

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

DATE OF ISSUE:
11th October 2023

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the CIVIC & SPECIAL PROJECTS COMMITTEE will be held at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent. CT16 1DW on **MONDAY 16th OCTOBER 2023** at 6.00pm when the business shown on the agenda below will be transacted.

Any member of the public who requires further information, wishes to make representations to the Committee, or has any special requirements in respect of this meeting please contact Ms Allison Burton, Town Clerk, on 01304 242625.

Allison Burton
TOWN CLERK

The Press and Public are welcome to attend.

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 of the Committee.

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 note the approved Minutes of the meeting of the Civic & Special Projects Committee held on the 31st July as resolved at the Full Town Council Meeting, 20th September 2023, Minute No: 73.

4. PROGRESS SHEETS

To note that there are no outstanding items concerning resolutions made by the Civic & Special Project's Committee during 2023/24.

5. **BUDGET**

- 5a) To note the latest out-turn of the Committee's 2023/24 budget (Copy attached).
(Pages 3 to 4)
- 5b) To note the 2024/25 budget process is underway. Members wishing to make representations should contact the Chair of the committee. The Town Council budget will be resolved at the Full Town Council meeting on Wednesday 17th January 2024.

6. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

To consider the following applications for financial assistance:

- 6a) Emmaus Dover Ltd (£5,090); (Pages 5 to 14)
- 6b) Deal Music & Arts Limited (£2,500); (Pages 15 to 24)

(Grant applications & evaluation forms attached, supporting documentation available to view in the office).

7. **CIVIC GUIDE**

To consider the Chairperson of the Council's report dated 11th October 2023 concerning a review of the Civic Guide (Copy attached) (Pages 25 to 42).

8. **POLLING DISTRICT REVIEW 2023**

To note, the Polling District Review for 2023. Councillor feedback to the Town Clerk to inform Dover Town Council response to proposals. (Copy attached) (Pages 43 to 52)

9. **INFORMATION ITEMS**

To note that no information items have been received.

10. **DATE OF NEXT MEETING**

To note that the next meeting of the Civic & Special Projects Committee will be held on Monday 5th February 2024 @ 6pm.

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.

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.

11/10/2023

Dover Town Council

Page 1

10:58

Detailed Income & Expenditure by Budget Heading 11/10/2023

Month No: 6

Committee Report

AGENDA ITEM 5A

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Civic and Special Projects							
110 Mayoral Costs							
4101 Mayoral Expense of Office	3,410	6,150	2,740		2,740	55.5%	
4102 Mayor's Hospitality	1,043	1,500	457		457	69.6%	
4103 Chaplain's Allowance	0	200	200		200	0.0%	
4104 Mayor Making	526	1,600	1,074		1,074	32.8%	
4105 Badges of Office	20	250	230		230	8.0%	
4113 Uniforms	0	100	100		100	0.0%	
Mayoral Costs - Indirect Expenditure	4,999	9,800	4,801	0	4,801	51.0%	0
Net Expenditure	(4,999)	(9,800)	(4,801)				
111 Mayoral Charity Fundraising							
1113 Mayor's Charitable events	160	0	(160)			0.0%	
Mayoral Charity Fundraising - Income	160	0	(160)				0
4150 Mayor's Charitable events	50	0	(50)		(50)	0.0%	
Mayoral Charity Fundraising - Indirect Expenditure	50	0	(50)	0	(50)		0
Net Income over Expenditure	110	0	(110)				
301 Civic Functions							
4301 Remembrance Sunday	0	2,500	2,500	1,960	540	78.4%	
4302 Zeebrugge Raid Commemorations	2,108	2,500	392		392	84.3%	
4304 Other Links/Functions	875	1,500	625		625	58.3%	
4305 Civic Hospitality	0	1,000	1,000		1,000	0.0%	
4307 Statutory Annual Town Meeting	0	500	500		500	0.0%	
4308 Honorary Freeman	0	325	325		325	0.0%	
4309 Civic Twinning	0	500	500		500	0.0%	
Civic Functions - Indirect Expenditure	2,983	8,825	5,842	1,960	3,882	56.0%	0
Net Expenditure	(2,983)	(8,825)	(5,842)				
302 Custodial Costs							
4311 Insurance - Civic Regalia	4,151	3,000	(1,151)		(1,151)	138.4%	
4313 Repairs	1,150	500	(650)		(650)	230.0%	
Custodial Costs - Indirect Expenditure	5,301	3,500	(1,801)	0	(1,801)	151.4%	0
Net Expenditure	(5,301)	(3,500)	1,801				

Continued over page

11/10/2023

Dover Town Council

Page 2

10:58

Detailed Income & Expenditure by Budget Heading 11/10/2023

Month No: 6

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Town Events							
1050 Misc Income	1,035	0	(1,035)			0.0%	
Town Events :- Income	1,035	0	(1,035)				0
4063 Events/Activities Facilitation	11,142	42,000	30,858	18,671	12,188	71.0%	
4412 Festival Lights	9,465	35,000	25,535	9,597	15,938	54.5%	
Town Events :- Indirect Expenditure	20,607	77,000	56,393	28,268	28,126	63.5%	0
Net Income over Expenditure	(19,572)	(77,000)	(57,428)				
601 Special Projects							
4421 Sports/Health Development Fund	23,767	50,000	26,233	10,475	15,759	68.5%	
Special Projects :- Indirect Expenditure	23,767	50,000	26,233	10,475	15,759	68.5%	0
Net Expenditure	(23,767)	(50,000)	(26,233)				
Civic and Special Projects :- Income	1,195	0	(1,195)			0.0%	
Expenditure	57,706	149,125	91,419	40,702	50,716	66.0%	
Movement to/(from) Gen Reserve	(56,511)						
Grand Totals :- Income	1,195	0	(1,195)			0.0%	
Expenditure	57,706	149,125	91,419	40,702	50,716	66.0%	
Net Income over Expenditure	(56,511)	(149,125)	(92,614)				
Movement to/(from) Gen Reserve	(56,511)						

P5
GRANT EVALUATION

AGENDA ITEM 6A

NAME OF APPLICANT:	Emmaus Dover		
DATE OF APPLICATION:	27 th July 2023		
AMOUNT APPLIED FOR:	£5,090	TOTAL VALUE OF PROJECT	£5,090
PROJECT NAME:	Extension of Weekly Hours to Community Support Worker		
STATUTORY POWER FOR PAYMENT: (To be noted in minute if LGA 72 S137)	LGA 1972 S145		
COUNCIL'S AIMS/OBJECTIVES RELATING TO THE PROJECT:	N/A		
ALL SUPPORTING DOCUMENTATION RECEIVED:		YES	
SUPPORTING DOCUMENTATION NOT RECEIVED:	N/A		
<p>OTHER COMMENTS:</p> <ul style="list-style-type: none"> • Dover Town Council has supported Emmaus Dover with £7,366.14 since 1997/98; • Emmaus Dover give support, meaningful work experience and training in their own social enterprises for up to 27 men & women that have previously experienced homelessness, poverty, social exclusion and a lack of opportunities; • The financial assistance request of £5,090 is to increase the weekly hours of the Community Support Worker, from 22.5 hours per week to 30 hours per week (extra 7.5 hours per week for 48 weeks). The requested assistance would include both N.I & Pension contributions; • The current 22.5 hours per week for the Community Support Worker is broken down as 2 full days and 2 half days between Monday – Thursday. The additional 7.5 hours would enable the Community Support Worker to work 3 full days and 2 half days, meaning they would be on site & available to provide support to the Companions Monday – Friday; • The decision to increase the hours of the Community Support Worker, was following a review of Companion services with both staff & Companions and it was felt that not having any support on a Friday left the Companions feeling isolated at times. Plus, the day to day needs of the Companions have increased since Covid and the extra day would allow the Community Support Worker more time to meet the support needs of all the Companions staying at Emmaus Dover; • Current funds held with Emmaus Dover are unable to be allocated to the extra hours required for the Community Support Worker, as they have been designated by their trustees to fund any shortfall towards a large capital project currently happening. However, after the 12-month period of the grant paying for the 			

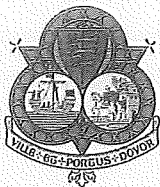
extended hours of the Community Support Worker, Emmaus Dover would be in the position to fund these hours themselves as the capital works would have been completed;

- Emmaus Dover have applied to a further 2 bodies to request funding for this project, both asked for the full amount of £5,090, these are:
 - i) National Lottery Awards for All - (Outcome received - Declined);
 - ii) Whitehead Monckton Charitable Foundation - (To hear October 2023);
- The Charities public acknowledgement of the Town Council's support would be to issue a press release to the local media and use their social media pages to publicise the support received. Emmaus Dover would also welcome a member of the Town Council to visit them for a cheque presentation.

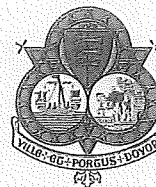
Recommendation:

- Subject to any grant being awarded, that authorisation for payment be delegated to the Proper Officer in consultation with the Chairperson of the Committee;
- That subject to a grant being resolved, that the costs be allocated from the Sports / Health Development Fund provision in the Committee's 2023/24 budget.

OFFICER'S NAME:	Mrs Tracey Hubbard
OFFICER'S SIGNATURE:	
DATE:	23 rd August 2023



P7
DOVER TOWN COUNCIL



**Grant Application Form
for grants over £250**

A: APPLICATION SUMMARY

Name of organisation: Emmaus Dover

Registered Charity No (if applicable):
1047354

Registered Company No (if applicable):
3066614

Please note: If your application is successful, cheques will be made payable to the ABOVE.

Address of organisation:

Archcliffe Fort,
Archcliffe Road
Dover, Kent CT17 9EL

Fax:

Name of contact: Debra Stevenson

Telephone: 01304 204550

Email:

fundraisingdover@emmaus.org.uk

Address of contact (if different from above): N/A

Reason for application – brief project/event description:

We are applying for a grant of £5,090 to fund the extension of the weekly hours of our Community Support Worker to enable us to provide a higher level of support to our Companions.

How much is requested from Dover Town Council?

£5,090

Total project/event cost (if applicable):

£5,090

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation detailed above and that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Signed:

Date: 27/07/2023

Name (Block capitals): MRS DEBRA STEVENSON

Status (e.g. Chairperson, Secretary): COMMUNITY MANAGER

Please note: The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

B: THE ORGANISATION

Name and address of Chairperson and Secretary (or two board members/trustees):

Chairperson:

Name: Andrew Eberlein

Address: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Daytime Telephone No. [REDACTED]

Email: [REDACTED]

Secretary:

Name: Daniel Wood

Address:

[REDACTED]

[REDACTED]

Daytime Telephone No. [REDACTED]

Email: [REDACTED]

What is the main purpose of your organisation?:

Emmaus Dover is a charity that provides accomodation, support and meaningful work experience and training in our own social enterprises for up to 27 men and women that have previously experienced homelessness, poverty, social exclusion and a lack of opportunities.

If your organisation is a club with membership, please provide the following details:

Membership:

Number of adult members:

Number of junior members:

Number of members resident in the Town of Dover (NB Town NOT District):

Number of adult members:

Number of junior members:

Does your club charge for membership? Yes: ☐ No: ☐

If yes, please supply details of the membership scheme and charges applicable:

What Activities are available for members?

Is club membership restricted in any way? If yes please provide details:

Is your club/body affiliated to any national or local organisation e.g. Sports Council? If yes please provide details:

Please complete parts C to E if all or part of your application is for a special project or event.

C: THE PROJECT / EVENT / ACTIVITY

Project/Event/Activity title:

Proving extra support for our Companions

Description and aims of project/event/activity (please show how it will benefit the people of Dover):

The main focus of Emmaus Dover is providing our Companions with a warm, safe and secure home for as long as they need it. This stable environment allows them to settle and take stock. Alongside daily support, regular meals and access to a variety of local health services, we empower Companions to help themselves; fostering confidence, self-worth and dignity as they journey towards future employment and independent living.

Many of our Companions have led very chaotic lifestyles and are more likely than their peers to have experienced mental health issues; bereavement; family or relationship breakdown; substance dependency; unemployment or loss of employment; experience of the care system and serving a custodial sentence. This results in them becoming isolated and marginalised from society which can exacerbate feelings of loneliness and depression. Furthermore; people that have been homeless frequently suffer from low self-areas; such as self-esteem; self-respect; self-confidence and self-efficacy.

To aid their progress; our part-time Community Support Worker provides crucial daily emotional and practical assistance. They develop personalised support plans; ensuring access to health care; mental health services; counselling; family support; and specialised programmes for substance recovery. Companions also receive training in daily living skills; abstinence support; budgeting; and opportunities for education and social engagement to prepare them for independent living and employment when they are ready to move on from our community.

We are seeking an increase in the complexity of mental health needs of Companions joining Emmaus Dover. We want to provide a higher level of support for them all by increasing the hours of our Community Support Worker from 22.5hrs per week to 30hrs per week. We are seeking a grant of £5,090 to fund the increase in salary; NI and pension costs for a period of 12 months please.

We are currently undertaking a large capital project at the Archcliffe Fort which involves converting an old warehouse building into a new modern retail space. Once complete, it will double the size of our retail offering. While the work is taking place, we have moved to a temporary site on Channel View Road and expect to be here for up to six months. The work is expected to cost £726,000 and we have raised £680,000 towards it to date. The trustees have agreed to fund any deficit in funding from the reserves of the charity. As a result, we are asking for a grant to fund the additional hours of our Community Support Worker while our reserves are directed towards the capital project. After the 12-month period has ended, we will fund the additional hours from our own charitable income.

When will the project/event or activity take place?

We would like to start the project in September, 2023.

D: FINANCIAL DETAILS

Estimated total cost:

£5,090

Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):

<i>Income for Project</i>	£
TOTAL INCOME	£

<i>Expenditure for Project</i>	£
£12.10ph x 7.5 hours per week x 48 weeks	£4,356
NI Contribution	£602
Pension Contribution	£132
TOTAL EXPENDITURE	£5,090

TOTAL INCOME LESS TOTAL EXPENDITURE	£5,090
--	---------------

Will your organisation be contributing any 'in kind' volunteer work or materials? If so please give details:

N/A

E: ADDITIONAL INFORMATION**Additional information/comments:**

In the 12 months to March 2023:

- We received 56 referrals received from local council services, probation services, voluntary organisations, refugee networks and other Emmaus communities across the UK
- We provided 8321 days of accommodation for 43 individuals.
- We provided 198 days of solidarity for 6 Companions that were not eligible for public recourse
- Our average occupancy rate was 90% and at times we had to operate a waiting list for places
- 13 Companions completed successful move ons including into paid employment and secure accommodation.
- A further 3 moved on to live at other Emmaus communities in the UK.
- 43% stayed with us for more than 12 months.
- 85% were age between 40-70
- 25% of Companions had previously served a custodial sentence.
- 6% of Companions had previously served in the military.
- 82,317 hours of meaningful work completed by Companions. A value of £857,743 based on the 2022 National Living Wage of £10.42 per hour.
- 388 hours of voluntary and solidarity work donated by Companions to the local community

F: COUNCILLOR GRANT SCHEME

IF YOU ARE APPLYING FOR A GRANT UNDER THE COUNCILLOR GRANT SCHEME PLEASE COMPLETE THE FOLLOWING:

Councillor Grant Scheme: (TO BE FILLED IN BY THE APPLICANT)

If your grant application is being made under the Town Council's "Councillor Grant Scheme" please tell us which Councillor/s is/are supporting your grant and which ward(s) this will benefit

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

P12

Please note that the Town Council will take account of Best Value, its obligation to promote equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance. Information may be provided on a separate sheet if necessary.

1. Have you enclosed a copy of your latest audited or independently examined accounts?

YES

☒

N/A

☐

If you have ticked Not Applicable, please explain why.

2. Have you enclosed a copy of your latest bank/building society/other investment accounts statements?

YES

☒

N/A

☐

If you have ticked Not Applicable, please explain why.

3. Please confirm that statutory obligations under the Human Rights Act have been considered. See link below:

(<http://www.direct.gov.uk/en/Governmentcitizensandrights/Yourrightsandresponsibilities>)

YES

☒

4. Please confirm that statutory obligations under the Equalities Legislation have been considered. See link below:

(<http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/>)

YES

☒

5. Please confirm that you have considered all health and safety issues for this project/event, obtained appropriate insurance and carried out risk assessments for all relevant areas. See link below:

(<http://www.hse.gov.uk/pubns/raindex.htm>)

YES

☒

N/A

☐

6. Please confirm that you have considered the environmental effects of this project (recycling of rubbish etc.) See link below:

(<http://www.direct.gov.uk/en/Environmentandgreenerliving/index.htm>)

YES

☐

N/A

☒

If you have ticked Not Applicable, please explain why.

The project is for a salary so will not have an environmental impact. There will be no additional car journeys as our Community Support Worker already works Monday – Friday. We are simply planning to extend their hours rather than add days.

7. **The Town Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligation? See link below:**
(<http://www.crimereduction.homeoffice.gov.uk/legislation26.htm>)

Emmaus Dover works closely with other agencies and organisations to help to provide stable accommodation to men and women that have been identified as homeless.

In the 12 months to March 2023, we received a total of 59 referrals. 26 of those referrals were for individuals from with the local council area. During the same period, 15 Companions living at Emmaus Dover had previously served a custodial sentence. 17 Companions completed accredited online courses.

By offering stable accommodation and work opportunities for as long as Companion need it, we are able to help some of the most vulnerable and disadvantaged in society take their first steps towards reintegration into the local community, and that in turns helps to reduce rough sleeping, anti-social behaviour within Dover and helps to reduce the risk of re-offending.

8. **Grants are given conditional to the organisation's agreement to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)**

YES

☒

9. **Grants are normally given conditional to the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)**

Please return your completed form to:

Secretary to the Council
Dover Town Council
Maison Dieu House
Biggin Street
DOVER
Kent CT16 1DW

Tel: (01304) 242625
Email: council@dovertowncouncil.gov.uk

Please note that an application may be submitted by email but must be signed by applicant and/ or supporting councillor(s)-if it is a councillor grant- before it is processed.

P15
GRANT EVALUATION

DTC 1.7.33

AGENDA ITEM 6B

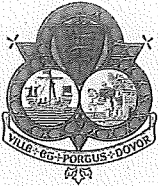
NAME OF APPLICANT:	Deal Music and Arts Limited		
DATE OF APPLICATION:	14 th September 2023		
AMOUNT APPLIED FOR:	£2,500	TOTAL VALUE OF EDUCATIONAL PROJECTS IN DOVER	£61,255
PROJECT NAME:	Learning & Participation 2024 (From January - December 2024)		
STATUTORY POWER FOR PAYMENT: (To be noted in minute if LGA 72 S137)		LGA 1972 S145	
COUNCILS AIMS/OBJECTIVES RELATING TO THE PROJECT:		N/A	
ALL SUPPORTING DOCUMENTATION RECEIVED:	YES		
SUPPORTING DOCUMENTATION NOT RECEIVED:	N/A		
OTHER COMMENTS: <ul style="list-style-type: none"> Dover Town Council has supported the Deal Music & Arts Limited with £20,000 from 2008 to present date; The Financial Assistance Learning & Participation 2024 project total of £61,255 is the calculated figure that Deal Music & Arts Limited feel expenditure is relating to the activities within the Dover area; From the budget enclosed it shows approximately £11,000 towards the weeks Summer School, this is being held at Northbourne School; The full project cost for the whole festival's education work for 2024 equates to £100,310; All activities within the Learning & Participation 2024 project are to be delivered between January - December 2024; The Further Income shown within application refers to: <ul style="list-style-type: none"> i) Maynell Trust - £5,000 (Pledged Funding); ii) Arts Council Application - £30,000 (Should hear in December, if successful); iii) Trusts & Foundations - Bernard Sunley Foundation - £10,000 (Guaranteed). 			

- The Activities within the Learning & Participation 2024 project for the Dover Town area include: -
 - i) **BOLD AS (Young Brass & Woodwind Players)** - To be held at Vale View School, Priory Fields School & St. Martins Primary School, Dover (projected 120 participants);
 - ii) **COMPOSITION** - Included are Vale View School, Priory Fields School, St. Martins Primary School & some other Dover Secondary Schools (projected 150 participants);
 - iii) **FUSION DANCE & MUSIC** - (with secondary & University students) - Included St. Edmunds Catholic School (projected 30/40 participants - Full Class);
 - iv) **NYJO** - (To inspire new Jazz Musicians live and online) - Included Astor School & St. Edmunds School (projected participants unknown);
 - v) **DMA JAZZ ACADEMY** - (13 - 25's with 7 days of workshops) - St. Edmunds School & 2 x Grammar Schools (projected for 10 participants);
 - vi) **PHOTO AWARD** - (Creative Competition for 16 - 18's) - Astor School & St. Edmunds School taking part - (Open to all KS5 students from Astor & St Edmunds);
 - vii) **WEEKLY JUNIOR BAND** - (Pilot - In Dover) - Starting January 2024 @ St. Edmunds School;
 - viii) **MUSIC DAYS** - (Explore the ukulele & the voice) - Open to all Students;
 - ix) **SHORELINES** - (year 2) - creative opportunities for composers, writers, dancers and musicians from the UK and migrant communities, exploring the coastline through history, geography & emotions - working with Dover Communities including Dover Arts Development;
 - x) **COMPOSER IN RESIDENCE** - (will compose for all project and pieces included in Festival 2024 and other concerts.
 - xi) **SUMMER MUSIC SCHOOL** - Any age - being held outside Dover Town, in Northbourne Park School.
- The group's public acknowledgement of the Town Council's assistance would be publicised on their website and in brochures and other marketing material.

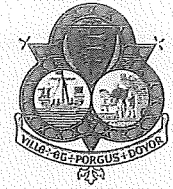
Recommendation:

- a) The Committee should consider whether any grant is appropriate;
- b) If an allocation is agreed to be granted, to what amount; any costs are to be incurred from the Events Facilitation provision in the Civic & Special Project Committee's 2023/24 budget.

OFFICER'S NAME:	Mrs Tracey Hubbard
OFFICER'S SIGNATURE:	
DATE:	27 th September 2023



P17
DOVER TOWN COUNCIL



**Grant Application Form
for grants over £250**

A: APPLICATION SUMMARY

Name of organisation: Deal Music and Arts Limited

Registered Charity No (if applicable):
1100003

Registered Company No (if applicable):
4833202

*Please note: If your application is successful, cheques will be made payable to the **ABOVE**.*

Address of organisation:



Name of contact: Willie Cooper

Telephone:



Email: irondraw@btinternet.com

Fax:

Address of contact (if different from above):

Reason for application – brief project/event description:

We develop arts projects in Dover responding to the needs of diverse groups with a music focus. Progressive learning experiences builds skills, self-confidence and well being. Across a wide demographic we facilitate meaningful activities, evaluate, refine and guide people to future goals.

How much is requested from Dover Town Council?

£2,500

Total project/event cost (if applicable):

£61,255

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation detailed above and that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Signed:



Date: 14th September 2023

Name (Block capitals): ...Wilhelmina Cooper

Status (e.g. Chairperson, Secretary): ...General Manager

.....

Please note: The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

B: THE ORGANISATION

Name and address of Chairperson and Secretary (or two board members/trustees):

Chairperson:

Name: Christopher Cook

 Address: ... [REDACTED]

 Daytime Telephone No.: [REDACTED]
 [REDACTED]

 Email:
 [REDACTED]

Secretary:

Name: Wilhelmina
 Cooper.....
 Address: [REDACTED]
 [REDACTED]

 Daytime Telephone No.: [REDACTED]
 [REDACTED]

 Email [REDACTED]

What is the main purpose of your organisation?:

Bring the highest standards of artistic experience to our local, regional and national communities. Establish, maintain and develop long-term sustainable music and arts learning and participation, for all ages and abilities. Celebrate the richness of social and cultural diversity in our community and in the arts. Provide a platform for artistic collaboration, creativity and innovation. Create cultural experiences that enrich inspire, inform, stimulate and support well being. Contribute to the social, economic and cultural regeneration of East Kent

If your organisation is a club with membership, please provide the following details:

Membership:

Number of adult members:

Number of junior members:

Number of members resident in the Town of Dover (NB Town NOT District):

Number of adult members:

Number of junior members:

Does your club charge for membership?

Yes:

No:

If yes, please supply details of the membership scheme and charges applicable:

What Activities are available for members?

Is club membership restricted in any way? If yes please provide details:

Is your club/body affiliated to any national or local organisation e.g. Sports Council? If yes please provide details:

Please complete parts C to E if all or part of your application is for a special project or event.

C: THE PROJECT / EVENT / ACTIVITY

Project/Event/Activity title:
Learning and Participation 2024

Bold As' young brass and woodwind players – 3 Primary School in Dover, Vale View, Priory Fields, St Martins
Composition with Purcell School and Chineke! – 3 Primary schools above plus Dover Secondary Schools
Fusion Dance and Music with secondary and University students – St Edmunds Catholic Secondary
NYJO in Dover (LUCP) and beyond to inspire new jazz musicians live and on line (+You). Astor, St Edmunds
DMA Jazz Academy 13 – 25's with 7 days of workshops. St Edmunds and 2 Grammar Schools
Photo Award creative competition for 16-18s – Astor School, St Edmunds
Weekly Junior band (Dover – Pilot to be started in January at St Edmunds
Music Days will explore the ukulele and the voice:- open to all
Shorelines (year 2) creative opportunities for composers writers dancers and musicians from the UK and migrant communities exploring the coastline through its history, geography and emotions.- working with Dover Communities including Dover Arts Development
Summer Music Week (any age) – at Northbourne Park School
Composer in residence – will compose for all project and pieces included in Festival 2024 and other concerts.

When will the project/event or activity take place?

From January – December 2024

Estimated total cost

£61,255

Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):

<i>Income for Project</i>	£
Summer school Fees	5,500
Maynell Trust	5,000
Arts Council – application made but no decision yet	30,000
Trusts and Foundations	10,000
TOTAL INCOME	£50,500

<i>Expenditure for Project</i>	£
Artistic Fees	34,655
Venues	4,350
Marketing and Website	1,500
Coach Hire	1,400
Administration	19,350
TOTAL EXPENDITURE	£61,255

TOTAL INCOME LESS TOTAL EXPENDITURE	£10,755
--	----------------

Will your organisation be contributing any 'in kind' volunteer work or materials? If so please give details:

Yes we have volunteers and board members who support the whole organisation

£5,000

E: ADDITIONAL INFORMATION**Additional information/comments:**

Please see further information giving more details of projects and also a budget – our full budget for our education work in 2024 is £100,310 but I have calculated the figure for events which are for Dover.

F: COUNCILLOR GRANT SCHEME

IF YOU ARE APPLYING FOR A GRANT UNDER THE COUNCILLOR GRANT SCHEME PLEASE COMPLETE THE FOLLOWING:

Councillor Grant Scheme: (TO BE FILLED IN BY THE APPLICANT)

If your grant application is being made under the Town Council's "Councillor Grant Scheme" please tell us which Councillor/s is/are supporting your grant and which ward(s) this will benefit

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

Please note that the Town Council will take account of Best Value, its obligation to promote equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance. Information may be provided on a separate sheet if necessary.

1. Have you enclosed a copy of your latest audited or independently examined accounts?

YES

☒

N/A

☐

If you have ticked Not Applicable, please explain why.

2. Have you enclosed a copy of your latest bank/building society/other investment accounts statements?

YES

☒

N/A

☐

If you have ticked Not Applicable, please explain why.

3. Please confirm that statutory obligations under the Human Rights Act have been considered. See link below:
(<http://www.direct.gov.uk/en/Governmentcitizensandrights/Yourrightsandresponsibilities>)

YES

☒

4. Please confirm that statutory obligations under the Equalities Legislation have been considered. See link below:
(<http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/>)

YES

☒

5. Please confirm that you have considered all health and safety issues for this project/event, obtained appropriate insurance and carried out risk assessments for all relevant areas. See link below:
(<http://www.hse.gov.uk/pubns/raindex.htm>)

YES

☒

N/A

☐

6. Please confirm that you have considered the environmental effects of this project (recycling of rubbish etc.) See link below:
(<http://www.direct.gov.uk/en/Environmentandgreenerliving/index.htm>)

YES

☒

N/A

☐

If you have ticked Not Applicable, please explain why.

7. The Town Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligation? See link below:

8. Grants are given conditional to the organisation's agreement to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

YES

9. Grants are normally given conditional to the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)

Publicised on Website and in brochures and other marketing material.

Please return your completed form to:

Secretary to the Council
Dover Town Council
Maison Dieu House
Biggin Street
DOVER
Kent CT16 1DW

Tel: (01304) 242625
Email: council@dovertowncouncil.gov.uk

Please note that an application may be submitted by email but must be signed by applicant and/ or supporting councillor(s)- if it is a councillor grant- before it is processed.



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 16th October 2023

From: Cllr Susan Jones, Chairperson of the Council

Date written: 11th October 2023

Subject: Civic Guide

1. INTRODUCTION

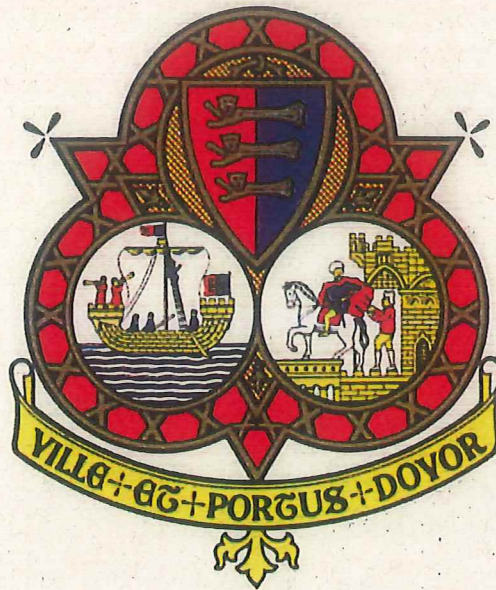
The Civic Guide was last revised in 2019.

2. INFORMATION

In the past four years, there have been significant changes in our community, in the ways we refer to people in our society and in ensuring equality of opportunity as well as protecting the reputation of local councils. A great deal of thought and work has gone into revising our Civic Guide to ensure it helps to explain our historic traditions and both protects and updates the way we interpret the civic aspect of Dover Town Council. I attach the revised Guide for this committee to consider recommending to Council for adoption.

3. DECISION

The Committee is asked to resolve to recommend the adoption of the updated Civic Guide 2023.



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.

CONTENTS

1	Introduction
2	The Role of Mayor
2.1	Background
2.2	Town Council Policy and Budget
2.3	The Role of Mayor as the Chairperson of the Council
2.4	The Civic Role of the Mayor
3	Invitations and Events
4	Nominated Civic Partner
5	Mayor's Chaplain
6	Mayor's Cadet
7	Civic Regalia
8	Support for the Mayor
9	Mayor's charitable activities
10	Mayor's expenses of office
11	Deputy Mayor
12	Precedence and protocol
13	Speakership of the Cinque Ports
14	Gifts
15	Mayor's End of Term
16	The Civic Role of Councillors
17	Council delegations

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.

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 Mayor may expect diary arrangements and processes to support them 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 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. 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, rooted in the place and history of Dover.

The business of the Council with its statutory powers, committees and elections are governed by law and the civic aspect is largely governed by tradition. It is entirely possible to be a councillor and not participate in civic tradition but it is expected that if a councillor chooses to take part in civic occasions particularly in processions, then the councillor will wear civic dress appropriate to that (see Appendix B).

Should a councillor opt to participate in a civic event without robing then it would be most appropriate for them not to process but to join the Council subsequently for the event. An example of this would be the Remembrance Sunday gathering where unrobed councillors would join the civic group only after the procession out to the War Memorial or at Mayormaking where an unrobed councillor would take their appointed seat before the civic procession enters.

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



Electoral Services
 Dover District Council
 White Cliffs Business Park
 Dover
 Kent
 CT16 3PJ
 Email: elections@dover.gov.uk

Sent to:
 Parish Clerks

Department: Electoral Services
 Direct Dial: 01304 872344
 Date: 29 September 2023

Dear Parish Clerk

Polling District Review 2023

Each local authority is required to carry out a review of its Polling Districts and Polling Places every fifth year. The next review for the Dover district area starts Monday, 2 October 2023.

We are seeking feedback on any aspect of the allocated polling areas or polling stations currently used and invite representation and comments from interested persons. Local political parties and Councillors will be consulted, and views are invited from residents as well as local community groups and anyone having particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We hereby invite your Parish Council to be part of the consultation.

Attached is the official notice of the review and a list of the existing polling stations. Further information and maps of the current and proposed polling districts can be found at www.dover.gov.uk/Polling-District-Review-2023

Representations must be made in writing.

From 2 October 2023 until 23 October 2023 you can use the online response template here: <https://forms.office.com/e/cdfU5UMqM9>

Alternatively, from 2 October 2023 please send your comments in writing to the Electoral Services Team marked 'Polling District Review' either:

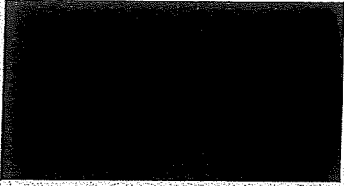
- by email to elections@dover.gov.uk or
- by letter to the address below

to reach us no later than **23 October 2023**.

All submissions received before the deadline will be published on our website on 30 October 2023. Comments will then be invited on the proposals put forward during the first stage of the review and these comments must be received by 13 November 2023.

I would just like to clarify that I am required to publish your response but it will be under Parish Clerk, and the name of the Parish Council or under the name of the parish councillor making the comments if they respond separately from the Council as a Parish Councillor. If you live in the area being consulted on, you and your councillors are obviously entitled to also respond as local residents, in which case the name will appear as 'Resident, **** Parish / Ward'.

Yours sincerely



Electoral Services Manager

Electoral Services – Polling District Review
Dover District Council
White Cliffs Business Park
Whitfield
Dover
CT16 3PJ

[illegible]

Current Polling District / Polling Place Scheme

[illegible]

[illegible]

Proposed Polling District / Polling Places Scheme Changes marked in red									
Current Constituency	Future Constituency	District Ward	Parish/Parish Ward	Polling District Letters (Current)	Polling District Letters (Amended)	Polling District Name(s) (New)	Polling Place / Polling Station used at last election 2023	Eligible Electorate Breakdown	Total eligible electorate
								Postal Voters	Polling Station Voters
Dover	Dover & Deal	Maxton & Elms Vale	Dover Town /Maxton and Elms Vale Ward	BME	BME	Maxton & Elms Vale	St Martin's Church Hall, Church Road, Dover	286	1,221
							St Martin's Church Hall, Church Road, Dover	243	1,396
Dover	Dover & Deal	St Radgund's	Dover Town/SI Radgund's Ward	BR1	BR1	St Radgund's (West)	St Radgunds Community Centre, Poulton Close, Dover, Kent	185	1,443
Dover	Dover & Deal	St Radgund's	Dover Town/SI Radgund's Ward	BR2	BR2	St Radgund's (East)	ACF Hall, London Road, Dover, Kent	261	1,248
Dover	Dover & Deal	St Radgund's	Dover Town/SI Radgund's Ward	BR3	BR3	St Radgund's (Town)	Dover Baptist Church Hall, 27-32 Maison Dieu Road, Dover	170	948
Dover	Dover & Deal	Tower Hamlets	Dover Town/Tower Hamlets Ward	BT1	BT1	Tower Hamlets (West)	One Church, Noah's Ark Road, Dover, Kent	125	974
Dover	Dover & Deal	Tower Hamlets	Dover Town/Tower Hamlets Ward	BT2	BT2	Tower Hamlets (East)	Curzon Hall, Curzon Road, Dover	217	1,338
Dover	Dover & Deal	Town & Castle	Dover Town/Town and Castle Ward	BT1	BT1	Town & Castle (Priory)	Clarendon and Westbury Community Centre, Belgrave Road, Dover	291	1,895
Dover	Dover & Deal	Town & Castle	Dover Town/Town and Castle Ward	BT2	BT2	Town & Castle (Castle)	St Mary's Parish Centre, Dieu Stone Lane, Dover	323	1,668
Dover	Dover & Deal	Town & Castle	Dover Town/Town and Castle Ward	BT3	BT3	Town & Castle (Aycliffe)	Aycliffe Community Primary School, St Davids Avenue, Aycliffe, Dover	131	732
Dover	Dover & Deal	Town & Castle	Dover Town/Town and Castle Ward	BT4	BT4	Town & Castle (Redoubt)	Dover Unitarian Church Hall, Adrian Street, Dover, Kent	82	441

[illegible]



Notice of Review of Polling Districts and Polling Places

Notice is hereby given that in accordance with Section 18C of the Representation of the People Act 1983 Dover District Council (the Council) is to carry out a review of its polling districts and polling places.

Relevant information and mapping regarding the current arrangements and proposals for changes can be found on the Council's website <http://www.dover.gov.uk/polling-district-review-2023>, or can be inspected at the address given below.

The (Acting) Returning Officer's (ARO) for the Parliamentary constituencies of Dover and Deal (previously under the Dover Constituency) and the Herne Bay and Sandwich Constituency (previously under the South Thanet Constituency) will comment on the proposals. Those representations will be published on the Council's website and will be available for inspection at the **Electoral Registration Office, Council Offices, White Cliffs Business Park, Dover, Kent CT16 3PJ** in accordance with the timetable set out below.

Electors within the Council area or within a UK Parliamentary constituency which has any part in the authority may make a representation. We invite comments from all electors regarding the convenience of voting at polling stations currently used for elections and would welcome suggestions for alternative venues.

The Council would also welcome the views of all residents, particularly disabled residents, or any person or body with expertise in access for persons with any type of disability, on the proposals, ARO's representations or any other related matters.

Anybody making representations should, if possible, give alternative venues that may be used as polling places if they feel the current ones are unsuitable.

Comments and representations may be submitted by post using the Electoral Registration Office address above, by email at elections@dover.gov.uk or by completing the online feedback form on our website. The timetable is as follows:

Monday 2 October 2023	Formal notice of review and start of public consultation period. You can respond on-line here: https://forms.office.com/e/cdfU5UMqM9
Monday 23 October 2023	Deadline for initial representations
Monday 30 October 2023	Publication of (Acting) Returning Officer's comments and all other representations received. You will find them at the Council Offices in Whitfield and here: http://www.dover.gov.uk/polling-district-review-2023
Monday 30 October 2023	Public consultation begins on comments and representations received. You can respond on-line here: https://forms.office.com/e/pC7njWaV8f
Monday 13 November 2023	End of public consultation period

All representations must be made by no later than 13 November 2023.

The outcome of the review will be published by the Council on Friday 1 December 2023 and will be available for inspection on the Council's website and in the Council Offices.

Anybody making representations should be aware that, upon completion of the review, all correspondence and representations received must, by law, also be published.

Electoral Services
Dover District Council
White Cliffs Business Park
Dover CT16 3PJ



Notice dated: Monday 2 October 2023

Website: www.dover.gov.uk/elections

