

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

DATE OF ISSUE:
12th November 2021

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the CIVIC & SPECIAL PROJECTS COMMITTEE will be held at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent. CT16 1DW on **THURSDAY 18th NOVEMBER 2021** at 6.00pm when the business shown on the agenda below will be transacted.

Any member of the public who requires further information, wishes to make representations to the Committee, or has any special requirements in respect of this meeting please contact Ms Allison Burton, Town Clerk, on 01304 242625.

Allison Burton
TOWN CLERK

The Press and Public are welcome to attend.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence. Prior to a meeting Councillors' apologies, with a reason for absence from that meeting, should be submitted to the clerk of the Committee.

2. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law. (*Guidance for Councillors concerning disclosable pecuniary and/or other interests is attached for your information*). (Pages 1 to 2)

3. MINUTES

To note the approved Minutes of the meeting of the Civic & Special Projects Committee held 23rd September 2021 as resolved in Minute No. 144 at the Town Council Meeting held 10th November 2021. (Copy attached). (Pages 3 to 6)

4. PROGRESS SHEETS

To note the outstanding items concerning resolutions made by the Civic & Special Project's Committee during 2021/22 (copy attached). (Pages 7 to 8)

5. BUDGET

5a) To note the latest out-turn of the Committee's 2021/22 budget (copy attached). (Pages 9 to 10)

5b) To note that the 2022/23 budget process is now underway. Councillors wishing to make representations should contact the Committee Chairperson. The budget is scheduled to be adopted at the meeting of the Town Council on 19th January 2022.

6. FOOD SUPPORT

To consider the Chairperson's report dated 10th November 2021 concerning Food Support (copy attached). (Pages 11 to 12)

7. UPDATE - CHRISTMAS 2021 EVENT

To note, the Chairperson's report dated 5th November 2021 concerning an update on Christmas 2021 event (copy attached). (Pages 13 to 14)

8. INFORMATION ITEMS

To receive any items of information regarding the Committee's responsibilities.

9. DATE OF NEXT MEETING

The next meeting will be held on the Thursday 27th January 2022 @ 6pm.

NOTE: A COPY OF THIS DOCUMENT IN LARGER TYPE MAY BE OBTAINED ON REQUEST FROM THE COUNCIL OFFICES, MAISON DIEU HOUSE, BIGGIN STREET, DOVER.

COPIES OF THE DOCUMENTS MENTIONED IN THIS AGENDA ARE AVAILABLE FOR INSPECTION FROM THE TOWN COUNCIL OFFICES - MONDAY TO FRIDAY - 9am to 5pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS NOTICE AND WILL BE CHARGED AT 10p PER COPY.

DECLARATIONS OF INTEREST

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration, they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest' explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and subject to any dispensations, withdraw from the meeting. Members should remember that a finding of a breach of the law with regard to DPI's carries a fine of up to £5,000 and a criminal record.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone they should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Notes:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representatives on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer etc would both probably constitute either an OSI or in some cases a DPI.

AGENDA ITEM 3

DOVER TOWN COUNCIL

Minutes of a meeting of the CIVIC & SPECIAL PROJECTS COMMITTEE held at the Town Council Offices, Maison Dieu House, Biggin Street, DOVER, Kent CT16 1DW on THURSDAY 23rd SEPTEMBER 2021 at 6.00pm.

PRESENT

Councillor J Bird
Councillor A Calder
Councillor G Cowan (Town Mayor)
Councillor D Howden
Councillor C Precious
Councillor T Sancha
Councillor R Sawbridge
Councillor L Stephenson (Chairperson for Meeting)

Councillor L Stephenson Vice-Chairperson of the Committee took the Chair in the absence of the Chairperson.

104. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors Brivio (Chairperson), Walkden, Biggs, Wanstall, Lamoon & Collor (Personal Commitments).

105. DECLARATIONS OF INTEREST

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

106. MINUTES

The Committee noted the approved Minutes of the meeting of the Civic & Special Projects Committee held 1st July 2021 as resolved in Minute No. 65 at the Town Council Meeting held on 7th July 2021.

RESOLVED: That the Minutes of the meeting of the Civic & Special Projects Committee held on the 1st July 2021 be signed by the Chairperson.

Chairperson

107. PROGRESS SHEETS

The Committee noted that there were no outstanding items concerning resolutions made by the Civic & Special Project's Committee during 2021/22.

108. BUDGET

The Committee noted the latest out-turn of the Committee's 2021/22 budget.

109. APPLICATIONS FOR FINANCIAL ASSISTANCE

The Committee considered the following applications for financial assistance:

St. Radigunds Community Centre Co. Ltd;

Future Foundry.

RESOLVED: a) That the Committee make a grant of £6,000 to St. Radigunds Community Centre Co. Ltd towards a Youth Co-ordinator. Funding to be allocated from the Sports /Health Development Fund provision in the Civic & Special Project Committee's 2021/22 budget and that the Community Centre be invited to keep the Committee informed of the progress of the project;

b) That the Committee make a grant of £1,500 to Future Foundry towards The Walk with Amal welcome event.

c) All negotiations and agreements to be delegated to the Proper Officer in consultation with the Chairperson of the Committee.

110. CHRISTMAS 2021

The Committee considered the Chairperson's report dated 7th September 2021 concerning Christmas 2021.

RESOLVED: a) That £9,999 be allocated towards a Christmas / Festive event as set out within the report;

b) Funds to be allocated from the Event Facilitation provision in the Civic & Special Project Committee's 2021/22 budget;

c) All negotiations / decisions to be allocated to the Proper Officer in consultation with the Chairperson of the Civic & Special Projects Committee.

Chairperson

111. INFORMATION ITEMS

The Committee noted that there were no items of information received.

112. DATE OF NEXT MEETING

The next meeting of the Civic & Special Projects Committee will be held on the Thursday 18th November 2021 @ 6pm.

The meeting closed at 6.59pm.

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Councillor P Brivio
CHAIRPERSON

Chairperson.

DOVER TOWN COUNCIL MEETING PROGRESS SHEETS

2021/2022

* Unhighlight the Committee/Date once the resolutions have been put on (Just insert no of lines you need)

DATE	COMMITTEE	MIN no	RESOLUTION	ACTION/RESULT	TARGET COMPLETION DATE	COMPLETED	OFFICER CONTACT
23/09/2021	C&SP	110 A	That £9,999 be allocated towards a Christmas / Festive event as set out within the report;		Dec-21		TH
23/09/2021	C&SP	110 B	Funds to be allocated from the Event Facilitation provision in the Civic & Special Project Committee's 2021/22 budget.		Dec-21		TH
23/09/2021	C&SP	110 C	All negotiations / decisions to be allocated to the Proper Officer in consultation with the Chairperson of the Civic & Special Projects		Dec-21		TH

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Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

AGENDA ITEM 5A

	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	969	6,100	5,131		5,131	15.9%
4102 Mayor's Hospitality	0	1,650	1,650		1,650	0.0%
4103 Chaplain's Allowance	0	175	175		175	0.0%
4104 Mayor Making	0	3,000	3,000		3,000	0.0%
4105 Badges of Office	0	500	500		500	0.0%
4113 Uniforms	45	325	280		280	13.9%
Mayoral Costs - Indirect Expenditure	1,014	11,750	10,736	0	10,736	8.6%
Net Expenditure	(1,014)	(11,750)	(10,736)			
301 Civic Functions						
4301 Remembrance Sunday	0	2,900	2,900	2,086	814	71.9%
4302 Zeebrugge Raid Commemorations	0	3,200	3,200		3,200	0.0%
4304 Other Links/Functions	0	1,550	1,550		1,550	0.0%
4305 Civic Hospitality	0	1,050	1,050		1,050	0.0%
4307 Statutory Annual Town Meeting	0	1,500	1,500		1,500	0.0%
4308 Honorary Freeman	0	325	325		325	0.0%
4309 Civic Twinning	0	1,000	1,000		1,000	0.0%
Civic Functions - Indirect Expenditure	0	11,525	11,525	2,086	9,439	18.1%
Net Expenditure	0	(11,525)	(11,525)			
302 Custodial Costs						
4310 Robes	0	600	600		600	0.0%
4311 Insurance - Civic Regalia	2,000	2,000	0		0	100.0%
4313 Repairs	0	500	500		500	0.0%
Custodial Costs - Indirect Expenditure	2,000	3,100	1,100	0	1,100	64.5%
Net Expenditure	(2,000)	(3,100)	(1,100)			
303 Town Events						
4083 Events/Activities Facilitation	5,775	21,000	15,225	9,999	5,226	75.1%
4412 Festival Lights	10,593	23,500	12,907	364	12,543	46.6%
Town Events - Indirect Expenditure	16,368	44,500	28,132	10,363	17,769	60.1%
Net Expenditure	(16,368)	(44,500)	(28,132)			

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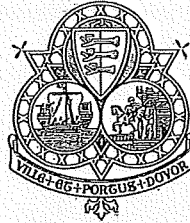
Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>601 Special Projects</u>						
4410 Western Heights (maint)	2,102	3,000	898		898	70.1%
4421 Sports/Health Development Fund	17,503	25,500	7,997	3,747	4,250	83.3%
Special Projects :- Indirect Expenditure	19,605	28,500	8,895	3,747	5,148	81.9%
Net Expenditure	(19,605)	(28,500)	(8,895)			
Civic and Special Projects :- Income	0	0	0			0.0%
Expenditure	38,987	99,375	60,388	16,196	44,192	55.5%
Movement to/(from) Gen Reserve	(38,987)					

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DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 18 November 2021

From: Cllr Pam Brivio, Chairperson of the Committee

Date written: 10th November 2021

Subject: Food Support Project

1. INTRODUCTION

During the pandemic, Dover Town Council undertook a programme of projects to address different kinds of hardship caused by the lockdown in our community. Amongst these was the provision of food parcels and Christmas hampers to households which had suffered loss of income, financial difficulties or similar economic deprivation. Families received support at both Christmas and Easter and we know from feedback that this was a very much appreciated and popular kind of community support

2. INFORMATION

Households in Dover are amongst the most deprived in the UK and the pandemic and its aftermath has hit those people harder than most. Food is one of the essentials of life and Christmas with its traditional over indulgence and special focus on foods can be a very stressful and difficult time for households with low levels of income.

I am proposing that we repeat the Christmas Food Hamper project of 2020 and provide festive foods and a voucher to help around 50 economically deprived households in Dover enjoy the holiday season a little more than they would have been able to otherwise.

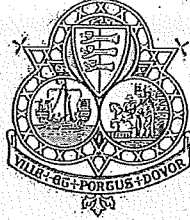
We are engaging with schools for recipient nominations but welcome input from councillors if they are aware of appropriate households in their wards. Once again, the trustees of St Radigund's community centre have agreed to provide the resources, personnel and space to pack and distribute the festive food packages and I am very grateful for their help and enthusiasm.

3. DECISION

The committee is asked to resolve to:

Fund the provision of around 50 Christmas Food Hampers for households in Dover Town, which have suffered particular hardship during and following the Covid Pandemic up to £2500; all arrangements, purchasing decisions and operational detail to be delegated to the Proper Officer in consultation with the Chairperson of this Committee. Funds to be used from the Events Facilitation budget of 2021/22.

Statutory Powers/Power of General Competence.



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 18 November 2021

From: Cllr Pam Brivio - Chairperson of the Civic & Special Projects Committee

Date written: 5 November 2021

Subject: Update - Christmas 2021 Event

1. INTRODUCTION

This year due to the redevelopment of Market Square, the focus for this year's Christmas trees and community Christmas event will be in the centre of town, around Maison Dieu House, in the Heritage Quarters.

2. INFORMATION

There will be two Christmas trees positioned at the People of Dover War Memorial, which the community is happy to see. Festive lights as usual, except in the Market Square. They will be lit from 3pm each day to maximise the Christmas atmosphere in Dover.

The Community Christmas event will take place on Saturday 4th December 2021, from Midday to 6pm, it will include, a variety of Family activities, local creative art stalls, multicultural performances, Santa and a community lantern parade. We are working in partnership with Future Foundry & DDC to deliver a small but perfect Christmas in Dover.

3. DECISION

The Committee is asked to Note this report.

Statutory Powers - LGA 1972 S145

