

## DOVER TOWN COUNCIL

Minutes of the 27<sup>th</sup> Statutory Meeting of the DOVER TOWN COUNCIL held at the Roundhouse Theatre, Dover Discovery Centre, Market Square, Dover on THURSDAY 19<sup>TH</sup> MAY 2022 at 7.00pm.

### PRESENT

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

### Councillors

Councillor M Aspland	Councillor John Lamoon
Councillor J Bird	Councillor C Precious
Councillor P Brivio	Councillor R Sawbridge
Councillor A Calder	Councillor R Walkden
Councillor D Howden	Councillor C Zosseder
Councillor S Jones	

### 1. INSTALLATION OF TOWN MAYOR

- 1a) The Town Council noted the election of Councillor Gordon Cowan as Town Mayor for the 2022/23 Municipal Year as resolved in Minute No. 271 on 23<sup>rd</sup> March 2022.
- 1b) The Town Council received the Town Mayor's declaration of acceptance of office.

### 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Biggs, Collor, Rix, Sancha, Stephenson & Wanstall (personal commitments).

### 3. DECLARATIONS OF INTEREST

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

Chairman
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4. **APPOINTMENT OF DEPUTY TOWN MAYOR**

- 4a) The Town Council noted the appointment of Councillor Dominic Howden as Deputy Town Mayor for the 2022/23 Municipal Year as resolved in Minute No. 271 on 23<sup>rd</sup> March 2022.
- 4b) The Town Council received the Deputy Town Mayor's declaration of acceptance of office.

5. **HONORARY CHAPLAIN**

The Town Mayor thanked Honorary Chaplain Catherine Tucker for her support and service during the 2021/22 Municipal Year.

The Town Mayor appointed Reverend Catherine Tucker as the Council's Honorary Chaplains for the 2022/23 Municipal Year. At the Town Mayor's invitation, the Honorary Chaplain offered prayers.

6. **COMMUNICATIONS FROM THE CHAIRPERSON**

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

7. **MINUTES**

The Town Council approved the Minutes of a) Extraordinary Town Council meeting held on 23<sup>rd</sup> March 2022 & b) Town Council meeting held on 23<sup>rd</sup> March 2022.

RESOLVED: That the Minutes of the Extraordinary Town Council meeting held on the 23<sup>rd</sup> March 2022 and the minutes of the Town Council meeting held on 23<sup>rd</sup> March 2022 be approved and signed by the Town Mayor.

8. **CIVIC & SPECIAL PROJECTS**

The Town Council considered the minutes of the Civic & Special Projects Committee held on the a) 31<sup>st</sup> March 2022 and b) 12<sup>th</sup> May 2022 (distributed prior to the meeting).

RESOLVED: That Civic & Special Projects Committee Minute Nos 275 to 283 and 293 to 300 be received;

9. **FINANCE & GENERAL PURPOSES COMMITTEE**

The Town Council noted Urgent Decision No. 001/2022 dated 30<sup>th</sup> March 2022 concerning the cancellation of the Finance & General Purposes Committee due to be held on the 6<sup>th</sup> April 2022.

10. **PLANNING COMMITTEE**

The Town Council considered the minutes of the Planning Committee held on the a) 11<sup>th</sup> April and b) 16<sup>th</sup> May 2022 (distributed prior to the meeting).

Chairman



RESOLVED: That Planning Committee Minute Nos 284 to 292 and 301 to 308 be received.

**11. COMMUNITY & SERVICES COMMITTEE**

The Town Council noted Urgent Decision No. 002/2022 dated 20<sup>th</sup> April 2022 concerning the cancellation of the Finance & General Purposes Committee due to be held on the 26<sup>th</sup> April 2022.

**12. HONORARY FREEMEN OF THE TOWN OF DOVER**

The Town Council invested Mr John Angell & Mr Jeremy Cope as Honorary Freemen of the Dover as per Minute No. 259 made at the Extraordinary Town Council Meeting held on 23<sup>rd</sup> March 2022.

The Town Council received the Town Clerk's calling of the Honorary Freemen Roll.

**13. ANNUAL RETURN 2021/22 & TOWN COUNCIL FINANCIAL INFORMATION**

- 13a) The Town Council approved the schedule of payments made by the Town Council for ai) March and aii) April 2022.

RESOLVED: That the Town Council approved the schedules of payments made for March and April 2022 and were signed by the Chairperson.

- 13b) The Town Council considered the Town Council budget out-turn report to the end of April 2022

RESOLVED: That the Town Council approved the budget out-turn report to the end of April 2022.

- 13c) The Town Council considered the Town Mayor's report of 22<sup>nd</sup> April 2022 concerning the Practitioners Guide issued by the Joint Panel on Accountability and Governance issued in March 2022.


RESOLVED: That receipt of the Practitioners Guide dated March 2021 be noted.

- 13d) The Town Council considered the Town Mayor's report of 22<sup>nd</sup> April 2022 concerning the Town Council's Investment Strategy 2022/23 together with the draft Strategy,

RESOLVED: That the Town Council adopt the Town Council's Investment Strategy 2022/23.

- 13e) The Town Council noted McCabe Ford Williams' letter of 26<sup>th</sup> April 2022 concerning their independent internal audit work undertaken in April 2022 together with the Annual Internal Audit Report 2021/22.

RESOLVED: That McCabe Ford Williams' letter of 26<sup>th</sup> April 2022 concerning their independent internal audit undertaken in April 2022 together with the Annual Internal Audit report 2021/22 be noted.

Chairman


- 13f) The Town Council considered the Town Mayor's report of 9<sup>th</sup> May 2022 concerning the Review of Internal Audit for the year ended 31<sup>st</sup> March 2022 and Internal Audit strategy for 2022/23.

RESOLVED: That the Mayor's report of the 9<sup>th</sup> May 2022 concerning the Review of Internal Audit for the year ended 31<sup>st</sup> March 2022 be approved.

- 13g) The Town Council considered the Town Mayor's report of 9<sup>th</sup> May 2022 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 2022.

RESOLVED: That the Mayor's report of the 9<sup>th</sup> May 2022 concerning the revised risk register and the review of the effectiveness of the system of internal control for Dover Town Council for the year ending 31<sup>st</sup> March 2022 be approved.

- 13h) The Town Council considered the Town Mayor's report of 9<sup>th</sup> May 2021 concerning the Financial out-turn for the year to 31<sup>st</sup> March 2022.

RESOLVED: That the Mayor's report of the 9<sup>th</sup> May 2022 concerning the Financial out-turn for the year ended 31<sup>st</sup> March 2022 be approved.

- 13i) The Town Council approved the Annual Governance Statement for Dover Town Council for the year ending 31<sup>st</sup> March 2022. Following approval, the Chairperson of the meeting and the Town Clerk signed the Annual Governance Statement.

RESOLVED: That Annual Governance Statement for Dover Town Council for the year ending 31<sup>st</sup> March 2019 be approved and signed by the Town Mayor. Councillor Cowan then signed the Statement.

- 13j) The Town Council considered and approved the Accounting Statements for Dover Town Council for the year ending 31<sup>st</sup> March 2022. Following approval, the Accounting Statements were 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 2022 be approved and signed by the Town Mayor. Councillor Cowan then signed the Accounting Statement.


- 13k) The Town Council noted the dates for Period for the Exercise of Public Rights in relation to the Annual Accounts for the year ended 31<sup>st</sup> March 2022 will be 13<sup>th</sup> June 2022 to 22 July 2022.

- 13l) The Town Council considered the Town Clerk's report of 9<sup>th</sup> May 2022 concerning a virement.

RESOLVED: That the Town Council vire £34,000 from the Salaries provision into the Legal and Valuation (Professional Services) provision, both in the Finance and General Purposes Committee budget for 2022/23.

#### 14. GOVERNANCE & ACCOUNTABILITY

The Town Council noted Urgent Decision No. 003/2022 dated 20<sup>th</sup> April 2022 concerning the appointment of a Deputy to the Town Clerk.

Chairman




## 15. TOWN COUNCIL COMMITTEE MEMBERSHIP

The Town Council considered membership of the Town Council's Committees for the 2022/23 Municipal Year.

- RESOLVED:
- a) That Councillors Aspland, Biggs, Bird, Brivio, Calder, Collor, Howden, Lamoon, Precious, Rix, Sawbridge, Stephenson, Walkden, Wanstall & Zosseder will make up the Civic & Special Projects Committee for the 2022/23 Municipal Year;
  - b) That Councillors Aspland, Biggs, Bird, Brivio, Collor, Howden, Jones, Lamoon, Precious, Rix, Sancha, Sawbridge, Stephenson, Walkden, Wanstall & Zosseder will make up the Community & Services Committee for the 2022/23 Municipal Year;
  - c) That Councillors Aspland, Biggs, Bird, Brivio, Calder, Collor, Howden, Lamoon, Precious, Rix, Sancha, Sawbridge, Stephenson, Walkden, Wanstall & Zosseder will make up the Finance & General Purposes Committee for the 2022/23 Municipal Year;
  - d) That Councillors Aspland, Biggs, Bird, Brivio, Collor, Howden, Lamoon, Precious, Rix, Sawbridge, Stephenson, Walkden, Wanstall & Zosseder will make up the Planning Committee for the 2022/23 Municipal Year.

## 16. MEMBERSHIP OF EXTERNAL BODIES

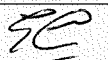
- 16a) The Town Council considered the representation of DTC on external bodies for the 2022/23 Municipal Year.

RESOLVED: The following Councillors be appointed to the External bodies listed below for the 2022/23 Municipal Year:

- a) Dover Joint Transportation Board - Councillor Brivio & Councillor Walkden (Reserve);
- b) Dover Fairtrade Network Group - Councillor Brivio
- c) Dover Greeters (Patron) - Town Mayor
- d) Dover Town Team - Town Mayor
- e) Dover White Cliffs Branch Royal British Legion - Councillor Walkden
- f) Plastic Free Community Steering Group - Councillor Sawbridge
- g) Port & Community Forum (PCF) - Town Mayor
- h) R V Coleman Trust - Councillor P Brivio (Term 2021-2026)
- i) White Cliffs Countryside Rail Partnership - Councillor Brivio
- j) White Cliffs Country Tourism Alliance (WCCTA) - Councillor Walkden
- k) White Ribbon Accreditation - Councillor Precious

- 16b) The Town Council noted Councillor Walkden's report of April 2022 concerning recent meetings of the White Cliffs Dover Branch RBL.

- 16c) The Town Council noted Councillor Brivio's report of concerning recent meetings of the Dover Fairtrade Network Group, RV Coleman Trust, White Cliffs Community Rail Partnership and the Joint Transportation Board (circulated prior to the meeting).

Chairman


17. 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.

18. DATE OF THE NEXT MEETING

The Town Council noted that the date of the next Town Council meeting will be held on Wednesday 13<sup>th</sup> July 2022.

The meeting ended at 7.52pm

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



Chairman
