



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

DATE OF ISSUE:
13th March 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 20TH MARCH 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 17th January 2024 (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. JOINT C&S AND C&SP COMMITTEE

To consider the minutes of the joint Community & Services and Civic & Special Project Committee meeting held on 24th January 2024, including resolved to recommend minute No 167 and the report thereon (copy attached). (Pages 9 to 30)

6. CIVIC & SPECIAL PROJECTS COMMITTEE

To note Urgent Decision UD23-24 006 dated 9th January 2024, concerning the change of date for the meeting scheduled for 5th February 2024 (copy attached). (Pages 31 to 32)

7. PLANNING COMMITTEE

To consider the minutes of the Planning Committee Meetings held on ai) 12th February & aii) 26th February 2024, including resolved to recommend minute No. 183 and the report thereon (copies attached). (Pages 33 to 42)

8. FINANCE & GENERAL PURPOSES COMMITTEE

To consider the minutes of the Finance & General Purposes Committee meeting held on 4th March 2024 (copy attached). (Pages 43 to 44)

9. COMMUNITY & SERVICES COMMITTEE

To consider the minutes of the Community & Services Committee meeting held on 13th March 2024 (to follow).

10. COUNCILLOR GRANTS

To note the out-turn of the 2023/24 Councillors' grants award scheme (copy attached). (Pages 45 to 46)

11. TOWN COUNCIL FINANCIAL INFORMATION

- a) To approve the schedule of payments made by the Town Council for ai) January and aii) February 2024 (copies attached). (Pages 47 to 66)
- b) To consider the Town Council budget out-turn report to the end of February 2024 (copy attached). (Pages 67 to 74)

12. TOWN COUNCIL COMMITTEE MEMBERSHIP & EXTERNAL REPRESENTATION

- a) To consider Councillor Bird & Councillor Sawbridge's report concerning the Cliffs of Sanctuary accreditation (copy attached) (Pages 75 to 78)
- b) 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).
- c) To note Councillor Biggs update report on Dover District Council (copy attached). (Pages 79 to 80)

13. SCHEDULE OF MEETINGS FOR THE 2024/25 MUNICIPAL YEAR

To consider the draft Schedule of meetings for the 2024/25 Municipal Year (copy attached). (Pages 81 to 82)

14. TOWN MAYOR ELECT & DEPUTY TOWN MAYOR ELECT FOR 2024/25 MUNICIPAL YEAR

To consider the nominations for Town Mayor Elect and Deputy Town Mayor Elect for the 2024/25 Municipal Year to take office on 29th May 2024.

15. QUESTIONS FROM THE PUBLIC

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

16. DATE OF NEXT MEETING

To note that the date of the next Town Council meeting (Mayor Making) will be held on Wednesday 29th May 2024 at St. Mary's Parish Hall, Dover.

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)

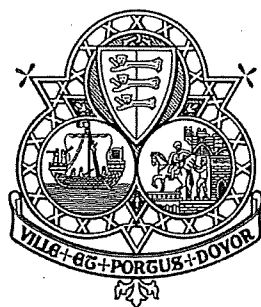
Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion 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 17TH JANUARY 2024 at 6.00pm.

PRESENT

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

Councillors

| | |
|--------------------|------------------------------------|
| Councillor Bedi | Councillor Defriend |
| Councillor Biggs | Councillor Kember |
| Councillor Bird | Councillor Lamoon |
| Councillor Bradley | Councillor Sawbridge (from item 4) |
| Councillor Brivio | Councillor Shread |
| Councillor Calder | Councillor Verrill |
| Councillor Collor | Councillor Mrs Wanstall |
| Councillor Cowan | Councillor Wanstall |

146. APOLOGIES FOR ABSENCE

The Town Council noted apologies for absence from Councillor Collins (ill health).

147. DECLARATIONS OF INTEREST

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

148. MINUTES

The Town Council approved the Minutes of the Town Council meeting held on 29th November 2023.

RESOLVED: That the Minutes of the Town Council meeting held on the 29th November 2023 be approved and signed by the Town Mayor.

149. COMMUNICATIONS FROM THE CHAIRPERSON

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

Chairperson

150. PROGRESS SHEETS

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

151. PLANNING COMMITTEE

The Town Council noted Urgent Decision 23/24 004 dated 3rd January 2024, concerning the cancellation of the Planning Committee scheduled to be held on 8th January 2024.

152. COUNCILLOR WARD GRANTS

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

Councillors noted that the 'cut-off' point for Councillor grants in the 2023/24 Financial Year would be 14th February 2024.

153. TOWN COUNCIL UTILITY VEHICLE

The Town Council noted Urgent Decision 23/24 005 dated 5th January 2024, concerning the Town Council Utility Vehicle.

154. TOWN COUNCIL FINANCIAL INFORMATION

The Town Council approved the schedule of payments made by the Town Council for November & December 2023.

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

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

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

155. TOWN COUNCIL 2024/25 BUDGET

The Town Council considered the Town Mayor & Chairperson of the F&GP Committee's report of 21st December 2023 concerning the Town Council's budget and precept for the 2024/25 financial year.

RESOLVED: a) That the Town Council 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;

b) That the Town Council set a total precept of £939,000 calculated at a 2.92% rise for a Band D household in Dover.

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| Chairperson |
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156. TOWN COUNCIL COMMITTEE & EXTERNAL REPRESENTATION

The Town Council noted Councillor Wanstall's report concerning the Royal British Legion Dover Branch's recent meeting. Councillor Wanstall resigned as the Town Council's external representative to the Dover White Cliffs Branch of the Royal British Legion but agreed to carry on until a replacement had been agreed.

The Town Council noted Councillor Brivio's verbal report concerning recent meetings of the Dover Fairtrade Network Group, RV Coleman Trust and the White Cliffs Community Rail Partnership. The Town Council noted that Dover's Fairtrade Community Status has been renewed until 2027 and that Fairtrade Fortnight has been moved to September 2024.

The Town Council noted a verbal update on Dover District Council from DTC's DDC Councillors.

157. QUESTIONS FROM THE PUBLIC

The Town Council noted that no questions from the public had been received.

158. DATE OF NEXT MEETING

The Town Council noted that the date of the next Town Council meeting will be Wednesday 20th March 2024.

The meeting finished at 6.47pm

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

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| Chairperson |
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Mayoral Engagements Attended from 17th January to 20th March 2024

JANUARY 2024

17th 1800 Full Town Council Meeting at MDH
 22nd 1200 DEPUTY MAYOR – Dover Big Local’s Information Marketplace at Charlton Centre
 24th 1200 Dover Deal CAB AGM at Marina Hotel, Dover
 1800 Joint C&S & C&SP Committee Meeting at MDH
 29th 1430 DEPUTY MAYOR – Bluebirds Care 2024 Care Awards at The Archives Centre, Whitfield

FEBRUARY 2024

2nd 0900 Tour of Maison Dieu with Jon Iveson
 1400 Meeting with Defibs for Dover concerning support
 8th 1400 Meeting with Jayne Miles (DDC) re UKPF @ MDH
 9th 1200 Mayors Volunteers Networking Seminar at Maison Dieu House
 12th 1030 Dover Royal British Legion Channel Dash Commemoration, Dover Seafront
 1800 Planning Committee Meeting at MDH
 13th 1500 Update meeting with EKHCP re use of Dover Buildings via Teams
 15th 1215 Rotary Club of Dover Speakers lunch @ Holiday Inn, Whitfield
 16th 0900 Rescheduled meeting with Leader DDC at MDH
 1400 Meeting with POD Community Directors at MDH
 20th 1730 Cliffs of Sanctuary Dover, Deal & District Launch Meeting at St. Mary’s Parish Centre
 26th 1800 Planning Committee Meeting at MDH
 28th 1430 PCF Masterplanning Meeting at Marina Hotel, Dover

MARCH 2024

1st 1000 Meeting with Brigitte of Strange Cargo concerning People’s Guidebook to Dover at MDH
 2nd 1300 Cinque Port Mayors Association Lunch at The Court Yard, Deal
 4th 1800 F&GP Committee Meeting @ MDH
 7th 1030 DEPUTY MAYOR – Dover Big Local Community Networking Forum @ EK College Dover
 8th 1300 Annual 2024 Dover Film @ Dover Museum Cinema
 9th 1845 CIVIC REP (Cllr Brivio) – Channel Swimming & Piloting Federation Annual Dinner and Awards presentation at Channel Suite, Leas Cliff Hall, Folkestone
 11th 0930 DEPUTY MAYOR – New Romney Commonwealth Day Ceremony at St. Nicholas Church
 12th 1300 Afternoon Tea with the Mayor at Buckland Community Centre
 1600 Member Management Team Meeting at MDH
 13th 1800 C&S Committee meeting at MDH
 16th 1900 354 Squadron Annual Inspection & Presentation Evening @ Astor College
 18th 1100 White Cliffs Country Tourism Business Networking Event at Cinema at Dover Museum
 20th 1800 Full Town Council meeting at MDH

Agenda item 5

DOVER TOWN COUNCIL

Minutes of the joint meeting of the COMMUNITY & SERVICES COMMITTEE & CIVIC & SPECIAL PROJECTS COMMITTEE held on Wednesday 24TH January 2024 at 6.00pm at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent, CT16 1DW.

PRESENT

| | |
|---------------------|-------------------------------|
| Councillor Bird | Councillor Jones (Town Mayor) |
| Councillor Bradley | Councillor Kember |
| Councillor Brivio | Councillor Lamoon |
| Councillor Calder | Councillor Sawbridge |
| Councillor Collor | Councillor Shread |
| Councillor Cowan | Councillor Verrill |
| Councillor Defriend | Councillor Wanstall |

159. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllrs Collins & Bedi (Personal Commitments) & Cllr Mrs Wanstall (Ill Health).

160. DECLARATIONS OF INTEREST

Voluntary Announcements of Other Interests (VAOI) were declared by:

Cllr Bird – Agenda Item 6B – Dover Pantry;

Cllr Defriend – Agenda Item 6B – Dover Pantry;

Cllr Sawbridge – Agenda Item 6B – Dover Pantry;

Cllr Verrill – Agenda Item 7 – Allotments – Did not vote on item but remained with permission of committee.

161. MINUTES

- a. Councillors noted the approved Minutes of the meeting of the Community & Services Committee held on the 7th June 2023 as resolved at the Full Town Council Meeting, 12th July 2023, Minute No: 22.
- b. Councillors noted the approved Minutes of the meeting of the Civic & Special Projects Committee held on the 16th October 2023 as resolved at the Full Town Council Meeting, 29th November 2023, Minute No: 137.

Chairperson

162. BUDGET

The Committees noted the latest out-turn of the Community & Services & Civic & Special Project Committee's 2023/24 budget.

163. PROGRESS SHEETS

The Committee noted that there were no outstanding items concerning resolutions made by the Community & Services Committee & the Civic & Special Project's Committee during 2023/24.

164. APPLICATIONS FOR FINANCIAL ASSISTANCE

The Committee considered the following applications for financial assistance:

Playground Proms

Dover Pantry – This application was withdrawn by Applicant

Cllr Brivio requested clarification – Asked if member of the public named as an officer of an applicant organisation should leave Chamber whilst decision regarding grant is made (Playground Proms). Proper Officer confirmed that they attended meeting as a member of public, then it was the choice of the person whether to leave or not, though it is usual practice for an organisation to leave in order to allow for a free-er discussion by Councillors.

RESOLVED: a) That the Committee make a grant of £1,500 to Playground Proms. Funding to be allocated from the Events Facilitation provision in the Civic & Special Project Committee's 2023/24 budget;

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

165. ALLOTMENTS

- a. The Committee noted WCCP's update report regarding progress on High Meadow.
- b. The Committee considered the Chairperson of the Community & Services Committee's report regarding an allotment review.

RESOLVED: a) That Allotment rents and water charges be increased from 1st January 2024 as follows: -

| Plot size | 2023/4 | 2024/5 | Rise for following 2 years |
|--------------------------|--------|--------|----------------------------|
| Up to 125 m ² | £37.00 | £40 | £42/44 |
| 125-249 m ² | £59.00 | £65 | £68/71 |
| 250-400 m ² | £81.00 | £93 | £98/100 |
| Water | £13.50 | £14.50 | £15 |

b) That the draft allotment licence be adopted for use from 1st January 2024.

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| Chairperson |
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Cllr Wanstall asked for information on pedestrian access gate installation at the Maxton Allotment Site and if expenditure had been agreed by Committee. Proper Officer confirmed that all payments are approved by 2 Councillors, the Committee whose budget pays the costs and Full Town Council.

166. TOWN REGENERATION

The Committee noted the Chairperson of the Community & Services Committee regarding an update on Public Conveniences and that the Council has shown its continuing commitment to ensure good quality public toilets are available at several sites and by several means throughout Dover. A budget for this purpose was agreed at Full Town Council in January 2024.

Cllr Cowan requested to view documents concerning lease & minutes for Boundary Groyne Public Conveniences.

167. CIVIC GUIDE

The Committee considered the Chairperson of the Civic & Special Project Committee's report dated 8th January 2024 concerning a review of the Civic Guide.

RESOLVED TO RECOMMEND: To adopt the updated Civic Guide from 2024.

168. INFORMATION ITEMS

- a. The Committee noted UD 23/24 - 003 Cancellation of Community & Services Committee Meeting on 8th November 2023.
- b. The Committee noted UD 23/24 - 006 change of date for Civic & Special Projects Committee Meeting.
- c. The Committee noted Moving Memories feedback to a grant allocated by the Civic & Special Projects Committee at its meeting on the 31st July 2023.

169. DATE OF NEXT MEETING

- a. The Committee noted that the next meeting of the Community & Services Committee will be held on Wednesday 13th March 2024 @ 6pm.
- b. The Committee noted that the next meeting of the Civic & Special Projects Committee will be held on Monday 8th April 2024 @ 6pm.

Meeting closed @ 7.11pm

CHAIRPERSON
Councillor N Collor
& Councillor R Sawbridge

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| Chairperson |
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DOVER TOWN COUNCIL

Report to: Joint Committees Civic & Special Projects and Community & Services
Meeting date: 24 January 2024
From: Cllr Beccy Sawbridge Chairperson of the Civic and Special Projects Committee and Working Group
Date written: 8th January 2024
Subject: CIVIC GUIDE - WORKING GROUP RECOMMENDATIONS

1. INTRODUCTION

The Civic & Special Projects (C&SP) Committee resolved to set up a working group, inviting all members of Council to take part. It met on 24th November to review a revised and up-to-date version of the Civic Guide. The Chairperson of both the Working Group and the C&SP Committee is now bringing the agreed draft Guide which is contained in the appendix to this report to Committee.

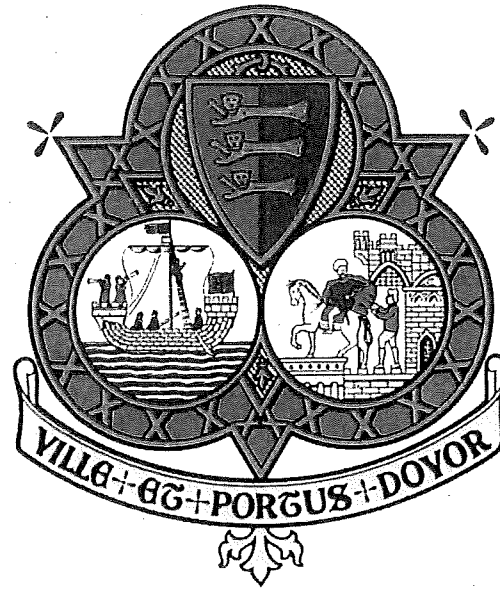
2. INFORMATION

The Civic Guide was last reviewed in April 2019. Following a recent report on some civic issues withdrawn from Full Council, councillors decided to set up a working group under the Civic & Special Projects committee to completely review the policy document. All councillors were invited to take part in the C&SP working group which met on 24th November 2023. A draft document was reviewed fully by a representative group of councillors and their recommended version of the Civic Guide is provided with this report.

The changes primarily bring the Civic Guide in line with current best practice with regard to pronouns and titles, avoiding gender specific designations. There are a few additions which clarify and make explicit issues which had not previously arisen but which came to light in 2023.

3. DECISION

The Committee is asked to Resolve to Recommend to Council that it adopt the revised Civic Guide.



DOVER TOWN COUNCIL Civic Guide

Maison Dieu House
Dover
Kent
CT16 1DW

01304 242625

Date Adopted: TBC

A copy of this document is also available in large print. Please contact the office if this is required.

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1 INTRODUCTION

The definition of "civic" is "relating to a town or city." In the context of Dover Town Council, civic is used to describe business, representation practices and protocols which relate not to the business of a local government body but to the representation of our historic town and port, Dover.

The Civic Guide has been produced to assist the Town Mayor and all those acting in a civic capacity for Dover Town Council. This can and does include the Deputy Mayor, nominated mayoral partners, civic representatives, and Councillors. Its purpose is to provide background and information to help us understand the civic roles and responsibilities of the Mayoralty and provide useful information, which may be of assistance to you when undertaking a Civic role.

The Town Mayor of Dover serves, represents, and leads the community of citizens in Dover Town. The first Mayor of Dover took office in 1086, over 1000 years ago and the role of Mayor is a position of honour and respect both within and beyond Dover.

The role of the Town Council and the Mayoralty is constantly evolving and changing to keep it relevant and appropriate to modern times as well as revealing some of our history. Over recent years there has been increased public scrutiny of the Mayoral role and assessment of its benefits and costs to the Town and people of Dover. The mayoralty serves the town and must be transparent and accountable.

Where there are references to the Mayor and nominated civic partner (formerly referred to as Mayoress/Consort or Escort) in this Guide these also apply to the Deputy Mayor and their nominated civic partner (NCP) While terms such as Mayoress and Consort may have traditionally been used to refer only to persons of one particular gender, Dover Town Council works hard to be fully inclusive and welcomes persons of all genders and identities to all civic roles.

2 THE ROLE OF MAYOR

2.1 Background

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chairperson of the Town Council the title of 'Town Mayor'.

The Mayor is elected by the Full Council at the Annual Town Council Meeting (Mayor-making) in May. A Deputy Mayor may also be elected at this meeting. The new Mayor and the Deputy each make the following declaration when accepting the Term of Office

"I.....having been elected to the Office of Mayor/Deputy Mayor for Dover Town Council, hereby declare that I take the said Office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability.

I undertake to observe the Code as to the conduct which is expected of Members of Dover Town Council."

The Declaration of Acceptance of Office is made and signed by the new Mayor/Deputy Mayor and this is witnessed by the Town Clerk.

2.2 Town Council Policy and Budget

Policy and support in respect of the Mayoral Role is resolved by the Town Council and can be found in this and other policy documents and in the Annual Budget for each year.

2.3 The Local Government Role of the Mayor as Chairperson of the Council

- A Town Mayor has the same role and responsibilities as a Local Council Chairperson;

<https://www.nalc.gov.uk/library/our-work/civility/3802-roles-and-responsibilities-guidance/file>

- The Town Mayor is the Chairperson of the Town Council and is a member (by virtue of being elected to the Office of Mayor (ex officio)) of all council Committees. As Chairperson of the Town Council the Town Mayor may exercise a casting vote in addition to their ordinary vote in decision making by the Full Town Council but otherwise has no additional powers to those of other Councillors;

- The Mayor represents the whole town & community of Dover during their term of office alongside an appropriate and active role in their ward;
- The Mayor will chair meetings of the Town Council when present in accordance with Standing Orders. As Chairperson of the Council, the Mayor acts as the leader of Council, ensures fair debate and decision making and promotes good working relationships between all members of the Council to enable Council decisions to effectively reflect the wishes of the community;
- The Mayor acts as an ambassador for the Town. The Mayor may be asked for public statements concerning Town Council policies and actions. As Mayor the statements should reflect the agreed policy of the Town Council rather than individual or party-political views. The Town Clerk or Deputy Town Clerk is available to provide a briefing on any aspect of Town Council policy. The Mayor should make it clear whether they are speaking as Mayor, as a Councillor or in a personal capacity. See Communications Policy.
- The Mayor will be consulted by the Town Clerk as appropriate on matters related to the business of the Council, including both strategic and day to day issues. They will be a member of the Senior Member Management Team.

2.4 The Civic Role of the Mayor

- The Office of Town Mayor is respected and held in high regard by the community;
- The Mayor must not use the prestige of the historic office of Mayor for personal or political advantage; it is both unlawful to do so and detrimental to the reputation of the historic role.
- A Mayor, by virtue of Office, may be able to:
 - i) Stimulate community pride;
 - ii) Encourage business and innovation;
 - iii) Promote and assist the voluntary sector;
 - iv) Encourage social cohesion;
 - v) Provide community leadership and lead by example.
- The Mayoralty is often the 1st port of call for expressions of community concerns and the first point of contact concerning the appointment of Honorary Freemen (See Procedure for Honorary Freemen);
- Support is made available to enable any Councillor whatever their circumstances to be an effective and committed Mayor if elected;
- The Mayoralty may be invited to over 300 engagements each year and the role is both mentally and physically demanding; The Mayor will also participate in many meetings and numerous engagements, often with late nights & early mornings.
- The Mayor is in the public eye for the whole year;

- The Mayor needs to exhibit a keen and genuine interest in those they meet, show enthusiasm and commitment to the role, ensure they are apolitical, speak up for the town's interests and always be mindful of the dignity of the Office;
- The role of the Mayor is very different from that of a Councillor. It has different functions, different working hours and different expectations. It is essential to discuss the commitment required with employers and family in advance of accepting the office. It is a hugely enjoyable and rewarding job, but requires resilience & commitment.

3 INVITATIONS AND EVENTS

Invitations to meetings and events both in the Town and beyond are submitted by a wide variety of organisations. The Town Council believes that the first consideration when deciding whether to accept an engagement is the benefit to the community derived from the Mayor's attendance. The Town Council complies with the transparency code and it is expected that Mayors will consider the costs of attendance at an event balanced against the benefits to the Town rather than personal benefit.

Invitations are considered on their own merits and should be ranked in order of priority:

- Invitations and events within the Town;
- Invitations and events in Dover District and/or other Cinque Port Towns;
- Other events.

The Town Clerk will advise the Mayor with regard to benefits and costs where there is a clash of events or on any other issue concerning engagements. The Town Clerk is responsible to the Town Council for the proper use of Council resources including officer time.

All civic engagements must be arranged through the Town Council office. Where the Mayor is approached personally concerning an official Mayoral event, they must direct the organiser to contact the Town Council office, so that the engagement is appropriately managed.

All engagements are reported to the Full Town Council to ensure public accountability and openness.

Neither the Mayor nor Deputy Mayor or any other Councillor may solicit engagements or visits or otherwise seek to obtain advantage by virtue of office.

STATE OCCASIONS:

An invitation to a state occasion or to an event attended a member of the Royal Family is likely to take precedence over invitations to other events.

In the event of an invitation to such an event not specifically being addressed to the Mayor then provided at least three days clear notice is given, the Full Town Council will appoint the person to represent the Town and Council at that event. If three clear days' notice is not given then the Mayor is delegated to make that decision in consultation with the Town Clerk.

The name of anyone designated Honorary Baron of the Cinque Ports, following a coronation will be displayed on the Honours Board.

4 NOMINATED CIVIC PARTNER

The Mayor may nominate a civic partner (NCP) at the Annual Mayor Making. The NCP may be a spouse/civil partner, fellow Councillor, family member or friend. The NCP will accompany the Mayor to engagements but otherwise has no civic role and will not undertake engagements alone.

If the NCP is also a Councillor they may decide to attend civic functions to which they are invited in either role. However, they will not wear civic regalia such as the NCP's chain and/or badge when robed as a Councillor.

Where the NCP is not available or a Civic Partner has not been nominated then the Mayor may, in consultation with the Town Clerk, invite an appropriate person to accompany them to an engagement.

5 MAYOR'S CHAPLAIN

The Mayor may signify a recognised minister of religion to act as Honorary Chaplain to the Town Council at the Annual Mayor Making. The Chaplain will be able to provide spiritual support to the Mayor and Council and to act as the religious lead on certain civic occasions such as Remembrance Sunday. The Chaplain is paid a small honorarium.

6 MAYOR'S CADET

The Mayor may signify a member of a local cadet force to act as Mayor's cadet at the Annual Mayor Making. The Cadet will be presented with the cadet's swagger stick and will accompany the Mayor at certain official functions when invited to do so. At the conclusion of the year of office it is customary for an outgoing Mayor to present the cadet with a small token of thanks.

7 CIVIC REGALIA

Official chains and badges of office are generally worn for appropriate civic engagements. There may be activities when this is not appropriate. Officers must request permission for the Mayor to wear the chain if attending an engagement in another Town or Parish. The Proforma for an event or invitation must indicate whether regalia should be worn. In any case of doubt Town Council staff will decide the most appropriate regalia with the event organiser.

The chains of Office will normally be worn in public places where the Mayor is accompanied by the Town Sergeant or other Officer of the Council. The Town Sergeant or Officer is responsible for the Regalia being worn or used and their advice with regard to its safety and care must be heeded by the Mayor and NCP at events. The Town Clerk is responsible to the Town Council for the safe keeping of Town Council assets and will not authorise use of the chain or other regalia in any situation of unacceptable risk.

The person accompanying the Mayor to an engagement may, with the agreement of the Town Clerk, wear the NCP's chain and / or badge of office or a Civic Representative's badge.

The maintenance and security of the civic regalia and historic items is the responsibility of the Town Sergeant under the direction of the Town Clerk. To avoid damage and costly repairs, only the Town Sergeant is authorised to clean or apply any product to any piece of the town's regalia.

With the prior agreement of the Town Clerk, items of civic regalia may be kept overnight or between engagements by the wearer provided they are placed in a locked and secured safe at the residence of the borrower/wearer. Ideally someone will be on the premises where the regalia are being kept at all times. A small safe may be provided at the discretion of the Clerk if the office holder does not have one but it must be suitably secured to floor/walls or similar at the principal residence of the office holder.

If regalia is given into the care of anyone other than the Town Sergeant then details of the item, of the borrower, the address where it will be secured and the date and time of borrowing and returning MUST be recorded in the book provided at the Town Council Offices for that purpose.

Civic chains are not worn with military uniform but may be worn over academic dress or full canonicals by a member of the clergy.

Guidance on wearing and/or use of the chain and badge of office and other items of regalia is set out in Appendix A attached.

8 SUPPORT FOR THE MAYOR

Day to day support for the Mayor is provided by Town Council officers under the direction of the Town Clerk. The exact nature and extent of support and processes will be agreed with the Town Clerk and will be proportionate to the duties undertaken by each Mayor. The Council will expect diary arrangements and processes to support the Mayoralty in undertaking duties in a comfortable and relaxed manner appropriate to the occasion. This may include the use of a vehicle and the attendance of the Town Sergeant or other appointed driver.

Town Council officers are responsible to and take instruction from the Town Clerk. Officers may be responsible for keeping the Mayoral engagement diary, making travel arrangements and liaising between the event hosts and the Town Council. The Mayor must refer and agree all such matters with the Town Council officers to avoid confusion concerning event arrangements.

If the Mayor is unable to accept an invitation then The Mayor may request that the Deputy Mayor or other appropriate civic representative attend. This may also occur when the DM or another councillor has a particular interest or expertise in the focus of the event.

Once an invitation has been properly accepted it should not be cancelled unless absolutely necessary. All engagements are important, no matter how brief or small-scale.

All correspondence for the Mayor is kept in the Town Council Office, will be opened by Officers (as with all other mail), and belongs to the Town Council. Items addressed in error to former Mayors will be redirected by the Town Clerk to the current Mayor.

9 MAYOR'S CHARITABLE ACTIVITIES

A Mayor may choose to raise funds for nominated charities and other ad hoc charitable purposes. In each Mayoral year the Mayor will have the opportunity to propose a timetable of events which can be agreed by the Town Clerk (with delegated authority from Council) bearing in mind available resources.

Income and direct costs for events will be separately identified in the financial records of the Council and included in the Mayoral budget. An event may not be authorised, if in the view of the Town Clerk/Responsible Financial Officer (RFO), it is likely to be loss making or present undue risk to the Council.

Charitable donations from the surplus from events will be authorised by the Town Clerk/RFO (with delegated authority from Council) in consultation with the Mayor. Charitable donations may be made to organisations that will not conflict with any general principles set out in the Councils Ambition Plan or Policies.

It is expected that the surplus from fund raising events will be expended within the same financial year.

The Mayor may use their expenses of office budget to make donations to charitable events and organisations.

10 MAYOR'S EXPENSES OF OFFICE

The Mayor may be paid expenses to meet the expenses of office (LGA 1972, s 15(5) and 34(5)). The Local Government Act does not stipulate the type or category of expenditure. The Town Council sets the budget for Mayoral expenses and hospitality during its budget setting process. The Mayors Expenses of Office Budget is separate from the Parish Councillors Basic Allowance.

Mayoral budgets are the responsibility of the Civic and Special Projects Committee who have delegated powers to manage expenditure. The objective of the provision of Mayoral expenses is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

Items of appropriate expenditure may include but not be limited to:

- Clothing to be worn at civic events & engagements;
- Donations to charities and collections;
- Tickets for events;
- Hospitality provided by the Mayor and/or Town Council;
- Travel to and from engagements;
- Appropriate gifts and/or cards.
- Membership of a Mayoral/Civic Association/ membership organisation
- Confederation of the Cinque Ports apparel, accessories or badges.

Cash to meet out-of-pocket expenses can be paid in advance in reasonable amounts agreed by the Clerk/RFO but remains the property of the Council until accounted for by reporting expenditure substantiated with receipts where possible. All expenditure forms part of Town Council expenditure and is presented for approval to the Full Town Council. Where amounts are held by the Mayor at the end of the term of office, they should be returned to the Town Council promptly.

11 DEPUTY MAYOR

The Councillor elected as Deputy Mayor will support the Mayor throughout the year and will represent the Council when asked to do so.

If the Mayor is not present at a Council meeting, the Deputy Mayor will preside if present.

The Deputy Mayor has no standing in that role when the Mayor is present but assumes the precedence and standing of the Mayor when they are deputising for the Mayor.

The Deputy Mayor should not wear the Deputy Mayor's Chain of Office in the presence of the Mayor except on their election at Mayor-Making.

Subject also to the provisions of the above section concerning expenses of office the Deputy Mayor may incur such expenses as agreed in advance by the Town Clerk in consultation with the Mayor.

The civic car and Town Sergeant/driver may be used to support the Deputy Mayor, when deputising and agreed by the Mayor & Town Clerk.

12 PRECEDENCE AND PROTOCOL

Dover Mayors are always addressed as 'Mr Mayor' regardless of gender.

The proper address & title is 'The Right Worshipful, The Town Mayor.'

Precedence and protocol for visits and events is usually in line with custom and practice, with the exception of Royal visits.

The Town Clerk will provide advice on protocol matters.

13 SPEAKERSHIP OF THE CINQUE PORTS

The Speakership of the Cinque Ports is held by Town and Port of Dover every seventh year. This office has responsibilities and duties which are additional to those of the Dover mayoralty such as the holding of Speaker's Day, attendance and chairing of meetings of the Confederation and meetings with the Warden of the Cinque Ports. The Speaker's Badge of Office will be kept during the year with the regalia of the Dover Mayoralty and will be subject to the same protocols and safeguards as the Town's own civic decorations. The Mayor may wear the Speaker's Badge together with the Dover regalia.

Officers will have due regard to any possible additional costs which may be incurred by the Council in planning budgets for years in which the Speakership falls to Dover.

14 GIFTS

The Mayor may receive gifts either for the Town/Council or for themselves. It is important when it is not clear which recipient is intended, that The Mayor consider whether a benefit for the Town could be derived when deciding whether to keep the gift personally. This can be discussed with the Town Clerk.

As is the case with Councillors, the Mayor must not derive personal profit or benefit from the holding of the office and it is recommended that any gift with a value of over £50 other than flowers should be passed to the Council.

In any case, it is strongly advised that all gifts and similar items including raffle prizes acquired in the course of official duties be recorded in the Gift Register held at MDH, not only by the Mayor and Deputy Mayor but by any Councillor, within 28 days of receipt. The Register will record the date of receipt, the details of the gift, the value of the gift (or reasonable estimate) and what has happened to the gift. The Clerk/RFO is responsible for reviewing the Declaration Book.

The acceptance of the gift or hospitality may become an interest declarable in law if connected in any way with a matter under discussion at a Town Council meeting. The Town Clerk should be consulted in any case of doubt. The Monitoring Officer at Dover District Council can also offer guidance.

In the event of a Mayor or former Mayor requiring the replacement of, a memento of office, given as a gift, such as a past mayor's badge or other token, then it is possible that the Council may assist in replacing it but any costs deriving from this must be met by the individual.

15 MAYOR'S END OF TERM

At the Annual Town Council Meeting which marks the end of the current Mayor's Term of Office, the custom is to invite the outgoing Mayor to make a short speech as a response to a vote of thanks for their services during the year. This normally comprises a short review of their period of office and thanks to the organisations and people of Dover who extended hospitality and have worked with the Mayor and Town Council during the year and to any other supporters.

The new Mayor will present the outgoing Mayor with a Past Mayor's badge. Where an Outgoing Mayor has already received a Past Mayor's Badge for a previous term of office, a bar will be added to the badge already received.

Former Mayors are encouraged to help incoming Mayors to find their feet and become comfortable in the role. It is helpful to avoid confusion by members of the public to ensure that an outgoing Mayor does not attend events which are being attended by the incoming Mayor or Deputy Mayor for the first 6 months of their term, or to show particular support and consideration for the new Mayor and / or Deputy Mayor.

Former Mayors are advised not to comment on the style or actions of the current Mayor as this may be seen as criticism by members of the public.

16 THE CIVIC ROLE OF COUNCILLORS

As explained in the introduction, the Council and its Councillors have two functions -that of the first tier of local government and a separate civic function.

The business of the Council with its statutory powers, committees and elections are governed by law and the civic aspect is rooted in tradition and looks to the future. It is entirely possible to be a councillor and not participate in civic tradition.

A councillor may opt to participate in a civic event without robing.

For the details of civic dress (see Appendix B).

17 COUNCIL DELEGATIONS

Oversight of the Mayoralty is delegated to the Civic and Special Projects Committee. The Committee may convene a Civic and Ceremonial Working Group to discuss and advise on specified issues.

APPENDIX A

| Item of Regalia | Guidance on wearing/use of item |
|---|--|
| Mayors Chain and Badge | Public places: ONLY when accompanied by Town Sergeant or other authorised Officer of the Council. Private places such as schools or churches: with agreement of Town Clerk may be worn without an Officer of the Council present. |
| Mayors Badge of Office | May be worn alone without the chain, without an Officer of the Council present, with the agreement of the Town Clerk. |
| NCP's (formerly the Mayoress's/Consort's) Chain and Badge | An NCP or other person with the agreement of the Town Clerk will only wear the chain when accompanying the Mayor wearing the chain and the same guidance applies as to the Mayor's chain and badge. |
| NCP's (formerly the Mayoress/Consort's) Badge | The Mayoress/nominated Consort or other person with the agreement of the Town Clerk will only wear the badge of office when accompanying the Mayor wearing the badge and the same guidance applies as to the Mayor's badge. |
| Deputy Mayor's Chain and Badge of Office | May be worn without an Officer of the Council present, with the agreement of the Town Clerk. |
| Deputy Mayor's NCP's (formerly the Deputy mayoress/Consort's) Chain and Badge of Office | The Deputy Mayoress / Consort or other person with the agreement of the Town Clerk, will only wear the chain and / or badge of office when accompanying the Deputy Mayor wearing the chain and / or badge of office and the same guidance applies as to the Deputy Mayor's chain and / or badge. |
| Escort's Badge | May be worn by person accompanying the Mayor or Deputy Mayor without an Officer of the Council present, with the agreement of the Town Clerk. |
| Civic Representative's Badge | May be worn by a person representing the Town/Mayor alone without an Officer of the Council present, with the agreement of the Town Clerk. |
| Past Mayor's Badge | May be worn at civic events when the Mayor is present and at other occasions when clearly indicated on the invitation or notification. |

| | |
|-------------------------------------|--|
| The Dover Jewel | May be worn on certain formal evening engagements. The same guidance applies as to the Mayor's Chain of Office. |
| Wand of Office | Carried by the Mayor at certain events, including Mayor Making and the Civic Service. |
| Dover Mace | Carried by the Town Sergeant/Mace Bearer before the Mayor at certain events. Placed in front of the Mayor at meetings of the Full Town Council. |
| Town Plate and other historic items | Displayed or worn at suitable events with the agreement of the Town Clerk. |

APPENDIX B

CIVIC DRESS

Mayor

Red Robe
White Gloves
Bicorn hat (with gold embroidery) for gents
Tricorn hat (with gold embroidery) for ladies
White Jabot & sleeves (optional) for ladies

Councillors

Black Councillors Robe
White Gloves
Bicorn hat (for gents)
Tricorn hat (for ladies)
White Jabots (optional for ladies)

Past Mayors

Red Robe
White Gloves
Bicorn hat (for gents)
Tricorn hat (for ladies)
White Jabot (optional for ladies)

Town Clerk

Black Robe
White Gloves
Legal Bands
Wig
Subfusc dress

Town Sergeant

Town Sergeant's ceremonial uniform/normal uniform (dependent on occasion and weather)
White Gloves
Tricorn Hat
Buckled Shoes as appropriate

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 – 006

Memorandum

To: Councillor R Sawbridge – Chairperson of Civic & Special Projects Committee
Councillor N Collor – Chairperson of Community & Services Committee

From: Allison Burton – Town Clerk

cc: All Town Councillors
Mrs Tracey Hubbard – Clerk to the Civic & Special Projects Committee
Miss Karen Dry – Clerk to the Community & Services Committee

Date: 9th January 2024

Re: **CHANGE OF DATE FOR CIVIC & SPECIAL PROJECTS COMMITTEE
MEETING – SCHEDULED FOR 5TH FEBRUARY 2024**

You were consulted by me regarding the change of date for the forthcoming Civic & Special Projects Committee Meeting (5th February 2024), to work simultaneously with the Community & Services Committee Meeting on the 24th January 2024. You were both in acceptance to the 2 x Committees working together on this occasion.

Using delegated powers under Standing Order 22 A and as the decision cannot wait until the next meeting of the Civic & Special Projects Committee, I have authorised the change.

This decision will be reported to the next meeting of the Civic & Special Projects Committee, scheduled for 8th April 2024.

Officer

signature:

DOVER TOWN COUNCIL

Minutes of the meeting of the PLANNING COMMITTEE held at the Council Offices, Maison Dieu House, Biggin Street, Dover, on Monday, 12th February 2024 at 6 p.m.

PRESENT

| | |
|---------------------------|--------------------|
| Councillor Bedi | Councillor Kember |
| Councillor Bradley | Councillor Lamoon |
| Councillor Collins | Councillor Shread |
| Councillor Calder (Chair) | Councillor Verrill |

170. APOLOGIES FOR ABSENCE

Apologies received from Councillors Bird, Collor & Jones & Sawbridge due to personal commitments.

171. DECLARATIONS OF INTEREST

Councillor Calder declared a VAOI interest in agenda item 8 application to place tables & chairs on the Highway at the art club 27 Market square and left the room during discussion and voting

172. MINUTES

The Committee noted the approved Minutes of the meeting of the Planning Committee held on the 20th November 2023 resolved in Minute No.136 at the Town Council Meeting held 29th November 2023

173. COMMITTEE BUDGET

The Committee noted the latest out-turn against the Committee's 2023/24 budget.

174. DETERMINED PLANNING CONSENTS

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

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| Chair |
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| <u>Application No:</u> | <u>Address</u> | <u>Decision</u> | <u>Town Council Decision</u> |
|------------------------|---|-----------------|------------------------------|
| 23/01238 | 47 London Road, Dover CT17 0SP | Granted | Support |
| 23/01239 | 47 London Road, Dover CT17 0SP | Granted | Support |
| 23/01044 | Rear of 89-91 Folkestone RD CT179SD | Granted | Support |
| 23/01260 | Garage & Premises Rear of 1 Old Park Rd | Granted | Object |
| 23/01182 | 28 Beaufoy Terrace Dover CT17 0HS | Granted | Support |
| 23/01344 | 94 Melbourne Avenue Dover CT16 2JH | Granted | Support |
| 23/00460 | 34 High Street Dover CT16 1EB | Granted | Support |

175. 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:

| | |
|------------------------|---|
| <u>Application No:</u> | 24/00033 |
| <u>Proposal:</u> | Variation of condition 3 (approved plans) of planning permission 23/00156 (Change of use to mixed use drinking establishment and restaurant/cafe) to allow for extended opening hours. 31 Biggin Street Dover CT16 1BU |
| <u>Comment:</u> | Object. There has been no change in the residential properties which would be negatively affected by 4 am licencing, their right to a peaceful night's sleep should not be ignored. This establishment would be the only drinking venue in Dover open until 4am, potentially drawing in patrons from other closed establishments. As they close those patrons likely have already consumed an excess of alcohol, therefor this will lead to consequences of an increase elevating the risk of fights, and other antisocial behaviour. The Council would like to see the opening hours left as they are at 2 am. |
| <u>Application No:</u> | 24/00055 |
| <u>Proposal:</u> | Display of 4 illuminated fascia signs, 1 non-illuminated fascia sign, 1 Illuminated totem with snap frame sign, 1 illuminated single sided digital totem, 1 illuminated single sided triple digital totem and 2 illuminated totem signs 101 Snargate Street Dover CT17 9DA |
| <u>Comment:</u> | Support |
| <u>Application No:</u> | 24/00102 |
| <u>Proposal:</u> | Change of use and conversion from guest house into 2 residential dwellings 239-241 Westbank Guest House Folkestone Road Dover CT17 9LL |
| <u>Comment:</u> | Support |

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| Chair |
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176. LATE PLANNING APPLICATIONS

- Application No:

24/00029
- Proposal:

Change of use from shop (Class E) to residential dwelling (Class C3), external alterations to the front elevation, fenestration changes to the ground floor rear and east side elevations.
36 Cherry Tree Avenue Dover CT16 2NL
- Comment

Support
- Application No:

24/00129
- Proposal:

Change of use from a single dwelling into 2 No. maisonettes
15 Norman Street Dover CT17 9RS
- Comment

Support
- Application No:

24/00130
- Proposal:

Change of Use from a single dwelling into 2 No. maisonettes. Includes: erection of partition walls, infill of 1 doorway and installation of an ensuite in the basement; relocation of 2 doorways, insertion of 2 doorways and erection of partition wall on ground floor; adjustment of partitions on 1st and 2nd floors. Also, replacement of all doors and repair of 1 dormer window.
15 Norman Street Dover CT17 9RS
- Comment

Support

Councillor Calder left the room & councillor Bradley took the chair

177. LICENSING

Committee considered application to place tables & chairs on the Highway:

- Furniture:

4 Tables, 20 Chairs, 10 Benches
- Timings:

08:30 to 23:00 Monday to Sunday
- Location:

The Art Club, 27 Market Square, Dover, CT16 1NG

RESOLVED: That the Town Council strongly objects to the siting of benches on Market Street at the Roman Lawn. This is the only vehicular and main pedestrian access. Placing benches in the proposed location hinders the entrance to Roman Lawns, which is frequently used for events. This could disrupt planned activities and limit public access to a space that is historically significant and often utilised for community gatherings. The area in front of the entrance is crucial for crowd control during events held at Roman Lawns. Granting the license will compromise the safety and security of the public, as the intended placement could impede safe access & efficient crowd management protocols. The potential negative impacts on the functionality of Roman Lawns should be carefully considered. Th placement of benches close to the roadway on pedestrian areas also is not safe for people using the benches. It is not feasible to expect that the benches would be removed in a timely fashion for events. The Roman Lawn is likely to be used even more in the coming years than previously. The tables and chairs Infront of the Art Club are not being objected to.

Councillor Calder returned to the room & retook the chair.

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| Chair |
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178. DATE OF NEXT MEETING

The next meeting will be held on 26th February 2024 at 6 p.m.

The meeting closed at 6.35p.m.

Councillor A Calder
CHAIR

DRAFT

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| Chair |
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Agenda item 7aii

DOVER TOWN COUNCIL

Minutes of the meeting of the PLANNING COMMITTEE held at the Council Offices, Maison Dieu House, Biggin Street, Dover, on Monday, 26th February 2024 at 6 p.m.

PRESENT

| | |
|---------------------------|----------------------|
| Councillor Bedi | Councillor Collor |
| Councillor Bradley | Councillor Defriend |
| Councillor Calder (Chair) | Councillor Kember |
| Councillor Cowan | Councillor Lamoon |
| | Councillor Sawbridge |

Mr G. Margery – The Dover Society

179. APOLOGIES FOR ABSENCE

Apologies received from Councillors Collins, Shread & Verrill due to personal commitments.

180. DECLARATIONS OF INTEREST

Councillor Collor declared a VAOI on agenda item 5 Queens Gardens Report as he is a KCC Councillor and sits on Transport Committee he absented him from the meeting during discussions and voting

181. MINUTES

The Committee considered the minutes of the meeting of the Planning Committee held on 12th February 2024.

RESOLVED: That the minutes of the meeting of the Planning Committee held on 12th February 2024 be signed by the Chair.

182. COMMITTEE BUDGET

The Committee noted the latest out-turn against the Committee's 2023/24 budget.

Chair

183. QUEEN'S GARDENS

Councillor Collor left the meeting.

The Committee considered the Chairs report regarding Queens Gardens

RESOLVED TO RECOMMEND: That the earmarked reserve for Traffic Calming will be used to implement a one-way system into Queens Gardens

Councillor Collor returned to the meeting.

184. DETERMINED PLANNING CONSENTS

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

| <u>Application No:</u> | <u>Address</u> | <u>Decision</u> | <u>Town Council Decision</u> |
|------------------------|---|-----------------|------------------------------|
| 23/01238 | 47 London Road, Dover CT17 0SP | Granted | Support |
| 23/01239 | 47 London Road, Dover CT17 0SP | Granted | Support |
| 23/01044 | Rear of 89-91 Folkestone RD CT179SD | Granted | Support |
| 23/01260 | Garage & Premises Rear of 1 Old Park Rd | Granted | Object |
| 23/01182 | 28 Beaufoy Terrace Dover CT17 0HS | Granted | Support |
| 23/01344 | 94 Melbourne Avenue Dover CT16 2JH | Granted | Support |
| 23/00460 | 34 High Street Dover CT16 1EB | Granted | Support |

185. 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:

| | |
|------------------------|--|
| <u>Application No:</u> | 24/00026 |
| <u>Proposal:</u> | Installation of replacement shopfront, external staircase and extractor flue to rear 35 Cherry Tree Avenue Dover CT16 2NL |
| <u>Comment:</u> | Support |
| <u>Application No:</u> | 24/00136 |
| <u>Proposal:</u> | Erection of single storey rear extension (existing to be demolished) 46 Melbourne Avenue Dover CT16 2HU |
| <u>Comment:</u> | Support |
| <u>Application No:</u> | 24/00161 |

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| Chair |
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Proposal: Change of use from public house (Use Class Sui generis) to retail shop
(Use Class E)
The Diamond Heathfield Avenue Dover Kent CT16 2PD
Comment: Support

186. LATE PLANNING APPLICATIONS

Committee noted that there were no late planning applications

187. LICENSING

The Committee considered the Grant of Premises Licence Sale of Alcohol off sales only:

Timings: 08:00 to 22:00 Monday to Sunday
Location: Diamond Stores 79 Heathfield Avenue Dover CT16 2PD

The Committee considered the Grant of Premises Licence Sale of Alcohol:

Timings: Monday to Thursday 11:00 to 23:00
Friday to Saturday 11:00 to 00:00
Sunday 12:00 to 22:30
Recorded Music Friday to Saturday 23:00 to 00:00
And other seasonal variations as detailed within the application
Location: 143 Snargate Street Dover CT17 9BZ

RESOLVED: a) That committee object to the application the Grant of Premises Licence Sale of Alcohol off sales only at Diamond Stores 79 Heathfield Avenue Dover CT16 2PD. Committee would be mindful to withdraw their objection should the time be amended 10.00 am to 10.00pm

b) No objection the Grant of Premises Licence Sale of Alcohol: 143 Snargate Street Dover CT17 9BZ.

188. DATE OF NEXT MEETING

The next meeting will be held on 25th March 2024 at 6 p.m.

The meeting closed at 6.28p.m.

Councillor A Calder
CHAIR

| |
|-------|
| Chair |
| |



DOVER TOWN COUNCIL

Report to: Planning Committee
Meeting date: 26th February 2024

From: Cllr Andy Calder, Chair of the Planning Committee

Date written: 19th February 2024

Subject: Queens Gardens One-way System

1. INTRODUCTION

During the meeting of June 26, 2023, the concerns of Queens Gardens residents regarding the adverse effects of illegal parking and traffic congestion were brought to committees' attention. The well-attended meeting, with over 12 residents expressing their worries, led to a resolution that the Clerk organise subsequent meetings with residents to collaboratively agree a way forward to address and improve the situation.

2. INFORMATION

Following the initial meeting, the Town Clerk engaged in further discussions with Queens Gardens community representatives. Additionally, discussions were held with KCC Highways, as part of the Parish Highway Improvement Plan process (HIP). The HIPS process meant that KCC Highways would investigate the feasibility of a one-way system & make recommendations. After this work was completed, it was determined that implementing a one-way system on the street could significantly alleviate the existing traffic issues.

KCC Highways is now costing & designing the detail of the scheme & has indicated that costs should be below £10,000. Following a committee decision at a committee meeting on 19th October 2019 £10,000 has been kept in an earmark reserve for the purpose of traffic calming. The Queens Gardens scheme offers an opportunity for council to show that it listens to residents & can effectively make representation to other statutory bodies to enable the practical measure for improvement in the town.

Acknowledging the urgency of the matter, we are committed to collaborative efforts to improve the traffic situation in Queens Gardens. The council's approval of the proposed spending is crucial for a positive outcome. A

subsequent update report will be presented to the committee once agreements and timelines have been finalised.

3. DECISION

The Committee is asked to Resolve to Recommend

That the earmarked reserve for Traffic Calming will be used to implement a one-way system into Queens Gardens

Statutory Powers/Standing Orders /Policy: General Power of Competence (Localism Act 2011)

Agenda item 8

DOVER TOWN COUNCIL

Minutes of the meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held on MONDAY 4th MARCH 2024 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

| | |
|---------------------|-------------------------|
| Councillor Bedi | Councillor Kember |
| Councillor Bird | Councillor Lamoon |
| Councillor Bradley | Councillor Sawbridge |
| Councillor Calder | Councillor Shread |
| Councillor Collins | Councillor Verrill |
| Councillor Collor | Councillor Mrs Wanstall |
| Councillor Cowan | Councillor Wanstall |
| Councillor Defriend | |
| Councillor Jones | |
| (Town Mayor) | |

189. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr Biggs (Personal Commitments).

190. DECLARATIONS OF INTEREST

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

191. MINUTES

The Committee noted the approved Minutes of the meeting of the Finance & General Purposes Committee held on the 30th October 2023 as resolved at the Full Town Council Meeting, 29th November 2023, Minute No: 138.

192. TOWN COUNCIL FINANCIAL INFORMATION

192a) The Committee noted that the schedule of payments for September & October 2023 were approved at the Town Council's Meeting on 29th November 2023, Minute No: 140a.

192b) The Committee noted that the schedule of payments for November & December 2023 were approved at the Town Council's Meeting on 17th January 2024, Minute No: 154a.

Chairperson

192c) The Committee noted that the budget out-turn to 31st December 2023 was approved at the Town Council Meeting on 17th January 2024, Minute No: 154b.

192d) The Committee noted the budget out-turn to 31st January 2024.

192e) The Committee considered the schedule of payments made by the Town Council for January 2024.

RESOLVED: That the schedules of payments made by the Town Council in January 2024 be laid before the next meeting of the Town Council in accordance with Standing Order 3(viii).

193. PROGRESS SHEETS

The Committee noted that there were no outstanding items concerning resolutions made by the Finance & General Purposes Committee during 2023/24.

194. COUNCILLORS' WARD GRANTS

The Committee noted the current situation concerning Councillors' Ward Grants.

195. GOVERNANCE & ACCOUNTABILITY

195a) The Committee noted the establishment of the Governance Working Group – First Meeting – All Councillors welcome to attend – With further dates to be issued.

195b) The report concerning the Unreasonably Persistent or Vexatious Correspondence policy was withdrawn in accordance with Standing Orders 8c "A motion included in an agenda not moved by the Councillors who tabled it, may be treated as withdrawn".

196. DATE OF NEXT MEETING

The Committee noted that the next meeting of the Finance & General Purposes Committee is to be confirmed.

Meeting Closed @ 6.08pm

CHAIRPERSON
Councillor J Lamoon

| |
|-------------|
| Chairperson |
| |

46

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|------------|-------------|----------------|------------------------------|
| 02/01/2024 | CoOp Bank | DD/COOP | 1.00 | | Bank charges |
| 02/01/2024 | DVLA Swansea | DD/DVLA | 28.00 | | vehicle tax |
| 02/01/2024 | Skoda Financial services | DD/VWFS | 493.24 | | civic car |
| 02/01/2024 | Hutchison 3G UK Ltd | DD/THREE | 46.80 | | PHONES |
| 02/01/2024 | Invicta IT Solutions Ltd | DD/INVICTA | 1,042.38 | | It support |
| 04/01/2024 | Marks & Spencer | DC/M&S | 12.00 | | Misc supplies |
| 05/01/2024 | CoOp Bank | DD/COOP | 12.00 | | Bank charges |
| 05/01/2024 | CoOp Bank | DD/COOP | 4.62 | | Bank charges |
| 05/01/2024 | Dover District Council | DC/DDC | 2,685.00 | | Permits |
| 08/01/2024 | CoOp Bank | DD/COOP | 1.00 | | Misc |
| 08/01/2024 | Marks & Spencer | DC/M&S 2 | 71.55 | | Supplies |
| 08/01/2024 | Lamp Light of Peace | DC/DDAY | 220.00 | | DDay Event |
| 10/01/2024 | Amazon.co.uk - CARD PAYMENT | DC/Amazon | 39.98 | | H&S equipment |
| 11/01/2024 | Miss K Dry | E23/33/2 | 32.40 | | mileage |
| 11/01/2024 | Sinclair Finance & Leasing co | E23/33/3 | 19,200.00 | | Utility Vehicle |
| 11/01/2024 | Social Value UK | E23/33/4 | 810.00 | | Training |
| 11/01/2024 | Timothy Smithen | E23/33/5 | 250.00 | | Event workshop |
| 11/01/2024 | Mr M P Hammond | E23/33/6 | 624.00 | | Tree works |
| 11/01/2024 | Charbec Fencing | E23/33/7 | 280.00 | | Fencing |
| 11/01/2024 | Amalgamated Lifts | E23/33/8 | 396.00 | | lift servicing |
| 11/01/2024 | APEX Clean Ltd | E23/33/9 | 432.00 | | cleaning |
| 11/01/2024 | Invicta IT Solutions Ltd | E23/33/10 | 523.77 | | It support |
| 11/01/2024 | Wingham Well Spring | E23/33/11 | 15.60 | | water |
| 11/01/2024 | Mark Gregory | E23/33/12 | 900.00 | | Carpet & upholstery clean |
| 11/01/2024 | Bates Office Services Ltd | E23/33/13 | 147.47 | | stationery |
| 11/01/2024 | St. John Ambulance | E23/33/14 | 623.52 | | Events |
| 11/01/2024 | Pure Cleaning Services | E23/33/15 | 220.50 | | seafront facilities |
| 11/01/2024 | Cash Book 9 | E23/33/1 | 279.95 | | Transfer |
| 12/01/2024 | Garden4Less | DC/Garden4 | 704.49 | | Horticulture equipment |
| 12/01/2024 | F51 | DC/F51 | 15.00 | | Training |
| 14/01/2024 | Information Commissioners Offi | DD/ICO | 35.00 | | GDPR renewal |
| 15/01/2024 | CoOP Bank | DD/COOP | 1.00 | | Bank charges |
| 18/01/2024 | Dover District Council | E23/34/2 | 100,000.00 | | Maison Dieu HLF contribution |
| 18/01/2024 | community ad web ltd | E23/34/3 | 180.00 | | Communications |
| 18/01/2024 | Charbec Fencing | E23/34/4 | 280.00 | | fencing |
| 18/01/2024 | Smye-Rumsby | E23/34/5 | 84.00 | | Events |
| 18/01/2024 | Rebels Coffee | DC/Rebel | 20.90 | | Meeting costs |
| 18/01/2024 | Capita | DD/PENSION | 5,208.20 | | Salaries |
| 18/01/2024 | D-ENERGI Business Complex | DD/D-ENERG | 660.52 | | Gas charges |
| 18/01/2024 | Dover Vinyard Church | E23/34/1 | 5,000.00 | | Grant |
| 19/01/2024 | Dover TC | DD/SALARY | 13,949.26 | | Salaries |
| 19/01/2024 | Benenden Healthcare | DD/BENENDE | 51.20 | | Salaries |
| 19/01/2024 | Business Stream | DD/BUSINE3 | 60.09 | | water PP |
| 22/01/2024 | CoOp Bank | DD/COOP | 1.00 | | Bank charges |
| 22/01/2024 | HMRC | DD/HMRC | 6,102.35 | | Salaries |
| 22/01/2024 | Dover District Council | DD/DDC/MDH | 1,406.00 | | rates |
| 22/01/2024 | Ecotricity | DD/ECO/MDH | 627.11 | | Electricity |

Date: 02/02/2024

Dover Town Council

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Time: 10:14

Co-Op Current Account

List of Payments made between 01/01/2024 and 31/01/2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|--------------------------------|------------|-------------|----------------|-----------------------------|
| 22/01/2024 | Ecotricity | DD/ECO/FL | 23.18 | | Electricity |
| 22/01/2024 | Ecotricity | DD/ECO/PAV | 22.20 | | Electricity |
| 23/01/2024 | Southern Communications Ltd | DD/SOUTHER | 140.58 | | phones |
| 25/01/2024 | Visual Line Limited | E23/35/1 | 671.34 | | Events |
| 25/01/2024 | Dover Community Radio CIC | E23/35/2 | 250.00 | | Cllr Grant |
| 25/01/2024 | Capita Resourcing Limited | E23/35/3 | 616.00 | | Payroll services |
| 25/01/2024 | Dover Harbour Board | E23/35/4 | 662.40 | | License |
| 25/01/2024 | Metta Media Ltd T/A ACCLC | E23/35/5 | 3,606.00 | | Professional fees |
| 25/01/2024 | William Walker Garden Maintena | E23/35/6 | 170.00 | | Horticulture |
| 25/01/2024 | Cash Book 4 | E23.35.7 | 440.00 | | Transfer |
| 25/01/2024 | Starlink Internet Services Ltd | DC/Starlin | 75.00 | | Wifi |
| 29/01/2024 | CoOp Bank | DD/COOP | 1.00 | | Bank charges |
| 29/01/2024 | Popup Cafe | DC/Popup | 17.60 | | Meeting refreshments |
| 31/01/2024 | Business Stream | DD/BUSINES | 420.86 | | water |
| 31/01/2024 | Business Stream | DD/BUSINE2 | 11.12 | | water |
| 31/01/2024 | Amazon.co.uk - CARD PAYMENT | DC/Amazon | 21.24 | | Printed matter |
| 31/01/2024 | www.justgiving.com | DC/JustGiv | 55.00 | | Donation |
| 31/01/2024 | Suez Recycling & Recovery Hold | DD/SuezPOA | 81.31 | | P/Ledger Electronic Payment |
| 31/01/2024 | Ecotricity | DD/ECO/POA | 45.40 | | P/Ledger Electronic Payment |
| Total Payments | | | 171,109.13 | | |

Date: 01/02/2024

Dover Town Council

Page 1

Time: 16:00

HSBC Current Account

List of Payments made between 01/01/2024 and 31/01/2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|-----------------------|-----------|-------------|----------------|-------------------------|
| 03/01/2024 | HSBC | DD/HSBC | 8.00 | | Bank charges |
| 11/01/2024 | Co-Op Current Account | 11.01.24 | 50,000.00 | | Internal funds transfer |
| 15/01/2024 | Co-Op Current Account | 15.01.24 | 50,000.00 | | Internal funds transfer |
| 18/01/2024 | Co-Op Current Account | 18.01.24 | 50,000.00 | | Internal funds transfer |
| 22/01/2024 | Co-Op Current Account | 22.01.24 | 50,000.00 | | Internal funds transfer |
| 25/01/2024 | Co-Op Current Account | 25.01.24 | 50,000.00 | | Internal funds transfer |
| Total Payments | | | 250,008.00 | | |

Date: 01/02/2024

Dover Town Council

Page 1

Time: 16:01

HSBC Deposit Account

List of Payments made between 01/01/2024 and 31/01/2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|----------------------|-----------|-------------|----------------|-------------------------|
| 11/01/2024 | HSBC Current Account | 11.01.24 | 50,000.00 | | Internal funds transfer |
| 15/01/2024 | HSBC Current Account | 15.01.24 | 50,010.00 | | Internal funds transfer |
| 18/01/2024 | HSBC Current Account | 18.01.24 | 50,000.00 | | Internal funds transfer |
| 22/01/2024 | HSBC Current Account | 22.01.24 | 50,000.00 | | Internal funds transfer |
| 25/01/2024 | HSBC Current Account | 25.01.24 | 50,000.00 | | Internal funds transfer |
| Total Payments | | | 250,010.00 | | |

Date: 01/02/2024

Dover Town Council

Page 1

Time: 16:01

Cash Book 3

List of Payments made between 01/01/2024 and 31/01/2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|---------------------|-----------|-------------|----------------|--------------------|
| 03/01/2024 | Office Sundries | CB3/JAN | 4.00 | | Office Sundries |
| 05/01/2024 | Poundland | CB3/JAN | 1.45 | | Office Sundries |
| 08/01/2024 | Office Sundries | CB3/JAN | 1.00 | | Office Sundries |
| 09/01/2024 | Argos | CB3/JAN | 7.00 | | Office Sundries |
| 11/01/2024 | Office Sundries | CB3/JAN | 20.00 | | Office Sundries |
| 11/01/2024 | Dover International | CB3/JAN | 1.89 | | Office Sundries |
| 16/01/2024 | Age Concern | CB3/JAN | 2.50 | | Office Sundries |
| 16/01/2024 | Savers | CB3/JAN | 6.76 | | Office Sundries |
| 18/01/2024 | Dover International | CB3/JAN | 1.89 | | Office Sundries |
| 25/01/2024 | Poundland | CB3/JAN | 1.45 | | Office Sundries |
| 30/01/2024 | Dover International | CB3/JAN | 1.89 | | Office Sundries |
| Total Payments | | | 49.83 | | |

Date: 01/02/2024

Dover Town Council

Page 1

Time: 16:01

Cash Book 4

List of Payments made between 01/01/2024 and 31/01/2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|-----------------------|-----------|-------------|----------------|-----------------------------|
| 10/01/2024 | Halfords | CB4/JAN | 563.17 | | Vehicle - maintenance |
| 16/01/2024 | Halfords | CB4/JAN | -12.00 | | Vehicle- maintenance refund |
| 16/01/2024 | EV car charge | CB4/JAN | 18.36 | | Vehicle |
| 17/01/2024 | Guild of Mace-Bearers | CB4/JAN | 10.00 | | Membership |
| Total Payments | | | 579.53 | | |

Date: 01/02/2024

Dover Town Council

Page 1

Time: 16:01

Cash Book 6

List of Payments made between 01/01/2024 and 31/01/2024

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------|------------------|--------------------|-----------------------|---------------------------|
| 05/01/2024 | Cash Book 6 | CB6/JAN | 28.00 | | Expenses of Office |
| 06/01/2024 | Cash Book 6 | CB6/JAN | 9.00 | | Expenses of Office |
| Total Payments | | | 37.00 | | |

Date: 01/02/2024

Dover Town Council

Page 1

Time: 16:01

Cash Book 7

List of Payments made between 01/01/2024 and 31/01/2024

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------|------------------|--------------------|-----------------------|---------------------------|
| 17/01/2024 | PBA Adjustment | TRANSFER | 110.00 | | PBA Adjustment |
| Total Payments | | | 110.00 | | |

Date: 01/02/2024

Dover Town Council

Page 1

Time: 16:02

Cash Book 9

List of Payments made between 01/01/2024 and 31/01/2024

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------|------------------|--------------------|-----------------------|---------------------------|
| 04/01/2024 | Cash Book 9 | CB9/JAN | 129.90 | | Office sundries |
| 04/01/2024 | Cash Book 9 | CB9/JAN | 119.90 | | Office sundries |
| Total Payments | | | 249.80 | | |

List of Payments made between 01/02/2024 and 29/02/2024

February 2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|------------|-------------|----------------|--------------------------------|
| 01/02/2024 | William Walker Garden Maintena | E23/36/1 | 110.00 | | Horticulture |
| 01/02/2024 | Playground Proms | E23/36/2 | 1,500.00 | | Grant |
| 01/02/2024 | Cliffs of Sanctuary, Dover, De | E23/36.3 | 50.00 | | Cllr Grant |
| 01/02/2024 | N T Rix Scaffolding Ltd | E23/36/4 | 192.00 | | D Day Commemoration |
| 01/02/2024 | Dover Youth Theatre Project | E23/36/5 | 441.76 | | Cllr Grant |
| 01/02/2024 | D Sharp | E23/36/6 | 285.00 | | cleaning |
| 01/02/2024 | BD Cleaning Services | E23/36/7 | 60.00 | | Cleaning |
| 01/02/2024 | Key Services South East Ltd | E23/36/8 | 253.08 | | Security |
| 01/02/2024 | Charbec Fencing | E23/36/9 | 150.00 | | fencing |
| 01/02/2024 | R G Williams plumbing & Heatin | E23/36/10 | 1,215.31 | | heating system |
| 01/02/2024 | Industrials UK LP P'ship-Commo | E23/36/11 | 114.52 | | cost allocation reconciliation |
| 01/02/2024 | Goldstar FM Ltd | E23/36/12 | 785.40 | | B/O Buckland community center |
| 01/02/2024 | Pear Technology Services Ltd | E23/36/13 | 348.00 | | Technical support |
| 01/02/2024 | Invicta IT Solutions Ltd | DD/Invicta | 1,042.38 | | IT Support |
| 01/02/2024 | CF Corporate Finance Ltd | DD/CF Corp | 81.98 | | Franking machine |
| 01/02/2024 | DVLA Swansea | DD/DVLA | 28.00 | | Vehicle Tax |
| 01/02/2024 | Skoda Financial services | DD/VWFS | 493.24 | | Vehicle Lease |
| 02/02/2024 | Business Stream | DD/Busines | 87.36 | | water |
| 02/02/2024 | Hutchison 3G UK Ltd | DD/Three | 47.53 | | phones |
| 02/02/2024 | DVLA Swansea | DC/DVLA | 320.00 | | Vehicle tax |
| 02/02/2024 | Business Stream | DD/Busines | 93.69 | | Water |
| 05/02/2024 | PSDF | 05.02.24 | 150,000.00 | | Transfer |
| 05/02/2024 | CoOP Bank | DD/COOP | 1.00 | | Bank charges |
| 05/02/2024 | CoOp Bank | DD/COOP | 2.10 | | Bank charges |
| 05/02/2024 | CoOp Bank | DD/COOP | 12.00 | | Bank charges |
| 06/02/2024 | EJ Timber | DC/EJ Timb | 196.91 | | Timber |
| 07/02/2024 | Brookside Plant Nursery | DC/Brooksi | 331.47 | | Horticulture |
| 08/02/2024 | Wellingtons | DC/Welling | 23.40 | | Meeting cost |
| 09/02/2024 | Cash Book 5 | E23/37/1 | 174.81 | | Transfer |
| 09/02/2024 | Invicta IT Solutions Ltd | E23/37/2 | 253.77 | | IT Support |
| 09/02/2024 | St Mary's PCC | E23/37/3 | 50.00 | | COS |
| 09/02/2024 | Harmer & Sons Ltd | E23/37/4 | 540.00 | | Horticulture |
| 09/02/2024 | William Walker Garden Maintena | E23/37/5 | 140.00 | | Horticulture |
| 09/02/2024 | Kent County Council | E23/37/6 | 182.84 | | photocopier |
| 09/02/2024 | EDF Energy | E23/37/7 | 230.02 | | Electricity |
| 09/02/2024 | WALKERS ARE WELCOME | E23/37/8 | 110.00 | | Grant |
| 09/02/2024 | Pure Cleaning Services | E23/37/9 | 776.40 | | seafront |
| 09/02/2024 | Marks & Spencer | DC/M&S | 55.00 | | Misc. supplies |
| 12/02/2024 | CoOp Bank | DD/COOP | 1.00 | | Bank charges |
| 12/02/2024 | Social Value UK | DC/Socialv | 5.00 | | Conference |
| 13/02/2024 | Rebels Coffee | DC/Rebel | 13.60 | | Meeting costs |
| 13/02/2024 | Marks & Spencer | DC/M&S2 | 30.90 | | Misc. supplies |
| 14/02/2024 | SLCC - CiLCA Management | DC/SLCC | 810.00 | | Training |
| 14/02/2024 | The Brain Charity | DC/The Bra | 9.50 | | Equipment |
| 15/02/2024 | Plantex uk technical irrigatio | E23/38/3 | 983.16 | | Edgar Road |
| 15/02/2024 | A Dover District Beekeepers As | E23/38/4 | 100.00 | | Cllr Grant |
| 15/02/2024 | William Walker Garden Maintena | E23/38/6 | 226.84 | | Horticulture |

Date: 04/03/2024

Dover Town Council

Page 2

Time: 20:27

Co-Op Current Account

List of Payments made between 01/02/2024 and 29/02/2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|--------------------------------|------------|-------------|----------------|-----------------------------|
| 15/02/2024 | WorkNest Ltd | E23/38/5 | 2,870.88 | | HR Cost |
| 15/02/2024 | Mrs T Hubbard | E23/38/1 | 314.00 | | Transfer |
| 15/02/2024 | J. Peacock | E23/38/2 | 14.40 | | Travel costs |
| 16/02/2024 | Capita | DD/PENSION | 5,208.20 | | Salary costs |
| 19/02/2024 | D-ENERGI Business Complex | DD/D-Energ | 660.52 | | Gas |
| 19/02/2024 | CoOP Bank | DD/COOP | 1.00 | | Bank charges |
| 19/02/2024 | Dover TC | DD/SALARY | 15,018.77 | | Salary costs |
| 19/02/2024 | Benenden Healthcare | DD/BENENDE | 51.20 | | Salary costs |
| 19/02/2024 | Ecotricity | DD/ECO/ | 22.20 | | Electricity |
| 20/02/2024 | Ecotricity | DD/ECO/MDH | 698.42 | | Electricity |
| 20/02/2024 | Ecotricity | DD/ECO/EDG | 95.28 | | Electricity |
| 20/02/2024 | Ecotricity | DD/ECO/FL | 23.30 | | Electricity |
| 22/02/2024 | Folksy Theatre | E23/39/1 | 300.00 | | Events |
| 22/02/2024 | Creature Events | E23/39/2 | 1,500.00 | | Events |
| 22/02/2024 | WorkNest Ltd | E23/39/3 | 196.00 | | Indemnity |
| 22/02/2024 | Right Guard Security UK Ltd | E23/39/4 | 360.00 | | Annual Key Holder fee |
| 22/02/2024 | Metta Media Ltd T/A ACCLC | E23/39/5 | 3,606.00 | | Finance Support |
| 22/02/2024 | William Walker Garden Maintena | E23/39/6 | 165.00 | | Horticulture |
| 22/02/2024 | Key Services South East Ltd | E23/39/7 | 72.00 | | Security |
| 22/02/2024 | Ottewill Silversmith and Jewel | E23/39/8 | 324.00 | | Repairs Regalia |
| 22/02/2024 | Charbec Fencing | E23/39/9 | 405.00 | | allotments |
| 22/02/2024 | Southern Communications Ltd | DD/Souther | 140.58 | | phones |
| 22/02/2024 | HMRC | DD/HMRC | 6,071.23 | | Salary costs |
| 26/02/2024 | CoOp Bank | DD/COOP | 1.00 | | Bank charges |
| 26/02/2024 | Starlink Internet Services Ltd | DC/Starlin | 75.00 | | Subscription Wi-Fi |
| 27/02/2024 | ScottishPower Group | DC/Scottis | 2,931.38 | | P/Ledger Electronic Payment |
| 29/02/2024 | Suez Recycling & Recovery Hold | DD/Suez | 86.29 | | Waste |
| Total Payments | | | 204,170.62 | | |

Date: 04/03/2024

Dover Town Council

Page 1

Time: 20:26

HSBC Current Account

List of Payments made between 01/02/2024 and 29/02/2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|-----------------------|-----------|-------------|----------------|-------------------------|
| 01/02/2024 | Co-Op Current Account | 01.02.24 | 50,000.00 | | Internal funds transfer |
| 03/02/2024 | HSBC | DD/HSBC | 8.00 | | Bank charges |
| 15/02/2024 | Co-Op Current Account | 15.02.24 | 50,000.00 | | Internal funds transfer |
| Total Payments | | | 100,008.00 | | |

Date: 04/03/2024

Dover Town Council

Page 1

Time: 20:26

HSBC Deposit Account

List of Payments made between 01/02/2024 and 29/02/2024

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|----------------------|------------------|--------------------|-----------------------|---------------------------|
| 01/02/2024 | HSBC Current Account | 01.02.24 | 50,000.00 | | Internal funds transfer |
| 15/02/2024 | HSBC Current Account | 15.02.24 | 50,000.00 | | Internal funds transfer |
| Total Payments | | | 100,000.00 | | |

Date: 04/03/2024

Dover Town Council

Page 1

Time: 20:27

Co-Op Current Account

List of Payments made between 01/02/2024 and 29/02/2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|------------|-------------|----------------|--------------------------------|
| 01/02/2024 | William Walker Garden Maintena | E23/36/1 | 110.00 | | Horticulture |
| 01/02/2024 | Playground Proms | E23/36/2 | 1,500.00 | | Grant |
| 01/02/2024 | Cliffs of Sanctuary, Dover, De | E23/36.3 | 50.00 | | Cllr Grant |
| 01/02/2024 | N T Rix Scaffolding Ltd | E23/36/4 | 192.00 | | Events |
| 01/02/2024 | Dover Youth Theatre Project | E23/36/5 | 441.76 | | Cllr Grant |
| 01/02/2024 | D Sharp | E23/36/6 | 285.00 | | window cleaning |
| 01/02/2024 | BD Cleaning Services | E23/36/7 | 60.00 | | cleaning |
| 01/02/2024 | Key Services South East Ltd | E23/36/8 | 253.08 | | Security |
| 01/02/2024 | Charbec Fencing | E23/36/9 | 150.00 | | fencing |
| 01/02/2024 | R G Williams plumbing & Heatin | E23/36/10 | 1,215.31 | | Works to heating system |
| 01/02/2024 | Industrials UK LP P'ship-Commo | E23/36/11 | 114.52 | | cost allocation reconciliation |
| 01/02/2024 | Goldstar FM Ltd | E23/36/12 | 785.40 | | B/O Buckland community center |
| 01/02/2024 | Pear Technology Services Ltd | E23/36/13 | 348.00 | | Technical support |
| 01/02/2024 | Invicta IT Solutions Ltd | DD/Invicta | 1,042.38 | | IT Support |
| 01/02/2024 | CF Corporate Finance Ltd | DD/CF Corp | 81.98 | | postage |
| 01/02/2024 | DVLA Swansea | DD/DVLA | 28.00 | | Road Tax |
| 01/02/2024 | Skoda Financial services | DD/VWFS | 493.24 | | Lease |
| 02/02/2024 | Business Stream | DD/Busines | 87.36 | | water |
| 02/02/2024 | Hutchison 3G Uk Ltd | DD/Three | 47.53 | | phones |
| 02/02/2024 | DVLA Swansea | DC/DVLA | 320.00 | | road tax |
| 02/02/2024 | Business Stream | DD/Busines | 93.69 | | water |
| 05/02/2024 | PSDF | 05.02.24 | 150,000.00 | | transfer |
| 05/02/2024 | CoOP Bank | DD/COOP | 1.00 | | Bank charges |
| 05/02/2024 | CoOp Bank | DD/COOP | 2.10 | | Bank charges |
| 05/02/2024 | CoOp Bank | DD/COOP | 12.00 | | Bank charges |
| 06/02/2024 | EJ Timber | DC/EJ Timb | 196.91 | | Timber |
| 07/02/2024 | Brookside Plant Nursery | DC/Brooksi | 331.47 | | Horticulture |
| 08/02/2024 | Wellingtons | DC/Welling | 23.40 | | Meeting costs |
| 09/02/2024 | Cash Book 5 | E23/37/1 | 174.81 | | Transfer |
| 09/02/2024 | Invicta IT Solutions Ltd | E23/37/2 | 253.77 | | IT Support |
| 09/02/2024 | St Mary's PCC | E23/37/3 | 50.00 | | Cllr Grant |
| 09/02/2024 | Harmer & Sons Ltd | E23/37/4 | 540.00 | | Horticulture |
| 09/02/2024 | William Walker Garden Maintena | E23/37/5 | 140.00 | | Horticulture |
| 09/02/2024 | Kent County Council | E23/37/6 | 182.84 | | photocopier |
| 09/02/2024 | EDF Energy | E23/37/7 | 230.02 | | Electricity |
| 09/02/2024 | WALKERS ARE WELCOME | E23/37/8 | 110.00 | | Donation |
| 09/02/2024 | Pure Cleaning Services | E23/37/9 | 776.40 | | seafront |
| 09/02/2024 | Marks & Spencer | DC/M&S | 55.00 | | Misc. supplies |
| 12/02/2024 | CoOp Bank | DD/COOP | 1.00 | | Bank charges |
| 12/02/2024 | Social Value UK | DC/Socialv | 5.00 | | Donation |
| 13/02/2024 | Rebels Coffee | DC/Rebel | 13.60 | | Meeting costs |
| 13/02/2024 | Marks & Spencer | DC/M&S2 | 30.90 | | Misc. supplies |
| 14/02/2024 | SLCC - CILCA Management | DC/SLCC | 810.00 | | Training |
| 14/02/2024 | The Brain Charity | DC/The Bra | 9.50 | | Equipment |
| 15/02/2024 | Plantex uk technical irrigatio | E23/38/3 | 983.16 | | Edgar Road |
| 15/02/2024 | A Dover District Beekeepers As | E23/38/4 | 100.00 | | Grant |
| 15/02/2024 | William Walker Garden Maintena | E23/38/6 | 226.84 | | Horticulture |

Continued on Page 2

Date: 04/03/2024

Dover Town Council

Page 2

Time: 20:27

Co-Op Current Account

List of Payments made between 01/02/2024 and 29/02/2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|--------------------------------|------------|-------------|----------------|-----------------------------|
| 15/02/2024 | WorkNest Ltd | E23/38/5 | 2,870.88 | | Subscriptions |
| 15/02/2024 | Mrs T Hubbard | E23/38/1 | 314.00 | | Transfer |
| 15/02/2024 | J. Peacock | E23/38/2 | 14.40 | | mileage |
| 16/02/2024 | Capita | DD/PENSION | 5,208.20 | | Salaries |
| 19/02/2024 | D-ENERGI Business Complex | DD/D-Energ | 660.52 | | gas |
| 19/02/2024 | CoOP Bank | DD/COOP | 1.00 | | Bank charges |
| 19/02/2024 | Dover TC | DD/SALARY | 15,018.77 | | Salaries |
| 19/02/2024 | Benenden Healthcare | DD/BENENDE | 51.20 | | Salaries |
| 19/02/2024 | Ecotricity | DD/ECO/ | 22.20 | | Electricity |
| 20/02/2024 | Ecotricity | DD/ECO/MDH | 698.42 | | Electricity |
| 20/02/2024 | Ecotricity | DD/ECO/EDG | 95.28 | | Edgar Road |
| 20/02/2024 | Ecotricity | DD/ECO/FL | 23.30 | | Electricity |
| 22/02/2024 | Folksy Theatre | E23/39/1 | 300.00 | | Events |
| 22/02/2024 | Creature Events | E23/39/2 | 1,500.00 | | Events |
| 22/02/2024 | WorkNest Ltd | E23/39/3 | 196.00 | | insurance |
| 22/02/2024 | Right Guard Security UK Ltd | E23/39/4 | 360.00 | | Annual Key Holder fee |
| 22/02/2024 | Metta Media Ltd T/A ACCLC | E23/39/5 | 3,606.00 | | professional fees |
| 22/02/2024 | William Walker Garden Maintena | E23/39/6 | 165.00 | | Horticulture |
| 22/02/2024 | Key Services South East Ltd | E23/39/7 | 72.00 | | Security |
| 22/02/2024 | Ottewill Silversmith and Jewel | E23/39/8 | 324.00 | | Regalia |
| 22/02/2024 | Charbec Fencing | E23/39/9 | 405.00 | | Allotments |
| 22/02/2024 | Southern Communications Ltd | DD/Souther | 140.58 | | phones |
| 22/02/2024 | HMRC | DD/HMRC | 6,071.23 | | Salaries |
| 26/02/2024 | CoOp Bank | DD/COOP | 1.00 | | Bank charges |
| 26/02/2024 | Starlink Internet Services Ltd | DC/Starlin | 75.00 | | Subscription wifi |
| 27/02/2024 | ScottishPower Group | DC/Scottis | 2,931.38 | | P/Ledger Electronic Payment |
| 29/02/2024 | Suez Recycling & Recovery Hold | DD/Suez | 86.29 | | Waste |
| Total Payments | | | 204,170.62 | | |

Date: 04/03/2024

Dover Town Council

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Time: 20:26

Cash Book 3

List of Payments made between 01/02/2024 and 29/02/2024

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|-------------------|-----------|-------------|----------------|--------------------|
| 05/02/2024 | Poundland | CB3/FEB | 1.45 | | Office sundries |
| 06/02/2024 | Cafe Melange | CB3/FEB | 7.90 | | Office sundries |
| 08/02/2024 | Card Factory | CB3/FEB | 0.99 | | Office sundries |
| 09/02/2024 | Poundland | CB3/FEB | 2.90 | | Office sundries |
| 09/02/2024 | Gift | CB3/FEB | 50.00 | | Office sundries |
| 12/02/2024 | Cleaning | CB3/FEB | 30.00 | | Cleaning |
| 20/02/2024 | Dover Post Office | CB3/FEB | 2.39 | | Office sundries |
| 26/02/2024 | B&M | CB3/FEB | 1.45 | | Office sundries |
| Total Payments | | | 97.08 | | |

Date: 05/03/2024

Dover Town Council

Page 1

Time: 14:48

Cash Book 4

List of Payments made between 01/02/2024 and 29/02/2024

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------|------------------|--------------------|-----------------------|---------------------------|
| 02/02/2024 | DFDS | CB4/FEB | 444.00 | | Travel |
| Total Payments | | | 444.00 | | |

Date: 04/03/2024

Dover Town Council

Page 1

Time: 20:26

Cash Book 5

List of Payments made between 01/02/2024 and 29/02/2024

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------|------------------|--------------------|-----------------------|---------------------------|
| 01/02/2024 | Home Bargains | CB5/FEB | 99.80 | | Horticultural |
| 14/02/2024 | Tesco | CB5/FEB | 50.01 | | Fuel |
| Total Payments | | | 149.81 | | |

05/03/2024

Dover Town Council

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Agenda item 11b)

Month No: 11

Committee Report

| | 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 | 4,385 | 0 | (4,385) | | | 0.0% | |
| Premises and Services :- Income | 4,385 | 0 | (4,385) | | | | 0 |
| 4010 Loan Interest | 18,360 | 18,360 | 0 | | 0 | 100.0% | |
| 4011 Rates | 14,059 | 14,500 | 441 | | 441 | 97.0% | |
| 4012 Water/Sewerage | 502 | 1,700 | 1,198 | | 1,198 | 29.5% | |
| 4014 Electricity | 4,977 | 6,000 | 1,023 | | 1,023 | 83.0% | |
| 4015 TownVehicles | 29,448 | 24,500 | (4,948) | | (4,948) | 120.2% | |
| 4025 Insurance - premises | 10,625 | 7,000 | (3,625) | | (3,625) | 151.8% | |
| 4034 Contract Cleaning | 5,463 | 7,500 | 2,037 | | 2,037 | 72.8% | |
| 4035 Window Cleaning | 1,515 | 2,300 | 785 | | 785 | 65.9% | |
| 4036 Premises Maintenance | 18,467 | 20,000 | 1,533 | 333 | 1,199 | 94.0% | 4,120 |
| 4037 Gas - heating | 4,505 | 7,500 | 2,995 | | 2,995 | 60.1% | |
| 4038 Service/Maint Alarms | 1,687 | 2,500 | 813 | | 813 | 67.5% | |
| 4039 Lift Servicing | 1,265 | 1,800 | 535 | | 535 | 70.3% | |
| 4045 War Memorial Maintenance | 329 | 1,200 | 871 | | 871 | 27.5% | |
| 4046 Town Workshop | 159,369 | 262,000 | 102,631 | 4,106 | 98,525 | 62.4% | |
| 4414 Pencester Pavilion Maintenance | 190 | 1,000 | 810 | 700 | 110 | 89.0% | |
| Premises and Services :- Indirect Expenditure | 270,762 | 377,860 | 107,098 | 5,139 | 101,958 | 73.0% | 4,120 |
| Net Income over Expenditure | (266,377) | (377,860) | (111,483) | | | | |
| 6000 plus Transfer from EMR | 4,120 | | | | | | |
| Movement to/(from) Gen Reserve | (262,257) | | | | | | |
| 102 Staff Costs | | | | | | | |
| 4018 Staff costs | 294,833 | 360,000 | 65,167 | | 65,167 | 81.9% | |
| Staff Costs :- Indirect Expenditure | 294,833 | 360,000 | 65,167 | 0 | 65,167 | 81.9% | 0 |
| Net Expenditure | (294,833) | (360,000) | (65,167) | | | | |
| 103 Administration | | | | | | | |
| 1076 Precept | 894,782 | 894,782 | 0 | | | 100.0% | |
| 1096 Bank Interest | 21,044 | 500 | (20,544) | | | 4208.8% | |
| Administration :- Income | 915,826 | 895,282 | (20,544) | | | 102.3% | 0 |
| 4020 Publications | 34 | 500 | 466 | | 466 | 6.8% | |
| 4021 Telephone | 4,769 | 6,000 | 1,231 | | 1,231 | 79.5% | |
| 4022 Postage | 1,346 | 1,500 | 154 | | 154 | 89.8% | |

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05/03/2024

Dover Town Council

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4023 Office Supplies | 1,919 | 2,000 | 81 | | 81 | 96.0% | |
| 4024 Insurance - general | 14,482 | 11,800 | (2,682) | | (2,682) | 122.7% | |
| 4028 Photocopier | 735 | 1,000 | 265 | | 265 | 73.5% | |
| 4029 Clerk's Meeting Costs | 522 | 600 | 78 | | 78 | 87.1% | |
| 4030 Travel & Subsistence Officers | 306 | 700 | 394 | | 394 | 43.8% | |
| 4031 Staff Development | 5,641 | 8,000 | 2,359 | 75 | 2,284 | 71.4% | |
| 4032 Recruitment | 164 | 500 | 336 | | 336 | 32.7% | |
| 4042 Permits | 1,380 | 2,000 | 621 | | 621 | 69.0% | |
| 4051 Bank Charges | 290 | 250 | (40) | | (40) | 115.9% | |
| Administration :- Indirect Expenditure | 31,587 | 34,850 | 3,263 | 75 | 3,188 | 90.9% | 0 |
| Net Income over Expenditure | 884,239 | 860,432 | (23,807) | | | | |
| 104 Professional Fees & Subs. | | | | | | | |
| 1050 Misc Income | 2,830 | 0 | (2,830) | | | 0.0% | |
| Professional Fees & Subs. :- Income | 2,830 | 0 | (2,830) | | | | 0 |
| 4054 Subscriptions | 3,415 | 3,500 | 85 | | 85 | 97.6% | |
| 4056 Legal & Valuation Advice | 41,269 | 46,000 | 4,731 | | 4,731 | 89.7% | |
| 4057 Audit Fee | 930 | 4,700 | 3,770 | | 3,770 | 19.8% | |
| 4058 Payroll Fee | 2,016 | 2,500 | 484 | | 484 | 80.6% | |
| 4059 Computer Support | 13,129 | 14,500 | 1,371 | | 1,371 | 90.5% | |
| Professional Fees & Subs. :- Indirect Expenditure | 60,759 | 71,200 | 10,441 | 0 | 10,441 | 85.3% | 0 |
| Net Income over Expenditure | (57,929) | (71,200) | (13,271) | | | | |
| 105 Town Council | | | | | | | |
| 4070 Councillors External Expenses | 72 | 500 | 428 | | 428 | 14.3% | |
| 4071 Councillors Training | 467 | 1,600 | 1,133 | | 1,133 | 29.2% | |
| 4072 Gifts & Presentations | 461 | 500 | 39 | | 39 | 92.1% | |
| 4073 Elections/Town Poll | 27,860 | 40,000 | 12,140 | | 12,140 | 69.7% | |
| 4075 TC Functions & Gen Hospitality | 917 | 2,000 | 1,083 | | 1,083 | 45.8% | |
| 4076 Parish Basic Allowance | 9,990 | 10,800 | 810 | | 810 | 92.5% | |
| Town Council :- Indirect Expenditure | 39,766 | 55,400 | 15,634 | 0 | 15,634 | 71.8% | 0 |
| Net Expenditure | (39,766) | (55,400) | (15,634) | | | | |
| 106 Grants & Projects | | | | | | | |
| 4060 Councillor Ward Grants | 3,478 | 9,000 | 5,522 | | 5,522 | 38.6% | |
| Grants & Projects :- Indirect Expenditure | 3,478 | 9,000 | 5,522 | 0 | 5,522 | 38.6% | 0 |
| Net Expenditure | (3,478) | (9,000) | (5,522) | | | | |

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

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 |
| Net Income over Expenditure | (1,742) | (4,500) | (2,758) | | | | |
| <u>501 Marketing & Publicity</u> | | | | | | | |
| 4501 Communications/Consultations | 2,305 | 5,000 | 2,695 | | 2,695 | 46.1% | |
| Marketing & Publicity :- Indirect Expenditure | 2,305 | 5,000 | 2,695 | 0 | 2,695 | 46.1% | 0 |
| Net Expenditure | (2,305) | (5,000) | (2,695) | | | | |
| Finance & General Purposes :- Income | 923,080 | 895,282 | (27,798) | | | 103.1% | |
| Expenditure | 705,271 | 917,810 | 212,539 | 5,214 | 207,325 | 77.4% | |
| Net Income over Expenditure | 217,809 | (22,528) | (240,337) | | | | |
| plus Transfer from EMR | 4,120 | | | | | | |
| Movement to/(from) Gen Reserve | 221,929 | | | | | | |
| Planning | | | | | | | |
| <u>201 Planning</u> | | | | | | | |
| 4201 Planning | 0 | 500 | 500 | | 500 | 0.0% | |
| Planning :- Indirect Expenditure | 0 | 500 | 500 | 0 | 500 | 0.0% | 0 |
| Net Expenditure | 0 | (500) | (500) | | | | |
| Planning :- Income | 0 | 0 | 0 | | | 0.0% | |
| Expenditure | 0 | 500 | 500 | 0 | 500 | 0.0% | |
| Movement to/(from) Gen Reserve | 0 | | | | | | |
| Civic and Special Projects | | | | | | | |
| <u>110 Mayoral Costs</u> | | | | | | | |
| 4101 Mayoral Expense of Office | 5,033 | 6,150 | 1,117 | | 1,117 | 81.8% | |
| 4102 Mayor's Hospitality | 1,284 | 1,500 | 216 | | 216 | 85.6% | |
| 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 | 290 | 250 | (40) | | (40) | 116.0% | |

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4113 Uniforms | 0 | 100 | 100 | | 100 | 0.0% | |
| Mayoral Costs :- Indirect Expenditure | 7,983 | 9,800 | 1,817 | 0 | 1,817 | 81.5% | 0 |
| Net Expenditure | (7,983) | (9,800) | (1,817) | | | | |
| 111 Mayoral Charity Fundraising | | | | | | | |
| 1113 Mayor's Charitable events | 280 | 0 | (280) | | | 0.0% | |
| Mayoral Charity Fundraising :- Income | 280 | 0 | (280) | | | | 0 |
| 4150 Mayor's Charitable events | 50 | 0 | (50) | | (50) | 0.0% | |
| Mayoral Charity Fundraising :- Indirect Expenditure | 50 | 0 | (50) | 0 | (50) | | 0 |
| Net Income over Expenditure | 230 | 0 | (230) | | | | |
| 301 Civic Functions | | | | | | | |
| 4301 Remembrance Sunday | 2,026 | 2,500 | 474 | | 474 | 81.0% | |
| 4302 Zeebrugge Raid Commemorations | 2,108 | 2,500 | 392 | 20 | 372 | 85.1% | |
| 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 | 20 | 3,796 | 57.0% | 0 |
| Net Expenditure | (5,009) | (8,825) | (3,816) | | | | |
| 302 Custodial Costs | | | | | | | |
| 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 |
| Net Expenditure | (4,651) | (3,500) | 1,151 | | | | |
| 303 Town Events | | | | | | | |
| 1050 Misc Income | 1,430 | 0 | (1,430) | | | 0.0% | |
| Town Events :- Income | 1,430 | 0 | (1,430) | | | | 0 |
| 4063 Events/Activities Facilitation | 35,925 | 42,000 | 6,075 | 5,259 | 816 | 98.1% | |
| 4412 Festival Lights | 24,194 | 35,000 | 10,806 | 8,963 | 1,843 | 94.7% | |
| Town Events :- Indirect Expenditure | 60,119 | 77,000 | 16,881 | 14,222 | 2,659 | 96.5% | 0 |
| Net Income over Expenditure | (58,689) | (77,000) | (18,311) | | | | |

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>601 Special Projects</u> | | | | | | | |
| 4421 Sports/Health Development Fund | 36,661 | 50,000 | 13,339 | 3,344 | 9,996 | 80.0% | 2,850 |
| Special Projects :- Indirect Expenditure | <u>36,661</u> | <u>50,000</u> | <u>13,339</u> | <u>3,344</u> | <u>9,996</u> | <u>80.0%</u> | <u>2,850</u> |
| Net Expenditure | <u>(36,661)</u> | <u>(50,000)</u> | <u>(13,339)</u> | | | | |
| 6000 plus Transfer from EMR | 2,850 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(33,811)</u> | | | | | | |
| Civic and Special Projects :- Income | 1,710 | 0 | (1,710) | | | 0.0% | |
| Expenditure | 114,472 | 149,125 | 34,653 | 17,586 | 17,067 | 88.6% | |
| Net Income over Expenditure | <u>(112,762)</u> | <u>(149,125)</u> | <u>(36,363)</u> | | | | |
| plus Transfer from EMR | 2,850 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(109,912)</u> | | | | | | |
| <u>Community and Services</u> | | | | | | | |
| <u>304 Tourism</u> | | | | | | | |
| 1050 Misc Income | 2,802 | 0 | (2,802) | | | 0.0% | |
| 1109 Tourism income | 0 | 2,500 | 2,500 | | | 0.0% | |
| Tourism :- Income | <u>2,802</u> | <u>2,500</u> | <u>(302)</u> | | | <u>112.1%</u> | <u>0</u> |
| 4338 Destination Dover Project | 34,970 | 30,000 | (4,970) | 1,056 | (6,026) | 120.1% | 5,000 |
| Tourism :- Indirect Expenditure | <u>34,970</u> | <u>30,000</u> | <u>(4,970)</u> | <u>1,056</u> | <u>(6,026)</u> | <u>120.1%</u> | <u>5,000</u> |
| Net Income over Expenditure | <u>(32,168)</u> | <u>(27,500)</u> | <u>4,668</u> | | | | |
| 6000 plus Transfer from EMR | 5,000 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(27,168)</u> | | | | | | |
| <u>305 Dover Cycle Scheme</u> | | | | | | | |
| 1050 Misc Income | 759 | 0 | (759) | | | 0.0% | |
| Dover Cycle Scheme :- Income | <u>759</u> | <u>0</u> | <u>(759)</u> | | | | <u>0</u> |
| 4340 Dover Cycle Scheme expenditure | 1,595 | 0 | (1,595) | | (1,595) | 0.0% | |
| Dover Cycle Scheme :- Indirect Expenditure | <u>1,595</u> | <u>0</u> | <u>(1,595)</u> | <u>0</u> | <u>(1,595)</u> | | <u>0</u> |
| Net Income over Expenditure | <u>(836)</u> | <u>0</u> | <u>836</u> | | | | |
| <u>401 Community Projects and Support</u> | | | | | | | |
| 1060 Grants Received | 2,000 | 0 | (2,000) | | | 0.0% | |
| Community Projects and Support :- Income | <u>2,000</u> | <u>0</u> | <u>(2,000)</u> | | | | <u>0</u> |

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4401 Horticultural | 9,107 | 12,000 | 2,893 | | 2,893 | 75.9% | |
| 4422 Town Regeneration & Developmnt | 112,282 | 120,000 | 7,718 | | 7,718 | 93.6% | 1,127 |
| 4427 Public Conveniences | 7,886 | 10,000 | 2,114 | | 2,114 | 78.9% | 4,162 |
| Community Projects and Support :- Indirect Expenditure | 129,276 | 142,000 | 12,724 | 0 | 12,724 | 91.0% | 5,289 |
| Net Income over Expenditure | (127,276) | (142,000) | (14,724) | | | | |
| 6000 plus Transfer from EMR | 5,289 | | | | | | |
| Movement to/(from) Gen Reserve | (121,987) | | | | | | |
| 402 Allotments | | | | | | | |
| 1060 Grants Received | 6,000 | 0 | (6,000) | | | 0.0% | |
| 1080 Allotments | 18,362 | 15,000 | (3,362) | | | 122.4% | |
| 1081 Allotment Water Charges | (83) | 0 | 83 | | | 0.0% | |
| Allotments :- Income | 24,279 | 15,000 | (9,279) | | | 161.9% | 0 |
| 4430 Allotments maintenance | 12,272 | 14,000 | 1,728 | 1,797 | (69) | 100.5% | |
| Allotments :- Indirect Expenditure | 12,272 | 14,000 | 1,728 | 1,797 | (69) | 100.5% | 0 |
| Net Income over Expenditure | 12,007 | 1,000 | (11,007) | | | | |
| 403 Town Open Spaces | | | | | | | |
| 1050 Misc Income | 3,933 | 0 | (3,933) | | | 0.0% | |
| Town Open Spaces :- Income | 3,933 | 0 | (3,933) | | | | 0 |
| 4408 High Meadow maint/dev | 28,449 | 30,000 | 1,551 | | 1,551 | 94.8% | |
| 4411 Western Heights Amenity Field | 1,450 | 1,000 | (450) | | (450) | 145.0% | |
| Town Open Spaces :- Indirect Expenditure | 29,899 | 31,000 | 1,101 | 0 | 1,101 | 96.4% | 0 |
| Net Income over Expenditure | (25,966) | (31,000) | (5,034) | | | | |
| Community and Services :- Income | 33,773 | 17,500 | (16,273) | | | 193.0% | |
| Expenditure | 208,012 | 217,000 | 8,988 | 2,853 | 6,136 | 97.2% | |
| Net Income over Expenditure | (174,238) | (199,500) | (25,262) | | | | |
| plus Transfer from EMR | 10,289 | | | | | | |
| Movement to/(from) Gen Reserve | (163,949) | | | | | | |

Accounts y/e committments

Continued over page

05/03/2024

Dover Town Council

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>999 y-end committments</u> | | | | | | | |
| 9993 Y/end committments 16/17 | 0 | 0 | 0 | 8,544 | (8,544) | 0.0% | |
| 9994 Year end committments 2024/25 | 0 | 0 | 0 | 11,248 | (11,248) | 0.0% | |
| 9995 Year end committments 22/23 | 0 | 0 | 0 | 13,217 | (13,217) | 0.0% | |
| y-end committments :- Indirect Expenditure | 0 | 0 | 0 | 33,009 | (33,009) | | 0 |
| Net Expenditure | 0 | 0 | 0 | | | | |
| Accounts y/e committments :- Income | 0 | 0 | 0 | | | 0.0% | |
| Expenditure | 0 | 0 | 0 | 33,009 | (33,009) | 0.0% | |
| Movement to/(from) Gen Reserve | 0 | | | | | | |
| Grand Totals:- Income | 958,563 | 912,782 | (45,781) | | | 105.0% | |
| Expenditure | 1,027,754 | 1,284,435 | 256,681 | 58,662 | 198,019 | 84.6% | |
| Net Income over Expenditure | (69,191) | (371,653) | (302,462) | | | | |
| plus Transfer from EMR | 17,259 | | | | | | |
| Movement to/(from) Gen Reserve | (51,932) | | | | | | |



DOVER TOWN COUNCIL

Report to: Full Town Council
Meeting date: 20th March 2024

From: Councillor John Bird & Councillor Rebecca Sawbridge
Date written: 11 March 2024

Subject: CLIFFS OF SANCTUARY

1. INTRODUCTION

The Town Councils City of Sanctuary Champions, Rebecca Sawbridge and John Bird have been working to build community links that aim to ensure as much coordinated help as possible for vulnerable people including Migrants.

Following the resolution to fund a meeting that would assist with the setting up of a local group called Cliffs of Sanctuary, an event was duly held on Tuesday 20th February at St Marys Church Hall, Dover. Below is a report of that meeting from one of the organisers Joy Stephens. Joy's report, which is for noting, is covered in Section 2 below. Section 3 contains suggestions from the City of Sanctuary Champions about future activities for the Town Council which will require a decision from members.

2. INFORMATION

Purpose of Cliffs of Sanctuary

Cliffs of Sanctuary's overall goal is to foster a more compassionate and humane attitude towards sanctuary-seekers throughout Dover district. The purpose of the Information Evening was two-fold:

1. To introduce Cliffs of Sanctuary and our mother organisation City of Sanctuary; to share our vision, aims and action plan; and to provide a platform for Dover Town Council and Deal Town Council to share their resolution and plan of action for becoming recognized Towns of Sanctuary.
2. To begin to build a sustainable 'sanctuary' movement in Dover area leading towards our overall goal and specifically to achieve;
 - a) The buy-in from a network of partner or sympathetic organisations and community groups.
 - b) The building of a group of committed individual supporters and volunteers.

Outcomes

Dover Town Council funded the holding and marketing of the initial meeting regarding the City of Sanctuary movement on the understanding that other organisations participating would be required to help fund the initiative in the future.

Forty-three guests attended, including ten councillors from four different councils (Dover Town, Deal Town, Walmer Town, Dover District); representatives of key agencies working in the field of refugees, along with faith groups, community groups and societies:-

- Care4Calais
- DARA (3)
- Deal for Peace
- Deal Town Council
- Deal Library
- Dover Arts Development
- Dover Asylum Resettlement Team (2)
- Dover Big Local
- Dover District Council (2)
- Dover Mosque
- Dover Town Council (5)
- Dover Town Team (Churches)
- Jewish Voice for Peace
- Kent Cricket Community Trust
- Migrant Help
- River Methodists
- Samphire (5)
- Seeking Sanctuary (Deal)
- Unitarian Church, Dover
- Walmer Town Council (2)

Twelve persons signed *individual* Pledges of support, and 5 agencies filled in a feedback form outlining their interest to sign a Pledge and cooperate. Two faith groups and the Deal/Dover Library have informally indicated a potential interest in becoming a 'stream' of sanctuary. In addition councillors from Walmer Town Council have informally indicated an interest in following the lead of Dover and Deal Town Councils.

Analysis ref aims

We were delighted by the turn-out from Councillors and agencies. People showed interest and many hung around afterwards to engage in conversation with each other, this part of the evening being as useful as the formal part.

We feel the Evening more than fulfilled its primary purpose. In terms of its secondary purpose, namely to begin to build a sustainable movement for 'sanctuary' in Dover area, we have made a start on (2a) bringing together agencies/organisations and community groups. We have received expressions of interest in collaboration from DART (DDC) and Migrant Help (in addition to pre-existing Samphire) and Kent Coast Volunteering. We are also talking with Dover Outreach Centre. And we have many more who by their presence have indicated an interest in our aims. Two faith groups and Deal/Dover Library have expressed interest in learning more about becoming a 'stream of sanctuary'. There is an informal expression of interest by individual councillors of Walmer Town Council to becoming a Town of Sanctuary.

Our main regret is that we didn't have the time to allow all the agencies present to speak about what they are currently doing in the field of sanctuary.

In summary, it is a good start, but only a start; we will need to work hard to build momentum.

Next steps

1. To keep up momentum, we tentatively plan to hold a follow-up meeting for agencies/institutions in late May. On this occasion we will give the floor to each of those interested to share what they are doing.
2. Meanwhile, we are following up opportunities for specific collaboration with the relevant agencies.
3. We cannot respond to all those opportunities without recruiting more volunteers. Currently, we are a tiny core group of 6 persons, of whom 3 play a purely advisory/trustee role, which leaves three of us doing the 'work'. This means our next focus must be on building up our strength. What remains is to attract more individual supporters, and especially those willing to commit some volunteer hours. We have around 20 persons who have signed a Pledge form, but this denotes 'moral' support, not volunteer hours. We believe such people exist, and we are hopeful that our International Women's Day event on March 9th and similar but smaller activities in the future, will pull in new supporters and volunteers. Meanwhile, we have to be patient. We cannot run before we can walk.
4. We shall be supporting Samphire in this year's Multi-Cultural Festival in Dover on June 29th; and separately hope to work with Deal Town Council (and possibly Dover?) to put on a display for Refugee Week.
5. At some point in the next few months, we may pursue the Walmer opportunity, and possibly put out feelers towards DDC.
6. We are hoping to organise a fund-raising event and in addition may pursue small grants through Dover and Deal Town Councils with regard to specific activities which may meet the criteria for such a grant. We recognise such applications would be considered separately and on their own merit.

3. DECISION

Town Council is asked to resolve the following :-

1. That the Town Council Champions be asked to explore ways that Dover Town Council can assist with next steps 4 above.
2. We invite a speaker from Migrant Help, an organisation that has worked in Dover since 1963, to address the Council about the work of Migrant Help.

Town Council report by Edward Biggs, Portfolio Holder for Planning and the Built Environment

Waste

The transition from green sacks to bins is progressing well, with currently circa 7,000 subscriptions, which is on target with the previous years of take-up at this time of year, this bodes well for the approach we have made of introducing the change of service which had been previously delayed although part of the contract with Veolia. And the very real threat to the service in relation to Health and Safety issues regarding overloaded sacks.

I am pleased to report within that figure circa 500 are new subscribers, who obviously have no issue with change from sacks to bins. Also, over 100 households have taken up our offer of a free composter.

Preparations are now being made for the Spring high-speed road cleanse, we are looking at how we can get better coordination with highways for access to the high-speed road network, this was highlighted recently with the lost opportunity during the recent barrier replacement on the A20.

Additionally, the access to the A20 from the roundabout at Folkestone Road via a gate and slip road is a missed opportunity to manage temporary closure for the much-needed clean-up of the verges, the head of service is contacting officers in highways to try to enable that facility.

The Leader of the Council has sent a letter to the Secretary of State of Transport to re-designate the A2 and A20 leading to the Port of Dover to 'Special Road' status which would result in the litter clearing of these Nationally vital routes becoming the responsibility of National Highways although I understand this request has been made numerous times in the past, it would appear that this may be the only way to ensure that these roads are kept clear from the unsightly detritus which results from the millions of vehicles who use these roads for access to the Port.

Planning

The Betteshanger applications for the Surf Lagoon and the Hotel have now been approved by the Planning Committee, these applications have attracted a lot of attention with major concerns about the Ecology of the site.

DDC planning officers have put considerable work in preparing a 186-page report which covered all the material considerations of what is a very unique site. The key issues were mitigation of the Ecology of the site, no building will be able to be started until the developer has satisfied Natural England that all aspects of the mitigation has been satisfied, in the event this cannot be achieved the planning approval will lapse

The exciting Beacon project is now moving forward for consideration by the planning committee this is a challenging project in a challenging location and it is encouraging to see that so much consideration has been given to the form and function of this building which is designed to become a landmark for Dover

Halsbury Homes have withdrawn their appeal, which was in relation to their contribution to the improvements to the Whitfield Roundabout, this has been a difficult case for Officers and has involved a considerable amount of time and cost, which threatened to delay implementation of the Local Plan as the improvement of the roundabout is a key element to enable the Whitfield expansion. Although this is welcome news it still needs to be resolved of what contribution can be negotiated with Halsbury Homes, we hope they will recognise that the residents of the district need this resolved as soon as possible with a fair outcome.

The local plan is progressing well with positive feedback from the hearing sessions, with only 2 modifications a removal of a site of 10 houses at St Margarets and an amendment of policy wording for Elvington and Eythorne.

It has also been agreed that the Whitfield Urban Expansion masterplan, can be updated with an outline application for the remainder of the site. With one remaining outstanding matter relating to air quality which we await further advice from Natural England.

DRAFT - DOVER TOWN COUNCIL PROGRAMME OF MEETINGS FOR THE 2024/25 MUNICIPAL YEAR

(Adopted by the Town Council on XXXXX 2024 - Min No. XXX)

| Committee | 2024 | | | | | | | 2025 | | | | | |
|---|--|-------------|-------------|------------|-------------|-------------|-----------------|------------|--|-------------|-------------|-------------|--|
| | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
| Town Council (Secretary to the Council) | 29 (Thurs) Statutory Annual Meeting (Mayor- making) | | 10 (Wed) | | 18 (Wed) | | 13 (Wed) | | 15 (Wed) <i>(Budget Meeting)</i> | | 12 (Wed) | | 14 (Wed) 30th Statutory Annual Meeting (Mayor- making) |
| Finance & General Purposes (Customer Events Team Leader) | | 10 (Mon) | 15 (Mon) | | | 21 (Mon) | | 2 (Mon) | | 17 (Mon) | | 7 (Mon) | |
| Planning (Land & Communities Officer) | | 24 (Mon) | 29 (Mon) | 5 (Mon) | 2 (Mon) | 7 (Mon) | 4 & 25 (Mon) | | 27 (Mon) | 24 (Mon) | 17 (Mon) | 28 (Mon) | |
| Community and Services (Land & Communities Officer) | | 17 (Mon) | 24 (Wed) | | | 30 (Wed) | | 4 (Wed) | | 5 (Wed) | | 2 (Wed) | |
| Civic and Special Projects (Customer Events Team Leader) | | 3 (Mon) | 1 (Mon) | | | 14 (Mon) | | 9 (Mon) | | 10 (Mon) | | 14 (Mon) | |
| Annual Town Meeting | 1 (Wed) | | | | | | | | | | | | 7 (Wed) |

