

## DOVER TOWN COUNCIL

Minutes of the 28<sup>th</sup> Statutory Meeting of the DOVER TOWN COUNCIL held at the St. Mary's Parish Hall, Cannon Street, Dover, Kent CT16 1BY on Thursday 18<sup>TH</sup> MAY 2023 at 6.00pm.

### PRESENT

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

### Councillors

Councillor A Bedi  
Councillor E Biggs  
Councillor J Bird  
Councillor M Bradley  
Councillor P Brivio  
Councillor A Calder  
Councillor N Collor  
Councillor J Defriend

Councillor S Jones  
Councillor J Kember  
Councillor J Lamoon  
Councillor R Sawbridge  
Councillor N Shread  
Councillor P Verrill  
Councillor G Wanstall

### 1. ELECTION OF TOWN MAYOR

Councillor Brivio proposed and Councillor Biggs seconded the motion that Councillor Sue Jones be appointed Town Mayor of Dover and Chairperson of Dover Town Council for the 2023/24 Municipal year.


Councillor Bradley proposed and Councillor Wanstall seconded the motion that Councillor Rebecca Sawbridge be appointed Town Mayor of Dover and Chairperson of Dover Town Council for the 2023/24 Municipal year.

RESOLVED: That Councillor Sue Jones be appointed Town Mayor of Dover and Chairperson of Dover Town Council for the 2023/24 Municipal Year.

The Town Mayor, Councillor Jones took the chair and made her declaration of office.

### 2. APPOINTMENT OF MAYORESS/CONSORT

The Town Mayor did not signify a Consort for the period of her term of office.

Chairman  


3. THANKS TO THE TOWN MAYOR FOR THE 2022/23 MUNICIPAL YEAR

The Mayor thanked the former Town Mayor for his service during the 2022/23 Municipal Year.

RESOLVED: That the Town Council give a vote of thanks to the former Town Mayor Councillor Gordon Cowan, for the 2022/23 Municipal Year.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Collins and Mrs Wanstall (personal commitments).

5. DECLARATIONS OF INTEREST

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

6. INSTALLATION OF DEPUTY TOWN MAYOR

Councillor Verrill proposed and Councillor Bedi seconded the motion that Councillor Edward Biggs be appointed Deputy Town Mayor of Dover for the 2023/24 Municipal year.

Councillor Shread proposed and Councillor Wanstall seconded the motion that Councillor Rebecca Sawbridge be appointed Deputy Town Mayor of Dover for the 2023/24 Municipal year.

RESOLVED: That Councillor Edward Biggs be appointed Deputy Town Mayor of Dover for the 2023/24 Municipal Year.

The Deputy Town Mayor, Councillor Biggs made his declaration of office.

7. APPOINTMENT OF DEPUTY MAYORESS/ESCORT

The Deputy Town Mayor did not signify a Deputy Consort for the period of his term of office.

8. HONORARY CHAPLAIN

The Town Mayor thanked Honorary Chaplain Reverend Catherine Tucker for her support and service during the 2022/23 Municipal Year.


The Town Mayor appointed the Reverend Catherine Tucker as the Council's Honorary Chaplain for the 2023/24 Municipal Year. At the Town Mayor's invitation, the Honorary Chaplain offered prayers.

9. HONORARY FREEMEN OF THE TOWN OF DOVER

The Town Clerk read the Roll of Honorary Freemen for the Town of Dover.

10. TOWN MAYOR'S CADET

Councillor Gordon Cowan thanked ATC Cadet Connor Cowan for his support and service to Council during 2021 to 2023 and presented him with a certificate and badge.

Chairman


The Town Mayor signified the appointed of Cadet Sergeant Jamee Phillips of Astor CCF as the Town Mayor's Cadet for the 2023/24 Municipal Year. The Town Mayor's Cadet was presented with the swagger stick and a certificate by the Town Mayor.

# 11. MINUTES

The Town Council approved the Minutes of the Town Council meeting held on 22<sup>nd</sup> March 2023.

The Town Council approved the Minutes of the Community & Services Committee held on 28<sup>th</sup> March 2023 (including RTR Min No. 253, including relevant report and papers thereon).

The Town Council approved the Minutes of the Planning Committee held on the 3<sup>rd</sup> April 2023.

The Town Council noted Urgent Decision No. 22-23/004, concerning the cancellation of the Planning Committee Meeting Scheduled for 15<sup>th</sup> May 2023.

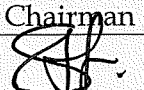
- RESOLVED:
- a) That the Minutes of the Town Council meeting held on 22<sup>nd</sup> March 2023 be approved and signed by the Town Mayor;
  - b) That Community and Services minute Nos 247 to 252 and 254 to 255 be received;
  - c) That a budget of £20,000 from the Town Regeneration budget of 2022/23 be allocated to the refurbishment and extension of facilities at Boundary Groyne Kiosk and Conveniences and that the balance of funds in that budget be transferred to the Special Project reserve for further development of seafront facilities following the public consultation of February 2023. All contracts, negotiations and arrangements to be delegated to the Proper Officer in consultation with the Chairperson of this Committee;
  - d) That Planning Committee minute Nos 256 to 266 be received.

# 12. COMMUNICATIONS FROM THE CHAIRPERSON

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

# 13. ANNUAL RETURN 2022/23 & TOWN COUNCIL FINANCIAL INFORMATION

- 13a) The Town Council approved the schedule of payments made by the Town Council for ai) March and aii) April 2023.
- 13b) The Town Council approved the Town Council budget out-turn report to the end of April 2023.
- 13c) The Town Council noted the Chairperson of the Council's report of 15<sup>th</sup> May 2023 concerning ci) the Review of Internal Audit for the year ended 31<sup>st</sup> March 2023, Internal Audit strategy for 2023/24, and cii) 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 2023.
- 13d) The Town Council approved the Chairperson of the Council's report of 15<sup>th</sup> May 2023 concerning the Financial out-turn for the year to 31<sup>st</sup> March 2023.
- 13e) The Town Council approved the Annual Governance Statement and the Accounting Statements for Dover Town Council for the year ending 31<sup>st</sup> March 2023. Following approval, the Chairperson of the meeting and the Town Clerk signed the Annual Governance Statement and Accounting Statements.

Chairman




- 13f) The Town Council noted receipt of the revised Practitioners' Guide issued in March 2023 and that 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 2023 will be 5<sup>th</sup> June 2023 to 14<sup>th</sup> July 2023.

RESOLVED:

- a) That the payments made by the Town Council in March and April 2023 be approved and the schedules signed by the Chairperson;
- b) That the Town Council approved the Town Council budget out-turn report to the end of April 2023;
- c) That the Town Council noted the Chairperson of the Council's report of 15<sup>th</sup> May 2023 concerning a) the Review of Internal Audit for the year ended 31<sup>st</sup> March 2023, Internal Audit strategy for 2023/24, and b) 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 2023;
- d) That the Town Council approved the Chairperson of the Council's report of 15<sup>th</sup> May 2023 concerning the Financial out-turn for the year to 31<sup>st</sup> March 2023;
- e) That Annual Governance Statement and Accounting Statement for Dover Town Council for the year ending 31<sup>st</sup> March 2023 be approved and signed by the Town Mayor, Councillor Jones;
- f) That the Town Council noted receipt of the revised Practitioners' Guide issued in March 2023 and that 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 2023 will be 5<sup>th</sup> June 2023 to 14<sup>th</sup> July 2023.

#### 14. GOVERNANCE & ACCOUNTABILITY

The Town Council considered the Town Clerk's report of 9<sup>th</sup> May 2023 concerning the General Power of Competence.

The Town Council approved the Schedule of Meetings for the 2023/24 Municipal Year.


RESOLVED:

- a) That the Town Council declares its eligibility to adopt the General Power of Competence in that all of its 18 Councillors have been elected either at the last election and its clerk holds the Certificate in Local Council Administration including section 7 of the 2013 syllabus (the Power of General Competence);
- b) That the Town Council adopts the General Power of Competence with effect from 18<sup>th</sup> May 2023;
- c) That the Town Council adopts the schedule of meetings for the 2023/24 Municipal Year.

#### 15. TOWN COUNCIL COMMITTEE MEMBERSHIP

The Town Council considered membership of the Town Council's Committees for the 2023/24 Municipal Year.

RESOLVED: That all 18 Councillors are made members of all 4 Committees for the 2023/24 Municipal Year.

Chairman


## 16. MEMBERSHIP OF EXTERNAL BODIES

The Town Council considered the representation of DTC on external bodies for the 2023/24 Municipal Year.

The Town Council noted former Councillor Mr R Walkden's report of 23<sup>rd</sup> April 2023 concerning the Dover White Cliffs Branch of the Royal British Legion.

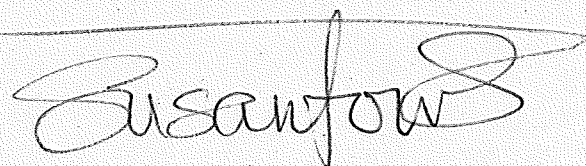
RESOLVED: The following Councillors be appointed to the External bodies listed below for the 2023/24 Municipal Year:

- a) City of Sanctuary Steering Group – Councillors Bird & Sawbridge;
- b) Destination Dover Board – Councillor Defriend;
- c) Dover Joint Transportation Board – Councillor Brivio;
- d) Dover Fairtrade Network Group – Councillor Brivio;
- e) Dover White Cliffs Branch Royal British Legion – Councillor Wanstall;
- f) Port & Community Forum (PCF) – Town Mayor;
- g) R V Coleman Trust – Councillor Brivio (Term 2021-2026);
- h) White Cliffs Countryside Rail Partnership – Councillor Brivio;
- i) White Ribbon Accreditation – Councillor Sawbridge.

## 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.

The meeting ended at 6.40pm



THE RIGHT WORSHIPFUL THE TOWN MAYOR  
(Councillor Sue Jones)  
CHAIRPERSON

Chairman