

## DOVER TOWN COUNCIL

Minutes of the 26<sup>th</sup> Annual Meeting of the DOVER TOWN COUNCIL held in the Main Hall, St. Mary's Parish Hall, Cannon Street, Dover, Kent on THURSDAY 20<sup>TH</sup> MAY 2021 at 6pm.

### PRESENT

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

### Councillors

E Biggs	C Precious
J Bird	N Rix
P Brivio	T Sancha
A Calder	R Sawbridge
N Collor	L Stephenson
T Howell-Bray	R Walkden
D Howden	G Wanstall
S Jones	C Zosseder
J Lamoon	

The Mayor welcomed the newly elected Councillor for St. Radigund's Ward, Councillor Andy Calder, to the Town Council and the meeting.

### 1. ELECTION OF CHAIRMAN


- 1a) The Town Council noted the continuation of Councillor Gordon Cowan as Town Mayor for the 2021/22 Municipal Year as resolved in Minute No. 51 on 24<sup>th</sup> March 2021.
- 1b) The Town Mayor made his declaration of acceptance of office.

### 2. APOLOGIES FOR ABSENCE

The Town Council received no apologies for absence.

### 3. DECLARATIONS OF INTEREST

Councillor Collor made a VAOI declarations of interest as required by law in Agenda item 10 as he sits on the District Council Steering Group for that project.

Chairperson


#### 4. MINUTES

The Town Council approved the Minutes of the Town Council meeting held on 24<sup>th</sup> March 2021.

RESOLVED: That the Minutes of the Town Council meeting held on the 24<sup>th</sup> March 2021 be approved and signed by the Town Mayor.

#### 5. PRESENTATION - SUNRISE CAFÉ - DOVER OUTREACH

The Town Council considered a presentation from Mr N Beamish of the Dover Outreach Centre on their proposal for a Sunrise Café. After a question and answer session the Mayor thanked Mr Beamish for his interesting and informative presentation.

RESOLVED: That this project be referred to the Civic & Special Projects Committee meeting on the 1<sup>st</sup> July 2021 for consideration.

#### 6. COMMITTEE UPDATES

6a) The Town Council noted the Allotment update report to May 2021. The Mayor and Councillors present asked that thanks be recorded to the Town Council Staff for continuing to keep the allotments and work of the Council running during the difficult situation of the pandemic.

6b) The Town Council noted the planning decisions of DDC in Dover to May 2021.

#### 7. ANNUAL RETURN 2020/21 & TOWN COUNCIL FINANCIAL INFORMATION

7a) The Town Council approved the schedule of payments made by the Town Council for March and April 2021.

RESOLVED: The Town Council approved the schedules of payments made for March and April 2021 and were signed by the Chairperson.

7b) The Town Council considered and approved the Town Council budget out-turn report to the end of April 2021.

RESOLVED: That the Town Council approved the budget out-turn report to the end of April 2021.

7c) The Town Council considered the Town Mayor's report of 6<sup>th</sup> May 2021 concerning the Practitioners Guide issued by the Joint Panel on Accountability and Governance issued March 2021.

RESOLVED: That the receipt of the Practitioners Guide issued by the Joint Panel on Accountability and Governance dated March 2021 be noted.

7d) The Town Council considered Town Mayor's report of 6<sup>th</sup> May 2021 concerning the Town Council's Investment Strategy 2021/22 together with the draft Strategy.

RESOLVED: That the Investment Strategy and the detailed investment arrangements be approved.

7e) The Town Council noted McCabe Ford Williams' letter of 26 April 2021 concerning their final audit work for the year ending 31<sup>st</sup> March 2021, together with the Annual Internal Audit Report 2020/21.

Chairperson



The Mayor thanked the RFO for her continued hard work on another excellent Audit.

- 7f) The Town Council considered the Town Mayor's report of 6<sup>th</sup> May 2021 concerning the Review of Internal Audit for the year ended 31<sup>st</sup> March 2021 and Internal Audit strategy for 2021/22.

RESOLVED: That the Review of Internal Audit 2020-21 and arrangements for 2021-22 be approved.

- 7g) The Town Council considered the Town Mayor's report of 6<sup>th</sup> May 2021 concerning the findings of the review of the risk register and the effectiveness of the system of internal control for Dover Town Council for the year ending 31<sup>st</sup> March 2021.

RESOLVED: That the system of internal controls is approved as being fully in accordance with the requirements of the Accounts and Audit Regulations 2015 and the Practitioners Guide: Governance and Accountability for Smaller Authorities in England and Wales issued March 2021.

- 7h) The Town Council considered the Town Mayor's report of 6<sup>th</sup> May 2021 concerning the Financial out-turn for the year to 31<sup>st</sup> March 2021.

RESOLVED: That the Town Mayor's report concerning the Financial out-turn for the year to 31<sup>st</sup> March 2021 be noted.

- 7i) The Town Council approved the Annual Governance Statement for Dover Town Council for the year ending 31<sup>st</sup> March 2021. Following approval, the Chairperson of the meeting and the Town Clerk will sign the Annual Governance Statement.

RESOLVED: That Annual Governance Statement for Dover Town Council for the year ending 31<sup>st</sup> March 2021 be approved with all relevant statements in the affirmative and signed by the Town Clerk and the Town Mayor. The Town Clerk and the Town Mayor then signed the Statement;

- 7j) The Town Council considered and approved the Accounting statements for Dover Town Council for the year ending 31<sup>st</sup> March 2021. Following approval, the Accounting statements will be signed and dated by the Chairperson of the meeting.

RESOLVED: That the Accounting Statements for the Dover Town Council for the year ending 31<sup>st</sup> March 2021 be approved and signed by the Town Mayor. The Town Mayor then signed the Accounting Statement.


## 8. GOVERNANCE

The Town Council considered the draft schedule of meetings for the 2021/22 Municipal Year.

RESOLVED: That the draft schedule of meetings for the 2021/22 Municipal Year be adopted.

## 9. SUMMER PROGRAMME OF EVENTS

The Town Council considered Councillor Brivio's report of 26<sup>th</sup> April 2021 concerning a summer programme of events.

Chairperson


RESOLVED: a) To allocate a budget of up to £4,000 to organise events through the Summer holiday period as set out in this report; Costs be met from the Events Facilitation provision in the Civic & Special Project Committee's 2021/22 budget.

b) That all negotiations and agreements be delegated to the Proper Officer in consultation with the Chairperson of the Committee.

# 10. MARKET SQUARE PROJECT

The Mayor withdrew his report of 11<sup>th</sup> May 2021 concerning the Market Square Re-development - Coastal Communities Funding to be considered at a future meeting.

# 11. TOWN COUNCIL COMMITTEE MEMBERSHIP

To consider membership of the Town Council's Committees for the 2021/22 Municipal Year.

RESOLVED: That with the exception of Councillor Howden coming off the Planning Committee and Councillor Calder being added to the Civic & Special Projects Committee, all Committee membership remains the same as 2020/21.

# 12. MEMBERSHIP OF EXTERNAL BODIES

12a) The Town Council noted that representation of DTC on external bodies for the 2021/22 Municipal Year will remain as 2020/21, as resolved in Minute No. 51 on 24<sup>th</sup> March 2021.

12b) The Town Council noted that Councillor Brivio continues as the Town Council's representative to the RV Coleman Trust for the period 2021 to 2026.

12c) The Town Council noted Councillor Brivio's report of 10<sup>th</sup> May 2021 concerning recent meetings of the Dover Fairtrade Network Group, RV Coleman Trust, White Cliffs Community Rail Partnership and the Joint Transportation Board.

12d) The Town Council noted that an update on Kent County Council from Dover's KCC Councillors had not been received but would be distributed once it had been. Councillors asked for a similar update report by the Town Councillors who sit at Dover District Council for the next meeting.


# 13. QUESTIONS FROM THE PUBLIC

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

The meeting ended at 7.25pm



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

Chairperson 
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