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

DATE OF ISSUE:
9th November 2022

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the TOWN COUNCIL will be held at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent CT16 1DW on **WEDNESDAY 16TH NOVEMBER 2022** at **6.00pm** when the business shown on the agenda below will be transacted.

Please note that questions from members of the public to the Town Council must be received by the Town Clerk in writing, or by email, at least 3 clear days prior to the date of the meeting. Any member of the public who require further information, wishes to make representation to the Committee, or has any special requirements in respect of this meeting please contact the Town Clerk on 01304 242625.

Allison Burton
TOWN CLERK

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.*

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 approve the Minutes of the Town Council meeting held on 14th September 2022 (copy attached). **(Pages 3 to 6)**

4. PRESENTATION

To receive a presentation from Mr R Walton of Dover District Council concerning works to the Maison Dieu at Dover Town Hall.

5. COMMUNICATIONS FROM THE CHAIRPERSON

To note the Town Mayor's list of engagements since the last meeting (copy attached). **(Pages 7 to 8)**

6. PROGRESS SHEETS

To note the outstanding resolution made by the Town Council copy attached). **(Pages 9 to 10)**

7. PLANNING COMMITTEE

To note that the Planning Committee meeting scheduled for 3rd October 2022 was cancelled.

To consider the minutes of the Planning Committee held on the 7th November 2022 (copy attached). **(Pages 11 to 16)**

8. COMMUNITY & SERVICES COMMITTEE

To consider the minutes of the Community & Services Committee held on the 11th October 2022, copy attached). **(Pages 17 to 18)**

9. CIVIC & SPECIAL PROJECTS COMMITTEE

To consider the minutes of the Civic & Special Projects Committee held on the 27th October 2022 (copy attached). **(Pages 19 to 20)**

10. TOWN COUNCIL FINANCIAL INFORMATION

10a) To approve the schedule of payments made by the Town Council for August & September (copies attached) & October 2022 (to follow). **(Pages 21 to 38)**

10b) To consider the Town Council budget out-turn report to the end of October 2022 (copy attached). **(Pages 39 to 48)**

10c) To note McCabe Ford Williams letter of 28th October 2022 concerning their recent internal audit (copy attached). **(Pages 49 to 52)**

10d) To note the 2023/24 budget process is underway. Members wishing to make representations should contact the Chairperson of the committee. The Town Council budget will be resolved at the Full Town Council meeting on Wednesday 18th January 2023.

11. LAND AT EDGAR ROAD

To note the Chairperson of the Council's update report of 7th November 2022 concerning land at Edgar Road (copy attached) **(Pages 53 to 54)**

12. COUNCILLOR WARD GRANTS

To note the out-turn of the 2022-23 Councillors' Ward Grant scheme (to follow).

13. TOWN COUNCIL COMMITTEE & EXTERNAL REPRESENTATION

13a) To consider any changes to Town Council Committee membership.

13b) To note Councillor Walkden's report of 22nd October 2022 concerning meetings of the Dover White Cliffs Branch of the Royal British Legion from September/October 2022 (copy attached). **(Pages 55 to 64)**

13c) To note Councillor Brivio's report concerning recent meetings of the Dover Fairtrade Network Group, RV Coleman Trust, Joint Transportation Board and the White Cliffs Community Rail Partnership (to follow).

13d) To note an update on Dover District Council from DTC's DDC Councillors (to follow).

13e) To note an update on Kent County Council from DTC's KCC Councillors (to follow).

14. QUESTIONS FROM THE PUBLIC

To consider questions from the public pursuant to Standing Orders 1 (d) to (m) inclusive and 3b (v).

15. DATE OF NEXT MEETING

To note that the date of the next Town Council meeting will be Wednesday 18th January 2023.

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.

Agenda Item No 2

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 the Meeting of the DOVER TOWN COUNCIL held in the Council Chamber, Maison Dieu House, Biggin Street, Dover, Kent on WEDNESDAY 14TH SEPTEMBER 2022 at 6.00pm.

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
A Calder	L Stephenson
N Collor	R Walkden
D Howden	C Zosseder
S Jones	

Prior to the meeting the Mayor made the following statement: -

"For 70 years Her Majesty Queen Elizabeth II devoted her life to the service of our nation and commonwealth. The Queen has been part of my life for all my life and I know that is the same for most of you. When Her Majesty took to the throne, she would serve until she died and that is what she did, still working till just before the day she died, ensuring the transition of power and welcoming the new Prime Minister. She gave every breath to the service of the people she loved and for that, tonight we will honour her.

Her dedication to our country and the love for it was second to none, and has, I'm sure you would have seen over this last week, how the whole country has come together. In a moment we will stand for a two-minute silence and reflect the life she gave to us all and how great a leader she was. The Queen was a mother, grandmother and great-grandmother and our thoughts and condolences are with the Royal Family who we are thinking about at this time."

A two-minute silence was then observed by all present.

101. APOLOGIES FOR ABSENCE

The Town Council noted apologies for absence from Councillors Sancha, Sawbridge & Wanstall (personal reasons) & Councillor Aspland (ill health).

Chairperson

102. DECLARATIONS OF INTEREST

Councillor Neil Rix present declared a pecuniary interest in the Item discussed in Minute 109 and declared his intention to leave the meeting which he did.

103. MINUTES

The Town Council approved the Minutes of the Extraordinary Town Council meeting held on 26th July 2022.

RESOLVED: That the Minutes of the Extraordinary Town Council meeting held on the 26th July 2022 be approved and signed by the Town Mayor.

104. COMMUNICATIONS FROM THE CHAIRPERSON

The Town Council noted the Town Mayor's list of engagements since the last meeting and the cancellation of events owing to the passing of Queen Elizabeth II

105. PROGRESS SHEETS

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

106. PLANNING COMMITTEE

The Town Council considered the minutes of the Planning Committee held on the 25th July & 5th September 2022.

RESOLVED: That Planning Committee Minute Nos 74 to 83 and 91 to 100 be accepted as a true record.

107. TOWN COUNCIL FINANCIAL INFORMATION

107a) The Town Council approved the schedule of payments made by the Town Council for July 2022.

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

107b) The Town Council considered the Town Council budget out-turn report to the end of August 2022.

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

108. EXTERNAL AUDIT

108a) The Town Council approved the External Auditor's Report and Certificate 2021/22, and that in their opinion on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 2021/22 that the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and that no other matters have come to their attention giving cause for concern that regulatory requirements have not been met. There were no other matters not affecting their opinion to which the auditors wished to draw the attention of the Council.

108b) The Town Council noted that the statutory requirements for publication of the Notice of Conclusion of Audit and the AGAR 2020/21 had been met.

Councillor Rix left the meeting at 6.12pm.

109. LAND AT EDGAR ROAD

The Town Council considered the Chairperson of the Council's report of 6th September regarding land at Edgar Road.

RESOLVED: That the Town Council agree a budget of £37,500 for the clearance and preparation of the land purchased adjacent to Prospect Place allotment site together with professional advice on design and layout of development. Funds to be taken from the unused surplus of the agreed budget for the purchase (£100,000) and the balance of £15,000 to be taken from the Special Projects reserve. All negotiations, agreements and decisions delegated to the Proper Officer in consultation with the Chairperson of Council.

Councillor Rix rejoined the meeting at 6.15pm.

110. PEOPLE OF DOVER'S WAR MEMORIAL

The Town Council considered Chairperson of the Council's report of 5 September 2022, concerning conservation work to the People of Dover's War Memorial.

RESOLVED: a) That the Town Council agree a budget of £17,000 including contingencies, to be vired from the special projects reserve to the War Memorial Maintenance allocation within the Finance & General Purposes Committee budget for 2022/3.

b) That contractor A be awarded the contract with all negotiations, contracts and agreements for the works be delegated to the Proper Officer in consultation with the Chairperson of the Finance Committee.

111. COMMUNITY CENTRES

The Town Council considered the Chairperson of Community & Services report of 1st September 2022, concerning Community Centres.

RESOLVED: That the Town Council continue to support and safeguard community centres and halls in all its wards.

112. ANNUAL REVIEW OF TOWN COUNCIL INVESTMENT STRATEGY

The Town Council considered the Chairperson of F&GP's report of 5th September 2022, concerning the annual review of the Town Council Investment Strategy.

RESOLVED: That the Town Council adopts the Town Council Investment Strategy and the detailed investment arrangements set out therein.

113. COUNCILLOR WARD GRANTS

The Town Council noted the out-turn of the 2022-23 Councillors' Ward Grant scheme.

Chairperson

114. TOWN COUNCIL COMMITTEE & EXTERNAL REPRESENTATION

114a) The Town Council noted that Councillors Biggs, Zosseder and Collor have resigned from the Planning Committee and Councillor Howden has resigned from all committees.

The Town Council approved the appointment of Councillor Calder to the Planning Committee.

114b) The Town Council noted Councillor Walkden's report of 17th August 2022 concerning meetings of the Dover White Cliffs Branch of the Royal British Legion from June 2022.

114c) The Town Council noted Councillor Brivio's report concerning recent meetings of the Dover Fairtrade Network Group, RV Coleman Trust, Joint Transportation Board and the White Cliffs Community Rail Partnership.

114d) The Town Council noted an update on Dover District Council from DTC's DDC Councillors (handed out at the meeting).

114e) The Town Council noted no update on Kent County Council from DTC's KCC Councillors had been received.

115. 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.

116. DATE OF NEXT MEETING

The Town Council noted that the date of the next Town Council meeting will be Wednesday 16th November 2022.

The meeting finished at 6.43pm

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

Chairperson

Agenda Item 5

Mayoral Engagements Attended from 14th September to 16th November 2022

SEPTEMBER 2022

14th	1800	Full Town Council Meeting at MDH
18th	1800	Service of reflection for the life of HRH Queen Elizabeth II at St. Mary's Church
21st	1000	Meeting with RN Commodore Rob Bellfield at MDH
	1530	PCF Meeting at St. Radigund's Community Centre
23rd	1100	Visit to Biggin BizR Co-Innovation, Biggin Street, Dover
24th	1200	Big Local Urban Fete in Pencester Gardens
28th	1100	Dover Big Local Information Day at Charlton Centre, Dover
30th	1300	2nd Gurkha Rifles Dashain External Guest Party, Sir John Moore Barracks

OCTOBER 2022

1st	0915	Speakers Day event at Hythe
3rd	1100	Lord Warden Tree Planting at Walmer Castle
	1730	Dover Town Team Meeting at Marina Hotel
4th	1700	DDC Dover Regeneration Advisory Bord Meeting via Teams
6th	1100	Selebrate September event in New Romney (Rescheduled)
11th	1700	Bi-monthly catch-up with Doug Bannister, Port of Dover
	1800	Community & Services Meeting at MDH
13th	1830	Lord Lieutenant of Kent's Award Ceremony (SERFCA), Salomans Estate, Tunbridge Wells
15th	1830	Dover Lions 51st Charter Dinner at Dover Marina Hotel
16th	1430	Deal Annual Charter Day Celebration, Deal Town Hall
17th	1330	Walkabout in Dover Market Square/Underpass with DDC Officers and Cllrs
18th	1030	Meeting with Samphire Charity at MDH with Town Clerk
	1200	Dover's BIG Skills & Jobs Fair, Cruise Terminal 2

NOVEMBER 2022

4th	1845	Winchelsea Spanish Evening, Winchelsea
7th	0930	Meeting with Dover RBL at MDH
	1800	Planning Committee Meeting at MDH9
9th	0945	Service of Remembrance at Dover Cruise Terminal
	1100	Rescheduled Time capsule event. Riverside Centre, Maison Dieu Gardens
10th	1830	Dover Grammar School for Girls GCSE Awards and presentations event
11th	1900	RBL Festival of Remembrance at St. Mary's Parish Hall
13th	1000	Remembrance Sunday Service at the People of Dover's War Memorial
14th	1845	Confirmation of Mayor's Deputies at Sandwich Guildhall
15th	1100	Meeting with Town Clerk, Miles McKinnon and Guy Holloway re Western Heights
16th	1800	Full Town Council Meeting at MDH

DOVER TOWN COUNCIL MEETING PROGRESS SHEETS

2022/2023

* 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
13/07/2022	FTC	58a)	That the Town Council publishes online certain evidence/criteria and has prepared statements required by the LCAS Quality Gold accreditation;	In hand	End of Nov 22		AB/KD

Agenda item 7

DOVER TOWN COUNCIL

Minutes of the meeting of the PLANNING COMMITTEE held at the Town Council Offices on Monday, 7th November 2022 at 6 p.m.

PRESENT

Councillor J Bird
Councillor P Brivio
Councillor G Cowan
Councillor C Precious
Councillor L Stephenson
Mr G Margery – Dover Society

134. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors Aspland, & Wanstall due to personal commitments.

135. DECLARATIONS OF INTEREST

Councillor Brivio declared an OSI on agenda item 7, planning application 22.01321 as she is trustee on the Municipal Charites board and planning application 22.01281 as she is a District Councillor and did not participate during discussion and voting on these applications.

136. MINUTES

The Committee considered the minutes of the meeting of the Planning Committee held on 5th September 2022.

RESOLVED: That the minutes of the meeting of the Planning Committee held on 5th September 2022 be signed by the Chair.

137. COMMITTEE BUDGET

The Committee noted the latest out-turn against the Committee's 2022/23 budget.

138. PRESENTATION ON BARWICK ROAD DOVER

Chair

Committee received presentation from Lee Evans Partnership LLP regarding the proposed residential development of land at Barwick Road Dover

139. DETERMINED PLANNING CONSENTS

The Committee noted the decisions of Dover District Council on the following planning applications:

Application No:	Address	Decision	Town Council Decision
22/00917	66 Noahs Ark,Road,Dover, CT17 0NL	Granted	Object
22/00906	13 Castle Street, Dover, CT16 1PT	Granted	Support
22/01020	Carpetright Plc, Granville Street, Dover, CT16 2LG	Granted	Support
22/01047	Former Gasworks, Coombe Valley, Road, Dover, CT17 0EU	Granted	Support
20/01014	Land To The Rear Of Former Magistrates Court, Pencester Road, Dover, Kent	Granted	Support

140. APPLICATIONS FOR PLANNING CONSENT

The Committee considered applications for planning consent passed to the Town Council for consultation purposes.

RESOLVED: That the following observations be passed to the Dover District Council in relation to the applications now considered:

Application No: 22.01142
Proposal: Change of use to HMO for 7no. households with 12-person occupancy
104 Maison Dieu Road Dover CT16 1RU
Comment: Object. Diminishes the amenity of existing residents & neighbours through increasing pressure unreasonably on local facilities as well as offering inadequate housing for future residents

Application No: 22.01279
Proposal: Erection of a single storey side/rear extension and detached garage (existing garage to be demolished)
215 Folkestone Road Dover CT17 9SL
Comment: Support

Application No: 22.01281
Proposal: Variation of Condition 13 (Verification Report) of planning permission DOV/20/00187 (for the erection of 2no. buildings incorporating 16no. flats, associated car parking and landscaping (existing garages to be demolished) (application under Section 73)
Garage Block Between 42 To 44 Kimberley Close Dover CT16 2JN

Chair

Comment: Neutral.

Application No: 22.01285
Proposal: Change of use and conversion to a community centre (Use Class F1) to include alterations to rear windows and doors
6 Park Place Dover CT16 1DF
Comment: Object. The application does not give enough information and cannot see that there has been any public consultation

Application No: 22.01294
Proposal: Area 1 - 9 Alder trees to reduce in height to approximately 9-10 meters and reduce sides to shape. Area 2 - 3 Beech trees to crown reduce by approximately 2 meters.
18 Monastery Avenue Dover CT16 1AB
Comment: Neutral. Committee recognise works need to be done with regards to the trees in Monastery Avenue however, would like to see a detailed report carried out by a qualified arboriculturist

Application No: 22.01311
Proposal: Variation of Condition 2 (approved plans) of planning permission DOV/20/01237 (erection of a four-storey building incorporating 40no. flats with new vehicle access, parking and landscaping (existing buildings to be demolished) (application under Section 73)
Construction House Coombe Valley Road Dover CT17 0EN
Comment: Support
Application No: 22.01321
Proposal: Change of use of room to office space
2 Battle of Britain Flats Chapel Place Dover CT17 9AR
Comment: Support.

Application No: 22.01323
Proposal: Change of use to a Mixed Use to include restaurant/cafe/drinking establishment, music/dancing and exhibition of art work
27 Market Square Dover CT16 1NG
Comment: Support.
Application No: 22.01329
Proposal: Erection of single and three storey rear extensions to provide 25no. care bedrooms and ancillary accommodation. Erection of new bay windows to ground/first floor front elevation, 5no. rooflights, replacement front door, rear fire escape, widening of front path, landscaping, bin store, installation of automatic bollard system, cycle parking additional vehicle parking and vehicle turning area (part rear existing extensions, front bay windows, shed and steps to be demolished) (part retrospective)
409-411 Folkestone Road Dover CT17 9JT
Comment: Object. Committee feel it is over development of the original building and site with inadequate access for emergency vehicles and other visitors/staff.

Application No: 22.01360
Proposal: Variation of Condition 2 (approved plans) of planning permission DOV/21/00424 for the erection of a two-storey side extension with 2no. Juliet balconies to first floor (application under Section 73)
9 Knights Templars Dover CT17 9DX
Comment: Support

Application No: 22.01361

Proposal:	Change of use to nail bar with massage services (Sui Generis) and insertion of 3no. windows to ground floor side elevation Ground Floor 109 High Street Dover CT16 1EB
Comment:	Support.
Application No:	22.01376
Proposal:	Certificate of Lawfulness (existing) for the continued use as an HMO with 7 no. rooms up to 9 no. persons 8 Templar Street Dover CT17 0BW
Comment:	Neutral.
Application No:	22.01390
Proposal:	Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/20/00305 (application under Section 73) Change of use and conversion of ground floor to self-contained flat 10 High Street Dover CT16 1DR
Comment:	Support
Application No:	22.01416
Proposal:	Erection of a single storey extension (existing extension to be demolished) 1 Lascelles Road Dover CT17 9JE
Comment:	Support
Application No:	22.01422
Proposal:	Erection of single storey side infill extension, roof alterations, insertion of 2 no. rooflights, replacement rear window and door with bi-fold doors 1 Kingswood Villas, Crabble Avenue, Dover, CT17 0JE
Comment:	Support

141. LATE PLANNING/LICENSING APPLICATIONS

Proposal:	Proposed upgrade to existing radio base station installation at CTIL 10754130 Lorry Park, Dover Eastern Docks, Dover, Kent, CT16 1HZ
Comment:	Support Committee noted the times and dates of DDC consultation for the delivery of their local plan

142. LICENSING

a) Committee considered application for a Premises Licence:

Reason:	Late night refreshments
Timings:	Sunday to Thursday 23:00 to 01:00 Friday and Saturday 23:00 to 02:00
Location:	Super Pizza, 2 Cannon Street, Dover, CT16 1BY

b) Committee considered application for a Premises Licence:

Reason:	Late night refreshments
Timings:	Monday to Sunday - 23:00 to 00:30
Reason:	Sale of Alcohol
Timings:	Monday to Sunday 10:00 to 00:00
Location:	Jerk N Tingz, Unit R2B St James Retail Park, Dover, CT16 1QD

Chair

c) Committee considered application for a Premises Licence:

Reason: Sale of Alcohol
Timings: Monday to Sunday 11.00 to 22.30
Location: Pek on the Go, Clock Tower Square, Union Street, Dover

RESOLVED: a) That the committee object to the application of late-night refreshments Sunday to Thursday 23:00 to 01:00 - Friday and Saturday 23:00 to 02:00 at Super Pizza, 2 Cannon Street, Dover. Committee would not object if the latest time was adjusted to 00.30 on those days

b) That the committee support the application Late night refreshments Monday to Sunday - 23:00 to 00:30 & Sale of Alcohol Monday to Sunday 10:00 to 00:00 at Jerk N Tingz, Unit R2B St James Retail Park, Dover, CT16 1QD

c) That the committee support the application for the Sale of Alcohol Monday to Sunday 11.00 to 22.30 at Pek on the Go, Clock Tower Square, Union Street, Dover

143. URGENT DECISION

Committee noted Urgent Decision UD22/23-002 regarding cancellation of Planning Committee Meeting on 3rd October 2022

144. DATE OF NEXT MEETING

The Committee noted the next meeting will be held on Monday, 5th December 2022 at 6 p.m.

The meeting closed at 7.37 pm.

Councillor N Rix
CHAIR

Chair

Agenda Item 8

DOVER TOWN COUNCIL

Minutes of the meeting of the COMMUNITY & SERVICES COMMITTEE held on Tuesday 11th October 2022 at 6.00pm at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent, CT16 1DW.

PRESENT

E Biggs	J Lamoon
J Bird	C Precious
P Brivio	L Stephenson
G Cowan (Town Mayor)	R Walkden
S Jones (Chair)	G Wanstall
	C Zosseder

117. APOLOGIES FOR ABSENCE

Apologies for absence were received from, Councillors Aspland, Collor, Rix, Sancha & Sawbridge due to personal commitments

118. DECLARATIONS OF INTEREST

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

119. MINUTES

Councillors noted the approved Minutes of the meeting of the Community & Services Committee held on the 21st June 2022 as resolved in Minute No. 56 at the Town Council Meeting held 13th July 2022

120. BUDGET

The Committee considered latest out-turn against the Committee's 2022/23 budget.

The Committee noted the 2023/24 budget process is underway. Members wishing to make representations should contact the Chair of the committee. The Town Council budget will be resolved at the Full Town Council meeting on Wednesday 18th January 2023

121. MEETING PROGRESS SHEETS

The Committee noted that there are no outstanding items concerning resolutions made by the Community and Services Committee 2022/23

Chair

122. ALLOTMENTS

The Committee noted the Clerk to the Committee's report regarding the allotment update.

The Committee noted progress reports from WCCP regarding works on High Meadow.

123. TOWN REGENERATION

The Committee noted Chairs Report regarding Update for Land Purchased off Edgar Road

The Committee considered Chairs Report regarding Snargate Street

The Committee considered Chairs Report regarding Everywhere means something to everyone

RESOLVED: a) That a budget of up to £9,999 for the purchase of plants and signage for Snargate Street. Cost to be allocated from the Town Regeneration provision in 2022/23 budget, delegated to the Proper Officer in consultation with the Chair of this Committee.

b) To fund the development of an "Everywhere means Something to Someone" project in partnership with Strange Cargo with funding of £9999 from the Town Regeneration budget. All decisions, negotiations and actions to be delegated to the Proper Officer together with the Chairperson of this committee.

124. INFORMATION ITEMS

The committee noted that the open allotment tenants meeting will be held on 8th November 2022 at 6pm.

125. DATE OF NEXT MEETING

The next meeting will be held on the 24th January 2023 at 6pm.

Meeting closed 6.31pm

CHAIR
Councillor S Jones

Chair

Agenda Item 9

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 27th OCTOBER 2022** at 6.00pm.

PRESENT

Councillor E Biggs
Councillor A Calder
Councillor J Lamoon
Councillor R Sawbridge
Councillor L Stephenson
Councillor G Wanstall
Councillor C Zosseder

126. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors Cowan (Town Mayor), Bird, Brivio, Aspland & Collor (Personal Commitments) & Councillors Walkden, Precious & Rix (ill Health).

127. DECLARATIONS OF INTEREST

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

128. MINUTES

The Committee noted the approved Minutes of the meeting of the Civic & Special Projects Committee held 21st July 2022 as resolved in Minute No. 87 of the Extraordinary Town Council Meeting held 26th July 2022.

RESOLVED: That the Minutes of the meeting of the Civic & Special Projects Committee held on the 21st July 2022 be signed by the Chairperson.

Chairperson

129. PROGRESS SHEETS

The Committee noted that there were no outstanding items concerning resolutions made by the Civic & Special Project's Committee during 2022/23.

130. BUDGET

130 a) The Committee noted the latest out-turn of the Committee's 2022/23 budget.

130 b) The Committee noted the 2023/24 budget process is underway and that members wishing to make representations should contact the Chair of the committee. That the Town Council budget will be resolved at the Full Town Council meeting on Wednesday 18th January 2023.

131. APPLICATIONS FOR FINANCIAL ASSISTANCE

The Committee considered the following applications for financial assistance:

Dover Bowling Club;
Future Foundry;
Dover Film Festival Society.

RESOLVED: **131 a)** That the Committee make a grant of £3,000 to Dover Bowling Club. Funding to be allocated from the Sports Health Development Fund provision in the Civic & Special Project Committee's 2022/23 budget;

131 b) That the Committee make a grant of £7,500 to Future Foundry. Funding to be allocated from the Sports Health Development Fund provision in the Civic & Special Project Committee's 2022/23 budget;

131 c) That the Committee make a grant of £1,342 to Dover Film Festival Society. Funding to be allocated from the Sports Health Development Fund provision in the Civic & Special Project Committee's 2022/23 budget;

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

132. INFORMATION ITEMS

The Committee noted Deal Music & Arts Education Report for Funders 2022 & Festival Report 2022.

133. DATE OF NEXT MEETING

The next meeting of the Civic & Special Projects Committee will be held on Thursday 2nd February 2023 @ 6pm.

The meeting closed at 6.59pm

Councillor J Lamoon
CHAIRPERSON

Chairperson

Date: 06/09/2022 Dover Town Council Agenda item 10ai Page: 499

Time: 13:25 Cashbook 8 User: PW

Co-Op Current Account AUGUST 2022. For Month No: 5

Payments for Month 5 Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2022	CoOp Bank	DD/COOP	1.00			4051	103	1.00	Bank charges
01/08/2022	Invicta IT Solutions Ltd	DD/INVICTA	1,042.38	1,042.38		501			P/Ledger Electronic Payment
02/08/2022	Hutchison 3G Uk Ltd	DD/THREE	64.04	64.04		501			phones
03/08/2022	Wireless Terminal Solutions	DC/WIRE	118.80	118.80		501			DD Events
04/08/2022	Harmer & Sons Ltd	E22/16/1	144.00	144.00		501			P/Ledger Electronic Payment
04/08/2022	E. J. Ditton & Co Ltd	E22/16/2	283.00	283.00		501			repairs
04/08/2022	Key Services South East Ltd	E22/16/3	142.56	142.56		501			Allotment keys
04/08/2022	Bates Office Services Ltd	E22/16/4	21.68	21.68		501			Office supplies
04/08/2022	APEX Clean Ltd	E22/16/5	510.00	510.00		501			Cleaning services
04/08/2022	Right Guard Security UK Ltd	E22/16/6	153.60	153.60		501			Security
04/08/2022	Dover Retail Crime Operation	E22/16/7	374.40	374.40		501			Subscription
04/08/2022	Wingham Well Spring	E22/16/8	21.60	21.60		501			Water
04/08/2022	Miss K Dry	E22/16/9	14.89	14.89		501			stationary
04/08/2022	Express Toilet Hire	E22/16/10	2,904.00	2,904.00		501			Events
04/08/2022	PKF Littlejohn LLP	E22/16/11	2,400.00	2,400.00		501			Annual Audit
04/08/2022	R. Cunningham Roofing Ltd	E22/16/12	434.40	434.40		501			Repair
04/08/2022	YMS Travel	E22/16/13	750.00	750.00		501			Events
04/08/2022	Hythe Town Council	E22/16/14	50.50	50.50		501			Speakers Day 1/10/22
04/08/2022	Industrials UK LP P'ship-Commo	E22/16/15	6,129.00	6,129.00		501			Rent
05/08/2022	Caffyns	E22/17/1	3,452.73	3,452.73		501			Civic Car Services
05/08/2022	Marks & Spencer	DC/MARKS	25.00	25.00		501			Flowers
06/08/2022	Ecotricity	DD/ECO/PAV	14.20	14.20		501			Pencester Pavillion
06/08/2022	Ecotricity	DD/ECO/WOR	15.32	15.32		501			Work shop
08/08/2022	CoOp Bank	DD/COOP	1.00			4051	103	1.00	Bank charges
09/08/2022	H M Land Registry	DD/HMLR	3.00	3.00		501			Searches
11/08/2022	Pedaler on the port ltd	DC/PED	44.50	44.50		501			Meeting costs
11/08/2022	Facebook	DC/META	47.56	47.56		501			DD Events
12/08/2022	William Walker Garden Maintena	E22/18/1	167.50	167.50		501			Horticulture
12/08/2022	Mark 1 Sound & Light	E22/18/2	2,688.00	2,688.00		501			DD Events
12/08/2022	ES Promotions	E22/18/3	2,847.00	2,847.00		501			DD Events
12/08/2022	Hire a Mermaid UK Ltd	E22/18/4	850.00	850.00		501			DD Events
12/08/2022	Kent County Council	E22/18/6	264.04	264.04		501			office supplies
12/08/2022	MTStudios Ltd	E22/18/7	108.00	108.00		501			Website
12/08/2022	Bates Office Services Ltd	E22/18/8	79.10	79.10		501			stationary
12/08/2022	Pure Cleaning Services	E22/18/9	1,302.00	1,302.00		501			Seafront Facilities
12/08/2022	Invicta IT Solutions Ltd	E22/18/10	147.00	147.00		501			P/Ledger Electronic Payment
12/08/2022	NALC	E22/18/11	60.00	60.00		501			LCAS
12/08/2022	Industrials UK LP P'ship-Commo	E22/18/12	153.22	153.22		501			Insurance
12/08/2022	D Sharp	E22/18/5	870.00	870.00		501			horticulture
15/08/2022	Marks & Spencer	DC/MANDS	18.20	18.20		501			meeting refreshments
15/08/2022	CoOp Bank	DD/COOP	1.00			4051	103	1.00	Bank charges
15/08/2022	Capita Payroll	DD/CAPITA	31,460.24			4337	304	5,831.13	Salaries - August
						4018	102	25,629.11	Salaries - August
17/08/2022	CoOp	CC/COOP	1,077.00			4051	103	2.00	Card Charges
				1,075.00		501	0		P/L Pymnt Page 2632

Continued on Page 500

Date: 06/09/2022 | Dover Town Council | Page: 500

Time: 13:25 | Cashbook 8 | User: PW

Co-Op Current Account | For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/08/2022	Dover District Council	DD/DDC/MDH	1,223.00	1,223.00		501			DDC MDH Rates
19/08/2022	Dover District Council	DD/DDC/PC	304.00	304.00		501			DDC Poulton cl rates
19/08/2022	RBL Poppy Appeal	DC/RBL	350.00	350.00		501			Wreaths
21/08/2022	Southern Communications Ltd	DD/SOUTH	104.92	104.92		501			Phones
21/08/2022	Ecotricity	DD/ECO/FLO	14.11	14.11		501			Floodlights
21/08/2022	Ecotricity	DD/ECO/MDH	109.92	109.92		501			MDH Gas
21/08/2022	Ecotricity	DD/ECO/MD2	187.78	187.78		501			MDH
22/08/2022	DVLA Swansea	DC/DVLA	290.00	290.00		501			Tax
22/08/2022	CoOp Bank	DD/COOP	1.00			4051	103	1.00	Bank charges
23/08/2022	Invicta Law Limited	E22/19/1	30,000.00	30,000.00		501			Land Purchase
23/08/2022	Invicta Law Limited	E22/19/2	42,182.00	42,182.00		501			Land Purchase
25/08/2022	St Mary's PCC	E22/19/3	225.00	225.00		501			D.T.C/St Mary's PCC
25/08/2022	Jiména Music	E22/19/4	600.00	600.00		501			DD Events
25/08/2022	Mamas Funkin Skunks	E22/19/5	200.00	200.00		501			DD Events
25/08/2022	Your Event Compere	E22/19/6	180.00	180.00		501			DD Events
25/08/2022	Holly Wanstall Entertainer	E22/19/7	200.00	200.00		501			DD Event
26/08/2022	William Walker Garden Maintena	E22/20/1	260.95	260.95		501			Horticulture
26/08/2022	Hawkinge Town Council	E22/20/3	90.00	90.00		501			Mayoralty
26/08/2022	Mr D Cullen	E22/20/5	350.00	350.00		501			Summer Programme
26/08/2022	Metta Media ltd T/A ACCLC	E22/20/6	2,762.00	2,762.00		501			Professional Fees
26/08/2022	Right Guard Security UK Ltd	E22/20/7	1,179.60	1,179.60		501			Summer Programme
26/08/2022	Key Services South East Ltd	E22/20/8	241.18	241.18		501			Allotments
26/08/2022	Full on Events	E22/20/9	2,000.00	2,000.00		501			DD Events
26/08/2022	Cash Book 5	E22/20/2	137.52			212		137.52	CB5 Imprest top up
26/08/2022	Cash Book 10	E22/20/4	209.12			216		209.12	CB10 Imprest top up
26/08/2022	Business Stream	DD/BUS/PM	311.55	311.55		501			Water PM
26/08/2022	Business Stream	DD/BUS/MAX	37.67	37.67		501			water Maxton
26/08/2022	Business Stream	DD/BUS/PP	443.40	443.40		501			Water PP
26/08/2022	Business Stream	DD/BUS/MDH	164.79	164.79		501			Water MDH
26/08/2022	Business Stream	DD/BUS/PRE	704.70	704.70		501			Pretoria
26/08/2022	Amazon.co.uk - CARD PAYMENT	DC/AMAZ	55.88	55.88		501			Gift
30/08/2022	CoOp Bank	DD/COOP	1.00			4051	103	1.00	Bank charges
31/08/2022	Facebook	DC/META	122.00	122.00		501			TT Event
31/08/2022	Suez Recycling & Recovery Hold	DD/SUEZ	124.18	124.18		501			Waste
	Total Payments for Month		146,622.73	114,808.85	0.00			31,813.88	
	Balance Carried Fwd		19,270.83						
	Cashbook Totals		165,893.56	114,808.85	0.00			51,084.71	

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Time: 13:23 | Cashbook 1 | User: PW

HSBC Current Account | For Month No: 5

Payments for Month 5 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2022	HSBC Bank	DD/HSBC	10.00			4051	103	10.00	Bank charges
04/08/2022	Co-Op Current Account	04.08.22	50,000.00			203		50,000.00	Internal funds transfer
23/08/2022	Co-Op Current Account	23.08.22	50,000.00			203		50,000.00	Internal funds transfer
24/08/2022	Co-Op Current Account	24.08.22	30,000.00			203		30,000.00	Internal funds transfer
	Total Payments for Month		130,010.00	0.00	0.00			130,010.00	
	Balance Carried Fwd		66.87						
	Cashbook Totals		130,076.87	0.00	0.00			130,076.87	

Date: 06/09/2022 | Dover Town Council | Page: 370

Time: 13:24 | Cashbook 2 | User: PW

HSBC Deposit Account | For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/08/2022	HSBC Current Account	04.08.22	50,000.00			201		50,000.00	Internal funds transfer
23/08/2022	HSBC Current Account	23.08.22	80,000.00			201		80,000.00	Internal funds transfer
	Total Payments for Month		130,000.00	0.00	0.00			130,000.00	
	Balance Carried Fwd		1,257,707.50						
	Cashbook Totals		1,387,707.50	0.00	0.00			1,387,707.50	

Date: 06/09/2022 Dover Town Council Page: 388

Time: 13:24 Cashbook 3 User: PW

Cash Book 3 For Month No: 5

Payments for Month 5

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
31/08/2022	Cash Book 3	CB3/AUG	34.54			4075	105	15.97	Office sundries
						4023	103	20.91	Office sundries
						4022	103	-2.34	Postage - Franking Income
	Total Payments for Month		34.54	0.00	0.00			34.54	
	Balance Carried Fwd		576.74						
	Cashbook Totals		611.28	0.00	0.00			611.28	

Date: 06/09/2022 Dover Town Council Page: 369

Time: 13:24 Cashbook 4 User: PW

Cash Book 4 For Month No: 5

Payments for Month 5

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	Nominal Ledger Analysis £ VAT	A/c	Centre	£ Amount	Transaction Detail
28/08/2022	Cash Book 4	CB4/AUG	76.31		12.05	4015	101	15.84	Civic car fuel
						4015	101	44.42	Civic car fuel
						4102	110	4.00	Sundries
	Total Payments for Month		76.31	0.00	12.05			64.26	
	Balance Carried Fwd		442.92						
	Cashbook Totals		519.23	0.00	12.05			507.18	

Date: 06/09/2022 Dover Town Council Page: 364

Time: 13:24 Cashbook 5 User: PW

Cash Book 5 For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/08/2022	Cash Book 5	CB5/AUG	137.52		21.25	4430	402	6.25	Parts - maintenance
						4021	103	10.00	Telephone
						4015	101	50.01	Fuel - community vehicle
						4015	101	50.01	Fuel - community vehicle
	Total Payments for Month		137.52	0.00	21.25			116.27	
	Balance Carried Fwd		300.00						
	Cashbook Totals		437.52	0.00	21.25			416.27	

Date: 06/09/2022 Dover Town Council Page: 232

Time: 13:25 Cashbook 9 User: PW

Cash Book 9 For Month No: 5

Payments for Month 5

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	Nominal Ledger Analysis £ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		300.00						
	Cashbook Totals		300.00	0.00	0.00			300.00	

Date: 03/10/2022 Dover Town Council Agenda item 10aii Page 1

Time: 16:38 Co-Op Current Account

List of Payments made between 01/09/2022 and 30/09/2022 SEPTEMBER 2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2022	Invicta IT Solutions Ltd	DD/INVICTA	1,042.38		P/Ledger Electronic Payment
01/09/2022	Marks & Spencer	DC/MANDS	62.45		Refreshments
01/09/2022	Sports Direct	DC/SPORTS	39.96		cycle skills equipment
02/09/2022	Boom Circus Ltd	E22/21/1	6,000.00		TT Event
02/09/2022	Brandspace Media ltd	E22/21/2	672.00		DD Events
02/09/2022	St. John Ambulance	E22/21/3	332.00		DD Event
02/09/2022	Harmer & Sons Ltd	E22/21/4	660.00		Jubilee
02/09/2022	Mr S Weller	E22/21/5	250.00		Summer Events
02/09/2022	Audiocrew Ltd	E22/21/6	1,910.00		TT Event
02/09/2022	MP Hammond	E22/21/7	1,872.00		cut down Track
02/09/2022	Kirsa Wilkenschildt Graphic	E22/21/8	300.00		TT Event
02/09/2022	Medicar European Ltd	E22/21/9	554.40		TT Event
02/09/2022	Moving Memory Dance Theatre Co	E22/21/10	1,000.00		TT Event
02/09/2022	Medway Town Bands	E22/21/11	250.00		Pencester Events
02/09/2022	Relyon Transport	E22/21/12	330.00		TT Event
02/09/2022	J. Newson	E22/21/13	420.00		TT Event
02/09/2022	Deal Brass Acadamy	E22/21/14	200.00		Summer Programme
02/09/2022	Smye-Rumsby	E22/21/15	72.00		TT Event
02/09/2022	Emma Davis T/A Helles Belles	E22/21/16	300.00		TT Event
02/09/2022	Right Guard Security UK Ltd	E22/21/17	2,176.80		P/Ledger Electronic Payment
02/09/2022	Cactus Graphics Ltd	E22/21/18	3,754.80		TT Event
02/09/2022	Halfords	DC/HALFORD	156.87		Grant equipment
02/09/2022	Hutchison 3G Uk Ltd	DD/THREE	44.08		phones
05/09/2022	RAC	DC/RAC	237.00		Breakdown Cover
05/09/2022	CoOp Bank	DD/COOP	1.00		Bank charges
06/09/2022	H M Land Registry	DD/HMLAND	3.00		land searches
07/09/2022	Argos Business Solutions Ltd	DC/ARGOS	16.59		office supplies
08/09/2022	Halfords	DC/HALFOR2	162.00		Grant equipment
12/09/2022	CoOp Bank	DD/COOP	1.00		Bank charges
13/09/2022	Halfords	DC/HALFOR3	54.00		Grant equipment
13/09/2022	Amazon.co.uk - CARD PAYMENT	DC/AMAZON	64.95		Grant ramp
15/09/2022	Frama UK Ltd	DD/FRAMA	200.00		postage
16/09/2022	Dover TC	DD/SALARY	17,434.70		Salary costs - September
16/09/2022	Benenden Healthcare	DD/BENENDE	59.50		Salary costs - September
19/09/2022	Dover District Council	DD/DDC/PC	304.00		DDC Poulton cl rates
19/09/2022	Dover District Council	DD/DDC/MDH	1,223.00		DDC MDH Rates
19/09/2022	CoOp bank	CC/COOP	452.00		CoOp bank
20/09/2022	CoOp Bank	DD/COOP	1.00		Bank charges
20/09/2022	Local Government Association	DC/LOCALGO	276.00		Pension training
21/09/2022	H M Land Registry	DD/HMLAND	6.00		land searches
21/09/2022	Ecotricity	DD/ECO/FLO	14.11		floodlights
21/09/2022	Ecotricity	DD/ECO/PAV	14.21		Pavillion
21/09/2022	Ecotricity	DD/ECO/PC	15.46		Poulton
21/09/2022	Ecotricity	DD/ECO/MDH	244.97		MDH
21/09/2022	Ecotricity	DD/ECO/MDH	98.20		P/Ledger Electronic Payment
22/09/2022	Southern Communications Ltd	DD/SOUTHER	104.92		phones
23/09/2022	Invicta IT Solutions Ltd	E22/22/1	174.12		P/Ledger Electronic Payment

Continued on Page 2

Date: 03/10/2022 Dover Town Council Page 2

Time: 16:38 Co-Op Current Account

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
23/09/2022	Arthur J Gallagher Insurance	E22/22/2	47.32		Car Insurance
23/09/2022	Rialtas Business Solutions Ltd	E22/22/3	240.00		training
23/09/2022	Mr M P Hammond	E22/22/4	1,200.00		Allotments
23/09/2022	NALC	E22/22/5	360.00		Advertisment
23/09/2022	Ramsgate Glass Centre	E22/22/6	80.00		Repair to Window
23/09/2022	Metta Media ltd T/A ACCLC	E22/22/7	2,762.00		Proffessional fees
23/09/2022	Harmer & Sons Ltd	E22/22/8	312.00		Horticulture
23/09/2022	East Kent Recycling Ltd	E22/22/9	234.00		skips
23/09/2022	Mr J F Harvey	E22/22/10	108.00		MDH Leak
23/09/2022	Nat Soc of Allot & Leisure Gar	E22/22/11	66.00		Membership
23/09/2022	community ad web ltd	E22/22/12	180.00		Subscription
23/09/2022	BD Cleaning Services	E22/22/13	96.00		Roof Cleaning
23/09/2022	Alex Foster Illustration	E22/22/14	2,000.00		Map
23/09/2022	GPS Trackershop Ltd	E22/22/15	2,384.06		C2C trackers
23/09/2022	Cloudcam	E22/22/16	354.00		TT Event
23/09/2022	Dark Skies Theatre Ltd T/A Fra	E22/22/17	1,900.00		Summer programme
23/09/2022	APEX Clean Ltd	E22/22/18	544.00		Cleaning services
23/09/2022	Pure Cleaning Services	E22/22/19	1,302.00		seafront facilities
23/09/2022	Go Dubris CIC	E22/22/20	20,000.00		Grant
23/09/2022	William Walker Garden Maintena	E22/22/21	645.91		Horticulture
23/09/2022	Bates Office Services Ltd	E22/22/22	210.24		Office Supplies
23/09/2022	St. John Ambulance	E22/22/23	1,660.00		DD Event
23/09/2022	D Sharp	E22/22/24	765.00		Horticulture
23/09/2022	Right Guard Securily UK Ltd	CREDIT	-992.40		P/Ledger Electronic Payment
26/09/2022	CoOp Bank	DD/COOP	1.00		Bank charges
26/09/2022	Tesco	DC/TESCO	17.25		Meeting Refreshments
28/09/2022	Community Sauna CIC	DC/Communi	75.00		Research visit
30/09/2022	Suez Recycling & Recovery Hold	DD/SUEZ	75.16		Waste
30/09/2022	Capel Groundworks Ltd	E22/23/1	5,988.00		Allotments
30/09/2022	Blachere Illumination	E22/23/2	17,371.94		Hire Festive Lights
30/09/2022	Right Guard Security UK Ltd	E22/23/3	144.00		Security Summer programme
30/09/2022	Mayor of New Romney Charity Ac	E22/23/4	34.00		Mayoralty
30/09/2022	William Walker Garden Maintena	E22/23/5	276.80		Horticulture
30/09/2022	BD Cleaning Services	E22/23/7	48.00		Roof Maintenance
30/09/2022	Ashe Alarms Limited	E22/23/8	152.40		Service contract
30/09/2022	Amalgamated Lifts	E22/23/9	396.00		service contract
30/09/2022	Invicta IT Solutions Ltd	E22/23/10	123.83		P/Ledger Electronic Payment
30/09/2022	Brightarc Welding Ltd	E22/23/11	1,194.00		C2C
30/09/2022	Mayor of Faversham's Charity F	E22/23/12	37.50		Mayoralty
30/09/2022	Cash Book 10	E22/23/6	179.96		Internal funds transfer
		Total Payments	106,134.44		

Date: 03/10/2022 Dover Town Council Page 1

Time: 14:32 HSBC Current Account

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/09/2022	Co-Op Current Account	02.09.22	50,000.00		Internal funds transfer
03/09/2022	HSBC Deposit Account	03.09.22	10.00		Bank charges
20/09/2022	Co-Op Current Account	20.09.22	50,000.00		Internal funds transfer
		Total Payments	100,010.00		

Date: 03/10/2022 Dover Town Council Page 1

Time: 14:32 HSBC Deposit Account

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/09/2022	HSBC Current Account	02.09.22	50,000.00		Internal funds transfer
03/09/2022	HSBC	DD/HSBC	10.00		Bank charges
20/09/2022	HSBC Current Account	20.09.22	50,000.00		Internal funds transfer
		Total Payments	100,010.00		

Date: 03/10/2022 Dover Town Council Page 1

Time: 14:32 Cash Book 3

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
29/09/2022	Cash Book 3	CB3/SEP	66.25		Office sundries
		Total Payments	66.25		

Date: 03/10/2022 Dover Town Council Page 1

Time: 14:33 Cash Book 4

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
08/09/2022	Cash Book 4	CB4/SEP	10.00		Civic Car Sundries
		Total Payments	10.00		

Date: 03/10/2022 Dover Town Council Page 1

Time: 14:33 Cash Book 5

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
30/09/2022	Cash Book 5	CB5/SEP	106.00		CB5 Sundries
		Total Payments	106.00		

Date: 03/10/2022 Dover Town Council Page 1

Time: 14:33 Cash Book 6

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
30/09/2022	Cash Book 6	CB6/SEP	78.00		Mayoral Expenses September
		Total Payments	78.00		

Date: 03/10/2022 Dover Town Council Page 1

Time: 14:34 Cash Book 10

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
09/09/2022	Cash Book 10	CB10/SEP	179.96		CB10 - Sundries
		Total Payments	179.96		

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes								
101	Premises and Services							
1050	Misc Income	300	0	(300)			0.0%	
	Premises and Services :- Income	**300**	**0**	**(300)**				**0**
4010	Loan Interest	9,180	18,360	9,180		9,180	50.0%	
4011	Rates	12,226	14,500	2,275		2,275	84.3%	
4012	Water/Sewerage	302	1,650	1,348		1,348	18.3%	
4014	Electricity	2,159	4,300	2,141		2,141	50.2%	
4015	TownVehicles	13,335	13,500	165		165	98.8%	
4025	Insurance - premises	6,663	5,500	(1,163)		(1,163)	121.2%	
4034	Contract Cleaning	3,936	6,800	2,865		2,865	57.9%	
4035	Window Cleaning	855	2,000	1,145		1,145	42.8%	
4036	Premises Maintenance	8,298	30,000	21,702	6,568	15,134	49.6%	
4037	Gas - heating	1,267	5,000	3,733		3,733	25.3%	
4038	Service/Maint Alarms	1,927	2,250	323		323	85.6%	
4039	Lift Servicing	853	1,800	947		947	47.4%	
4045	War Memorial Maintenance	1,990	1,800	(190)	15,170	(15,360)	953.3%	17,000
4046	Town Workshop	10,983	16,000	5,017		5,017	68.6%	
4414	Pencester Pavilion Maintenance	93	2,800	2,707		2,707	3.3%	
	Premises and Services :- Indirect Expenditure	**74,067**	**126,260**	**52,193**	**21,738**	**30,455**	**75.9%**	**17,000**
	Net Income over Expenditure	**(73,767)**	**(126,260)**	**(52,493)**				
6000	plus Transfer from EMR	17,000						
	Movement to/(from) Gen Reserve	**(56,767)**						
102	Staff Costs							
4018	Staff costs	189,025	341,000	151,975		151,975	55.4%	
	Staff Costs :- Indirect Expenditure	**189,025**	**341,000**	**151,975**	**0**	**151,975**	**55.4%**	**0**
	Net Expenditure	**(189,025)**	**(341,000)**	**(151,975)**				
103	Administration							
1050	Misc Income	18	0	(18)			0.0%	
1076	Precept	428,125	856,250	428,125			50.0%	
1096	Bank Interest	507	0	(507)			0.0%	
	Administration :- Income	**428,650**	**856,250**	**427,600**			**50.1%**	**0**
4020	Publications	231	550	319	165	154	72.0%	
4021	Telephone	2,700	6,500	3,800		3,800	41.5%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4022	Postage	767	1,500	733		733	51.2%	
4023	Office Supplies	1,378	3,100	1,722		1,722	44.5%	
4024	Insurance - general	11,715	4,000	(7,715)		(7,715)	292.9%	
4028	Photocopier	425	1,700	1,275		1,275	25.0%	
4029	Clerk's Meeting Costs	598	600	2		2	99.7%	
4030	Travel & Subsistence Officers	134	725	591		591	18.5%	
4031	Staff Development	781	9,300	8,519		8,519	8.4%	
4032	Recruitment	360	1,000	640		640	36.0%	
4042	Permits	1,450	2,000	550		550	72.5%	
4051	Bank Charges	113	250	137		137	45.2%	
	Administration :- Indirect Expenditure	**20,654**	**31,225**	**10,571**	**165**	**10,406**	**66.7%**	**0**
	Net Income over Expenditure	**407,996**	**825,025**	**417,029**				
104	Professional Fees & Subs.							
4054	Subscriptions	2,643	3,500	857		857	75.5%	
4056	Legal & Valuation Advice	20,259	44,000	23,741		23,741	46.0%	
4057	Audit Fee	75	4,700	4,625		4,625	1.6%	
4058	Payroll Fee	1,041	2,400	1,359		1,359	43.4%	
4059	Computer Support	9,227	14,000	4,773		4,773	65.9%	
	Professional Fees & Subs. :- Indirect Expenditure	**33,246**	**68,600**	**35,354**	**0**	**35,354**	**48.5%**	**0**
	Net Expenditure	**(33,246)**	**(68,600)**	**(35,354)**				
105	Town Council							
4070	Councillors External Expenses	0	1,000	1,000		1,000	0.0%	
4071	Councillors Training	8	1,600	1,592		1,592	0.5%	
4072	Gifts & Presentations	168	500	332		332	33.7%	
4073	Elections/Town Poll	0	12,000	12,000		12,000	0.0%	
4075	TC Functions & Gen Hospitality	117	2,500	2,383		2,383	4.7%	
4076	Parish Basic Allowance	4,650	10,080	5,430		5,430	46.1%	
	Town Council :- Indirect Expenditure	**4,944**	**27,680**	**22,736**	**0**	**22,736**	**17.9%**	**0**
	Net Expenditure	**(4,944)**	**(27,680)**	**(22,736)**				
106	Grants & Projects							
4060	Councillor Ward Grants	3,454	9,000	5,546		5,546	38.4%	
4062	Climate Action and Sustainabil	0	1,000	1,000		1,000	0.0%	
	Grants & Projects :- Indirect Expenditure	**3,454**	**10,000**	**6,546**	**0**	**6,546**	**34.5%**	**0**
	Net Expenditure	**(3,454)**	**(10,000)**	**(6,546)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
199	Capital Expenditure							
4091	Office Equipment	1,745	6,500	4,755		4,755	26.8%	
	Capital Expenditure :- Indirect Expenditure	**1,745**	**6,500**	**4,755**	**0**	**4,755**	**26.8%**	**0**
	Net Expenditure	**(1,745)**	**(6,500)**	**(4,755)**				
501	Marketing & Publicity							
4501	Communications/Consultations	1,965	6,300	4,335		4,335	31.2%	
	Marketing & Publicity :- Indirect Expenditure	**1,965**	**6,300**	**4,335**	**0**	**4,335**	**31.2%**	**0**
	Net Expenditure	**(1,965)**	**(6,300)**	**(4,335)**				
	Finance & General Purposes :- Income	**428,950**	**856,250**	**427,300**			**50.1%**	
	Expenditure	**329,099**	**617,565**	**288,466**	**21,903**	**266,563**	**56.8%**	
	Net Income over Expenditure	**99,851**	**238,685**	**138,834**				
	plus Transfer from EMR	**17,000**						
	Movement to/(from) Gen Reserve	**116,851**						

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Planning							
201 Planning							
4201 Planning	489	1,200	711	480	231	80.7%	
Planning :- Indirect Expenditure	**489**	**1,200**	**711**	**480**	**231**	**80.7%**	**0**
Net Expenditure	**(489)**	**(1,200)**	**(711)**				
Planning :- Income	**0**	**0**	**0**			**0.0%**	
Expenditure	**489**	**1,200**	**711**	**480**	**231**	**80.7%**	
Movement to/(from) Gen Reserve	**(489)**						

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Civic and Special Projects								
110	Mayoral Costs							
4101	Mayoral Expense of Office	2,221	6,150	3,929		3,929	36.1%	
4102	Mayor's Hospitality	328	1,700	1,372	400	972	42.8%	
4103	Chaplain's Allowance	0	200	200		200	0.0%	
4104	Mayor Making	225	3,200	2,975		2,975	7.0%	
4105	Badges of Office	0	500	500		500	0.0%	
4113	Uniforms	126	375	249		249	33.7%	
	Mayoral Costs :- Indirect Expenditure	**2,901**	**12,125**	**9,224**	**400**	**8,824**	**27.2%**	**0**
	Net Expenditure	**(2,901)**	**(12,125)**	**(9,224)**				
111	Mayoral Charity Fundraising							
1113	Mayor's Charitable events	860	0	(860)			0.0%	
	Mayoral Charity Fundraising :- Income	**860**	**0**	**(860)**				**0**
	Net Income	**860**	**0**	**(860)**				
301	Civic Functions							
4301	Remembrance Sunday	0	3,000	3,000	1,765	1,235	58.8%	
4302	Zeebrugge Raid Commemorations	1,929	3,400	1,471		1,471	56.7%	
4304	Other Links/Functions	1,629	1,650	21		21	98.7%	
4305	Civic Hospitality	0	1,150	1,150	1,100	50	95.7%	
4307	Statutory Annual Town Meeting	0	1,500	1,500		1,500	0.0%	
4308	Honorary Freemen	0	325	325		325	0.0%	
4309	Civic Twinning	0	1,000	1,000		1,000	0.0%	
	Civic Functions :- Indirect Expenditure	**3,558**	**12,025**	**8,467**	**2,865**	**5,602**	**53.4%**	**0**
	Net Expenditure	**(3,558)**	**(12,025)**	**(8,467)**				
302	Custodial Costs							
4310	Robes	0	600	600		600	0.0%	
4311	Insurance - Civic Regalia	2,766	2,000	(766)		(766)	138.3%	
4313	Repairs	0	500	500		500	0.0%	
	Custodial Costs :- Indirect Expenditure	**2,766**	**3,100**	**334**	**0**	**334**	**89.2%**	**0**
	Net Expenditure	**(2,766)**	**(3,100)**	**(334)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303	Town Events							
1050	Misc Income	13,233	0	(13,233)			0.0%	
	Town Events :- Income	**13,233**	**0**	**(13,233)**				**0**
4063	Events/Activities Facilitation	39,410	42,000	2,590	11,779	(9,189)	121.9%	
4412	Festival Lights	13,736	35,000	21,264	1,930	19,334	44.8%	
	Town Events :- Indirect Expenditure	**53,145**	**77,000**	**23,855**	**13,709**	**10,146**	**86.8%**	**0**
	Net Income over Expenditure	**(39,912)**	**(77,000)**	**(37,088)**				
601	Special Projects							
4421	Sports/Health Development Fund	26,410	40,000	13,590	5,574	8,016	80.0%	
	Special Projects :- Indirect Expenditure	**26,410**	**40,000**	**13,590**	**5,574**	**8,016**	**80.0%**	**0**
	Net Expenditure	**(26,410)**	**(40,000)**	**(13,590)**				
	Civic and Special Projects :- Income	**14,093**	**0**	**(14,093)**			**0.0%**	
	Expenditure	**88,779**	**144,250**	**55,471**	**22,548**	**32,922**	**77.2%**	
	Movement to/(from) Gen Reserve	**(74,686)**						

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community and Services								
304	Tourism							
1109	Tourism income	60,560	30,000	(30,560)			201.9%	
	Tourism :- Income	**60,560**	**30,000**	**(30,560)**			**201.9%**	**0**
4337	Tourism Support	41,686	64,122	22,436		22,436	65.0%	
4338	Destination Dover Project	31,385	2,500	(28,885)		(28,885)	1255.4%	
	Tourism :- Indirect Expenditure	**73,071**	**66,622**	**(6,449)**	**0**	**(6,449)**	**109.7%**	**0**
	Net Income over Expenditure	**(12,511)**	**(36,622)**	**(24,111)**				
305	Dover Cycle Scheme							
4340	Dover Cycle Scheme expenditure	24,555	24,025	(530)		(530)	102.2%	
	Dover Cycle Scheme :- Indirect Expenditure	**24,555**	**24,025**	**(530)**	**0**	**(530)**	**102.2%**	**0**
	Net Expenditure	**(24,555)**	**(24,025)**	**530**				
401	Community Projects and Support							
4401	Horticultural	7,798	12,000	4,202	280	3,922	67.3%	
4422	Town Regeneration & Developmnt	95,930	142,822	46,892		46,892	67.2%	75,000
4427	Public Conveniences	1,135	10,000	8,865		8,865	11.3%	
	Community Projects and Support :- Indirect Expenditure	**104,862**	**164,822**	**59,960**	**280**	**59,680**	**63.8%**	**75,000**
	Net Expenditure	**(104,862)**	**(164,822)**	**(59,960)**				
6000	plus Transfer from EMR	75,000						
	Movement to/(from) Gen Reserve	**(29,862)**						
402	Allotments							
1080	Allotments	15,285	14,000	(1,285)			109.2%	
	Allotments :- Income	**15,285**	**14,000**	**(1,285)**			**109.2%**	**0**
4430	Allotments maintenance	11,947	14,000	2,053		2,053	85.3%	
	Allotments :- Indirect Expenditure	**11,947**	**14,000**	**2,053**	**0**	**2,053**	**85.3%**	**0**
	Net Income over Expenditure	**3,337**	**0**	**(3,337)**				
403	Town Open Spaces							
4408	High Meadow maint/dev	21,600	42,500	20,900		20,900	50.8%	
4411	Western Heights Amenity Field	60	2,000	1,940	1,330	610	69.5%	
	Town Open Spaces :- Indirect Expenditure	**21,660**	**44,500**	**22,840**	**1,330**	**21,510**	**51.7%**	**0**
	Net Expenditure	**(21,660)**	**(44,500)**	**(22,840)**				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community and Services :- Income	75,845	44,000	(31,845)			172.4%	
Expenditure	236,096	313,969	77,873	1,610	76,263	75.7%	
Net Income over Expenditure	(160,251)	(269,969)	(109,718)				
plus Transfer from EMR	75,000						
Movement to/(from) Gen Reserve	(85,251)						

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Accounts y/e committments							
999 y-end committments							
9992 Y/End Committments 19/20	0	0	0	652	(652)	0.0%	
9993 Y/end committments 16/17	0	0	0	20,014	(20,014)	0.0%	
9996 Y/end committment 18/19	0	0	0	31,458	(31,458)	0.0%	
9997 Y/end committment 21/22	0	0	0	543	(543)	0.0%	
y-end committments :- Indirect Expenditure	**0**	**0**	**0**	**52,668**	**(52,668)**		**0**
Net Expenditure	**0**	**0**	**0**				
Accounts y/e committments :- Income	**0**	**0**	**0**			**0.0%**	
Expenditure	**0**	**0**	**0**	**52,668**	**(52,668)**	**0.0%**	
Movement to/(from) Gen Reserve	**0**						
Grand Totals:- Income	**518,887**	**900,250**	**381,363**			**57.6%**	
Expenditure	**654,463**	**1,076,984**	**422,521**	**99,210**	**323,312**	**70.0%**	
Net Income over Expenditure	**(135,576)**	**(176,734)**	**(41,158)**				
plus Transfer from EMR	**92,000**						
Movement to/(from) Gen Reserve	**(43,576)**						

Agenda item 10c

mfw chartered accountants

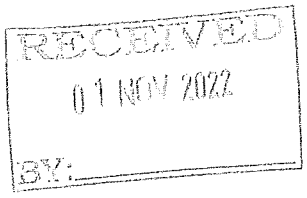
McCabe Ford Williams

Charlton House
Dour Street
Dover
CT16 1BL

Tel 01304 204006

dover@mfw.co.uk
mfw.co.uk

Ms A Burton
Dover Town Council
Maison Dieu House
Biggin Street
DOVER
Kent
CT16 1DW



DOV16/JDS/ES

28 October 2022

Dear Allison

Please find enclosed our formal letter regarding the interim audit. I am pleased to say that the new system with the electronic folder worked well and I was able to obtain all the information that I needed either from the folder or the hard copy documents kept at the council offices.

Regarding the two invoices entered twice, I am sure that Paul will know the best way of correcting these on your system. If either of you need more information, please do not hesitate to contact me.

Yours sincerely

Emma

Emma Stevens

Enc

Partners: Ian Pascall FCA John Sheather FCA David Boobbyer FCA Martin Humphreys FCCA Amanda Ireland MPA FABPP Clair Rayner FCA DChA
Barrie Wright FCA Emma Andrews FCA CTA Ashley Phillips FCCA Leigh Jones FCCA Jonathan Fullarton FCA Mark Greenwood FCA
Consultants: Nicholas Hayward FCA Michael Whittaker FCA John Shipley FCA Associates: Alison Collier MPA FABPP Lee Phillips ACCA David Horn ACA FCCA
Also at: Ashford Cranbrook Herne Bay Maidstone Sittingbourne

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ICAEW ACCREDITED FOR PROBATE

mfw chartered accountants

McCabe Ford Williams

Charlton House
Dour Street
Dover
CT16 1BL

Tel 01304 204006

dover@mfw.co.uk
mfw.co.uk

Ms A Burton
Dover Town Council
Maison Dieu House
Biggin Street
DOVER
Kent
CT16 1DW

DOV16/JDS/ES

28 October 2022

Dear Ms Burton

We have recently carried out our interim audit in connection with our annual report for the year ended 31 March 2023. The audit was carried out at the council offices on 27 October 2022.

During this visit, we checked the following:

1. The cash book is kept up to date.
2. The bank reconciliations at 30 September 2022 were checked and agreed to the trial balance at that date.
3. Debtors and creditors at 30 September 2022.
4. Payroll procedures and calculations / deductions.
5. Ascertained the financial systems in place.
6. Reviewed insurance cover and ascertained that a risk review was carried out during the year.
7. The precept was calculated from a budgetary process and that the correct amount was received.
8. Sample checked the procedures surrounding income and bankings for the period from 1 April 2022 to 30 September 2022.
9. Sample checked the procedures surrounding purchase order requests, purchase invoices and payments for the period from 1 April 2022 to 30 September 2022.
10. A sample of minutes were reviewed to ensure that the council's financial regulations appear to have been followed, that financial effects of decisions reached were accurately recorded in the Council's records and that figures were regularly compared to the budget.
11. The period for the exercise of public rights and publication requirements for 2021/22 were correctly complied with. (Carried out prior to visit due to the time sensitive nature of the check).

The following points were identified during our work:

1. The "Parish Basic Allowance" amounting to £4,650 paid to the councillors in May 2022 needs to be moved from code 4018 Staff Costs to code 4076 Parish Basic Allowance. This will prevent it being included in box 4 Staff Costs on the AGAR at the year end.

2. A couple of invoices appear to have been entered onto the system twice as follows:

   a) Click2Cycle: On 23 March 2022 the previous RFO posted invoice number 1388 for £40,350 onto the system, a deposit was then paid leaving £28,245 outstanding at the year end. This balance has then been entered onto the system again in period 2 of the current year prior to being paid. Code

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4340 is therefore overstated by £23,537.50, VAT of £4,707.50 has been overclaimed and the purchase ledger balance is overstated by £28,245.00. This needs to be corrected.

Out of interest, a similar situation arose with invoice number 1387B but this has already been corrected.

b) Go Dubris : On 23 March 2022 the previous RFO entered an amount of £60,000 onto the purchase ledger representing the council's commitment at the year end. The first instalment of £20,000 was paid on 6 May 2022 and although the invoice for this was initially been posted onto the system it was later removed to correct the situation. However, when the second instalment of £20,000 was paid on 23 September 2022 the invoice was posted onto the system and no adjustment has yet been made. Code 4422 and the purchase ledger balance are therefore overstated by £20,000 and this needs to be corrected.

Whilst the above are obviously substantial sums of money they relate to very specific / unusual situations and also occurred during the changeover of accounting personnel. We do not consider that they occurred as a result of weaknesses in your systems but do highlight the importance of reviewing the "Purchase ledger aged balances" report on a monthly basis paying particular attention to balances over 60 days as it is unusual for the council to have old debts. With this in mind, there is also a balance of £3,000 due to the Samphire Project which has been on the ledger since October 2021 which you may wish to review for accuracy.

Please do not hesitate to contact us if you require any further information regarding the above.

Yours sincerely

McCabe Ford Williams

McCabe Ford Williams

Agenda Item 11

DOVER TOWN COUNCIL

Report to:	Town Council Meeting date: 16th November 2022
From:	Cllr G. Cowan, Chairman of the Council
Date written:	7th November 2022
Subject:	**Update Report for Land Purchased off Edgar Road**

1. BACKGROUND

At the Extraordinary Full Town council meeting on 26th July 2022, this Council resolved to allocate a budget up to £100,000 plus costs (to include legal fees, auction commission etc) for the purchase of a piece of land adjacent to one of its statutory allotment sites in Dover, which would be appropriate for future development of storage and garaging alongside a community benefit linked to allotments and horticulture.

2. INFORMATION

On the 25th August 2022 the purchase was completed, making the Town Council the owner of a well-located site with access issues, derelict and collapsing structures and several decades of neglect and dumping of rubbish.

At its meeting on 14th September 2022, the Council then agreed to add funds to those left over from the purchase to allow for clearance, demolition and making safe of the site as well as initial drawings to enable costings of suitable development.

Following the public advertisement of a tender/invitation to quote, a contract has been awarded for the initial works and so far, the track and unbuilt -on land has been strimmed back to allow proper measurements to be taken by our retained surveyor. Heavy machinery for the clearance of the land is moving onto site on…..

A planning application for the erection of a steel framed building for vehicle and equipment storage with composting toilet together with hardstanding is live on the planning portal following work with a local architect/CAD provider.

Officers are investigating costs for the connection of utilities and options for the building construction. Local procurement is always the town council's priority. It is hoped that construction will be completed by summer of 2023 and a further paper outlining requirements for further costs will be brought to this Council before the end of the municipal year

3. DECISION

The Committee is asked to note this report.

Statutory Powers: Open Spaces Act 1906 s14

Agenda Item 13b

Royal British Legion - White Cliffs Branch:Sept/Oct

I thought/hope this report will give a better insight into the activities of the local White cliffs Branch of the Royal British Legion, not just minutes of their meetings.

The local branch of the RBL continues to raise funds throughout out the year for our ex-servicemen and at the Fun-day on 20th. of August raised £194. Other fund-raising events this time of the year, have been the Country and Western evening on the 19th. of August and the 60's Club at the Old Endeavour pub and on the 4th. of September was the Poppy Walk on Dover seafront, all raising valuable money.

Merchant Navy Day, was held on Dover's seafront by the Memorial to the Merchant Navy on September 2nd.

There was a Battle of Britain wreath laying service in Folkestone, at the Leas on 15th. of September.

Some meetings were cancelled in honour of Queen Elizabeth 11 – a committee meeting on the 15th. of September, the Breakfast Club on the 17th. and Armed Forces on Monday the 19th. of September.

A Memorial Service for the late Queen was held at Dover's War Memorial on Sunday, the 18th. September. This was open to everyone, not just members of the RBL. A very moving service.

The normal committee meeting was held on Tuesday the 20th. where a celebration of the life of the late Queen was had. The main focus of this meeting was to discuss the AGM on October the 18th.

The meeting was advised that a concert by the Band of The Royal British Legion was held on 1st of October, in Walmer.

The RBL Christmas dinner was organised for members and friends of the RBL, to be held at the Phoenix Club. Cost of tickets was just £20, so good value.
Anyone wishing to go, should contact Christine Walton, the Secretary on 01304 242354 or 07510 918561.

Not necessarily relevant to RBL, but another interesting story about Fort Burgoyne:

A Fond Diversion:
The following announcement appeared in the Kentish Gazette July 1785:
Whilst it is, sadly, all too obvious what is meant by the term 'Bull Baiting', especially with the advice given in the above article, to "bring good dogs", there may not be too many people today who are familiar with the sport of 'Single Stick' nor indeed, that many amongst us who are aware what a Holland Shirt might be.
Emerging during the 16th Century, Singlestick, perhaps unsurprisingly, uses, as its weapon, a single wooden stick approx 1 inch (25mm) in diameter and 34 inches (86 cms) in length. Traditionally, made of Ash the Singlestick became popular as a way of training soldiers in the use of the backsword, a type of sword characterised by having a single-edged blade and a hilt with a single-handed grip; the weapon was so called because the cross section gives a flat back edge.
Being easier and cheaper to make than double-edged swords, backswords became the favoured sidearm of common infantry, although they were also often the secondary weapons of 17th Century Cavalrymen.
English Backsword The 'guards', 'cuts' and 'parries' used in Singlestick play were at first identical to those of backsword play with no 'thrusts' allowed. Although, in the early days, it was considered unfair to hit below the waist as the sport evolved into the 18th Century other parts of the body came into play with bouts sometimes only being decided by the drawing of blood from one of the contestant's heads. By the time of the event advertised in the Kentish Gazette the rules of Singlestick had, though, become even more clearly defined with the players now placed closer together, their feet remaining immovable and all strokes being delivered with a whip like action of the wrist.
As far as can be ascertained no protective 'armour' was used at this time. Blows were, once again, restricted to any part of the body above the waist although each bout was decided only by the delivery of a blow to the head that drew blood.
The prize for the eventual winner of that 1785 competition held in Combe Hole, was a Gentleman's fine bleached shirt, the whiteness of a man's shirt, at the time, being, outwardly, even more socially important than his own personal hygiene whilst plain woven linens were used to

make a labourer's shirt of rough Osnaburg, a term widely used for general utility and housework materials, with Grades containing from 10 to 15 picks per inch.
The sport of Singlestick is still practised by some fencing veterans and also has a degree of popularity within the, British, Royal Navy. A version of Singlestick was even included in the 1904 St Louis Olympics although it most likely, by this time, bore closer resemblance to the less aggressive French sport of Canne de Combat, the canne or stick being much lighter and made of chestnut wood and slightly tapered. Furthermore participants now wear a padded suit and fencing mask for protection.
Canne de Combat So, that's the Bull Baiting and the Singlestick taken care of, Blindfolded Wheelbarrow Racing anyone? Perhaps something to be considered for Armed Forces Weekend 2023? This document from Dover Tales 2022, for The Land Trust.

A bit of extra info. on the Singlestick from a member of the local RBL branch, Donald Soppitt:

"It is interesting that you mention 'Singlestick' being popular with the Royal Navy, as of course the navy's Cutlass is a single-edged sword with a significant flat back edge, a feature which proved quite useful when subduing the occupants of a vessel being boarded without doing them serious injury. The opposite edge was, of course, necessary from time to time.

During my time in the navy (1955 - 1970) Cutlasses were standard issue for boarding parties and, as officer in charge, I chose to carry one as well as a side-arm. The side of the blade could also be used to good effect.

Of course, boarding officers were usually armed with a sword until after the First World War, after which they became ceremonial weapons only as warfare tactics required fewer deployments of boarding parties. I did the task often as a Fishery Protection officer, when checking nets and equipment for acceptability under national and international 'Law of the Sea'. Those being boarded did not always welcome the idea!

My own sword, dating back to just after the Crimean War, is certified for use in battle. For those who are interested, such weapons are distinguished by a small 22 carat gold insert near the hilt, which is said to guarantee that the weapon can be bent almost double and return to its original shape (a measure of the quality of the steel). I haven't tried it.

Incidentally, the rear edge of the sword is fashioned with a significant flat edge. However, I preferred the shorter Cutlass for close-quarters work (it is shorter) but never had to use it in anger. The sight of a boat full of sailors armed to the teeth always seemed to do the job well enough. The only thing I ever struck with my cutlass was a rolled-up hammock! (Oh, yes, hammocks were still in use in the 1950s when I joined up as a Boy Seaman in the RNVR. They were always 'stowed' in such a way as to be available for damage control and a number of other drills.) "
Hope you found that article interesting.

The Agenda for October's AGM was as follows:

The Ballot Paper for Chairman was given at the door and members' names ticked off on the members list.

1.Welcome and Exhortation

2. Apologies for absence

3. Adoption of minutes of the previous AGM

4. Matter arising from the previous minutes

5. Chairman's Report

6. Individual Officer reports

7. Presentation and adoption of accounts (already circulated)

8. Hand over to Vice President for his address and the outcome of the ballot.

9. Election of officers and committee members Chairman and Secretary & committee members

10. Handover to new Chairman and committee

11. Delegate for 2023 County Conference

12. Motions for annual meeting of County conference

13. AOB

A. Poppy Dinner 27th October 16.00 hrs Duke of York Menu choices please menus will be available at the AGM

B. Torch of Remembrance 9th November Cruise Terminal 9.30 hrs

C. Festival of Remembrance 11th November St Mary's Church 19.00 hrs £8.00

D. Remembrance Sunday 13th November assemble B & M 10.30 hrs

E Christmas Lunch with St Margaret's Branch Duke of York 6th Dec 12.30 £13.99 2 courses or £16.99 for 3 courses menu choices please – menus will be available at the AGM

E Christmas Dinner menu choices please, menus will be available at the AGM

F Ladies only Afternoon Tea??

G Date for November meeting 15th November

Raffle

Gary Gunner was voted in as Chairman and Richard Graham as President.

Volunteers are still being sought to man the stalls in various supermarkets, up to November's Remembrance Service on November 13th. and if you did volunteer to help in any of the Supermarkets etc. then thank you and well done.

If any Town Councillors would like to help and volunteer, please call Christine Walton, on: 01304 242354, or 07510 918561.

At May's Annual Conference, Director of Membership Janet Talman gave an update on RBL's work on defining the Purpose of Membership of the Royal British Legion and what it means for the Membership offer.

Royal British Legion | Central News Sept 2022 | Issue 8 4 Created in partnership with the National Literacy Trust, Scholastic and others, In this short online seminar, Janet talks us through the reasons why RBL has undertaken this work; who they've worked with and listened to; "friendship" as a driving force behind the purpose of membership, and the roles individual members can perform in maximising the Legion's effectiveness.

This presentation provides a clear and accessible walk through of how RBL has approached the task and set down a direction of travel we can all get behind as One Legion. Spreading the message of Remembrance.

Remembrance is an opportunity to pause and reflect on giving thanks and honouring the memory of those who gave their lives to defend our democratic freedoms. When we take a moment to commemorate lives lost and celebrate the lives of those who have and do serve, we unite people across faiths, cultures, and backgrounds.

As a Member, you are a messenger of Remembrance within your community, with your branch acting as a focal point for local activities. Without you, our national Remembrance messaging wouldn't reach as far and as wide as it does today. However, we want to do more. We need your help to ensure that Remembrance is understood by all, is available to all, and is passed on to future generations.

To help more people understand Remembrance, they have created a new guide to use to help you spread the message of Remembrance to people across your community. To find out more, visit the new Resources for Members webpage, Teaching Remembrance.

They have launched new learning resources for children aged 4-18 to help them discover what Remembrance means in our lives today. our resources focus on 'service' by highlighting the vital work that the Armed Forces, Emergency Services and Civilian Services across the UK and Commonwealth do to defend our freedoms and ways of life.

Using film, photography, case studies and original illustrations, children can explore who serves, how they serve, and why it is so important to remember them. Suitable to use in school or at home, they reflect key National Curriculum requirements and skills. There are also new resources for Guides and Scouts which explore the theme of service, and we've also created materials for the Cadets.

For the first time these extend across all the Cadet sections - RAF, Navy, Army, Volunteer Police, Fire and St John's Ambulance. Resources are free to download from the Teaching Remembrance hub. Please share this with local schools and cadets/scouts/guides.

Remembrance Live Assembly: We invite children aged 7-11 (Key Stage 2) across the UK to join us in an interactive Remembrance Live Assembly at 10.30 am on 11th November. Children will explore the meaning of Remembrance through poetry and music, coming together for the Two Minute Silence to remember the service and sacrifice of those who keep us safe. Schools and teachers can register by emailing Remembrance@britishlegion.org.uk

The future of Remembrance lies in the hands of the next generation, and we hope that by providing resources that are designed to meet the needs of teachers and engage children, we can pass on the torch of Remembrance to the next generation. Help us to reach children and young people across the UK by sharing the availability of these resources with schools and communities in your area who would benefit in using them.

Tree of Cherished Memories: In June, the Tree of Cherished Memories was unveiled at the Arboretum. Nestled amongst a wooded glade, adjacent to the Royal British Legion Poppy Field this magnificent 4-metre bronze sculpture creates a brand new space of Remembrance for all. Beautiful leaf and figurative elements of the sculpture can be individually commissioned, for a period of 5, 10 or 25 years, as a dedication to a loved one, or to mark a special occasion for celebration and Remembrance.

Saturday 12 November this year, we will approach the Festival of Remembrance through the core values of 'service' which make our Armed Forces such an inspiration to all.

Through words, song, and storytelling, the Festival will reveal the qualities behind service which make it an essential part of life in the Armed Forces – and civil society: Placing others before oneself. Being reliable and trustworthy. Dedication to a higher purpose and commitment to seeing things through.

The Festival will reinforce our admiration of the unfailing sense of service displayed by the Armed Forces and commemorate those who gave their service even at the cost of their lives.

The Desert Rats Memorial at the National Memorial Arboretum: The Desert Rats Association has raised funds for a lasting memorial to past, present and future Desert Rats at the National Memorial Arboretum. The memorial consists of a large steel jerboa on a carved stone plinth facing El-Alamein and the 7th Armoured Division signpost originally erected outside Berlin at the end of the war. The Association would like to invite Second World War veterans from the 7th Armoured Division or 7th Armoured Brigade to the event that will take place on Sunday 23 October 2022. The date is the 80th Anniversary of the second battle of El Alamein and the service will start at 1130hrs with attendees arriving from 1000hrs. The service will be followed by a reception. Attendance is

by invitation only. Recognising veterans' advanced years, a second invitation will be issued for a carer/relative to accompany them. A serving Desert Rat will act as an escort for each veteran at the event. The association would like to use this opportunity to put together a nominal roll of WW2 Desert Rat veterans and is keen to gather details of any remaining who served wearing a jerboa but are unable to attend the dedication. This is likely to be the last large gathering of WW2 Desert Rats and the memorial will be a lasting testament to those who have worn a jerboa. Veterans can find out more about the association by visiting their website. Please share this with any Desert Rats veterans in your community.

This is quite moving, especially as it was written by a 14year old boy.

Joshua Dyer (aged 14) was tasked at school to write a poem for Remembrance Day.
An hour later (without any help) he produced this..

ONE THOUSAND MEN ARE WALKING

One thousand men are walking,
Walking side by side

Singing songs from home
The spirit as their guide

they walk toward the light milord
they walk towards the sun

they smoke and laugh and smile together
no foes to outrun

these men live on forever
in the hearts of those they saved

a nation truly grateful
for the path of peace they paved

they march as friends and comrades
but they do not march for war

step closer to salvation
a tranquil steady corps

the meadows lit with golden beams
a beacon for the brave

the emerald grass untrampled
a reward for what they gave

they dream of those they left behind
and know they dream of them

forever in those poppy fields
there walks one thousand men

Joshua Dyer 2019 (aged 14)

Lest we forget

This has to be shared.
An incredible poem from 14 year old Joshua Dyer.

Roger Walkden
22nd. Oct. 2022.