

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

DATE OF ISSUE:  
10<sup>th</sup> January 2024

## DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the TOWN COUNCIL will be held at the Town Council Offices on **WEDNESDAY 17<sup>TH</sup> JANUARY 2024** 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 Council, 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 29<sup>th</sup> November 2023 (copy attached). *(Pages 3 to 6)*

4. COMMUNICATIONS FROM THE CHAIRPERSON

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

5. PROGRESS SHEETS

To note that there are no outstanding resolutions made by the Town Council.

6. PLANNING COMMITTEE

To note Urgent decision UD 23/24 004 dated 3<sup>rd</sup> January 2024, concerning the cancellation of the Planning Committee due to be held on the 8<sup>th</sup> January 2024 (copy attached). (Pages 9 to 10)

7. COUNCILLOR GRANTS

To note the out-turn of the 2023/24 Councillors' grants award scheme (to follow).

8. TOWN COUNCIL UTILITY VEHICLE

To note Urgent Decision UD 23/24 005 dated 5<sup>th</sup> January 2024, concerning the Town Council's Utility Vehicle (copy attached). (Pages 11 to 12)

9. TOWN COUNCIL FINANCIAL INFORMATION

To approve the schedule of payments made by the Town Council for ai) November and aii) December 2023 (copies attached). (Pages 13 to 28)

To consider the Town Council budget out-turn report to the end of December 2023 (copy attached). (Pages 29 to 38)

10. TOWN COUNCIL 2024/25 BUDGET

To consider the Town Mayor & Chairperson of the F&GP Committee's report of 21<sup>st</sup> December 2023 concerning the Town Council's budget and precept for the 2024/25 financial year (copy attached). (Pages 39 to 52)

11. TOWN COUNCIL COMMITTEE MEMBERSHIP & EXTERNAL REPRESENTATION

To consider any changes to Town Council Committee membership.

To note Councillor Wanstall's report concerning the Royal British Legion Dover Branch (copy attached). (pages 53 to 54).

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

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

12. QUESTIONS FROM THE PUBLIC

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

13. DATE OF NEXT MEETING

To note that the date of the next Town Council meeting will be Wednesday 20<sup>th</sup> March 2024.

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.



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 29<sup>TH</sup> NOVEMBER 2023 at 6.00pm.

PRESENT

The Right Worshipful the Town Mayor, Councillor S Jones in the chair

Councillors

Councillor Bedi  
Councillor Bradley  
Councillor Calder  
Councillor Collor

Councillor Defriend  
Councillor Lamoon  
Councillor Sawbridge  
Councillor Verrill

Before the meeting started Councillor Verrill apologised for his inappropriate comments concerning the Mayor, Town Clerk and Town Council staff which were made at a recent Committee meeting. The Town Clerk accepted the apology on behalf of herself and the Town Council staff.

130. APOLOGIES FOR ABSENCE

The Town Council noted apologies for absence from Councillors Biggs, Bird, Collins, Cowan & Shread (personal commitments) & Councillors Brivio, Kember, Mrs Wanstall & Wanstall (ill health).

131. DECLARATIONS OF INTEREST

Councillor Collor made a VAIO declaration of interests as required by law concerning Agenda item 14 as he was a former Trustee of the Roman Painted House Trust and left the meeting before that item.

132. MINUTES

The Town Council approved the Minutes of the Town Council meeting held on 20<sup>th</sup> September 2023.

RESOLVED: That the Minutes of the Town Council meeting held on the 20<sup>th</sup> September 2023 be approved and signed by the Town Mayor.

133. COMMUNICATIONS FROM THE CHAIRPERSON

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

Chairperson

134. PROGRESS SHEETS

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

135. MAISON DIEU

The Council considered the Chairperson's report of 20<sup>th</sup> November 2023, concerning the refurbishment of the Maison Dieu.

RESOLVED: That the Town Council provide funding of £100,000 in 2023/4 towards the restoration of the Maison Dieu taken from the Masion Dieu reserve, the General Reserve and the Town Regeneration budget; and to commit to a binding agreement to fund up to £20,000 of access benefitting Dover residents and businesses to the Maison Dieu per annum for five more years with a report from the Trustees back to Town Council after each year. All contracts, negotiations and agreements delegated to the Proper Officer in consultation with the Chairperson of Dover Town Council.

136. PLANNING COMMITTEE

The Town Council considered the minutes of the Planning Committee meetings held on the 25<sup>th</sup> September, 23<sup>rd</sup> October & 20<sup>th</sup> November 2023.

RESOLVED: That Planning Committee Minute Nos. 80 to 90, 101 to 108 and 120 to 129 be accepted as a true record.

137. CIVIC & SPECIAL PROJECTS COMMITTEE

The Town Council considered the minutes of the Civic & Special Projects Committee meeting held on 31<sup>st</sup> October 2023.

RESOLVED: That Civic & Special Projects Committee Minute Nos. 91 to 100 be accepted as a true record.

138. FINANCE & GENERAL PURPOSES COMMITTEE

The Town Council considered the minutes of the Finance & General Purposes Committee meeting held on 30<sup>th</sup> October 2023.

RESOLVED: That Finance & General Purposes Committee Minute Nos. 110 to 119 be accepted as a true record.

139. COMMUNITY & SERVICES COMMITTEE

The Town Council noted Urgent Decision UD23/24-003 of 19<sup>th</sup> July 2023, concerning the cancellation of the Community & Services Committee Meeting scheduled for 8<sup>th</sup> November 2023.

140. TOWN COUNCIL FINANCIAL INFORMATION

The Town Council approved the schedule of payments made by the Town Council for September & October 2023.

Chairperson



RESOLVED: That the Town Council approved the schedules of payments made for September & October 2023 and were signed by the Chairperson.

The Town Council considered the Town Council budget out-turn report to the end of October 2023.

RESOLVED: That the Town Council approved the budget out-turn report to the end of October 2023.

The Town Council noted that the 2024/25 budget process is currently underway. The Town Council budget will be resolved at the Full Town Council meeting scheduled for Wednesday 17<sup>th</sup> January 2024.

141. COUNCILLOR WARD GRANTS

The Town Council noted the out-turn of the 2023-24 Councillors' Ward Grant scheme (handed out at the meeting).

142. TOWN COUNCIL COMMITTEE & EXTERNAL REPRESENTATION

The Town Council noted Councillor Biggs' resignation from the Planning Committee and Councillor Brivio's resignation from the Planning and Finance & General Purposes Committee.

The Town Council noted Councillors Bird & Sawbridge's report concerning the current position concerning City of Sanctuary accreditation.

The Town Council noted Councillor Brivio's report concerning recent meetings of the Dover Fairtrade Network Group, RV Coleman Trust and the White Cliffs Community Rail Partnership (handed out at the meeting).

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

Councillor Collor left the meeting at 6.19pm

143. ROMAN PAINTED HOUSE TRUST

The Town Council considered the Chairperson's report of 20<sup>th</sup> November 2023, concerning an update on the Roman Painted House Trust from the current Trustees. The Trustees present gave a short presentation and answered Councillors questions after which, and the Mayor thanked the Trustees for their interesting and informative presentation.

RESOLVED: That the Town Council to fund up to £5,000, conditional on the agreement and necessary safety and access works by DDC, to the Dover Roman Painted House Trust to enable the regular opening to the Public of the House and the provision of a programme of events for Friends of the RPH. This will be funded from the Events Facilitation provision, within the Civic & Special Project Committee's budget. All negotiations, agreements and contracts to be delegated to the Proper Officer in consultation with the Chairpersons of the Council.

144. QUESTIONS FROM THE PUBLIC

The Town Council considered a question from Mr. M Webster of the Dover Society pursuant to Standing Orders 1 (d) to (m) inclusive and 3b (v).

Chairperson

Q1: *Why was there next to no publicity or advertisement given to the unique, historic, once every seven years events? Why was there no subsequent press coverage or photos in the local newspapers? Sue Jones, Mayor, and current Speaker, in her speech to the assembled lunch company spoke of her desire that an event such as the one being celebrated should embrace the young folk of Dover, apart from all the other residents of the town, so they can all share in the ancient heritage and tradition which this ceremony engendered. I for one fail to see how that can ever be achieved if there is no wide publicity given. As it happens the few public witnesses were those who chanced to be on the streets as the procession passed by.*

A: I am tremendously proud to be Speaker of the Cinque Ports and hosting Speaker's Day in Dover for the second time was a source of enormous pleasure. It is of course always difficult in these digital times with endless events and demands for attention to reach every audience. The majority of people do not read local newspapers; no staff of journalists are maintained. Despite this we issued a press release on 22 August and again on 4 October to all the local press contacts; put an article in the edition of the Community Ad magazine with its 10,000 plus circulation in Dover published on 12th September; and listed the event on the DTC website and Destination Dover media on 12 September.

Billboards are hugely expensive and aimed at national campaigns booked up months if not years in advance. Local councils in addition to all this face at best indifference and at worst the overt hostility of most of the general public. Taking into account our experience of successfully reaching target audiences we focused our awareness raising to those interested in heritage and the young people of Dover who will hopefully carry on our traditions and civic pride. Invitations were sent to participate in the procession and witness the event to all the Dover cadet forces, the Scout and Guide Councils as well as the Girls Brigade and the senior schools in Dover. Most did not respond and many did not attend but we had almost 70 young participants on the day.

Invitations were sent to the 500 members of the Dover Society – through their memberships of other organisations and their friends and families, the event reached another 1000 + people. In addition to our 17 Councillors, we invited our honorary freemen and over 50 other community activists and leaders of all kind – in person – reaching via their word of mouth (always the most effective for of advertising) another couple of hundred people.

The local creative, swimming and LGBTQ+ communities were reached through working with Future Foundry and including the Mercedes puppet to lead the parade.

I recognise that there is always more that could be done but publicising the event was a priority – a campaign was planned and carried out and the event was a source of great enjoyment for all who took part and all who witnessed it.

#### 145. DATE OF NEXT MEETING

The Town Council noted that the date of the next Town Council meeting will be Wednesday 17<sup>th</sup> January 2024.

The meeting finished at 6.52pm

THE RIGHT WORSHIPFUL THE TOWN MAYOR & SPEAKER OF THE CINQUE PORTS  
(Councillor Sue Jones)  
CHAIRPERSON

Chairperson

Mayoral Engagements Attended from 29<sup>th</sup> November 2023 to 17<sup>th</sup> January 2024

NOVEMBER 2023

29<sup>th</sup> 1800 Full Town Council Meeting at MDH

DECEMBER 2023

1<sup>st</sup> 0900 Reschedule meeting with the Leader of Dover District Council at MDH  
 2<sup>nd</sup> 1200 Dover Lions Club Senior Citizens Christmas Lunch at Masonic Hall, Snargate Street  
 1615 Dover Winter Light up Parade from Pencester Gardens  
 3<sup>rd</sup> 1545 DEPUTY MAYOR – Pilgrims Hospice Tree of Love Service @ SS Peter & Paul Church, River  
 4<sup>th</sup> 1200 DEPUTY MAYOR – Samphire Christmas Drinks & Nibbles at St Mary’s Parish Hall  
 8<sup>th</sup> 1200 Video interview with Mike McFarnell for new Dover Film Festival Website at MDH  
 1400 Cinque Ports Confederation Joint Standing Committee meeting via Teams  
 11<sup>th</sup> 1400 Meeting with NHS & Others via Teams  
 13<sup>th</sup> 1700 Snargate Street Traders Meeting at Sunrise Cafe  
 14<sup>th</sup> 1130 Dover Age Concern Riverside Christmas Lunch/party at Riverside Centre

JANUARY 2024

5<sup>th</sup> 1230 MMT Meeting re Budget and Precept  
 12<sup>th</sup> 1400 Bi-monthly catchup with Doug Bannister, Port of Dover at Maison Dieu House  
 17<sup>th</sup> 1800 Full Town Council Meeting at MDH





Council Offices  
Maison Dieu House, Biggin Street  
DOVER  
Kent CT16 1DW  
Tel: 01304 242625  
E-mail: council@dovertowncouncil.gov.uk



**DOVER TOWN  
COUNCIL**  
**Cons No: UD 23/24 - 004**

# Memorandum

**To:** Councillor A Calder - Chair of Planning Committee

**From:** Allison Burton - Town Clerk

**cc:** All Town Councillors  
Miss Karen Dry - Clerk to the Committee

**Date:** 3<sup>rd</sup> January 2024

**Re:** CANCELLATION OF PLANNING COMMITTEE MEETING ON 8<sup>th</sup>  
JANUARY 2024

You were consulted by me regarding the cancellation of the Planning Committee meeting due to be held at 6pm on 8<sup>th</sup> January 2024. Owing to the lack of business to consider on the agenda. You were of the opinion that the meeting be cancelled.

Using delegated powers under Standing Order 22 A and as the decision cannot wait until the next meeting of the Planning Committee, I have authorised the meeting to be cancelled.

This decision will be reported to the next meeting of the Planning Committee on 12<sup>th</sup> February 2024.

Officer

signature:



Council Offices  
Maison Dieu House, Biggin Street  
DOVER  
Kent CT16 1DW  
Tel: 01304 242625  
E-mail: council@dovertowncouncil.gov.uk



**DOVER TOWN  
COUNCIL**  
**Cons No: UD 23/24 - 005**

# Memorandum

**To:** Councillor S Jones – Chair of Town Council

**From:** Allison Burton – Town Clerk

**cc:** All Town Councillors & Staff

**Date:** 5<sup>th</sup> January 2024

**Re:** **PURCHASE OF TOWN COUNCIL UTILITY VEHICLE**

You, the Deputy Mayor and the committee chairpersons were consulted by me regarding the final purchase of the Town Councils 4WD Utility Vehicle. It had not proved possible to obtain a like for like lease for the same calibre of specialist vehicle and the existing lease was coming to an end on 13<sup>th</sup> January 2024.

The final purchase offer gave better value for the existing low mileage vehicle than replacement either by purchase or lease. As the lease ended before the meeting of the next council or committee; to avoid disruption to council services; and taking account of best value for DTC, we agreed to accept the final purchase option to buy the vehicle outright. Funds will be taken from the general reserve prior to the 2024/25 Town Council budget being agreed.

Using delegated powers under Standing Order 22 A and as the decision cannot wait until the next meeting of Town Council, I have authorised the Purchase of the Town Council utility vehicle.

This decision will be reported to the next meeting of the Town Council on 17<sup>th</sup> January 2024.

**Officer signature:**

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Date: 06/12/2023

Dover Town Council

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Co-Op Current Account

List of Payments made between 01/11/2023 and 30/11/2023

November 2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2023	Invicta IT Solutions Ltd	DD/Invicta	1,042.38		IT support
01/11/2023	Skoda Financial services	DD/VWFS	492.24		Civic Car
01/11/2023	DVLA Swansea	DD/DVLA	28.00		Tax
01/11/2023	Skoda Financial services	DD/VWFS1	1.00		Civic Car
01/11/2023	CF Corporate Finance Ltd	DD/CFCorpo	81.98		franking machine
01/11/2023	Kent County Council	E23/25/1	247.87		copy charges
02/11/2023	Business Stream	DD/Busines	227.71		water pretoria
02/11/2023	Business Stream	POA	93.69		P/Ledger Electronic Payment
03/11/2023	CoOp Bank	DD/COOP	12.00		Bank charges
03/11/2023	CoOp Bank	DD/COOP	2.10		Bank charges
03/11/2023	Cash Book 5	E23/24/1	260.28		IMPREST CB5
03/11/2023	McCabe Ford Williams	E23/24/2	1,116.00		Interim Audit
03/11/2023	Harmer & Sons Ltd	E23/24/3	52.80		Garderning Services
03/11/2023	Stark Building Materials	E23/24/4	25.31		materials
03/11/2023	Future Foundry CIC	E23/24/5	300.00		Donation
03/11/2023	D Sharp	E23/24/6	285.00		Window Cleaning
03/11/2023	Hutchison 3G Uk Ltd	DD/Three	40.41		phones - credit
06/11/2023	CoOp Bank	DD/COOP	1.00		Bank charges
09/11/2023	Ecotricity	POA2	26.72		P/Ledger Electronic Payment
10/11/2023	Stark Building Materials	E23/25/2	87.00		Building materials
10/11/2023	Pure Cleaning Services	E23/25/3	176.40		Seafront facilities
10/11/2023	Charbec Fencing	E23/25/4	630.00		Edgar Road
10/11/2023	APEX Clean Ltd	E23/25/5	648.00		cleaning
10/11/2023	East Kent Recycling Ltd	E23/25/6	192.00		Skips
10/11/2023	William Walker Garden Maintena	E23/25/7	50.00		Garderning services
10/11/2023	Four Seasons Fencing	E23/25/8	480.41		Palisade gate
10/11/2023	Invicta IT Solutions Ltd	E23/25/9	253.77		IT support
10/11/2023	Key Services South East Ltd	E23/25/10	53.52		locks town workshop
10/11/2023	Wingham Well Spring	E23/25/11	57.00		water
10/11/2023	Mr M P Hammond	E23/25/12	624.00		Emergency tree works to Maxton
10/11/2023	KD Drainage & Asbestos Ltd	E23/25/13	270.00		Call out pump
10/11/2023	Rebels Coffee	DC/Rebel	28.00		Refreshments
13/11/2023	Halfords	DC/Halford	85.00		Bike helmets
13/11/2023	Bella Vita	DC/Bella	207.76		Mayoral hospitality
13/11/2023	CoOp Bank	DD/COOP	1.00		Bank charges
15/11/2023	Canva PTY Ltd	DC/Canva	97.79		canva subscription
15/11/2023	CoOpBank	DC/CANVA	2.68		Card charges
17/11/2023	Cleverley & Spencer	E23/26/1	1,732.80		York stones replacement
17/11/2023	Relay Electrical Ltd	E23/26/2	1,800.00		3phase install
17/11/2023	Dover Gymnastics Club	E23/26/3	250.00		Councillor Grant
17/11/2023	William Walker Garden Maintena	E23/26/4	80.00		Garderning services
17/11/2023	KALC	W23/26/5	168.00		clerks confrence
17/11/2023	Julia Charles Event	E23/26/6	1,368.00		winter light up
17/11/2023	Bates Office Services Ltd	E23/26/7	98.16		office supplies
17/11/2023	Charbec Fencing	E23/26/8	525.00		workshop
17/11/2023	Stark Building Materials	E23/26/9	36.16		Materials
17/11/2023	Albane McGuinness	E23/26/10	150.00		Remembrance Sunday

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Date: 06/12/2023

Dover Town Council

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Co-Op Current Account

List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
17/11/2023	Audiocrew Ltd	E23/26/11	180.00		Remembrance Sunday
17/11/2023	Mr Nicholas Chatwin	E23/26/12	65.99		Reimbursement Re: Remembrance Sun
17/11/2023	E. J. Ditton & Co Ltd	E23/26/13	7,665.60		Electricity install
17/11/2023	ScottishPower Group	E23/26/14	404.94		electricity
17/11/2023	Business Stream	DD/Busines	215.28		water PM
17/11/2023	D-ENERGI Business Complex	DD/D-Energ	660.52		gas
17/11/2023	Dover TC	DD/SALARY	20,041.52		Salary costs - November
17/11/2023	Capita	DD/PENSION	5,208.20		Salary costs - November
17/11/2023	Benenden Healthcare	DD/BENENDE	64.00		Salary costs - November
19/11/2023	Dover District Council	DD/DDC/MDH	1,406.00		Rates
19/11/2023	Ecotricity	DD/ECO/MDH	576.34		electricity mdh
19/11/2023	Ecotricity	DD/ECO/FL	23.05		floodlights
20/11/2023	CoOp Bank	DD/COOP	1.00		Bank charges
21/11/2023	Southern Communications Ltd	DD/Souther	140.58		phones
22/11/2023	Train line	DC/Trainli	14.49		Travel & subsistance
22/11/2023	Train line	DC/Trainl2	40.09		Travel & subsistance
22/11/2023	London Excel	DC/LondonE	10.90		Refreshments
22/11/2023	HMRC	DD/HMRC	6,589.28		Salary costs - October
22/11/2023	Empark Ebbsfleet	DC/Empark	12.30		Parking
23/11/2023	London Underground Ticket Offi	DC/LondonU	22.00		Travel & Subsistance
23/11/2023	London Underground Ticket Offi	DC/London2	22.00		Travel & Subsistance
23/11/2023	Santo Cafe & Bar	DC/Santo	31.50		Refreshments
23/11/2023	Rebels Coffee	DC/Rebel	36.50		Refreshments
24/11/2023	K.W. Knight General Building	E23/27/1	1,595.00		Works to seafront
24/11/2023	Key Services South East Ltd	E23/27/2	20.90		alarm keys & hazard tape
24/11/2023	Right Guard Security UK Ltd	E23/27/3	336.48		Remembrance Sunday
24/11/2023	Mr J F Harvey	E23/27/4	1,180.78		new water supply install
24/11/2023	Charbec Fencing	E23/27/5	390.00		works to town workshop
24/11/2023	Stark Building Materials	E23/27/6	14.62		materials
24/11/2023	Plantex uk technical irrigatio	E23/27/8	3,234.46		irrigation maxton
24/11/2023	Metta Media Ltd T/A ACCLC	E23/27/9	3,606.00		Professional fees
24/11/2023	E. J. Ditton & Co Ltd	E23/27/11	285.13		replacement light
24/11/2023	BD Cleaning Services	E23/27/12	96.00		Monthly roof clean
24/11/2023	Cactus Graphics Ltd	E23/27/13	360.00		Winter light up
24/11/2023	River Caterers	E23/27/14	90.00		Remembrance Sunday catering
24/11/2023	William Walker Garden Maintena	E23/27/15	100.00		Garderning services
24/11/2023	R G Williams plumbing & Heatin	E23/27/7	167.00		service and certificate
24/11/2023	Society of Local Council Clerk	E23/27/10	791.00		membership fee
27/11/2023	CoOp Bank	DD/COOP	1.00		Bank charges
27/11/2023	Starlink Internet Services Ltd	DC/Starlin	75.00		subscription
29/11/2023	Marks & Spencer	DC/M&S	87.75		Refreshments FTC
29/11/2023	Alzheimer's Society	DC/Alzheim	200.00		Donation
30/11/2023	community ad web ltd	E23/28/1	180.00		Community ad
30/11/2023	Plantex uk technical irrigatio	E23/28/2	1,988.59		Water adaptation
30/11/2023	Harmer & Sons Ltd	E23/28/3	300.00		Western Heights field
30/11/2023	Charbec Fencing	E23/28/4	525.00		Town Workshop
30/11/2023	Key Services South East Ltd	E23/28/5	104.21		Lock repair maxton

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Date: 06/12/2023

Dover Town Council

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Co-Op Current Account

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2023	D Sharp	E23/28/6	90.00		Window cleaning
30/11/2023	Stark Building Materials	E23/28/7	15.38		materials
30/11/2023	KALC	E23/28/8	60.00		Clerk in action event
30/11/2023	Invicta IT Solutions Ltd	E23/8/10	126.00		IT support
30/11/2023	Rebels Coffee	DC/Rebel2	21.00		Refreshments
30/11/2023	Holland & Barrett	DC/Holland	7.98		Sundries
30/11/2023	Marks & Spencer	DC/M&S	21.25		Refreshments
30/11/2023	Suez Recycling & Recovery Hold	DD/Suez	81.31		Waste
30/11/2023	Berelia Limited	E23/28/9	1,389.00		staff development
<b>Total Payments</b>			<b>75,461.86</b>		

Date: 06/12/2023

Dover Town Council

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HSBC Current Account

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2023	HSBC	DD/HSBC	8.00		Bank charges
17/11/2023	Co-Op Current Account	17.11.23	50,000.00		Internal funds transfer
Total Payments			50,008.00		

Date: 06/12/2023

Dover Town Council

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HSBC Deposit Account

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/11/2023	HSBC Current Account	17.11.23	50,010.00		Internal funds transfer
Total Payments			50,010.00		

Date: 06/12/2023

Dover Town Council

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Cash Book 3

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2023	Poppies	CB3/NOV	60.00		Donation
06/11/2023	Cash Book 3	CB3/NOV	-1.06		Postage-In
07/11/2023	M&S	CB3/NOV	28.30		Office sundries
08/11/2023	Post Office Ltd	CB3/NOV	2.75		Postage
09/11/2023	M&S	CB3/NOV	77.50		Office sundries
09/11/2023	Asda	CB3/NOV	1.45		Office sundries
13/11/2023	B&M	CB3/NOV	6.00		Office sundries
20/11/2023	Dover Post Office	CB3/NOV	1.99		Office sundries
20/11/2023	M&S	CB3/NOV	39.40		Office sundries
24/11/2023	Warehouse	CB3/NOV	5.98		Office sundries
24/11/2023	Dover International	CB3/NOV	1.39		Office sundries
27/11/2023	Amazon	CB3/NOV	21.37		Office sundries
28/11/2023	Argos	CB3/NOV	48.00		Office sundries
29/11/2023	B&M	CB3/NOV	9.50		Office sundries
Total Payments			302.57		

Date: 06/12/2023

Dover Town Council

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Cash Book 4

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/11/2023	Cullins Yard	CB4/NOV	21.90		Sundries
12/11/2023	London Road Shiny	CB4/NOV	15.00		Civic car wash
12/11/2023	Cash Book 4	CB4/NOV	17.13		Charge - civic car
14/11/2023	Halfords	CB4/NOV	179.00		Civic car - parts
22/11/2023	Argos	CB4/NOV	25.00		Equipment
22/11/2023	Shiny Hand Car Wash	CB4/NOV	15.00		Civic car - clean
25/11/2023	Cash Book 4	CB4/NOV	13.41		Charge - civic car
Total Payments			286.44		

Date: 06/12/2023

Dover Town Council

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Cash Book 5

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2023	Tesco	CB5/NOV	10.00		Telephone
03/11/2023	Tesco	CB5/NOV	50.01		Fuel - community vehicle
14/11/2023	Sainsbury's	CB5/NOV	50.00		Fuel - community vehicle
30/11/2023	Vodafone	CB5/NOV	10.00		Telephone
Total Payments			120.01		

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Dover Town Council

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Cash Book 6

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2023	Cash Book 6	CB6/NOV	2.00		Expenses of Office
10/11/2023	Cash Book 6	CB6/NOV	6.50		Expenses of Office
29/11/2023	Cash Book 6	CB6/NOV	10.00		Homby/raffle 29/1
29/11/2023	Cash Book 6	CB6/NOV	5.00		Homby/sundries
Total Payments			23.50		





Date: 08/01/2024

Dover Town Council

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Co-Op Current Account

List of Payments made between 01/12/2023 and 31/12/2023

December 2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2023	DVLA Swansea	DD/DVLA	28.00		Road Tax
01/12/2023	Skoda Financial services	DD/Skoda	493.24		Civic Car
01/12/2023	Invicta IT Solutions Ltd	DD/Invicta	1,042.38		IT Support
04/12/2023	Hutchison 3G Uk Ltd	DD/Three	96.98		phones
04/12/2023	CoOp Bank	DD/COOP	1.00		Bank charges
05/12/2023	The Market Square Kitchen	DC/Market	19.00		meeting costs
05/12/2023	Friends of the Dover Museum	DC/Museum	25.00		Gifts
05/12/2023	CoOp Bank	DD/COOP	2.10		Bank charges
05/12/2023	CoOp Bank	DD/COOP	12.00		Bank charges
07/12/2023	Rebels Coffee	DC/Rebel	300.00		Subscription
07/12/2023	Ecotricity	DD/ECO/PC	-56.51		credit Poulton Close
11/12/2023	Goldstar FM Ltd	E23/29/1	3,600.00		Replacement of 3 fire doors
11/12/2023	Stark Building Materials	E23/29/2	42.73		materials
11/12/2023	Key Services South East Ltd	E23/29/3	21.44		Gates & padlock
11/12/2023	Peter Watson	E23/29/4	95.00		Drone videography
11/12/2023	E. J. Dilton & Co Ltd	E23/29/5	57.60		investigate power fault
11/12/2023	Holly Wanstall Entertainer	E23/29/6	150.00		Winter light up
11/12/2023	Audiocrew Ltd	E23/29/7	2,400.00		Dover Winter Light up
11/12/2023	Albane McGuinness	E23/29/8	200.00		Winter Light Up
11/12/2023	Right Guard Security UK Ltd	E23/29/9	1,168.44		Dover Winter Light Up
11/12/2023	Blachere Illumination	E23/29/10	7,813.32		Lights removal
11/12/2023	Cactus Graphics Ltd	E23/29/11	710.00		Advertisements
11/12/2023	Charbec Fencing	E23/29/13	375.00		Workshop
11/12/2023	William Walker Garden Maintenance	E23/29/14	55.00		Garden Maintenance
11/12/2023	Metta Media Ltd T/A ACCLC	E23/29/15	3,606.00		Professional fees
11/12/2023	St Mary's PCC	E23/29/16	250.00		winter light up
11/12/2023	Ashe Alarms Limited	E23/29/19	1,608.00		renewal of alarm monitoring
11/12/2023	Perry O'Bree	E23/29/20	250.00		winter light up
11/12/2023	Valarian Entertainment	E23/29/21	2,160.00		winter light up
11/12/2023	Pure Cleaning Services	E23/29/22	176.40		Seafront facilities
11/12/2023	Drum & Blaze Ltd	E23/29/23	700.00		winter light up
11/12/2023	Got that swing Ltd	E23/29/24	300.00		Dover Winter light up
11/12/2023	Roxane Bishop	E23/29/25	250.00		Dover Winter Light Up
11/12/2023	Liza Cooper	E23/29/26	400.00		Dover Winter Light Up
11/12/2023	K.W. Knight General Building	E23/29/27	2,850.00		premises refurbishment
11/12/2023	Invicta IT Solutions Ltd	E23/29/28	253.77		IT Support
11/12/2023	APEX Clean Ltd	E23/29/30	576.00		Nov Cleaning
11/12/2023	Bates Office Services Ltd	E23/29/32	286.59		Office supplies
11/12/2023	E J Clough	E23/29/33	750.00		Christmas Tree
11/12/2023	Public Works Loan Board	DD/PWLB	9,180.00		Loan repayment
11/12/2023	Marks & Spencer	DC/M&S	33.67		Sundries
11/12/2023	Social Value UK	DC/Social	960.00		Annual organisation membership
11/12/2023	CoOp Bank	DD/COOP	1.00		Bank charges
11/12/2023	Rebels Coffee	E23/29/18	625.00		CTS
11/12/2023	Cash Book 5	11.12.23	120.01		Imprest CB5
11/12/2023	Cash Book 6	11.12.23	181.52		Imprest CB6
11/12/2023	Cash Book 4	11.12.23	1,008.88		Imprest CB4

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Date: 08/01/2024

Dover Town Council

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Time: 15:12

Co-Op Current Account

**List of Payments made between 01/12/2023 and 31/12/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/12/2023	Bloco Fogo	E23/29/12	700.00		winter light up
14/12/2023	Garden4Less	DC/Garden	1,630.03		Green house staging
15/12/2023	SignaGroup	E23/30/1	354.00		Front door service
15/12/2023	Freyja Matthews Crow	E23/30/2	250.00		Sculpture
15/12/2023	White Cliffs Primary School of	E23/30.3	249.99		Councillor Grant
15/12/2023	Lil' Jockeys Ltd	E23/30/4	525.00		DOVER WINTER LIGHT UP
15/12/2023	Emmaus Dover Ltd	E23/30/5	2,545.00		GRANT
15/12/2023	Valarian Entertainment	E23/30/6	474.00		DOVER WINTER LIGHT
15/12/2023	Canterbury Bookbinders	E23/30/7	800.00		5 YEAR SETS ON MINUTES
15/12/2023	William Walker Garden Maintena	E23/30/8	268.00		Garderning services
15/12/2023	Walker Construction (UK) Ltd	E23/30/9	2,682.00		Traffic managment lanterns
15/12/2023	Dover District Council	E23/30/10	3,595.00		Rural payments stewardship fee
15/12/2023	Reverend Catherine Tucker	E23/30/11	200.00		Chaplains honorarium
15/12/2023	Betteshanger Colliery Welfare	E23/30/12	350.00		Remembrance Sunday
18/12/2023	D-ENERGI Business Complex	DD/D-Energ	660.52		GAS
18/12/2023	CoOp Bank	DD/COOP	1.00		Bank charges
18/12/2023	Capita	DD/PENSION	5,208.20		Salary costs - November
19/12/2023	Dover District Council	DD/DDC/MDH	1,406.00		Rates
19/12/2023	Dover TC	DD/SALARY	14,106.64		Salary costs - December
19/12/2023	Benenden Healthcare	DD/BENENDE	64.00		Salary costs - December
20/12/2023	Ecotricity	DD/ECO/PAV	43.65		pencester pav
20/12/2023	Ecotricity	DD/ECO/FLO	22.47		floodlights
20/12/2023	Ecotricity	DD/ECO/MDH	631.14		P/Ledger Electronic Payment
20/12/2023	Ecotricity	DD/ECO/MDG	176.79		P/Ledger Electronic Payment
21/12/2023	NALC	E23/31/1	172.04		Advert for RFO
21/12/2023	William Walker Garden Maintena	E23/31/2	80.00		Garderning services
21/12/2023	Bates Office Services Ltd	E23/31/3	51.77		stationary
21/12/2023	St Radigund's Community Centre	E23/31/4	250.00		Clir Grant
21/12/2023	Charbec Fencing	E23/31/5	405.00		Town Workshop
21/12/2023	Sunrise Cafe	E23/31/6	200.00		Venue & hosting
21/12/2023	Dover District Disability Ass	E23/31/7	250.00		Clir Grant
21/12/2023	Southern Communications Ltd	DD/South	140.58		phones
22/12/2023	Girling Solicitors	E23/32/1	3,396.00		professional charges for RPHT
22/12/2023	HMRC	DD/HMRC	7,521.82		Salary costs - November
22/12/2023	Business Stream	DD/Busines	24.22		P/Ledger Electronic Payment
27/12/2023	CoOp Bank	DD/COOP	1.00		Bank charges
27/12/2023	Lydden Bell	DC/Lydden	313.00		Staff development
27/12/2023	Starlink Internet Services ltd	DC/Starlin	75.00		standard subscription
29/12/2023	Suez Recycling & Recovery Hold	DD/Suez	81.31		waste
<b>Total Payments</b>			<b>95,083.73</b>		

Date: 09/01/2024

Dover Town Council

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HSBC Current Account

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2023	HSBC	DD/HSBC	8.00		Bank charges
07/12/2023	Co-Op Current Account	07.12.23	50,000.00		Internal funds transfer
15/12/2023	Co-Op Current Account	15.12.23	50,000.00		Internal funds transfer
Total Payments			100,008.00		

Date: 09/01/2024

Dover Town Council

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HSBC Deposit Account

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2023	HSBC Current Account	07.12.23	50,010.00		Internal funds transfer
15/12/2023	HSBC Current Account	15.12.23	50,000.00		Internal funds transfer
Total Payments			100,010.00		

Date: 08/01/2024

Dover Town Council

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Cash Book 3

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2023	Dover Post Office	CB3/DEC	1.99		Office sundries
04/12/2023	The Market Square Kitchen	CB3/DEC	21.45		Office sundries
06/12/2023	Poundland	CB3/DEC	5.00		Office sundries
07/12/2023	Dover Post Office	CB3/DEC	1.99		Office sundries
08/12/2023	Heavenly Holistic	CB3/DEC	120.00		Office sundries
08/12/2023	Dover International	CB3/DEC	1.89		Office sundries
21/12/2023	Cleaners	CB3/DEC	50.00		Office sundries
Total Payments			202.32		

Date: 08/01/2024

Dover Town Council

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Cash Book 4

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/12/2023	Connected Kerb Ltd	CB4/DEC	120.00		Charges - civic car
31/12/2023	Connected Kirb Ltd	CB4/DEC	0.78		Charges - civic car
31/12/2023	Connected Kirb Ltd	CB4/DEC	-0.06		Charges - civic car
Total Payments			120.72		



09/01/2024

## Dover Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance &amp; General Purposes</b>							
<b>101 Premises and Services</b>							
1050 Misc Income	3,600	0	(3,600)			0.0%	
Premises and Services :- Income	<u>3,600</u>	<u>0</u>	<u>(3,600)</u>				<u>0</u>
4010 Loan Interest	18,360	18,360	0		0	100.0%	
4011 Rates	12,653	14,500	1,847		1,847	87.3%	
4012 Water/Sewerage	408	1,700	1,292		1,292	24.0%	
4014 Electricity	3,829	6,000	2,171		2,171	63.8%	
4015 TownVehicles	11,658	24,500	12,842		12,842	47.6%	
4025 Insurance - premises	10,625	7,000	(3,625)		(3,625)	151.8%	
4034 Contract Cleaning	5,031	7,500	2,469		2,469	67.1%	
4035 Window Cleaning	1,230	2,300	1,070		1,070	53.5%	
4036 Premises Maintenance	16,483	20,000	3,517	333	3,184	84.1%	4,120
4037 Gas - heating	3,404	7,500	4,096		4,096	45.4%	
4038 Service/Maint Alarms	1,950	2,500	550		550	78.0%	
4039 Lift Servicing	935	1,800	865		865	51.9%	
4045 War Memorial Maintenance	329	1,200	871		871	27.5%	
4046 Town Workshop	155,062	262,000	106,938		106,938	59.2%	
4414 Pencester Pavilion Maintenance	147	1,000	853		853	14.7%	
Premises and Services :- Indirect Expenditure	<u>242,104</u>	<u>377,860</u>	<u>135,756</u>	<u>333</u>	<u>135,422</u>	<u>64.2%</u>	<u>4,120</u>
Net Income over Expenditure	<u>(238,504)</u>	<u>(377,860)</u>	<u>(139,356)</u>				
6000 plus Transfer from EMR	<u>4,120</u>						
Movement to/(from) Gen Reserve	<u>(234,384)</u>						
<b>102 Staff Costs</b>							
4018 Staff costs	241,641	360,000	118,359		118,359	67.1%	
Staff Costs :- Indirect Expenditure	<u>241,641</u>	<u>360,000</u>	<u>118,359</u>	<u>0</u>	<u>118,359</u>	<u>67.1%</u>	<u>0</u>
Net Expenditure	<u>(241,641)</u>	<u>(360,000)</u>	<u>(118,359)</u>				
<b>103 Administration</b>							
1076 Precept	894,782	894,782	0			100.0%	
1096 Bank Interest	15,226	500	(14,726)			3045.2%	
Administration :- Income	<u>910,008</u>	<u>895,282</u>	<u>(14,726)</u>			<u>101.6%</u>	<u>0</u>
4020 Publications	834	500	(334)		(334)	166.8%	
4021 Telephone	3,891	6,000	2,109		2,109	64.8%	
4022 Postage	1,346	1,500	154		154	89.8%	

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**Dover Town Council**

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**Detailed Income & Expenditure by Budget Heading 31/12/2023**

Month No: 9

**Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4023 Office Supplies	1,586	2,000	414		414	79.3%	
4024 Insurance - general	14,482	11,800	(2,682)		(2,682)	122.7%	
4028 Photocopier	582	1,000	418		418	58.2%	
4029 Clerk's Meeting Costs	482	600	118		118	80.3%	
4030 Travel & Subsistence Officers	209	700	491		491	29.8%	
4031 Staff Development	3,957	8,000	4,043		4,043	49.5%	
4032 Recruitment	164	500	336		336	32.7%	
4042 Permits	1,380	2,000	620		620	69.0%	
4051 Bank Charges	234	250	16		16	93.7%	
Administration :- Indirect Expenditure	29,145	34,850	5,705	0	5,705	83.6%	0
<b>Net Income over Expenditure</b>	<b>880,863</b>	<b>860,432</b>	<b>(20,431)</b>				
<u>104 Professional Fees &amp; Subs.</u>							
1050 Misc Income	3,396	0	(3,396)			0.0%	
Professional Fees & Subs. :- Income	3,396	0	(3,396)				0
4054 Subscriptions	3,438	3,500	62		62	98.2%	
4056 Legal & Valuation Advice	32,844	46,000	13,156		13,156	71.4%	
4057 Audit Fee	930	4,700	3,770		3,770	19.8%	
4058 Payroll Fee	1,502	2,500	998		998	60.1%	
4059 Computer Support	11,643	14,500	2,857		2,857	80.3%	
Professional Fees & Subs. :- Indirect Expenditure	50,358	71,200	20,843	0	20,843	70.7%	0
<b>Net Income over Expenditure</b>	<b>(46,962)</b>	<b>(71,200)</b>	<b>(24,239)</b>				
<u>105 Town Council</u>							
4070 Councillors External Expenses	0	500	500		500	0.0%	
4071 Councillors Training	467	1,600	1,133		1,133	29.2%	
4072 Gifts & Presentations	451	500	49		49	90.2%	
4073 Elections/Town Poll	27,860	40,000	12,140		12,140	69.7%	
4075 TC Functions & Gen Hospitality	862	2,000	1,138		1,138	43.1%	
4076 Parish Basic Allowance	9,880	10,800	920		920	91.5%	
Town Council :- Indirect Expenditure	39,520	55,400	15,880	0	15,880	71.3%	0
<b>Net Expenditure</b>	<b>(39,520)</b>	<b>(55,400)</b>	<b>(15,880)</b>				
<u>106 Grants &amp; Projects</u>							
4060 Councillor Ward Grants	2,586	9,000	6,414		6,414	28.7%	
Grants & Projects :- Indirect Expenditure	2,586	9,000	6,414	0	6,414	28.7%	0
<b>Net Expenditure</b>	<b>(2,586)</b>	<b>(9,000)</b>	<b>(6,414)</b>				

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09/01/2024

**Dover Town Council**

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**Detailed Income & Expenditure by Budget Heading 31/12/2023**

Month No: 9

**Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>199 Capital Expenditure</u>							
1050 Misc Income	38	0	(38)			0.0%	
Capital Expenditure :- Income	38	0	(38)				0
4091 Office Equipment	1,780	4,500	2,720		2,720	39.5%	
Capital Expenditure :- Indirect Expenditure	1,780	4,500	2,720	0	2,720	39.6%	0
<b>Net Income over Expenditure</b>	<b>(1,742)</b>	<b>(4,500)</b>	<b>(2,758)</b>				
<u>501 Marketing &amp; Publicity</u>							
4501 Communications/Consultations	1,205	5,000	3,795		3,795	24.1%	
Marketing & Publicity :- Indirect Expenditure	1,205	5,000	3,795	0	3,795	24.1%	0
<b>Net Expenditure</b>	<b>(1,205)</b>	<b>(5,000)</b>	<b>(3,795)</b>				
Finance & General Purposes :- Income	917,042	895,282	(21,760)			102.4%	
Expenditure	608,340	917,810	309,470	333	309,137	66.3%	
<b>Net Income over Expenditure</b>	<b>308,702</b>	<b>(22,528)</b>	<b>(331,230)</b>				
plus Transfer from EMR	4,120						
<b>Movement to/(from) Gen Reserve</b>	<b>312,822</b>						

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Planning</b>							
<u>201 Planning</u>							
4201 Planning	0	500	500		500	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	0	<u>500</u>	0.0%	0
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
Planning :- Income	0	0	0			0.0%	
Expenditure	0	500	500	0	500	0.0%	
Movement to/(from) Gen Reserve	<u>0</u>						

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09/01/2024

Dover Town Council

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Civic and Special Projects</b>							
<b>110 Mayoral Costs</b>							
4101 Mayoral Expense of Office	4,432	6,150	1,718		1,718	72.1%	
4102 Mayor's Hospitality	1,146	1,500	354		354	76.4%	
4103 Chaplain's Allowance	200	200	0		0	100.0%	
4104 Mayor Making	1,176	1,600	424		424	73.5%	
4105 Badges of Office	20	250	230		230	8.0%	
4113 Uniforms	0	100	100		100	0.0%	
Mayoral Costs :- Indirect Expenditure	6,973	9,800	2,827	0	2,827	71.2%	0
<b>Net Expenditure</b>	<b>(6,973)</b>	<b>(9,800)</b>	<b>(2,827)</b>				
<b>111 Mayoral Charity Fundraising</b>							
1113 Mayor's Charitable events	160	0	(160)			0.0%	
Mayoral Charity Fundraising :- Income	160	0	(160)				0
4150 Mayor's Charitable events	50	0	(50)		(50)	0.0%	
Mayoral Charity Fundraising :- Indirect Expenditure	50	0	(50)	0	(50)		0
<b>Net Income over Expenditure</b>	<b>110</b>	<b>0</b>	<b>(110)</b>				
<b>301 Civic Functions</b>							
4301 Remembrance Sunday	2,026	2,500	474		474	81.0%	
4302 Zeebrugge Raid Commemorations	2,108	2,500	392		392	84.3%	
4304 Other Links/Functions	875	1,500	625		625	58.3%	
4305 Civic Hospitality	0	1,000	1,000		1,000	0.0%	
4307 Statutory Annual Town Meeting	0	500	500		500	0.0%	
4308 Honorary Freeman	0	325	325		325	0.0%	
4309 Civic Twinning	0	500	500		500	0.0%	
Civic Functions :- Indirect Expenditure	5,009	8,825	3,816	0	3,816	56.8%	0
<b>Net Expenditure</b>	<b>(5,009)</b>	<b>(8,825)</b>	<b>(3,816)</b>				
<b>302 Custodial Costs</b>							
4311 Insurance - Civic Regalia	4,151	3,000	(1,151)		(1,151)	138.4%	
4313 Repairs	500	500	0		0	100.0%	
Custodial Costs :- Indirect Expenditure	4,651	3,500	(1,151)	0	(1,151)	132.9%	0
<b>Net Expenditure</b>	<b>(4,651)</b>	<b>(3,500)</b>	<b>1,151</b>				

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>303 Town Events</b>							
1050 Misc Income	1,430	0	(1,430)			0.0%	
Town Events :- Income	1,430	0	(1,430)				0
4063 Events/Activities Facilitation	31,616	42,000	10,384	5,754	4,630	89.0%	
4412 Festival Lights	26,042	35,000	8,958	2,727	6,230	82.2%	
Town Events :- Indirect Expenditure	57,658	77,000	19,342	8,481	10,861	85.9%	0
Net Income over Expenditure	(56,228)	(77,000)	(20,772)				
<b>601 Special Projects</b>							
4421 Sports/Health Development Fund	28,630	50,000	21,370	7,794	13,576	72.8%	2,850
Special Projects :- Indirect Expenditure	28,630	50,000	21,370	7,794	13,576	72.8%	2,850
Net Expenditure	(28,630)	(50,000)	(21,370)				
6000 plus Transfer from EMR	2,850						
Movement to/(from) Gen Reserve	(25,780)						
Civic and Special Projects :- Income	1,590	0	(1,590)			0.0%	
Expenditure	102,971	149,125	46,154	16,275	29,879	80.0%	
Net Income over Expenditure	(101,381)	(149,125)	(47,744)				
plus Transfer from EMR	2,850						
Movement to/(from) Gen Reserve	(98,531)						

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Community and Services</b>							
<b>304 Tourism</b>							
1050 Misc Income	2,802	0	(2,802)			0.0%	
1109 Tourism income	0	2,500	2,500			0.0%	
Tourism :- Income	2,802	2,500	(302)			112.1%	0
4338 Destination Dover Project	34,162	30,000	(4,162)		(4,162)	113.9%	5,000
Tourism :- Indirect Expenditure	34,162	30,000	(4,162)	0	(4,162)	113.9%	5,000
Net Income over Expenditure	(31,360)	(27,500)	3,860				
6000 plus Transfer from EMR	5,000						
Movement to/(from) Gen Reserve	(26,360)						
<b>305 Dover Cycle Scheme</b>							
1050 Misc Income	759	0	(759)			0.0%	
Dover Cycle Scheme :- Income	759	0	(759)				0
4340 Dover Cycle Scheme expenditure	1,595	0	(1,595)		(1,595)	0.0%	
Dover Cycle Scheme :- Indirect Expenditure	1,595	0	(1,595)	0	(1,595)		0
Net Income over Expenditure	(836)	0	836				
<b>401 Community Projects and Support</b>							
4401 Horticultural	8,501	12,000	3,499		3,499	70.8%	
4422 Town Regeneration & Developmnt	9,848	40,000	30,152		30,152	24.6%	1,127
4427 Public Conveniences	7,886	10,000	2,114		2,114	78.9%	4,162
Community Projects and Support :- Indirect Expenditure	26,235	62,000	35,765	0	35,765	42.3%	5,289
Net Expenditure	(26,235)	(62,000)	(35,765)				
6000 plus Transfer from EMR	5,289						
Movement to/(from) Gen Reserve	(20,946)						
<b>402 Allotments</b>							
1060 Grants Received	6,000	0	(6,000)			0.0%	
1080 Allotments	14,989	15,000	11			99.9%	
Allotments :- Income	20,989	15,000	(5,989)			139.9%	0
4430 Allotments maintenance	11,443	14,000	2,557	1,797	760	94.6%	
Allotments :- Indirect Expenditure	11,443	14,000	2,557	1,797	760	94.6%	0
Net Income over Expenditure	9,546	1,000	(8,546)				

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**Dover Town Council**

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**Detailed Income & Expenditure by Budget Heading 31/12/2023**

Month No: 9

**Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Town Open Spaces</u>							
1050 Misc Income	3,933	0	(3,933)			0.0%	
Town Open Spaces :- Income	<u>3,933</u>	<u>0</u>	<u>(3,933)</u>				<u>0</u>
4408 High Meadow maint/dev	28,017	30,000	1,983		1,983	93.4%	
4411 Western Heights Amenity Field	1,000	1,000	0		0	100.0%	
Town Open Spaces :- Indirect Expenditure	<u>29,017</u>	<u>31,000</u>	<u>1,983</u>	<u>0</u>	<u>1,983</u>	<u>93.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(25,084)</u>	<u>(31,000)</u>	<u>(5,916)</u>				
Community and Services :- Income	28,483	17,500	(10,983)			162.8%	
Expenditure	102,453	137,000	34,547	1,797	32,750	76.1%	
Net Income over Expenditure	<u>(73,970)</u>	<u>(119,500)</u>	<u>(45,530)</u>				
plus Transfer from EMR	10,289						
Movement to/(from) Gen Reserve	<u>(63,681)</u>						



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Dover Town Council

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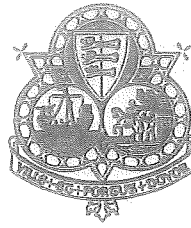
Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Accounts y/e commitments</u></b>							
999 y-end commitments							
9993 Y/end commitments 16/17	0	0	0	8,544	(8,544)	0.0%	
9995 Year end commitments 22/23	0	0	0	13,217	(13,217)	0.0%	
y-end commitments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>21,762</u>	<u>(21,762)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
Accounts y/e commitments :- Income	0	0	0			0.0%	
Expenditure	0	0	0	21,762	(21,762)	0.0%	
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Income	947,115	912,782	(34,333)			103.8%	
Expenditure	813,764	1,204,435	390,671	40,167	350,504	70.9%	
Net Income over Expenditure	<u>133,352</u>	<u>(291,653)</u>	<u>(425,005)</u>				
plus Transfer from EMR	<u>17,259</u>						
Movement to/(from) Gen Reserve	<u>150,611</u>						





## DOVER TOWN COUNCIL

Report to: Dover Town Council

From: Councillor Susan Jones, Town Mayor and Chairperson and Cllr John Lamoon, Chairperson Finance and General Purposes Committee

Date written: 21.12.23

Subject: DOVER TOWN COUNCIL BUDGET 2024-25

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### INTRODUCTION

Councillors are required by law to approve the Dover Town Council budget each year and set a precept.

The Budget 2024-25 is the result of consultations undertaken. The draft budget 2024-25 including the proposed level of precept is attached at **Appendix A**.

### INFORMATION

1. 2023-4 is proving to be a challenging year for Dover and many of our households and businesses, although inflation has slowed down from previous peak levels, costs are not reducing – they are simply increasing less dramatically. Town and District elections took place in May and the likelihood of a General Election in the near future have all meant an influx of new councillors, changes in administrations and policies and a constantly shifting political and financial landscape.

As a prudent but deeply engaged authority, Dover Town Council has been able to continue to provide support wherever it was needed, and it could help. The Town Council has continued to play its part in economic recovery, supporting traders and residents in Snargate St., we are funding improvements to the approaches to this historic and interesting area in a direct response to public consultation.

Social needs are being addressed by continued support for the boards of and shared services among 3 community centres in Dover as well to improve their sustainability as well as their provision for resident households. We continue to fight to restore facilities and services in the town through discussions with partners such as the NHS and DDC.

The new volunteer and horticultural hub at Edgar Road allow for the storage of a wide range of equipment, a tree nursery, and a community orchard (funded with external money), the propagation of plants for summer planting in Dover as well as a place for our local nature reserve volunteers to get a cup of tea and take a comfort break. The developing Cycle Hire Scheme has continued to grow with two new hubs installed at the Railway Station and at the White Cliffs visitor centre as well as the relocation of the most popular hub - Dover Seafront.

Following a hugely successful mid-February consultation with the additional draw of a borrowed Finnish sauna on the Seafront, improvements have been made in partnership with Pebbles CIC to enable the extension of opening hours for public toilets on the seafront from seasonal to all-year round and with longer operating hours.

Our events manager has worked with Future Foundry and the Port of Dover to deliver a summer programme of dance, music, and theatre across the town and on the Marina Curve using the re-purposed Wacky Wagon. The Winter Light Up created a sense of pride and excitement in Dover with hundreds of our children and thousands of our residents taking part in the ever more stunning lantern parade delivered with Future Foundry. Local businesses as well as market stallholders reported that it increased their takings significantly.

As always, our professional team continues to seek and obtain additional funding and resources for the town - in this 12 month we have leveraged an additional £105,793 in from external sources to increase what we can provide in Dover.

But despite all the investment in our people and our town, we along with the rest of Britain find ourselves in the awful grip of the current financial crisis where every day means that £1 buys less than yesterday and difficult decisions about spending need to be made. The rate of inflation is currently running at over 4.5% with the cost of everything including electricity, water, materials, and labour escalating. As a local authority we are not exempt from these costs and our own budget must allow for increasing fixed costs which we cannot escape. I and my fellow chairpersons have worked with our officers to cut costs wherever possible both now and into next year, taking every reasonable saving which can be made. Alongside this we believe that it is important to continue to put public money where it is needed, supporting all of those in most need and helping to ensure that opportunity continues to increase in these difficult times for everyone in Dover. I am asking you to agree a budget which will deploy a very small amount of our general reserve - £4,500 alongside a modest increase of 2.92% to the precept to continue to deliver interventions where they are needed. In real terms this will mean an increase of 6 pence per week per average Band D household to £110.26.

Sometimes people ask what a town council does. We would reply that it listens to its stakeholders and fills the gaps left by shrinking local government budgets elsewhere and reacting quickly and flexibly to local needs and ambitions. In this budget over £260,000 will be spent directly on improvements in Dover whether through grants to partner organisations in the town, supporting improvement projects in areas such as youth provision; parks and open spaces; recreational facilities; a wide range of free events from D-

Day commemorations to Christmas and including the summer holidays, entertainment; and facilitating community integration and interaction.

We will continue to provide high quality public conveniences and seafront facilities such as the outdoor gym, the sea lovers changing facilities and showers requested in public consultation and the sand arena; maintenance of listed monuments and building and the public realm; a volunteer hub and fifty hectares of local nature reserve, River Dour cleans and education programmes, improvements and savings at the Community Centres, governance and management advice to local charities, access to community vehicles for events, fundraising and practical tasks, the conservation and development of heritage and civic tradition, public services of commemoration and remembrance....the list goes on.

Dover people can continue to look with confidence to their Town Councillors who are uniquely placed with detailed knowledge of their Wards to deliver value in all projects and to identify gaps in provision for the neediest especially those who have fallen outside the remit of larger national schemes. The Town Council's compact and efficient delivery structure is flexible and will ensure that help is quickly and competently delivered.

Extensive information has been provided and detailed discussion has taken place concerning the required budget, level of balances, reserves, expenditure, income trends and projections, possible capital programme and contingencies together with the most Band D tax base figures available from Dover District Council.

The proposed level of expenditure is £975,500. Expected income is £971,000 including the precept of £939,000. A small amount of £4,500 will be used from the General Reserve to fund the gap.

2. In anticipation of future commitments Council has previously resolved transfers to reserves:

A transfer of £12,000 to the Maison Dieu House loan repayment reserve is made annually as agreed with the Public Works Loan Board;

and

Council policy is to build and retain a reserve to cover both planned maintenance and urgent but unanticipated costs in respect of Maison Dieu House (a Heritage Grade II listed seventeenth century building) and residual funds of at least £10,000 from the budget line for MDH maintenance is transferred at the end of the year to the Maintenance reserve.

The Tourism Reserve is residual Destination Dover partnership and is therefore ringfenced to projects created by that programme including the Cycle Hire Scheme.

Where budgeted projects are not able to be completed within the initial timeframe (for example due to Local Authority planning delays) the Council is asked to delegate to the Proper Officer in consultation with the mayor and/or the Chair of the Committee the authority to transfer such amounts as a necessary to/from an earmarked reserve with appropriate adjustment to the relevant budget.

The proposed reserves, transfers and balances are attached. In accordance with regulatory requirements the Council has adopted a Reserves Policy.

The general principle set out in the policy is that the Council should have sufficient funds (both Earmarked and General) to deal with both day-to-day operations and future. It is important, however, that given the funds are generated from public precept, that such reserves are not excessive. Earmarked and Other Reserves must be held for genuine and intended purposes. They must be separately identified and enumerated.

The External Auditor requires an explanation if the level of reserves in total is more than twice the precept amount – about £1.79m. The projected level of total reserve at the end of 2023/24 is likely to be £530k of which £250k is set aside for the repayment of the Public Works Board loan which funded the purchase of Maison Dieu House. Excluding the loan repayment amount proposed reserves are 36% of the audit explanation limit.

3. A precept increase of 2.92% is recommended. Based on 2024/25 Band D tax base figures provided to date by Dover District Council, the change is a total increase of £3.13 for the year or 6 pence per week for an average household in Dover.

## **DECISION**

The Town Council resolves to:

- 1) Adopt the attached budget having taken note of all relevant factors including the proposed level of balances, expenditure and income trends and projections, the capital programme, transfers to/from reserves and contingencies and to delegate to the Proper Officer in consultation with the Mayor and the Chair of the Committee the authority to transfer such amounts as are necessary to/from an earmarked reserve with appropriate adjustment to the relevant budget.
- 2) Set a total precept of £939,000 calculated at a 2.92% rise for a Band D household in Dover.

## **Statutory Powers/Standing Orders/Policy**

Accounts and Audit Regulations 2015

Governance and Accountability for Smaller Authorities in England 2021

JPAG 2023



## Dover Town Council

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DOVER TOWN COUNCIL BUDGET

2022/23		Current Year 2023/24					2024/25				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4018											
			0	0	360,000	0	360,000	216,160	367,200	0	0
			0	0	360,000	0	360,000	216,160	367,200	0	0
					(360,000)		(360,000)	(216,160)	(367,200)		
103											
			0	0	0	0	0	0	0	0	0
			0	0	894,782	0	894,782	894,782	939,000	0	0
			0	0	500	0	500	14,793	4,500	0	0
			0	0	895,282	0	895,282	909,575	943,500	0	0
4020			0	0	500	0	500	834	500	0	0
4021			0	0	6,000	0	6,000	3,891	6,000	0	0
4022			0	0	1,500	0	1,500	1,346	2,300	0	0
4023			0	0	2,000	0	2,000	1,384	3,300	0	0
4024			0	0	11,800	0	11,800	14,482	17,000	0	0
4028			0	0	1,000	0	1,000	582	1,500	0	0
4029			0	0	600	0	600	482	600	0	0
4030			0	0	700	0	700	209	700	0	0
4031			0	0	8,000	0	8,000	3,957	8,000	0	0
4032			0	0	500	0	500	164	1,000	0	0
4042			0	0	2,000	0	2,000	1,380	3,600	0	0
4051			0	0	250	0	250	226	300	0	0
			0	0	34,850	0	34,850	28,936	44,800	0	0
					860,432		860,432	880,640	898,700		
104											

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## Dover Town Council

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DOVER TOWN COUNCIL BUDGET

2022/23			Current Year 2023/24					2024/25			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1050											
			0	0	0	0	0	3,396	0	0	0
			0	0	0	0	0	3,396	0	0	0
			0	0	3,500	0	3,500	3,438	4,000	0	0
			0	0	46,000	0	46,000	32,844	50,000	0	0
			0	0	4,700	0	4,700	930	5,000	0	0
			0	0	2,500	0	2,500	1,502	3,000	0	0
			0	0	14,500	0	14,500	11,643	15,000	0	0
			0	0	71,200	0	71,200	50,358	77,000	0	0

Continued on next page

## Dover Town Council

## Annual Budget - By Centre (Actual YTD Month 9)

## Note: DOVER TOWN COUNCIL BUDGET

	2022/23		Brought Forward	Net Virement	Current Year 2023/24			Actual YTD	2024/25	
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR
<b>110</b>										
<b>Movement to/(from) Gen Reserve</b>	<b>(10,000)</b>	<b>(10,726)</b>			<b>(9,000)</b>		<b>(9,000)</b>	<b>(2,586)</b>	<b>(9,000)</b>	
<b>Mayoral Costs</b>										
4101 Mayoral Expense of Office	6,150	3,863	0	0	6,150	0	6,150	4,432	6,150	0
4102 Mayor's Hospitality	1,700	1,180	0	0	1,500	0	1,500	1,146	1,500	0
4103 Chaplain's Allowance	200	200	0	0	200	0	200	200	200	0
4104 Mayor Making	3,200	225	0	0	1,600	0	1,600	1,176	1,600	0
4105 Badges of Office	500	0	0	0	250	0	250	20	200	0
4113 Uniforms	375	222	0	0	100	0	100	0	200	0
<b>Overhead Expenditure</b>	<b>12,125</b>	<b>5,690</b>	0	0	<b>9,800</b>	0	<b>9,800</b>	<b>6,973</b>	<b>9,850</b>	0
<b>Movement to/(from) Gen Reserve</b>	<b>(12,125)</b>	<b>(5,690)</b>			<b>(9,800)</b>		<b>(9,800)</b>	<b>(6,973)</b>	<b>(9,850)</b>	
<b>111</b>										
<b>Mayoral Charity Fundraising</b>										
1113 Mayor's Charitable events	0	860	0	0	0	0	0	160	0	0
<b>Total Income</b>	<b>0</b>	<b>860</b>	0	0	0	0	0	160	0	0
4150 Mayor's Charitable events	0	0	0	0	0	0	0	50	0	0
<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	50	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>860</b>			<b>0</b>		<b>0</b>	<b>110</b>	<b>0</b>	
<b>199</b>										
<b>Capital Expenditure</b>										
1050 Misc Income	0	0	0	0	0	0	0	38	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	38	0	0
4091 Office Equipment	6,500	6,499	0	0	4,500	0	4,500	1,780	5,500	0
<b>Overhead Expenditure</b>	<b>6,500</b>	<b>6,499</b>	0	0	<b>4,500</b>	0	<b>4,500</b>	<b>1,780</b>	<b>5,500</b>	0

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## Dover Town Council

## Annual Budget - By Centre (Actual YTD Month 9)

## Note: DOVER TOWN COUNCIL BUDGET

2022/23			Current Year 2023/24					2024/25			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
303	Town Events										
1050	Misc Income	0	18,233	0	0	0	0	1,430	0	0	0
	Total Income	0	18,233	0	0	0	0	1,430	0	0	0
4063	Events/Activities Facilitation	42,000	55,809	0	0	42,000	0	42,000	52,000	0	0
4412	Festival Lights	35,000	30,355	0	0	35,000	0	35,000	35,000	0	0
	Overhead Expenditure	77,000	86,164	0	0	77,000	0	77,000	87,000	0	0
	Movement to/(from) Gen Reserve	(77,000)	(67,931)		(77,000)		(77,000)	(56,228)	(87,000)		
304	Tourism										
1050	Misc Income	0	0	0	0	0	0	2,802	0	0	0
1109	Tourism income	30,000	105,260	0	0	2,500	0	2,500	0	0	0
	Total Income	30,000	105,260	0	0	2,500	0	2,500	0	0	0
4336	Tourism Dover VIC	0	-25,000	0	0	0	0	0	0	0	0
4337	Tourism Support	64,122	64,152	0	0	0	0	0	0	0	0
4338	Destination Dover Project	2,500	65,369	0	0	30,000	0	30,000	0	0	0
	Overhead Expenditure	66,622	104,521	0	0	30,000	0	30,000	0	0	0
	304 Net Income over Expenditure	-36,622	739	0	0	-27,500	0	-27,500	0	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	5,000	0	0	0
6001	less Transfer to EMR	0	5,000	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(36,622)	(4,261)		(27,500)		(27,500)	(26,360)	0		
305	Dover Cycle Scheme										
1050	Misc Income	0	0	0	0	0	0	759	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: DOVER TOWN COUNCIL BUDGET

2022/23		Current Year 2023/24					2024/25				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
										</	

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## Dover Town Council

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DOVER TOWN COUNCIL BUDGET

		2022/23		Current Year 2023/24					2024/25			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
403	Movement to/(from) Gen Reserve											
	Town Open Spaces		718			1,000		1,000	9,526	0		
1050	Misc Income	0	3,933	0	0	0	0	0	3,933	0	0	0
	Total Income	0	3,933	0	0	0	0	0	3,933	0	0	0
4408	High Meadow maint/dev	42,500	40,669	0	0	30,000	0	30,000	28,017	30,000	0	0
4411	Western Heights Amenity Field	2,000	1,270	0	0	1,000	0	1,000	1,000	1,000	0	0
	Overhead Expenditure	44,500	41,939	0	0	31,000	0	31,000	29,017	31,000	0	0
	Movement to/(from) Gen Reserve	(44,500)	(38,005)			(31,000)		(31,000)	(25,084)	(31,000)		
501	Marketing & Publicity											
4501	Communications/Consultations	6,300	3,243	0	0	5,000	0	5,000	1,205	5,000	0	0
	Overhead Expenditure	6,300	3,243	0	0	5,000	0	5,000	1,205	5,000	0	0
	Movement to/(from) Gen Reserve	(6,300)	(3,243)			(5,000)		(5,000)	(1,205)	(5,000)		
601	Special Projects											
4421	Sports/Health Development Fund	40,000	38,017	0	0	50,000	0	50,000	28,630	42,000	0	0
	Overhead Expenditure	40,000	38,017	0	0	50,000	0	50,000	28,630	42,000	0	0
	Movement to/(from) Gen Reserve	(40,000)	(38,017)			(50,000)		(50,000)	(28,630)	(42,000)		
999	y-end commitments											
9993	Y/end commitments 16/17	0	0	0	0	0	0	0	0	0	0	0
9995	Year end commitments 22/23	0	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0	0	0

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## RBL White Cliff's Branch

The latest meeting of the RBL was on 21st. of November, where the following items were discussed.

The Festival of Remembrance at St. Mary's Church Hall went very well, although not that many pre-bookings were made, plenty of members of the public came on the night and it was agreed that it was very successful event.

Remembrance Sunday, in front of Dover's War Memorial was very well attended, many more members of the public attended, but not that many Town Councillors.

Almost £47,000 was raised during the Poppy Appeal fortnight and since then it has gone up to almost £53,000, so a tremendous effort by the volunteers and a big thank you to the generosity of Dover residents.

Friday, the 1st. of December saw the RBL Christmas dinner at the Masonic Hall in Snargate Street, Dover.

This was very attended and the dinner considered excellent, followed by dancing to music of the 60's and 70's.

### Central News

#### Northern Ireland Troubles Act

The Northern Ireland (NI) Troubles (Legacy and Reconciliation) Act became law in Autumn 2023.

From May 2024, ongoing criminal investigations, inquests and prosecution decisions relating to cases between 1 January 1966 and 10 April 1998 will cease; any civil claims filed after May 2022 will be barred, and a new independent body, the Independent Commission for Reconciliation and Information Recovery (ICRIR), will be established.

RBL recently attended the Liberal Democrat, Conservative and Labour Party Conferences to discuss our five priorities, ahead of the next General Election, and to talk to politicians about the wider work RBL does. Evolving our ways of working We (The RBL) started our journey to evolve how we work together, when we first published our One Legion strategy. We want the RBL to be the best it can be with a more inclusive, innovative, creative and effective environment that allows us to thrive.

The Board of Trustees and Executive Board are committed to investing time and resources that will see us working together to define the ways of working we want to exist across the RBL, so that our organisation can go from strength to strength and can continue to deliver services to support the deserving armed forces community.

### RBL's position on white poppies

Remembrance commemorates the service and sacrifices of HM Armed Forces and their families.

The Legion red poppy is a universal symbol of Remembrance and hope, including hope for a peaceful world. Legion red poppy wreaths are available through the Poppy Appeal for anyone wishing to take part in an Act of Remembrance.

Importantly, funds raised by the red poppy support our Armed Forces, veterans and their families in their time of need.

We understand that some people may wish to lay a white poppy wreath or wear a white poppy at Remembrance. Whilst we have no objection, we would ask that they consider using the red poppy alongside it as an act of respect for the service and sacrifice of Britain's Armed Forces, veterans, and their families, and we encourage those organising Remembrance services to discuss with all groups how best to meet their needs.

The RBL always have a Christmas Draw and it has been going on for several months now and the draw will take place on December's meeting on the 19th. December, some great prizes to be won.

Graham Wanstall  
December 2nd. 2023