesday market we have managed to keep going through the year when possible. Though it has been far from financially viable, I felt it was important for the town that the market should be seen to be present. My thanks to Elaine keen for managing this through these tough times.

Most of our time this year has been taken up with meetings, initially face to face but now virtual, with the District and County councils, the Market Square design team and various estimators. My thanks to Neil for giving up hours of his time top go through the wordy estimates, legal agreements, frequent emails and frustrating meetings to push this project forward. Neil will update us on this later.

Although the Coastal Community Fund Team has now been disbanded the 2.5 million has been deposited into the Dover District council bank account, I was going to say safely. The question has been asked of DDC as to where these funds have been allocated.

We are all hoping 2021 will not bring more bad news for our local businesses and we can start **to rebuild.**”

The Chairman’s report was proposed by Neil Wiggins, seconded by Simon Crowley-and accepted by the meeting.

4. The Financial Director presented the financial summary for 2019/20 The income of £4180.71 and expenditure for the year of £4392.56 were correct leaving a balance at 31/08/20 of £7572.15, a difference of -£212 to last year, mainly due to sponsorship of town centre events not being covered by a profit from the market which just about covered its costs this year. Membership income remains static at £120.
The accounts were approved by the meeting. Proposed by John Angell, seconded by Trevor Bond.

5. Neil reported that the progress on the Market Square project had been frustratingly slow, with the Councils going through everything in minute detail again despite our bid being successful. Roger Walton, a Director at DDC has taken the Chair which has improved progress. A delegation visited the manufacturer **of the ”misting feature”** ,which has replaced the bubbler jets due to concerns about maintenance costs, to see it in action. There are still quibbles to be ironed out over ownership and costs in the future re the furniture and construction. The overall budget has increased by £1million due to non-construction costs which remain uncovered in the grant from government. Target start date for the actual construction is now late March/April which will not help struggling businesses during the summer season.
The meeting recorded a vote of thanks for John and **Neil’s** efforts ensuring this project is delivered in at least some of its original form.

Meeting closed at 6.45pm

COLEMAN TRUST

The Trust held a face to face meeting in October – first meeting since January due to COVID and business during that period had been conducted by email.

This meeting was necessary as a previous Trustee had retired and new trustee was to be appointed; Cllr G Lymer has therefore joined the board of Trustees.

Other business had been the retirement of the Trust's welfare officer (after over 20 years) and Mrs Jill Sergeant had been appointed to the role and is undertaking the role very competently.

Pam Brivio - DTC representative on board of R V Coleman Trust.

FAIRTRADE IN DOVER – 2020 – Report to Dover Town council 6.1.21

The year started well for DFTN, we gave presentations to two classes at River Primary School in January (by invitation) and attended a meeting of the Headstart group at The One Church in February (again by invitation) – from this we had leads for other groups to contact (we have a supply of Footballs that we are keen to donate to Football clubs).

We also supported a Wine Tasting event held in Deal as part of Fairtrade Fortnight and held a display of Fairtrade goods at River Coop.

Then COVID struck so our programmes of events to attend during the year were all eventually cancelled. In the absence of being able to meet publicly, a Facebook page was set up for the group to share information provided by Fairtrade Foundation and where can post any details of local activity (e.g. forthcoming virtual meeting) .

Have met jointly (virtually) with the Deal Group to look at what we can do to promote Fairtrade Fortnight; this year it will run from 22 February to 7 March 2021. It is planned to hold a joint virtual meeting with a speaker possibly on 3 March 2021.

The theme this year is "Choose the World you want this Fairtrade Fortnight" and will highlight the growing challenges that climate change brings to farmers and workers in the communities that Fairtrade works with.

With the emergence of the global COVID pandemic, the challenges that farmers face now are bigger than ever before with falling commodity prices and widespread shocks reverberating along our global supply chains. Ongoing poverty in farming communities makes it increasingly hard to cope with the effects of climate change.

Dover District council have always in theory been supportive of the two Fairtrade groups (have representatives on both Dover and Deal groups), their support has now become more proactive in that they will host the above virtual meeting via their digital platform. A request for a speaker has been made to Fairtrade Foundation and once all details are in place, invites will be sent out to members of community, CTID, DTC councillors (many of whom have attended our previous receptions). Of course it will be different this year (no food/drink unfortunately) but will be a good opportunity to learn about the experiences of Fairtrade Producers, what being part of the Fairtrade movement means to them and the current challenges they face. The Group is pleased to have the continuing support from Dover Town Council.

Pam Brivio
DFTN



FOOD PANTRY UPDATE

The Food Pantry is due to open on Wednesday 20 January 2021 between 10.00 a.m. – 2.00 p.m.*
The Project has been the result of number of groups working together, with finance being provided by Dover Town Council, Southern Housing, Big Local.

Now have premises (unit 16 Charlton Centre) and this has been equipped and fitted out.
Have employed a Store Manager, Sara, previously worked for M and S and has a 30 year history in the retail business. There will be a team of volunteers to coordinate collection of food and being on hand to stock shelves etc

To use the Food Pantry you will need to be a member which is £5.00 weekly and this will enable you to shop at the store and have up to 15/20 items of good standard reasonably priced foods. Food will be obtained from Fayre Share and donations from local stores (which will be collected on the Tuesday evening by Volunteers) Judith Shilling will be coordinating volunteers and there will be a number of roles, (will need more volunteers as pantry grows). email for recruitment of volunteers is volunteer@doverpantry.org.uk – if can recruit more volunteers hours can be extended.
There will be criteria for becoming a member of the food pantry; is open to residents of the six wards of Dover and who may have financial issues, e.g. paying rent/utility bills.

The idea is also to be able to provide support/advice.

Publicity for the Food Pantry membership will be via an online form or can call and complete form (www.yourlocalpantry.co.uk/doverpantry) over the phone (phone line will be open Monday and Fridays 10.00 – 12.00).

COMMUNITY CAFÉ PROJECT

Community Café to be called “Sunrise”, Snargate Street plans to open 1/4/21. Seems that the community café is a project that was being considered even prior to COVID as felt needed to move on from soup kitchen.

Looking at hiring a member of staff – Judith Shilling involved with this aspect of project. There will be a voucher system which means paying customers can donate a voucher to help someone who is homeless. Stressing that will not be in competition with local café’s.

Pam Brivio

List of Payments made between 01/09/2020 and 30/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2020	CoOp Bank	DD/COOP	1.00		Bank charges
01/09/2020	Invicta IT Solutions Ltd	DD/IIT	1,042.38		IT support
07/09/2020	Cash Book 5	E20/19/1	94.20		Internal funds transfer
07/09/2020	Pure Cleaning Services	E20/19/2	1,302.00		Seafront recreation facilities
07/09/2020	CoOp Bank	DD/COOP	1.00		Bank charges
09/09/2020	Hutchison 3G UK Ltd	DD/Three	50.66		Telephone
10/09/2020	Came and Company	E20/20/1	1,469.04		Insurance – Town vehicles
10/09/2020	APEX Clean Ltd	E20/20/2	448.00		Cleaning services
10/09/2020	Wingham Well Spring	E20/20/3	51.60		Water
10/09/2020	St Radigund's Community Centre	E20/20/4	100.00		Councillor Ward Grant
10/09/2020	Invicta IT Solutions Ltd	E20/20/5	1,603.99		IT equipment
10/09/2020	Dover Outreach Enterprise	E20/20/6	595.00		Horticulture
10/09/2020	Charbec Fencing	E20/20/7	90.00		Allotment maintenance
10/09/2020	E. J. Ditton & Co Ltd	E20/20/8	54.00		Maintenance (electrical)
10/09/2020	Invicta IT Solutions Ltd	E20/20/9	142.68		IT support
14/09/2020	CoOp Bank	DD/COOP	1.00		Bank charges
14/09/2020	Capita	DD/CAPITA	31,981.99		Salaries - September
17/09/2020	Crown Gas Power	DD/Crown	91.20		Gas
18/09/2020	CoOp Bank	DD/COOP	2.00		Card fee
21/09/2020	Southern Communications Ltd	DD/SComm	77.27		Telephone
21/09/2020	Hutchison 3G UK Ltd	DD/Three	26.70		Telephone
21/09/2020	Dover District Council	DD/DDC	304.00		Business rates
21/09/2020	Dover District Council	DD/DDC	1,223.00		Business rates
21/09/2020	Ecotricity	DD/ECO7962	10.77		Electricity
21/09/2020	CoOp Bank	DD/COOP	1.00		Bank charges
23/09/2020	Bates Office Services Ltd	E20/21/1	22.54		Office supplies
23/09/2020	Industrials UK LP P'ship	E20/21/2	2,063.70		Town Workshop - rent
23/09/2020	Invicta IT Solutions Ltd	E20/21/3	3,325.20		IT security software
23/09/2020	Evac+Chair International Ltd	E20/21/4	108.00		Maintenance
23/09/2020	Cox and Hammond	E20/21/5	1,800.00		Tree work
23/09/2020	Nat. Society of Allotments	E20/21/6	66.00		Subscription
23/09/2020	W Walker Garden Maintenance	E20/21/7	105.00		Allotment maintenance
23/09/2020	Allotment tenant	E20/21/8	61.00		Repayment - receipt in error
24/09/2020	Dover Youth Theatre Project	E20/22/1	544.12		Councillor Ward Grant
24/09/2020	Ecotricity	DD/ECO7963	11.19		Electricity
24/09/2020	Ecotricity	DD/ECO7961	13.87		Electricity
24/09/2020	Ecotricity	DD/ECO7960	318.72		Electricity
28/09/2020	CoOp Bank	DD/COOP	1.00		Bank charges
29/09/2020	Rialtas Business Solutions Ltd	E20/23/1	145.20		IT software support
29/09/2020	St Radigund's Community Centre	E20/23/2	750.00		Councillor Ward Grant
29/09/2020	Business Stream	E20/23/3	24.88		Sewerage
29/09/2020	Business Stream	E20/23/4	22.78		Sewerage
29/09/2020	Dover Outreach Enterprise	E20/23/5	595.00		Horticulture
29/09/2020	Frama UK Ltd	E20/23/6	259.56		Postage
29/09/2020	The Dover Film Festival Society	E20/23/7	311.00		Committee grant
29/09/2020	Suez Recycling & Recovery Hold	DD/Suez	138.12		Waste disposal

Continued on Page 2

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	51,451.36		

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/09/2020	HSBC	DD/HSBC	6.50		Bank charges
09/09/2020	Co-Op Current Account	9.9.20	50,000.00		Internal funds transfer

Total Payments 50,006.50

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2020	Cash Book 3	CB3/SEPT	5.00		Key deposit return
30/09/2020	Cash book 3	CB3/SEPT	105.03		Council meeting costs
30/09/2020	Cash book 3	CB3/SEPT	14.50		Refreshments
30/09/2020	Cash Book 3	CB3/SEPT	30.00		Subscription-Events Industry Forum
		Total Payments	154.53		

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2020	Cash Book 4	CB4/SEPT	51.22		Sanitiser/cleaners - Covid-19
		Total Payments	51.22		

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2020	Cash Book 5	CB5/SEPT	80.00		Community vehicle - fuel
30/09/2020	Cash Book 5	CB5/SEPT	10.00		Telephone
30/09/2020	Cash Book 5	CB5/SEPT	30.20		Horticulture
Total Payments			<u>120.20</u>		

List of Payments made between 01/10/2020 and 31/10/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/10/2020	APEX Clean Ltd	E20/24/1	504.00		Cleaning
06/10/2020	Invicta IT Solutions Ltd	DD/IIT	1,042.38		IT support
06/10/2020	CoOp Bank	DD/COOP	1.00		Bank charges
12/10/2020	Dover Outreach Enterprise	E20/25/1	253.66		Horticulture
12/10/2020	Invicta IT Solutions Ltd	E20/25/2	142.68		IT support
12/10/2020	Pure Cleaning Services	E20/25/4	1,260.00		Seafront recreation facilities
12/10/2020	Rialtas Business Solutions Ltd	E20/25/5	288.00		IT support
12/10/2020	Key Services South East Ltd	E20/25/6	96.00		Fire extinguishers
12/10/2020	Key Services South East Ltd	E20/25/7	107.32		Allotment maintenance
12/10/2020	Lamps & Tubes Illuminations Ltd	E20/25/8	12,711.60		Festive Lights
12/10/2020	W Walker Garden Maintenance	E20/25/9	101.25		Allotment maintenance
12/10/2020	Cash Book 5	E20/25/6	120.80		Internal funds transfer
12/10/2020	Hutchison 3G UK Ltd	DD/Three	50.77		Telephone
12/10/2020	CoOp Bank	DD/COOP	1.00		Bank charges
13/10/2020	Capita	DD/CAPITA	32,073.17		Salaries - October
16/10/2020	Crown Gas Power	DD/Crown	143.47		Gas
19/10/2020	Dover District Council	DD/DDC	304.00		Business rates
19/10/2020	Dover District Council	DD /DDC	1,223.00		Business rates
19/10/2020	Kent County RBL Poppy Appeal	CC/RBL	500.00		Wreaths
19/10/2020	Coop Bank	DD/COOP	2.00		Card fee
20/10/2020	Hutchison 3G UK Ltd	DD/Three	26.70		Telephone
20/10/2020	Coop Bank	DD/COOP	1.00		Bank charges
21/10/2020	E. J. Ditton & Co Ltd	E20/26/1	2,624.69		MDH maintenance
21/10/2020	Amalgamated Lifts	E20/26/2	384.00		Lift maintenance
21/10/2020	East Kent Recycling Ltd	E20/26/3	384.00		Allotment maintenance
22/10/2020	Southern Communications Ltd	DD/SCOMM	91.66		Telephone
26/10/2020	Ashe Alarms Limited	E20/27/1	222.00		MDH maintenance
26/10/2020	Walk the Plank Ltd	E20/27/2	13,800.00		Dover Fire Garden
26/10/2020	Dreamclean	E20/27/3	140.00		Window/mural cleaning
26/10/2020	Hipperson Ltd	E20/27/4	3,576.00		Covid compliance safety works
26/10/2020	CoOp Bank	DD/COOP	1.00		Bank charges
27/10/2020	H M Land Registry	DD/LREG	6.00		Search fees
27/10/2020	Ecotricity	DD/ECOT	10.43		Electricity
27/10/2020	Ecotricity	DD /ECOT	10.85		Electricity
27/10/2020	Ecotricity	DD / ECOT	308.41		Electricity
27/10/2020	Ecotricity	DD / ECOT	13.39		Electricity
30/10/2020	Suez Recycling & Recovery Hold	DD/SUEZ	138.84		Waste disposal
		Total Payments	72,665.37		

Date: 03/11/2020

Dover Town Council

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Cash Book 5

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2020	Cash Book 5	CB5/OCT	80.00		Community Vehicle - Fuel
31/10/2020	Cash Book 5	CB5/OCT	12.14		Allotments maintenance
Total Payments			<u>92.14</u>		

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Dover Town Council

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Cash book 3

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/10/2020	Co-Op Current Account	R24	500.00		Internal funds transfer
31/10/2020	Cash book 3	CB3/OCT	30.00		Training
31/10/2020	Cash Book 3	CB3/OCT	14.99		Office supplies
31/10/2020	Cash book 3	CB3/OCT	28.92		Refreshments
Total Payments			<u>573.91</u>		

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Dover Town Council

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HSBC Current Account

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/10/2020	HSBC UK	CB1/HSBC	6.50		Bank charges
05/10/2020	Co-Op Current Account	5.10.20	50,000.00		Internal funds transfer
Total Payments			<u>50,006.50</u>		

List of Payments made between 01/11/2020 and 30/11/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/11/2020	CF Corporate Finance Ltd	DD/CFCorp	81.98		Franking machine
02/11/2020	Invicta IT Solutions Ltd	DD/IIT	1,042.38		IT support
02/11/2020	CoOp Bank	DD/COOP	1.00		Bank charges
03/11/2020	East Kent Recycling Ltd	E20/28/1	192.00		Allotments maintenance
03/11/2020	APEX Clean Ltd	E20/28/2	504.00		Cleaning services
03/11/2020	Key Services South East Ltd	E20/28/3	203.54		Seafront recreation facility
03/11/2020	W.Walker Garden Maintenance	E20/28/4	105.00		Allotments maintenance
09/11/2020	Invicta IT Solutions Ltd	E20/28/1	142.68		IT support
09/11/2020	Visual Line Limited	E20/280/2	715.00		Remembrance Sunday-film
09/11/2020	Dover Transport Museum Society	E20/28/3	700.00		Councillor ward grant
09/11/2020	The Play Inspection Co Ltd	E20/28/4	126.00		Sea front recreation facilities
09/11/2020	Hipperson Ltd	E20/28/5	2,580.00		Covid-19 compliance safety works
09/11/2020	Rialtas Business Solutions Ltd	E20/28/6	70.80		IT support
09/11/2020	KALC	E20/28/7	60.00		Councillor training
09/11/2020	Bates Office Services Ltd	E20/28/8	39.98		Covid-19 safety supplies
09/11/2020	Pure Cleaning Services	E20/28/9	672.00		Seafront recreation facilities
09/11/2020	McCabe Ford Williams	E20/28/10	828.00		Internal audit
09/11/2020	Invicta Law Limited	E20/28/11	752.40		Professional services
09/11/2020	Invicta IT Solutions Ltd	E20/28/12	216.00		IT support
09/11/2020	Dover District Council	E20/28/13	3,360.00		Permits
09/11/2020	Cash Book 5	E20/28/14	92.14		Internal funds transfer
09/11/2020	Hutchison 3G UK Ltd	DD/Three	50.83		Telephone
09/11/2020	Coop Bank	DD/COOP	1.00		Bank charges
13/11/2020	Capita Business Services Ltd	DD/Capita	453.60		Payroll administration
13/11/2020	Capita Payroll	DD/CAPITA	36,797.39		Councillor Allowance/Salaries
16/11/2020	Crown Gas Power	DD/Crown	345.42		Gas
16/11/2020	CoOp Bank	DD/COOP	1.00		Bank charges
16/11/2020	CoOp Bank	DD / COOP	2.00		Card fee
17/11/2020	Key Services South East Ltd	E20/29/1	18.96		Allotment maintenance
17/11/2020	E. J. Ditton & Co Ltd	E20/29/2	104.11		MDH maintenance-electrical
17/11/2020	Kent County Council	E20/29/3	140.59		Photocopier
17/11/2020	Kent County Council	E20/29/4	29.00		Permit
17/11/2020	HSE Advisor Ltd	E20/29/5	420.00		Safety – Fire risk
19/11/2020	Dover District Council	DD/DDC	304.00		Business rates
19/11/2020	Dover District Council	DD /DDC	1,223.00		Business rates
19/11/2020	Kent County RBL Poppy Appeal	CC/RBL	100.00		Donation
19/11/2020	Kent Association for the Blind	CC/KAB	100.00		Donation
19/11/2020	Safe Kids Walking Ltd	CC/BrightK	216.00		Councillor Ward Grant
19/11/2020	Amazon	CC/Amazon	66.60		Councillor Ward Grant
19/11/2020	Amazon	CC /Amazon	15.80		Councillor Ward Grant
20/11/2020	Southern Communications Ltd	DD/SCOMMS	91.66		Telephone
20/11/2020	Hutchison 3G Uk Ltd	DD/Three	26.70		Telephone

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List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/11/2020	R G Williams Plumbing & Heating	E20/30/1	177.78		MDH maintenance
23/11/2020	PKF Littlejohn LLP	E20/30/2	1,920.00		External audit
23/11/2020	Bates Office Services Ltd	E20/30/3	68.38		Covid-19 safety supplies
23/11/2020	W.Walker Garden Maintenance	E20/30/4	112.50		Allotment maintenance
23/11/2020	Frama UK Ltd	DD/Frama	0.51		Postage
23/11/2020	CoOp Bank	DD/COOP	1.00		Bank charges
26/11/2020	Ecotricity	DD/Ecotric	10.77		Electricity
26/11/2020	Ecotricity	DD /Ecotri	11.19		Electricity
26/11/2020	ESS (Utility Consultants) Ltd	DD/ESS	25.00		Utility savings fee
30/11/2020	Alkham Valley Garden Centre	E20/31/1	693.19		Horticulture
30/11/2020	Cash Book 8	30.11.20	175.00		Honorarium
30/11/2020	Dover Outreach Enterprise	E20/31/3	129.50		Horticulture
30/11/2020	Kent Assoc. of Local Councils	E20/31/4	42.00		Training
30/11/2020	Key Services South East Ltd	E20/31/5	34.99		Allotment maintenance
30/11/2020	Suez Recycling & Recovery Hold	DD/Suez	139.02		Waste disposal
30/11/2020	CoOp Bank	DD/COOP	1.00		Bank charges
		Total Payments	56,534.39		

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2020	HSBC	DD/HSBC	6.50		Bank charges
04/11/2020	Co-Op Current Account	4.11.20	50,000.00		Internal funds transfer
26/11/2020	Co-Op Current Account	26.11.20	50,000.00		Internal funds transfer

	Total Payments		<u>100,006.50</u>		
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List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2020	Cash Book 3	CB3/NOV	69.04		Office costs
Total Payments			<u>69.04</u>		

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes							
<u>101 Premises and Services</u>							
1050 Misc Income	1,727	0	0	0			0.0%
Premises and Services :- Income	1,727	0	0	0			
4010 Loan Interest	18,360	18,360	18,360	0		0	100.0%
4011 Rates	12,030	12,226	14,500	2,275		2,275	84.3%
4012 Water/Sewerage	403	202	1,550	1,348		1,348	13.0%
4014 Electricity	2,753	3,136	4,000	864		864	78.4%
4015 Town Vehicles	12,097	5,586	13,500	7,914		7,914	41.4%
4025 Insurance - premises	4,750	5,000	5,000	0		0	100.0%
4034 Contract Cleaning	5,600	2,464	6,400	3,936		3,936	38.5%
4035 Window Cleaning	1,620	420	1,950	1,530		1,530	21.5%
4036 Premises Maintenance	72,249	5,186	30,000	24,814	3,448	21,366	28.8%
4037 Gas - heating	2,621	1,132	3,700	2,568		2,568	30.6%
4038 Service/Maint Alarms	1,645	1,645	2,150	505		505	76.5%
4039 Lift Servicing	150	579	1,600	1,021	220	801	49.9%
4045 War Memorial Maintenance	65	144	1,600	1,456	500	956	40.3%
4046 Town Workshop	12,569	8,350	12,600	4,250		4,250	66.3%
4414 Pencester Pavilion Maintenance	375	33	2,600	2,567	1,310	1,257	51.7%
Premises and Services :- Indirect Expenditure	147,286	64,462	119,510	55,048	5,478	49,571	58.5%
Net Income over Expenditure	(145,559)	(64,462)	(119,510)	(55,048)			
<u>102 Staff Costs</u>							
4013 Staff costs transfer A/C	(1,733)	0	0	0		0	0.0%
4018 Staff costs	335,179	231,505	360,000	128,495		128,495	64.3%
Staff Costs :- Indirect Expenditure	333,446	231,505	360,000	128,495	0	128,495	64.3%
Net Expenditure	(333,446)	(231,505)	(360,000)	(128,495)			
<u>103 Administration</u>							
1076 Precept	757,200	804,844	804,844	0			100.0%
1096 Bank Interest	5,431	357	1,000	643			35.7%
Administration :- Income	762,631	805,201	805,844	643			99.9%
4020 Publications	563	0	550	550		550	0.0%
4021 Telephone	4,315	3,217	4,200	983		983	76.6%
4022 Postage	1,521	690	2,300	1,610		1,610	30.0%
4023 Office Supplies	2,603	1,285	5,600	4,315		4,315	23.0%
4024 Insurance - general	3,257	4,081	6,250	2,169		2,169	65.3%

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4028 Photocopier	1,364	385	2,250	1,865		1,865	17.1%
4029 Clerk's Meeting Costs	64	0	600	600		600	0.0%
4030 Travel & Subsistence Officers	0	38	675	637		637	5.6%
4031 Staff Development	7,105	398	9,200	8,802		8,802	4.3%
4032 Recruitment	0	0	1,000	1,000		1,000	0.0%
4042 Permits	1,708	1,640	2,200	560		560	74.5%
4051 Bank Charges	147	101	250	149		149	40.4%
Administration :- Indirect Expenditure	<u>22,647</u>	<u>11,835</u>	<u>35,075</u>	<u>23,240</u>	<u>0</u>	<u>23,240</u>	<u>33.7%</u>
Net Income over Expenditure	<u>739,984</u>	<u>793,366</u>	<u>770,769</u>	<u>(22,597)</u>			
<u>104 Professional Fees & Subs.</u>							
4054 Subscriptions	3,072	2,057	4,000	1,943		1,943	51.4%
4056 Legal & Valuation Advice	8,118	4,141	10,000	5,860		5,860	41.4%
4057 Audit Fee	3,150	690	4,500	3,810	2,470	1,340	70.2%
4058 Payroll Fee	1,752	1,063	2,200	1,137		1,137	48.3%
4059 Computer Support	12,268	7,784	14,000	6,216		6,216	55.6%
Professional Fees & Subs. :- Indirect Expenditure	<u>28,361</u>	<u>15,735</u>	<u>34,700</u>	<u>18,965</u>	<u>2,470</u>	<u>16,495</u>	<u>52.5%</u>
Net Expenditure	<u>(28,361)</u>	<u>(15,735)</u>	<u>(34,700)</u>	<u>(18,965)</u>			
<u>105 Town Council</u>							
4070 Councillors External Expenses	0	0	1,000	1,000		1,000	0.0%
4071 Councillors Training	1,483	50	1,550	1,500		1,500	3.2%
4072 Gifts & Presentations	0	0	500	500		500	0.0%
4073 Elections/Town Poll	18,324	0	8,500	8,500		8,500	0.0%
4075 TC Functions & Gen Hospitality	768	367	2,500	2,133		2,133	14.7%
4076 Parish Basic Allowance	9,910	9,484	12,600	3,116		3,116	75.3%
Town Council :- Indirect Expenditure	<u>30,485</u>	<u>9,902</u>	<u>26,650</u>	<u>16,748</u>	<u>0</u>	<u>16,748</u>	<u>37.2%</u>
Net Expenditure	<u>(30,485)</u>	<u>(9,902)</u>	<u>(26,650)</u>	<u>(16,748)</u>			
<u>106 Grants & Projects</u>							
1050 Misc Income	600	0	0	0			0.0%
Grants & Projects :- Income	<u>600</u>	<u>0</u>	<u>0</u>	<u>0</u>			
4060 Councillor Ward Grants	5,777	2,513	9,000	6,487		6,487	27.9%
4062 Climate Action and Sustainabil	810	0	1,000	1,000		1,000	0.0%
Grants & Projects :- Indirect Expenditure	<u>6,587</u>	<u>2,513</u>	<u>10,000</u>	<u>7,487</u>	<u>0</u>	<u>7,487</u>	<u>25.1%</u>
Net Income over Expenditure	<u>(5,987)</u>	<u>(2,513)</u>	<u>(10,000)</u>	<u>(7,487)</u>			

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

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	4,458	4,127	6,500	2,373		2,373	63.5%
Capital Expenditure :- Indirect Expenditure	<u>4,458</u>	<u>4,127</u>	<u>6,500</u>	<u>2,373</u>	<u>0</u>	<u>2,373</u>	<u>63.5%</u>
Net Expenditure	<u>(4,458)</u>	<u>(4,127)</u>	<u>(6,500)</u>	<u>(2,373)</u>			
<u>501 Marketing & Publicity</u>							
4501 Communications/Consultations	4,216	1,250	6,100	4,850		4,850	20.5%
Marketing & Publicity :- Indirect Expenditure	<u>4,216</u>	<u>1,250</u>	<u>6,100</u>	<u>4,850</u>	<u>0</u>	<u>4,850</u>	<u>20.5%</u>
Net Expenditure	<u>(4,216)</u>	<u>(1,250)</u>	<u>(6,100)</u>	<u>(4,850)</u>			
Finance & General Purposes :- Income	764,958	805,201	805,844	643			99.9%
Expenditure	<u>577,487</u>	<u>341,328</u>	<u>598,535</u>	<u>257,207</u>	<u>7,948</u>	<u>249,259</u>	<u>58.4%</u>
Movement to/(from) Gen Reserve	<u>187,472</u>	<u>463,873</u>					

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Planning							
201 Planning							
4201 Planning	695	0	1,100	1,100		1,100	0.0%
4203 Neighbourhood Planning	11,084	0	0	0		0	0.0%
Planning :- Indirect Expenditure	<u>11,779</u>	<u>0</u>	<u>1,100</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>	<u>0.0%</u>
Net Expenditure	<u>(11,779)</u>	<u>0</u>	<u>(1,100)</u>	<u>(1,100)</u>			
Planning :- Income	0	0	0	0			0.0%
Expenditure	11,779	0	1,100	1,100	0	1,100	0.0%
Movement to/(from) Gen Reserve	<u>(11,779)</u>	<u>0</u>					

Detailed Income & Expenditure by Budget Heading 30/11/2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Civic and Special Projects							
110 Mayoral Costs							
4101	Mayoral Expense of Office	3,418	222	6,100	5,878	1,000	4,878 20.0%
4102	Mayor's Hospitality	91	0	1,650	1,650		1,650 0.0%
4103	Chaplain's Allowance	175	175	175	0	0	100.0%
4104	Mayor Making	2,423	0	0	0	0	0.0%
4105	Badges of Office	0	0	500	500	500	0.0%
4113	Uniforms	39	0	325	325	325	0.0%
	Mayoral Costs :- Indirect Expenditure	<u>6,146</u>	<u>397</u>	<u>8,750</u>	<u>8,353</u>	<u>1,000</u>	<u>7,353 16.0%</u>
	Net Expenditure	<u>(6,146)</u>	<u>(397)</u>	<u>(8,750)</u>	<u>(8,353)</u>		
111 Mayoral Charity Fundraising							
1113	Mayor's Charitable events	342	0	0	0		0.0%
	Mayoral Charity Fundraising :- Income	<u>342</u>	<u>0</u>	<u>0</u>	<u>0</u>		
4150	Mayor's Charitable events	342	0	0	0	0	0.0%
	Mayoral Charity Fundraising :- Indirect Expenditure	<u>342</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
301 Civic Functions							
4301	Remembrance Sunday	2,049	1,214	2,900	1,686	1,686	41.8%
4302	Zeebrugge Raid Commemorations	3,116	0	0	0	0	0.0%
4304	Other Links/Functions	510	0	1,000	1,000	1,000	0.0%
4307	Statutory Annual Town Meeting	211	0	0	0	0	0.0%
	Civic Functions :- Indirect Expenditure	<u>5,886</u>	<u>1,214</u>	<u>3,900</u>	<u>2,686</u>	<u>0</u>	<u>2,686 31.1%</u>
	Net Expenditure	<u>(5,886)</u>	<u>(1,214)</u>	<u>(3,900)</u>	<u>(2,686)</u>		
302 Custodial Costs							
4310	Robes	77	0	600	600	600	0.0%
4311	Insurance - Civic Regalia	2,000	2,000	2,000	0	0	100.0%
4313	Repairs	41	43	500	457	457	8.5%
	Custodial Costs :- Indirect Expenditure	<u>2,118</u>	<u>2,043</u>	<u>3,100</u>	<u>1,057</u>	<u>0</u>	<u>1,057 65.9%</u>
	Net Expenditure	<u>(2,118)</u>	<u>(2,043)</u>	<u>(3,100)</u>	<u>(1,057)</u>		
303 Town Events							
1050	Misc Income	2,000	0	0	0		0.0%
	Town Events :- Income	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>		

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4063 Events/Activities Facilitation	18,735	12,609	31,625	19,016	18,443	574	98.2%
4412 Festival Lights	21,815	16,142	23,500	7,358	7,358	0	100.0%
Town Events :- Indirect Expenditure	40,550	28,751	55,125	26,374	25,801	574	99.0%
Net Income over Expenditure	(38,550)	(28,751)	(55,125)	(26,374)			
601 Special Projects							
4410 Western Heights (maint)	3,397	259	2,000	1,741		1,741	13.0%
4418 Recreation and Leisure	42,000	0	0	0		0	0.0%
4421 Sports/Health Development Fund	28,626	14,003	25,500	11,497	5,892	5,605	78.0%
Special Projects :- Indirect Expenditure	74,023	14,262	27,500	13,238	5,892	7,346	73.3%
Net Expenditure	(74,023)	(14,262)	(27,500)	(13,238)			
Civic and Special Projects :- Income	2,342	0	0	0			0.0%
Expenditure	129,064	46,666	98,375	51,709	32,693	19,017	80.7%
Movement to/(from) Gen Reserve	(126,722)	(46,666)					

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Community and Services							
<u>304 Tourism</u>							
1109 Tourism income	39,084	20,000	32,500	12,500			61.5%
Tourism :- Income	<u>39,084</u>	<u>20,000</u>	<u>32,500</u>	<u>12,500</u>			<u>61.5%</u>
4337 Tourism Support	55,818	40,619	60,748	20,129		20,129	66.9%
4338 Destination Dover Project	7,857	1,049	11,375	10,326	300	10,026	11.9%
Tourism :- Indirect Expenditure	<u>63,675</u>	<u>41,668</u>	<u>72,123</u>	<u>30,455</u>	<u>300</u>	<u>30,155</u>	<u>58.2%</u>
Net Income over Expenditure	<u>(24,591)</u>	<u>(21,668)</u>	<u>(39,623)</u>	<u>(17,955)</u>			
<u>401 Community Projects and Support</u>							
4401 Horticultural	6,430	3,068	11,250	8,182		8,182	27.3%
4422 Town Regeneration & Developmnt	5,103	5,638	22,813	17,175	16,530	645	97.2%
4427 Public Conveniences	3,067	5,514	9,500	3,986	1,100	2,886	69.6%
Community Projects and Support :- Indirect Expenditure	<u>14,600</u>	<u>14,220</u>	<u>43,563</u>	<u>29,343</u>	<u>17,630</u>	<u>11,713</u>	<u>73.1%</u>
Net Expenditure	<u>(14,600)</u>	<u>(14,220)</u>	<u>(43,563)</u>	<u>(29,343)</u>			
<u>402 Allotments</u>							
1050 Misc Income	389	195	0	(195)			0.0%
1080 Allotments	13,608	14,578	12,250	(2,328)			119.0%
Allotments :- Income	<u>13,997</u>	<u>14,773</u>	<u>12,250</u>	<u>(2,523)</u>			<u>120.6%</u>
4430 Allotments maintenance	13,726	5,726	10,500	4,774		4,774	54.5%
Allotments :- Indirect Expenditure	<u>13,726</u>	<u>5,726</u>	<u>10,500</u>	<u>4,774</u>	<u>0</u>	<u>4,774</u>	<u>54.5%</u>
Net Income over Expenditure	<u>271</u>	<u>9,047</u>	<u>1,750</u>	<u>(7,297)</u>			
<u>403 Town Open Spaces</u>							
1050 Misc Income	6,359	0	0	0			0.0%
Town Open Spaces :- Income	<u>6,359</u>	<u>0</u>	<u>0</u>	<u>0</u>			
4408 High Meadow maint/dev	27,844	21,594	22,000	406		406	98.2%
Town Open Spaces :- Indirect Expenditure	<u>27,844</u>	<u>21,594</u>	<u>22,000</u>	<u>406</u>	<u>0</u>	<u>406</u>	<u>98.2%</u>
Net Income over Expenditure	<u>(21,484)</u>	<u>(21,594)</u>	<u>(22,000)</u>	<u>(406)</u>			
Community and Services :- Income	<u>59,440</u>	<u>34,773</u>	<u>44,750</u>	<u>9,977</u>			<u>77.7%</u>
Expenditure	<u>119,844</u>	<u>83,209</u>	<u>148,186</u>	<u>64,977</u>	<u>17,930</u>	<u>47,047</u>	<u>68.3%</u>
Movement to/(from) Gen Reserve	<u>(60,404)</u>	<u>(48,436)</u>					

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	826,741	839,974	850,594	10,620			98.8%
Expenditure	838,174	471,202	846,196	374,994	58,571	316,424	62.6%
Net Income over Expenditure	<u>(11,433)</u>	<u>368,772</u>	<u>4,398</u>	<u>(364,374)</u>			
Movement to/(from) Gen Reserve	<u>(11,433)</u>	<u>368,772</u>					



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DOV16/JDS/ES

26 October 2020

Dear Madam

We have recently carried out our interim audit in connection with our annual report for the year ended 31 March 2021. The audit was carried out remotely as a result of the coronavirus pandemic between 16 October and 23 October 2020.

During this visit, we checked the following:

1. Sample checked receipts and payments to supporting documents. The cash book is kept up to date and at the time of our remote audit, was completed to that date.
2. The bank reconciliation at 30 September 2020 was checked and agreed to the trial balance at that date.
3. The accounts for the six months ended 30 September 2020 were compared to the budget for the year.
4. Debtors and creditors at 30 September 2020.
5. Payroll procedures.
6. Ascertained the financial systems in place.
7. Sample checked the procedures surrounding income and bankings for the period from 1 April 2020 to 30 September 2020.
8. Sample checked the procedures surrounding purchase order requests, purchase invoices and payments for the period from 1 April 2020 to 30 September 2020.
9. A sample of minutes were reviewed to ensure that correct financial procedures appear to have been followed and that financial effects of decisions reached were accurately recorded in the Council's records.

There are no matters to bring to your attention.

Yours faithfully

McCabe Ford Williams

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **DOVER TOWN COUNCIL – KE0079**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

13/11/2020

*** Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)**



DOVER TOWN COUNCIL

Report to: Dover Town Council

From: Diana Baldwin – Responsible Financial Officer

Date written: 4.1.21

Subject: DOVER TOWN COUNCIL BUDGET 2021-22

IMPACT OF THE 2021/22 BAND D PROPERTY CALCUATIONS FOR THE DOVER TOWN AREA

INFORMATION:

The Dover Town Area Band D property calculations were received from Dover District Council following the issue of the papers and draft budget for the meeting of the Town Council on 6th January.

As noted in the reports the budget calculations were based on the 2020/21 Band D calculations. In all recent previous years, the Band D calculations (broadly the average number of Council Tax Band D properties in Dover) has risen. However, in 2021/22 the figures calculated by DDC showed a significant drop in Band D from 8299 to 8162.

The impact of the calculation over which the Town Council has no control is that a rise of 5% in the precept will give yield a precept of £831,200 (rather than £845,086 as included in the draft budget – a drop of £13,886).

The calculation was immediately queried with DDC and while a full explanation is still to be provided it appears that a significant factor was a rise in the number of households eligible for Council Tax support – itself likely to be related to the economic impact of Covid-19 – which has impacted on the complex Band D calculation. The Town Council did not receive any prior indication that this situation was likely to occur.

It is far from clear why Central Government has imposed this method of calculation on Local Councils as it appears ill suited to support timely and accurate budgeting in a budget as closely controlled as that of the Town Council. On the basis of the 2021/22 Band D calculation even the issue of the exactly the same precept as the current 2020/21 year of £804,844 would be calculated as increase of 1.7%.

On the instruction of the Mayor the Town Council budget 2021/22 has therefore been redrafted with the following changes to retain the 5% Band D increase and also the Council's commitment to additional targeted Community Support:

- The draft precept is £831,200
- The Community Support Budget is £40,000

This results in an overall rise in the Council's total net expenditure of £13,644. It is anticipated this rise will be met from savings in the current year's budget (for example the budget for ward elections).

The Band D % calculated increase remains at 5%, which based on the newly provided 2021/22 Band D calculations will result in a Band D Council tax charge of £101.83 (2020/21 - £96.98) an increase of £4.85 or 9.3p per week.

Annual Budget - By Committee (Actual YTD Month 8)

Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21				Draft 21/22				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Finance & General Purposes											
101 Premises and Services											
1050 Misc Income	0	1,727	0	0	0	0	0	0	0	0	0
Total Income	0	1,727	0	0	0	0	0	0	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	14,000	12,030	0	0	14,500	0	14,500	12,226	14,500	0	0
4012 Water/Sewerage	1,500	403	0	0	1,550	0	1,550	202	1,550	0	0
4014 Electricity	2,800	2,753	0	0	4,000	0	4,000	3,136	4,000	0	0
4015 Town Vehicles	13,000	12,097	0	0	13,500	0	13,500	5,586	13,500	0	0
4025 Insurance - premises	4,750	4,750	0	0	5,000	0	5,000	5,000	5,000	0	0
4034 Contract Cleaning	6,200	5,600	0	0	6,400	0	6,400	2,464	6,400	0	0
4035 Window Cleaning	1,900	1,620	0	0	1,950	0	1,950	420	1,950	0	0
4036 Premises Maintenance	80,000	72,249	0	0	30,000	0	30,000	5,186	30,000	0	0
4037 Gas - heating	3,600	2,621	0	0	3,700	0	3,700	1,132	3,700	0	0
4038 Service/Maint Alarms	2,100	1,645	0	0	2,150	0	2,150	1,645	2,150	0	0
4039 Lift Servicing	1,500	150	0	0	1,600	0	1,600	579	1,600	0	0
4045 War Memorial Maintenance	1,500	65	0	0	1,600	0	1,600	144	1,600	0	0
4046 Town Workshop	12,500	12,569	0	0	12,600	0	12,600	8,350	12,600	0	0
4414 Pencester Pavilion Maintenance	2,500	375	0	0	2,600	0	2,600	33	2,600	0	0
Overhead Expenditure	166,210	147,286	0	0	119,510	0	119,510	64,462	119,510	0	0
Movement to/(from) Gen Reserve	(166,210)	(145,559)			(119,510)		(119,510)	(64,462)	(119,510)		
102 Staff Costs											

Continued on next page

Dover Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21				Draft 21/22				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4013 Staff costs transfer A/C	0	-1,733	0	0	0	0	0	0	0	0	0
4018 Staff costs	345,000	335,179	0	0	360,000	0	360,000	231,505	360,000	0	0
Overhead Expenditure	345,000	333,446	0	0	360,000	0	360,000	231,505	360,000	0	0
Movement to/(from) Gen Reserve	(345,000)	(333,446)			(360,000)		(360,000)	(231,505)	(360,000)		
103 Administration											
1076 Precept	757,200	757,200	0	0	804,844	0	804,844	804,844	831,200	0	0
1096 Bank Interest	0	5,431	0	0	1,000	0	1,000	357	1,000	0	0
Total Income	757,200	762,631	0	0	805,844	0	805,844	805,201	832,200	0	0
4020 Publications	500	563	0	0	550	0	550	0	550	0	0
4021 Telephone	4,000	4,315	0	0	4,200	0	4,200	3,217	4,200	0	0
4022 Postage	2,100	1,521	0	0	2,300	0	2,300	690	2,300	0	0
4023 Office Supplies	5,500	2,603	0	0	5,600	0	5,600	1,285	5,600	0	0
4024 Insurance - general	6,000	3,257	0	0	6,250	0	6,250	4,081	6,250	0	0
4028 Photocopier	2,000	1,364	0	0	2,250	0	2,250	385	2,250	0	0
4029 Clerk's Meeting Costs	600	64	0	0	600	0	600	0	600	0	0
4030 Travel & Subsistence Officers	650	0	0	0	675	0	675	38	675	0	0
4031 Staff Development	9,000	7,105	0	0	9,200	0	9,200	398	9,200	0	0
4032 Recruitment	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4042 Permits	2,100	1,708	0	0	2,200	0	2,200	1,640	2,200	0	0
4051 Bank Charges	250	147	0	0	250	0	250	101	250	0	0
Overhead Expenditure	33,700	22,647	0	0	35,075	0	35,075	11,835	35,075	0	0
Movement to/(from) Gen Reserve	723,500	739,984			770,769		770,769	793,366	797,125		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21				Draft 21/22				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
104 Professional Fees & Subs.											
4054 Subscriptions	3,400	3,072	0	0	4,000	0	4,000	2,057	4,000	0	0
4056 Legal & Valuation Advice	10,000	8,118	0	0	10,000	0	10,000	4,141	10,000	0	0
4057 Audit Fee	4,400	3,150	0	0	4,500	0	4,500	690	4,500	0	0
4058 Payroll Fee	2,100	1,752	0	0	2,200	0	2,200	1,063	2,200	0	0
4059 Computer Support	12,000	12,268	0	0	14,000	0	14,000	7,784	14,000	0	0
Overhead Expenditure	31,900	28,361	0	0	34,700	0	34,700	15,735	34,700	0	0
Movement to/(from) Gen Reserve	(31,900)	(28,361)			(34,700)		(34,700)	(15,735)	(34,700)		
105 Town Council											
4070 Councillors External Expenses	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4071 Councillors Training	1,500	1,483	0	0	1,550	0	1,550	50	1,550	0	0
4072 Gifts & Presentations	500	0	0	0	500	0	500	0	500	0	0
4073 Elections/Town Poll	26,000	18,324	0	0	8,500	0	8,500	0	8,500	0	0
4075 TC Functions & Gen Hospitality	2,500	768	0	0	2,500	0	2,500	367	2,500	0	0
4076 Parish Basic Allowance	12,600	9,910	0	0	12,600	0	12,600	9,484	12,600	0	0
Overhead Expenditure	44,100	30,485	0	0	26,650	0	26,650	9,902	26,650	0	0
Movement to/(from) Gen Reserve	(44,100)	(30,485)			(26,650)		(26,650)	(9,902)	(26,650)		
106 Grants & Projects											
1050 Misc Income	0	600	0	0	0	0	0	0	0	0	0
Total Income	0	600	0	0	0	0	0	0	0	0	0
4060 Councillor Ward Grants	9,000	5,777	0	0	9,000	0	9,000	2,513	9,000	0	0

Continued on next page

Dover Town Council

Annual Budget - By Committee (Actual YTD Month 8)

Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21				Draft 21/22				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4062 Climate Action and Sustainabil	1,000	810	0	0	1,000	0	1,000	0	1,000	0	0
4064 Community Support	0	0	0	0	0	0	0	0	40,000	0	0
Overhead Expenditure	10,000	6,587	0	0	10,000	0	10,000	2,513	50,000	0	0
Movement to/(from) Gen Reserve	(10,000)	(5,987)			(10,000)		(10,000)	(2,513)	(50,000)		
199 Capital Expenditure											
4091 Office Equipment	6,000	4,458	0	0	6,500	0	6,500	4,127	6,500	0	0
Overhead Expenditure	6,000	4,458	0	0	6,500	0	6,500	4,127	6,500	0	0
Movement to/(from) Gen Reserve	(6,000)	(4,458)			(6,500)		(6,500)	(4,127)	(6,500)		
501 Marketing & Publicity											
4501 Communications/Consultations	6,000	4,216	0	0	6,100	0	6,100	1,250	6,100	0	0
Overhead Expenditure	6,000	4,216	0	0	6,100	0	6,100	1,250	6,100	0	0
Movement to/(from) Gen Reserve	(6,000)	(4,216)			(6,100)		(6,100)	(1,250)	(6,100)		
Finance & General Purposes - Income	757,200	764,958	0	0	805,844	0	805,844	805,201	832,200	0	0
Expenditure	642,910	577,487	0	0	598,535	0	598,535	341,328	638,535	0	0
Movement to/(from) Gen Reserve	114,290	187,472			207,309		207,309	463,873	193,665		

Continued on next page

Dover Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21				Draft 21/22				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Planning											
201 Planning											
4201 Planning	1,100	695	0	0	1,100	0	1,100	0	1,100	0	0
4203 Neighbourhood Planning	11,503	11,084	0	0	0	0	0	0	0	0	0
Overhead Expenditure	12,603	11,779	0	0	1,100	0	1,100	0	1,100	0	0
Movement to/(from) Gen Reserve	(12,603)	(11,779)			(1,100)		(1,100)	0	(1,100)		
Planning - Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	12,603	11,779	0	0	1,100	0	1,100	0	1,100	0	0
Movement to/(from) Gen Reserve	(12,603)	(11,779)			(1,100)		(1,100)	0	(1,100)		

Dover Town Council

Annual Budget - By Committee (Actual YTD Month 8)

Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21				Draft 21/22				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Civic and Special Projects											
110 Mayoral Costs											
4101 Mayoral Expense of Office	6,000	3,418	0	0	6,100	0	6,100	222	6,100	0	0
4102 Mayor's Hospitality	1,600	91	0	0	1,650	0	1,650	0	1,650	0	0
4103 Chaplain's Allowance	175	175	0	0	175	0	175	175	175	0	0
4104 Mayor Making	2,850	2,423	0	-3,000	3,000	0	0	0	3,000	0	0
4105 Badges of Office	500	0	0	0	500	0	500	0	500	0	0
4113 Uniforms	300	39	0	0	325	0	325	0	325	0	0
Overhead Expenditure	11,425	6,146	0	-3,000	11,750	0	8,750	397	11,750	0	0
Movement to/(from) Gen Reserve	(11,425)	(6,146)			(11,750)		(8,750)	(397)	(11,750)		
111 Mayoral Charity Fundraising											
1113 Mayor's Charitable events	0	342	0	0	0	0	0	0	0	0	0
Total Income	0	342	0	0	0	0	0	0	0	0	0
4150 Mayor's Charitable events	0	342	0	0	0	0	0	0	0	0	0
Overhead Expenditure	0	342	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0			0		0	0	0		
301 Civic Functions											
4301 Remembrance Sunday	2,500	2,049	0	0	2,900	0	2,900	1,214	2,900	0	0
4302 Zeebrugge Raid Commemorations	3,100	3,116	0	-3,200	3,200	0	0	0	3,200	0	0
4304 Other Links/Functions	1,500	510	0	-550	1,550	0	1,000	0	1,550	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21				Draft 21/22				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4305 Civic Hospitality	1,000	0	0	-1,050	1,050	0	0	0	1,050	0	0
4307 Statutory Annual Town Meeting	1,500	211	0	-1,500	1,500	0	0	0	1,500	0	0
4308 Honorary Freeman	300	0	0	-325	325	0	0	0	325	0	0
4309 Civic Twinning	1,000	0	0	-1,000	1,000	0	0	0	1,000	0	0
Overhead Expenditure	10,900	5,886	0	-7,625	11,525	0	3,900	1,214	11,525	0	0
Movement to/(from) Gen Reserve	(10,900)	(5,886)		(11,525)			(3,900)	(1,214)	(11,525)		
302 Custodial Costs											
4310 Robes	600	77	0	0	600	0	600	0	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	41	0	0	500	0	500	43	500	0	0
Overhead Expenditure	3,100	2,118	0	0	3,100	0	3,100	2,043	3,100	0	0
Movement to/(from) Gen Reserve	(3,100)	(2,118)			(3,100)		(3,100)	(2,043)	(3,100)		
303 Town Events											
1050 Misc Income	0	2,000	0	0	0	0	0	0	0	0	0
Total Income	0	2,000	0	0	0	0	0	0	0	0	0
4063 Events/Activities Facilitation	20,500	18,735	0	10,625	21,000	0	31,625	12,609	21,000	0	0
4412 Festival Lights	23,000	21,815	0	0	23,500	0	23,500	16,142	23,500	0	0
Overhead Expenditure	43,500	40,550	0	10,625	44,500	0	55,125	28,751	44,500	0	0
Movement to/(from) Gen Reserve	(43,500)	(38,550)		(44,500)			(55,125)	(28,751)	(44,500)		
601 Special Projects											

Dover Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21				Draft 21/22				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4410 Western Heights (maint)	5,000	3,397	0	0	2,000	0	2,000	259	17,000	0	0
4418 Recreation and Leisure	42,000	42,000	0	0	0	0	0	0	0	0	0
4421 Sports/Health Development Fund	28,700	28,626	0	0	25,500	0	25,500	14,003	25,500	0	0
Overhead Expenditure	75,700	74,023	0	0	27,500	0	27,500	14,262	42,500	0	0
Movement to/(from) Gen Reserve	(75,700)	(74,023)			(27,500)		(27,500)	(14,262)	(42,500)		
Civic and Special Projects - Income	0	2,342	0	0	0	0	0	0	0	0	0
Expenditure	144,625	129,064	0	0	98,375	0	98,375	46,666	113,375	0	0
Movement to/(from) Gen Reserve	(144,625)	(126,722)			(98,375)		(98,375)	(46,666)	(113,375)		

Annual Budget - By Committee (Actual YTD Month 8)

Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21					Draft 21/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Community and Services											
304 Tourism											
1109	Tourism income	39,084	39,084	0	32,500	0	32,500	20,000	29,168	0	0
	Total Income	39,084	39,084	0	32,500	0	32,500	20,000	29,168	0	0
4337	Tourism Support	55,818	55,818	0	60,748	0	60,748	40,619	62,793	0	0
4338	Destination Dover Project	7,857	7,857	0	11,375	0	11,375	1,049	2,500	0	0
	Overhead Expenditure	63,675	63,675	0	72,123	0	72,123	41,668	65,293	0	0
	Movement to/(from) Gen Reserve	(24,591)	(24,591)		(39,623)		(39,623)	(21,668)	(36,125)		
401 Community Projects and Support											
4401	Horticultural	11,000	6,430	0	11,250	0	11,250	3,068	11,250	0	0
4422	Town Regeneration & Developmnt	21,000	5,103	0	22,813	0	22,813	5,638	22,813	0	0
4427	Public Conveniences	9,250	3,067	0	9,500	0	9,500	5,514	9,500	0	0
	Overhead Expenditure	41,250	14,600	0	43,563	0	43,563	14,220	43,563	0	0
	Movement to/(from) Gen Reserve	(41,250)	(14,600)		(43,563)		(43,563)	(14,220)	(43,563)		
402 Allotments											
1050	Misc Income	0	389	0	0	0	0	195	0	0	0
1080	Allotments	12,000	13,608	0	12,250	0	12,250	14,578	12,250	0	0
	Total Income	12,000	13,997	0	12,250	0	12,250	14,773	12,250	0	0
4430	Allotments maintenance	10,250	13,726	0	10,500	0	10,500	5,726	10,500	0	0

Continued on next page

Dover Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21				Draft 21/22				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
			0	0	10,500	0	10,500	5,726	10,500	0	0
Overhead Expenditure	10,250	13,726									
Movement to/(from) Gen Reserve	1,750	271			1,750		1,750	9,047	1,750		
403 Town Open Spaces											
1050 Misc Income	0	6,359	0	0	0	0	0	0	0	0	0
Total Income	0	6,359	0	0	0	0	0	0	0	0	0
4408 High Meadow maint/dev	21,750	27,844	0	0	22,000	0	22,000	21,594	22,000	0	0
Overhead Expenditure	21,750	27,844									
Movement to/(from) Gen Reserve	(21,750)	(21,484)			(22,000)		(22,000)	(21,594)	(22,000)		
Community and Services - Income	51,084	59,440	0	0	44,750	0	44,750	34,773	41,418	0	0
Expenditure	136,925	119,844	0	0	148,186	0	148,186	83,209	141,356	0	0
Movement to/(from) Gen Reserve	(85,841)	(60,404)			(103,436)		(103,436)	(48,436)	(99,938)		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: DOVER TOWN COUNCIL BUDGET

	2019/20		Current Year 2020/21				Draft 21/22				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Accounts y/e commitments											
999 Y-end commitments											
9992 Y/End Commitments 19/20	0	0	0	0	0	0	0	0	0	0	0
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 21/22	0	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure	0	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0	0	0	0
Total Budget Income	808,284	826,741	0	0	850,594	0	850,594	839,974	873,618	0	0
Expenditure	937,063	838,174	0	0	846,196	0	846,196	471,202	894,366	0	0
Movement to/(from) Gen Reserve	(128,779)	(11,433)	0	0	4,398	0	4,398	368,772	(20,748)	0	0



DOVER TOWN COUNCIL

Report to: Full Town Council
Meeting date: 6th January 2020

From: Cllr Gordon Cowan, Chairman of the Council
Date written: 18 December 2020

Subject: Cycle Hire Scheme in Dover

1. INTRODUCTION

Dover Town Council has been exploring the opportunity to develop a Cycle Hire Scheme in the town for over two years. Such a scheme would offer increased health and well being opportunities for residents as well as improving the offer for tourists and widening the area accessible to travellers without private vehicles. The Destination Dover Manager has been in discussions with Kent County Council over funding opportunities while conducting thorough research into the best operating partner for such a scheme. Councillors will recall that Click2 Cycle presented to Council over a year ago as the preferred provider linking our possible scheme with those already running in Folkestone and in Hythe.

2. INFORMATION

The promotion of alternative, environmentally sustainable methods of transport is one of KCC's key priorities. The department responsible for developing schemes to implement the strategy is Active Travel. DTC has been working with Active Travel and with DDC to apply for two funding streams to pay for the infrastructure for a cycle hire scheme and for 3 parklets in the town centre. The cycle hire scheme requires 6 docking stations and cycles both manual and electrically augmented (to help users scale Dover's hilly areas!). The Parklets are large planters with some seating designed to make walking and cycling in the precinct and other central areas more attractive to residents and visitors.

DTC has been successful in bidding for Kent Lane Rental Highway's Innovation funding and for Active Travel funding totalling £200,000. In order to access the money and launch the scheme in 2021, Council is requested to accept the funding and agree to be the accountable body for the cycle hire

scheme. KCC and DDC will be procuring and delivering the parklets aspect of the scheme. The funding application is attached as Appendix 1. The management of the cycle project will be undertaken by DTC's Destination Dover Manager under the supervision of the Town Clerk with financial oversight by the Council's Responsible Financial Officer.

3. DECISION

Council resolves to: -

Accept funding for a Cycle Hire Scheme in Dover from Kent County Council and to act as the accountable body.

All contracts, arrangements and negotiations to be delegated to the Proper Officer in consultation with the Chairpersons of the Council.

Statutory Powers: LGA 1972.

Attach Appendix 1 - to comprise funding application to Lane Rental.



Application for KLRS Highway Innovation Fund

Log Number:

Date:

Status: Approved/ Refused / More Info

OVERVIEW

This document is for the purpose of detailing information in relation to an Application for The Kent Lane Rental Highway Innovation Fund in accordance to the Scope of the Kent Lane Rental Scheme.

The scope and processes associated to this Application are detailed within the KLRS Revenue Governance document (available on the KCC website). Also, there is a guidance overview sheet that accompanies this application form. If extra space is needed, please attach sheets to the back of this document.

Once completed please send to LaneRental@Kent.gov.uk

Project Title	Dover Active Travel Congestion Scheme
Project Summary (Max 200 words)	<p>The project is designed to relieve congestion around Dover Town and to create attractive and innovative spaces the public can enjoy, while also promoting active travel.</p> <p>There are several aspects to this project, with the Dover Parklet installations forming part of the modal shift side of the Dover Traffic Assessment Project (TAP). We are working in partnership with several key partners in the area such as Dover Town Council, Dover District Council and Destination Dover in order to ensure we deliver a scheme that has maximum impact and utility for Dover's residents.</p> <p>The modal shift half of the Dover Tap Congestion Scheme is expected to cost around £200,000 and is expected to include:</p> <ul style="list-style-type: none"> • 3 x parklets (2 double parking spaces and 1 single parking space) • 6 x bike shelters with a capacity of at least 12 bikes at strategic locations around dover. • A trail to link parklet/bike shelter locations and leaflets to support this trail. • A cycle rental scheme that will utilise the aforementioned bike shelters. <p>Working in partnership with Destination Dover, we are looking to secure £100,000 of funding from Kent Lane Rental's Highway Innovation Fund (with the remaining £100,000 already secured).</p>

Amount requested	£100,000 (50% of the total project cost)
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SECTION 1: APPLICANT

Full Name	●●●●● and Iona Rogulski
Organisation	Kent County Council
Contact Telephone Number	03000 417850
Contact Email Address:	●●●●●●●●●●
Sponsor (Board Member)	Neil Edwards
Date of Application	11/09/2020

SECTION 2: DESCRIPTION AND OBJECTIVES

<p>Describe your proposal, its objectives and why it is the best solution available (comparing it to alternatives if applicable):</p> <p><i>Please supply any evidence of current practices or alternative solutions (attach evidence to this application)</i></p>
<p>The Dover Congestion Scheme aims to improve the flow of traffic and reduce congestion within Dover town, particularly when added strain is placed on the local road network due to Dover TAP. When Operation TAP is gridlocking the town, or an unexpected volume of traffic is diverted onto the local road network, it is important that local residents recognise that heading into town on foot, by scooter or by bike, is the quicker, easier and more enjoyable mode of transport. This will lead to a modal shift, and therefore ease congestion, with less people using their cars for those short local journeys as they will find that the walking/cycling experience through around the town of Dover is a convenient and pleasant one as they will have the equipment and infrastructure in place to support this.</p> <p>The Dover Congestion Project comprises several different aspects which will be discussed below.</p> <p><u>Parklets</u></p> <p>Firstly, a parklet is a structure that would sit in the place of existing parking bays and are intended to create inviting spaces that provide a place for people to stop, rest, socialise - and park up a bike. Essentially, it is giving road space back to the community to be enjoyed at their leisure.</p> <p>The parklets that we are looking to install will be required to meet the following criteria:</p> <ul style="list-style-type: none"> • Provide 5 parking space units within £60k budget; could be 2x large parklets (the equivalent of 2 parking spaces each) & 1 small (the equivalent of 1 parking space), for example. • Must be created in a modular way, then we can adjust sizes appropriately to the locations. • Carbon Neutral production (in line with KCC goal to achieve zero net emissions by 2050) • Supplier must be able to provide extra options to enhance user experience and sustainability,

e.g. solar panel lighting, rainwater collection etc.

- 100% Re-cycled materials (locally sourced ideally)
- Eco-friendly & sustainably sourced and created
- Removable yet a fixed structure.
- Provide green spaces
- Varied seating options
- Cycle storage
- Attractive / inviting
- Comfy
- Playful / interactive
- Mindful of social distancing needs

Our parklets are to be the first of their kind in the county. Their environmentally friendly focus makes them extremely unique and we have specified the use of recycled waste from local waste sources (River Dour or the English Channel etc). This would make the parklets not only unique to Dover, but they will also have a strong community tie and will have a direct positive impact on the local environment.

The parklets would also have a rainwater collection feature. The aim of this water collection feature is to promote sustainability as the harvested water can be used to maintain the plants that will be planted in the beds incorporated as part of the parklet design. While promoting sustainability, this feature is also interactive and provides a learning opportunity for all members of the community. Dover District Council have agreed to take on responsibility for the maintenance and upkeep of the planters and to help support their growth we will use hardy plants that have a higher level of durability (for example Crocosmia or Hebe). Herbs can also be integrated into the planters for the wider community to use and enjoy at their leisure making these green spaces multifunctional. These parklets provide the opportunity for Dover to have innovative pieces of street furniture that have been created with the help of the community through the collection of waste that can be recycled and put into the product.

Essentially it is a product for Dover, created by the community of Dover and facilitated by an eco-conscious supplier.

Bike Shelters

Secondly, in partnership with Destination Dover we are situating several bike shelters around Dover.

Areas that the bike shelters will serve include:

White Cliffs

Dover Castle

St James development

Dover Priory train station

Dover seafront

Kearsney Abbey

River Dour

These shelters form part of a wider cycle hire scheme aimed at promoting active travel around the town and surrounding areas. We aspire to have these shelters also made from recycled materials to stay in keeping with our environmentally friendly approach. The shelters themselves will be multifunctional and can be paired with branded geotagged bikes, or an individual's own bike. Each shelter will have the capacity to store between 8-12 bikes at a minimum and capacity will fluctuate with design. The design of the locking mechanism is straightforward in nature and therefore does

not require large amounts of space, meaning cycle parking spaces can be maximised per unit.

We would like to accompany the bike shelters with cycle repair stations in Dover so that should any riders need to make cycle adjustments, pump up a tyre or fix things such as a puncture, they can do this easily en route. Providing these facilities for cyclists ensures that individuals have access to the tools they need to travel safely and knowing that these facilities are available helps to promote active travel and alternative forms of transport.

Bike Hire Scheme

In conjunction with the cycle shelters that are to be placed in various locations across Dover, we are working in partnership with Destination Dover to run a cycle hire scheme. This scheme is to be the first town wide public hire scheme in the county. Destination Dover’s preferred supplier is Click 2 Cycle as they already provide a cycle hire service in Folkestone and this will mean there will be continuity between locations. This scheme will utilise both traditional bikes and electric bikes in a blended approach to make the scheme appealing to a wide audience. The electric bikes and associated shelters will be focussed around areas of Dover that are steeper, for example by Dover Castle. The traditional bikes and associated shelters will be focussed in areas of opposing topography, for example the beach. Additional batteries and support will be available from 2 locations in Dover should individuals who choose to hire an electric bike need assistance. Individuals will pay a fee to hire either type of bike for a chosen amount of time. Once it is time to return the bike, it can be dropped off at any of the 8 bike shelters across Dover, meaning the scheme works to the convenience of the individual.

Which categories does your proposal fall under? (please select all that apply)		
Type of Project	Yes/No	How does this meet the objective
Transportation Initiatives	YES	<p>When an expected volume of traffic is diverted onto the local road network, it is important that local residents recognise that heading into town on foot, by scooter or by bike is the quicker, easier and more enjoyable mode of transport. This will lead to a modal shift, and therefore ease congestion, with less people using their cars for those short journeys as they will find that the walking/cycling experience through around the town of Dover is a convenient and pleasant one as they will have the equipment and infrastructure in place to support this.</p> <p>This naturally will reduce congestion in the town and the volume of vehicles on the local road network which will in turn will help to improve local air quality.</p> <p>This project will also enable the introduction of urban community green spaces, which in turn will help to further improve air quality and create a more enjoyable experience to promote active travel and</p>

		community green space.
Enabling Infrastructure	YES	<p>This project will directly influence behaviour change within the community through the installation of a network of infrastructure including the parklets and bike shelters, which will compliment and add value to each other and ultimately to Dover town.</p> <p>The parklet infrastructure will be made from recycled materials and our specification states that locally sourced plastic waste will be used. This helps to emphasis not only the environmental focus but the community engagement and the tie to the local environment.</p> <p>The cycling infrastructure comprising of 7 bike shelters will also be directly installed as part of this project and will be designed with an environmentally conscious focus.</p> <p>This infrastructure will help to promote active travel which in turn will influence a shift in behaviour towards greener and cleaner transport methods.</p>
Industry Practices and Research & Development	YES	<p>Parklets are a new infrastructure type for Kent and we hope that following the success of this pilot project, more parklets will be placed around the county. Presently, parklets are not a commonly found feature outside of major cities; Dover parklets will therefore form an influential part in the uptake of urban green spaces in Kent and beyond.</p> <p>Not only are these the first environmentally conscious parklets in Kent, but we understand that are the first of their kind in the country to utilise local waste and transform it into a community feature that provides not only green space but the opportunity for the community to engage with the environment, each other and their surroundings.</p> <p>The parklet structure is completely flexible to the needs of the community and the environment. The structure is moveable but secured in a way that does not damage the highway. This means that should the parklets need relocating, they can be easily untethered and transported to new locations around Dover or even other districts around the county. The parklet structure also does not require planning permission and thus the movability can be utilised to make these structures work for the local town and the community. These parklets are modular and therefore, they can be placed individually or together according to the needs of the community and environment.</p>

		<p>Although parklets are not a new product, the current practice is to use an off the shelf parklet that can be produced by a number of suppliers. Our innovative environmentally focused parklet design will help to inspire other councils to install similar community spaces. We intend for our bespoke product to become the new industry standard. We want our parklets to change the definition of “off the shelf product” and pave the way in eco-conscious design.</p>
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SECTION 3: METHODOLOGY & PROGRAMME

<p>Outline the timescale for your proposal, including a breakdown of stages, key dates and the critical path:</p>	
<p><u>Project to be implemented by the end of March 2021</u></p> <p>September: The procurement process starts October/November: The procurement contract is awarded November- January: Designs are drawn up, agreed and the phase production starts. January-February: Any remaining production, Installation of the parklets is carried out March: Completion and contingency month</p>	
<p>Is your proposal worth over £50,000:</p>	<p>YES / NO</p>
<p>For proposals under £50,000, Outline how you will measure the success of your proposal:</p>	
<p>N/A</p>	
<p>For proposals over £50,000, Outline key performance indicators to measure the success of your proposal, including minimum levels the proposal must meet at the end of each stage to continue to the next stage:</p>	
<p>To measure the success of the Dover Active Travel Congestion Scheme we will conduct the following:</p> <ul style="list-style-type: none"> - We will seek engagement with several local businesses in the immediate vicinity of the parklets, to find out how they have impacted business and economic growth. We intend to conduct this for the nearest 5 businesses at each parklet location. - We have submitted a request for live labs monitoring (cameras that are able to categorise and report on traffic modes) to be placed in strategic locations around Dover to assess the modal shift towards greater levels of active travel. - The success of the cycle hire scheme will be monitored closely using the data supplied 	

by Destination Dover. From this we will be able to gather data around duration of hire, most favourable locations, preferred journeys and preference between e-bikes normal bikes.

As this project is partially funded by SELEP, KCC are required to conduct 1 year post reporting which, if requested, we are happy to share with the Lane Rental Board.

SECTION 4: COST

Provide detailed information on estimates costs of the proposal and suppliers, including methods of calculation for new items/concepts or evidence of research into alternative suppliers for existing items/concepts

Please attach any relevant documents, for example, quotations, screenshots of items on sale online, procurement documents, comparable products on the market etc.

Total project cost – £200,000

Match funding from SELEP - £100,000

To be spent on the following:

£65,000 – 5 parklet modules

£25,000 – Bike shelters

£10,000 – Cycle repair stations

Lane Rental funding request - £100,000

To be spent on the following:

£65,000 - Bikes (approximately 2/3 e-bikes and 1/3 bikes)

£30,000 - One large parklet (two modules) to include rainwater collection

£5000 - Digital marketing/leaflets

Any unspent lane rental funds will be used to expand the cycle repair stations or fund additional rechargeable batteries.

SECTION 5: RISKS

Detail and Risks to be considered in both the outcome(s) and implementation of this proposal, considering the likelihood of the risk occurring; the impact if the risk occurred and a proposed mitigation.

ID	Risk	Proposed Mitigation
001	Low Risk – The bike hire scheme is not used as often as we would like.	The bike usage shall be monitored by Click 2 Cycle and Destination Dover. The locations of the bike shelter will be publicly advertised and shared as part of the trail leaflet. It is hoped that this will help to increase awareness of the available bike scheme and bring in more users. The bike hire scheme will also be advertised locally which will help to attract local Dover residents.
002	The parklets are underutilised	The parklets are to be built in a way that makes them extremely versatile and therefore able to meet the needs of the community and businesses they are supporting. The parklets are created in a way that means they can be easily moved, combined or separated. If the parklets are being underutilised in one location, we can try a variety of locations to find one more suitable. If necessary, the parklets can also be moved to different towns or districts around Kent.
003	COVID-19 and the associated restrictions around social distancing	Delays in design and installation could be caused by COVID-19. However, we will continue to monitor the situation and discuss programming works with the appointed supplier. Social distancing guidelines may impact the use of the parklets due to concerns around the ability to correctly socially distance. However, social distancing will be built into the design process and both the parklets and bike shelters will be easy to clean and sanitise.

SECTION 6: EVALUATION AND ASSESMENT

How do you propose to evaluate the outcomes of this proposal and show you have achieved the objectives?

Attach any relevant documentation

Innovation

- Health and safety – Modal shift towards active travel methods will mean fewer private

vehicles on the road. This will make it safer for all users through a reduction in pollution. Less congestion will reduce journey times and help to alleviate the stress that drivers of private vehicles feel. A reduced number of vehicles on the road will mean there is a reduction in road noise and combined with increased air quality, there will be a positive impact on wellbeing for the community as well as all road users both in vehicles and on foot. For example a reduction in road noise may increase the ability for parents to talk to their children on the way to and from school. Both the parklets and bike shelters have been sculpted around the Health Streets framework by Lucy Saunders and focuses on the importance of creating community spaces and facilities to support both active travel and community engagement with the environment. In specific relation to the cycle hire scheme, this could be supported and subsidised through vouchers and cycle **prescriptions through GP's to encourage** individuals to exercise to aid their medical needs.

- Method of research – We approached several suppliers who were able provide success stories for similar projects, for example Meristem regarding parklets. We were able to engage with other suppliers who run similar bike hire schemes (for example Click 2 Cycle) in other locations to hear about the success it has had on other Kent towns. This information gave us the opportunity to specify that we were not happy to have our product made out of new materials. We therefore based our specification around a set of environmentally conscious criteria including being made out of recycled materials and locally sourced waste.
- Wider benefit for all stakeholders – The installation of environmentally friendly street furniture including parklets will create a more pleasant environment for both the residents and visitors of Dover, by reducing the pollution and congestion in and around the town. Increased adoption of active travel methods will mean that when Operation TAP is in place, residents and visitors have faster and easier ways to travel around the town, which in turn will help to ease the flow of traffic. Parklets also provide wider stakeholder benefits through economic growth. The community green spaces that parklets provide have been proven to increase footfall and even profit for local businesses. Steve Coles, CEO, Spitalfields Crypt Trust (Local Business Owner) states *“Our revenue for the past week is 30% higher than for the same week last year. That is certainly in part down to the fact that the Parklet provides more seating and a more beautiful view from the coffee shop”*. The installation of community attractions including parklets, bike shelters and the cycle hire scheme supports Dover District Councils ambition to regenerate Dover Highstreet and helps make the area more attractive and inclusive for both the local community and passing visitors. **This project also supports the combined aim of local government, Kent County Council and Dover District Council to become carbon neutral by 2050 or earlier.**

Efficiency

- Reduction and delay of traffic – If riding a bike when Operation TAP is in place is a pleasant and more reliable experience, it will become the preferred choice by residents and visitors which will help to remove private cars from the road and ultimately reduce congestion. The geotagging nature of the bike hire scheme will mean that bikes can be moved freely between all 8 shelter locations and will work to the convenience of the individual renting the bike.

- Cost savings – Most cost savings will be through congestion reduction. Using the INRIX Scorecard (<http://inrix.com/scorecard/>) assessment on the cost of congestion they estimate that for each hour a driver spends in congestion it costs £7.40 to the economy with regards to lost productivity, increased pollution, increased accidents and impact on the local economy. By this measure 1000 people sat in congestion for 1 hour would cost the economy £7,400.
- Improved work practices – Adoption of cycling as an active travel method will help reduce vehicle emissions and hopefully encourage a reduction in the number of journeys done in a private vehicles. If successful, this has the potential be to upscaled to other districts in Kent. The introduction of parklets as a method of encouraging urban outdoor green space in the community, has the potential to increase the mental wellbeing of both the local community and residents (see quote below from the National Institute of Health Research). This in turn would decrease some pressure on some NHS services and could help the community to help themselves in terms of personal health and wellbeing. Our specification states that the parklet infrastructure will be made from sustainable materials that include locally source plastic waste. This will give Dover a unique community focal points which will help to promote social and economic growth. Theses features help to promote the importance of environmental sustainability as well as innovation which is particularly important for the regeneration of Dover. The Dover congestion project allows Kent County Council to set precedent for environmentally friendly community features including parklets and community facilities including the cycle hire scheme and cycle shelters. Our parklets are bespoke and therefore vary largely from the off the shelf versions currently offered by suppliers. This allows KCC to set examples to other local authorities and inspire them to implement similar features. KCC therefore help to improve **working practises and change the definition of 'off the shelf' so that sustainable and environmentally friendly parklets become the new industry standard.**

Deliverability

- Match funding – This project is 100% match funded. We are asking for 50% of the project cost from the Lane Rental Fund (£100,000) and the other £100,000 has been secured in partnership with Destination Dover.
- Timescale –The project is currently scheduled for delivery by March 2021. It is currently in the KCC procurement framework and we expect a supplier to be awarded by November 2020.
Parklets/bike shelters/repair stations (SELEP) = March 2021
Lane rental funding = Q2 2021
- Scalability – Following this projects success, this is something we could look to introduce in other districts around Kent. If the cycle hire scheme is successful, we would look to use the same supplier when upscaling as these schemes would then have the capability to link into one another. In theory an individual could hire a bike in one district, cycle to the neighbouring and return the bike there as the operator would be the same and bikes are geotagged. The parklets are modular and therefore can be expanded or separated to meet the needs of the community they are serving. Parklets also provide a number of flexible options as they are not tethered to the highway and so can be moved to different locations if they are being underutilised in one area and a more suitable location is found. This flexibility allows parklets to adapt very rapidly and efficiently. These innovatively designed community spaces will change the attitudes towards parklets around the county and further around the country and this in turn will help to improve their uptake by other local authorities.

SECTION &: SUPPLIMENTARY INFORMATION

Please provide any additional information you feel may be useful to us during the review and decision process

Attach any relevant documentation

Please see the attached supplementary information and supporting documents

Please read through the terms and conditions of the Kent Lane Rental Fund and the Kent **County Council's Privacy Policy**.

Confirm you have read and agreed to the terms and conditions of the Kent Lane Rental **Fund and Kent County Council's Privacy Policy: YES/NO**

Please attach any supporting documents to your application, they will be looked at by the board however your bid will mostly be considered based on this application form

NOTES FOR GOVERNANCE BOARD USE ONLY:

