



## DOVER TOWN COUNCIL

Minutes of the Meeting of the DOVER TOWN COUNCIL held virtually via Zoom due to National Covid-19 Lockdown restrictions on WEDNESDAY 6<sup>TH</sup> JANUARY 2021 at 6pm.

### PRESENT

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

#### Councillors

E Biggs	J Lamoon
J Bird	C Precious
P Brivio	N Rix (from minute 31)
N Collor	T Sancha
D Howden	L Stephenson
T Howell-Bray	R Walkden
S Jones	C Zosseder

**28. A MINUTES SILENCE**

Members present observed a one-minute silence to mark the passing of former Mayor of Dover, Robert Markham (2004/5 & 2007/8) and of Honorary Freeman of Dover, Reverend Michael Hinton.

**29. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**30. DECLARATIONS OF INTEREST**

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

**31. PRESENTATION**

The Town Council received a presentation from Neil Wiggins & John Angell concerning the Coastal Communities Project to improve the Market Square. Two other members of the Project Steering Group also attended. After a short question and answer session, the Mayor thanked them all for their interesting and informative presentation.

Chairperson

**32. MINUTES**

The Town Council received the Minutes of the Town Council meeting held on the 16<sup>th</sup> September 2020.

RESOLVED: That the Minutes of the Town Council meeting held on the 16<sup>th</sup> September 2020 be approved and signed by the Town Mayor.

**33. COMMUNICATIONS FROM THE CHAIRMAN**

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

The Town Council noted the Chairperson of the Council's report of 30<sup>th</sup> December 2020 concerning the Christmas Cheer project.

**34. PROGRESS SHEETS**

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

**35. CIVIC & SPECIAL PROJECTS COMMITTEE**

The Town Council noted the Civic & Special Projects Committee Clerk's report of 4<sup>th</sup> January 2021 (distributed prior to the meeting) concerning the Festive Lights/Winter Fire Garden. Councillors present forwarded their thanks to the Town Council Staff for organising such a well-received Covid safe event for the people of Dover.

**36. COMMUNITY & SERVICES COMMITTEE**

The Town Council noted a report from White Cliffs Countryside Partnership concerning High Meadow.

**37. PLANNING COMMITTEE**

The Town Council noted the planning decisions of DDC in Dover for December 2020 (distributed prior to the meeting).

**38. FINANCE & GENERAL PURPOSES COMMITTEE: -****38a. MAISON DIEU HOUSE**

The Town Council considered the Mayor's report concerning works to the front elevation of Maison Dieu House.

RESOLVED: That the Town Council delegate to the Proper Officer, in consultation with the Chairman of Finance and general Purposes Committee arrangements in respect of the works to the front elevation.

**38b. TOWN WORKSHOP**

The Town Council considered the Chairman of Finance and General Purposes Committee's report concerning the Town Workshop.

Chairperson

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

**38c. COUNCILLOR GRANTS**

The Town Council noted the out-turn of the 2020-21 Councillors' grants award scheme (distributed prior to the meeting).

**39. TOWN COUNCIL VACANCY**

The Town Council noted 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.

**40. TOWN COUNCIL EXTERNAL REPRESENTATION**

The Town Council noted the minutes of the Dover Town Team AGM held on 22<sup>nd</sup> October 2020.

The Town Council noted Councillor Brivio's update report on the current situation with the RV Coleman Trust, Dover Fairtrade Network Group, Food Pantry and development of the Community Café.

**41. TOWN COUNCIL FINANCIAL INFORMATION**

The Town Council considered the schedule of payments made by the Town Council for September, October and November 2020.

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

The Town Council noted McCabe Ford Williams letter of 26<sup>th</sup> October 2020 concerning the recent internal audit.

The Town Council considered the External Auditor Report and Certificate 2019/20 in relation to the Annual Governance and Accountability Return 2019/20 and noted that there are no matters to which the auditors wish to draw the Council's attention. The Mayor thanked the Town Council Staff for their diligent hard work.

The Town Council noted that the relevant public notifications have been made in relation to the Annual Governance and Accountability Return 2019/20.

RESOLVED: a) The Town Council approved payments made in September, October & November 2020;

b) The Town Council approved the budget out-turn report to the end of November 2020.

**42. TOWN COUNCIL 2021/22 BUDGET**

The Town Council considered the Chairperson of the Council's report of 4<sup>th</sup> January 2021 concerning the Town Council's budget and precept for the 2021/22 financial year together with the Responsible Financial Officer's note and Revised Budget of 4<sup>th</sup> January 2021 issued following the receipt of the actual 2021/22 Band D Council Tax calculation from Dover District Council.

Chairperson

RESOLVED: a) That the Town Council adopt the 2021/22 budget having taken note of all relevant factors including the proposed level of balances, expenditure and income trends and projections for the next three years, the capital programme transfers to reserves and contingencies and to delegate to the Proper Officer in consultation with the Mayor and Chairman of the Committee the authority to transfer such amounts as are necessary to/from and earmarked reserve with appropriate adjustment to the relevant budget;

b) That the Town Council sets a precept of £831,200 for 2021/22, a Band D Council tax charge of £101.83 and a rise of 5% (or an average of 9.3p per week for an average household in Dover) on the previous year.

**43. CYCLE HIRE SCHEME**

The Town Council considered the Chairperson of the Council's report of 18<sup>th</sup> December 2020 concerning the acceptance and management of funding to provide a Cycle Hire Scheme in Dover by the Town Council.

RESOLVED: That the Town Council 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.

**44. EXCLUSION OF THE PUBLIC**

RESOLVED: That in accordance with Standing Order 7a(xvii) and in view of the confidential nature of the business about to be transacted it would be advisable in the public interest that the public be temporarily excluded and they be requested to withdraw for the duration of the agenda.

**45. STAFFING**

The Town Council considered the Chairperson of the Council's report of 17<sup>th</sup> December 2020 concerning the annual salary review.

RESOLVED: That staff salaries are increased by 2.75% from April 2020.

**46. DATE OF THE NEXT MEETING**

The Town Council noted that the date of the next Town Council meeting is scheduled for Wednesday 24<sup>th</sup> March 2021.

The meeting ended at 7.35pm

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

Chairperson