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

DATE OF ISSUE:
19th January 2024

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a joint meeting of the COMMUNITY & SERVICES COMMITEE AND THE CIVIC & SPECIAL PROJECTS COMMITTEE will be held at the Town Council Offices, Biggin Street, Dover Kent CT16 1DW on Wednesday 24th January 2024 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 representation to the Committee or has any special requirements in respect of this meeting please contact, Land and Communities Officer, 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 Community & Services Committee held on the 7th June 2023 resolved in Minute No.22 at the Town Council Meeting held 12th July 2023. (Copy attached). (Pages 3 to 5)

To note the approved Minutes of the meeting of the Civic & Special Projects Committee held on the 16th October 2023 as resolved in Minute No.137 at the Town Council Meeting held 29th November 2023. (Copy attached). (Pages 7 to 8)

4. **BUDGET**

To consider latest out-turn against the Community & Services Committee's 2023/24 budget (copy attached). (Pages 9 to 10)

To consider latest out-turn against the Civic & Special Projects Committee's 2023/24 budget (copy attached). (Pages 11 to 12)

5. **MEETING PROGRESS SHEETS**

To note there are no outstanding items concerning resolutions made by the Community and Services Committee 2023/24

To note there are no outstanding items concerning resolutions made by the Civic & Special Projects Committee 2023/24

6. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

To consider the following applications for financial assistance:

Playground Proms (£900). (Pages 13 to 22)

Dover Pantry (£10,000). (Pages 23 to 34).

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

7. **ALLOTMENTS**

To note WCCP's update report regarding progress on High Meadow (copy attached) (pages 35 to 36)

To consider the Chair of C&S Committee report regarding allotment review (copy attached) (page 37 to 44)

8. **TOWN REGENERATION**

To note Chair of C&S Committee Report regarding Public conveniences update (copy attached) (pages 45 to 46)

9. **CIVIC GUIDE**

To consider the Chairperson of the Civic & Special Project Committee's report dated 8th January 2024 concerning a review of the Civic Guide, following the Civic Guide Working Group held 24th November 2023 (Copy attached) (Pages 47 to 64).

10. INFORMATION ITEMS

To note UD 23/24 - 003 Cancellation of Community & Services Committee Meeting on 8th November 2023 (copy attached) (Page 65)

To note UD 23/24 - 006 change of date for Civic & Special Projects Committee Meeting (copy attached) (page 67)

To note Moving Memories feedback to grant allocated by the Civic & Special Projects Committee at its meeting on the 31st July 2023 (copy attached) (Page 69 to 72).

To receive any items of information regarding the Committee's responsibilities.

11. DATE OF NEXT MEETING

The next meeting of the Community & Service Committee will be held on the 13th March 2024 at 6pm

The next meeting of the Civic & Special Projects Committee will be held on the 8th April 2024 at 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, 9.30AM – 4.30PM. COPIES MAY BE REQUESTED GIVING 1 WORKING DAY'S 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.

DOVER TOWN COUNCIL

Minutes of the meeting of the COMMUNITY & SERVICES COMMITTEE held on Wednesday 7th June 2023 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

Councillor Bedi	Councillor Defriend
Councillor Biggs	Councillor Jones (Town Mayor)
Councillor Bird	Councillor Kember
Councillor Bradley	Councillor Lamoon
Councillor Brivio	Councillor Sawbridge
Councillor Calder	Councillor Shread
Councillor Collins (to item 2)	Councillor Verrill
Councillor Collor	Councillor Mrs Wanstall
Councillor Cowan	Councillor Wanstall

Councillor Jones took the chair until the end of Agenda item 1.

18. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

The Committee considered the appointment of a Chair and Vice-Chair for the 2023/24 Municipal Year.

Councillor Lamoon proposed and Councillor Wanstall seconded the motion that Councillor Collor be appointed Chair of the Committee for the 2023/24 Municipal Year.

Councillor Cowan proposed and Councillor Biggs seconded a motion that Councillor Verrill be appointed Chair of the Committee for the 2023/24 Municipal Year.

Councillor Sawbridge proposed and Councillor Lamoon seconded the motion that Councillor Defriend be appointed Vice-Chair of the Committee for the 2023/24 Municipal Year.

Councillor Brivio proposed and Councillor Kember seconded a motion that Councillor Bedi be appointed Vice-Chair of the Committee for the 2023/24 Municipal Year.

RESOLVED: That Councillor Collor be appointed Chair and Councillor Defriend be appointed Vice-Chair of the Committee for the 2023/24 Municipal Year.

Councillor Collor then took the chair.

Councillor Collins left the meeting at 6.04pm

Chair

19. **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

20. **DECLARATIONS OF INTEREST**

Councillor Verrill made a VAOI declaration of interest as required by law as he and his son hold an allotment.

21. **MINUTES**

The Committee noted the approval of the Minutes of the meeting of the Community & Services Committee held on the 28th March 2023. as resolved in Minute No.11a at the Town Council Meeting held 18th May 2023. The minutes were then signed by the Chairman.

22. **BUDGET**

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

23. **MEETING PROGRESS SHEETS**

The Committee noted there are no outstanding items concerning resolutions made by the Community and Services Committee 2023/24.

24. **APPLICATION FOR FINANCIAL ASSISTANCE**

The Committee considered the following applications for financial assistance: -

Ceramic Art Dover

RESOLVED: That a grant of £ 1,000 be awarded to Ceramic Art Dover towards costs for its Clay date event held in July 2023. Funding to be allocated from the Town Regeneration fund provision in the Community & Services Committee budget 2023/24. All negotiations and agreements to be delegated to the proper officer in consultation with the Chair of the Committee.

25. **ALLOTMENTS**

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

The Committee noted the open allotment tenants meeting will be held on Monday 1st November 2023.

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

26. **INFORMATION ITEMS**

The Committee noted there were no information items for this meeting.

27. **DATE OF NEXT MEETING**

The Committee noted that the next meeting will be held on the 8th November 2023

Chair

Meeting closed 6.35pm

CHAIR
Councillor N Collor

Chair

DOVER TOWN COUNCIL

Minutes of the meeting of the CIVIC & SPECIAL PROJECTS COMMITTEE held on MONDAY 16th OCTOBER 2023 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

Councillor Bedi
Councillor Biggs
Councillor Bird
Councillor Brivio
Councillor Calder
Councillor Collins
Councillor Cowan
Councillor Defriend
Councillor Jones (Town Mayor)
Councillor Kember
Councillor Lamoon
Councillor Sawbridge-Chair
Councillor Shread
Councillor Mrs Wanstall
Councillor Wanstall-Vice-Chair

91. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllrs Verrill & Collor (Personal Commitments) & Cllr Bradley (Ill Health).

92. DECLARATIONS OF INTEREST

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

93. MINUTES

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

94. PROGRESS SHEETS

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

95. BUDGET

95a) The Committee noted the latest out-turn of the Committee's 2023/24 budget.

Chairperson

95b) The Committee noted that the 2024/25 budget process is underway and that 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.

96. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Committee considered the following applications for financial assistance:

Emmaus Dover Ltd
Deal Music & Arts Limited

RESOLVED: a) That the Committee allocate up to £5,090 for Emmaus Dover Ltd, with half being given now (£2,545) and the remaining half (£2,545) being available to draw down should Emmaus not receive sufficient funds from other funding bodies. Funds to be allocated from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2023/24 budget;

b) That the Committee make a grant of £2,500 Deal Music & Arts Limited. Funding to be allocated from the Events Facilitation provision in the Civic & Special Project Committee's 2023/24 budget;

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

97. **CIVIC GUIDE**

The Committee considered the Chairperson of the Council's report dated 11th October 2023 concerning a review of the Civic Guide.

The Chairperson of the Council along with a seconder withdrew the motion, in accordance with Standing Order 8c and it was proposed and seconded that a working group be set up to review the Civic Guide and bring back revision to a future meeting of the Civic & Special Projects Committee.

98. **POLLING DISTRICT REVIEW 2023**

The Committee noted, the Polling District Review for 2023 and that Councillors should provide comments to the Town Clerk to inform the Dover Town Council response to proposals.

99. **INFORMATION ITEMS**

The Committee noted that no information items had been received.

100. **DATE OF NEXT MEETING**

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

Meeting Closed @ **7.16pm**

CHAIRPERSON
Councillor R Sawbridge

Chairperson

Detailed Income & Expenditure by Budget Heading 15/01/2024

Month No: 10 Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community and Services								
304	Tourism							
1050	Misc Income	2,802	0	(2,802)			0.0%	
1109	Tourism income	0	2,500	2,500			0.0%	
	Tourism :- Income	**2,802**	**2,500**	**(302)**			**112.1%**	**0**
4338	Destination Dover Project	34,225	30,000	(4,225)		(4,225)	114.1%	5,000
	Tourism :- Indirect Expenditure	**34,225**	**30,000**	**(4,225)**	**0**	**(4,225)**	**114.1%**	**5,000**
	Net Income over Expenditure	**(31,423)**	**(27,500)**	**3,923**				
6000	plus Transfer from EMR	5,000						
	Movement to/(from) Gen Reserve	**(26,423)**						
305	Dover Cycle Scheme							
1050	Misc Income	759	0	(759)			0.0%	
	Dover Cycle Scheme :- Income	**759**	**0**	**(759)**				**0**
4340	Dover Cycle Scheme expenditure	1,595	0	(1,595)		(1,595)	0.0%	
	Dover Cycle Scheme :- Indirect Expenditure	**1,595**	**0**	**(1,595)**	**0**	**(1,595)**		**0**
	Net Income over Expenditure	**(836)**	**0**	**836**				
401	Community Projects and Support							
4401	Horticultural	8,501	12,000	3,499		3,499	70.8%	
4422	Town Regeneration & Developmnt	9,848	120,000	110,152	100,000	10,152	91.5%	1,127
4427	Public Conveniences	7,886	10,000	2,114		2,114	78.9%	4,162
	Community Projects and Support :- Indirect Expenditure	**26,235**	**142,000**	**115,765**	**100,000**	**15,765**	**88.9%**	**5,289**
	Net Expenditure	**(26,235)**	**(142,000)**	**(115,765)**				
6000	plus Transfer from EMR	5,289						
	Movement to/(from) Gen Reserve	**(20,946)**						
402	Allotments							
1060	Grants Received	6,000	0	(6,000)			0.0%	
1080	Allotments	14,989	15,000	11			99.9%	
1081	Allotment Water Charges	(83)	0	83			0.0%	
	Allotments :- Income	**20,906**	**15,000**	**(5,906)**			**139.4%**	**0**

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Detailed Income & Expenditure by Budget Heading 15/01/2024

Month No: 10 Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Allotments maintenance	11,504	14,000	2,496	1,797	700	95.0%	
Allotments :- Indirect Expenditure	**11,504**	**14,000**	**2,496**	**1,797**	**700**	**95.0%**	**0**
Net Income over Expenditure	**9,403**	**1,000**	**(8,403)**				
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	28,017	30,000	1,983		1,983	93.4%	
4411 Western Heights Amenity Field	1,000	1,000	0		0	100.0%	
Town Open Spaces :- Indirect Expenditure	**29,017**	**31,000**	**1,983**	**0**	**1,983**	**93.6%**	**0**
Net Income over Expenditure	**(25,084)**	**(31,000)**	**(5,916)**				
Community and Services :- Income	**28,401**	**17,500**	**(10,901)**			**162.3%**	
Expenditure	**102,576**	**217,000**	**114,424**	**101,797**	**12,627**	**94.2%**	
Net Income over Expenditure	**(74,175)**	**(199,500)**	**(125,325)**				
plus Transfer from EMR	**10,289**						
Movement to/(from) Gen Reserve	**(63,886)**						
Grand Totals:- Income	**28,401**	**17,500**	**(10,901)**			**162.3%**	
Expenditure	**102,576**	**217,000**	**114,424**	**101,797**	**12,627**	**94.2%**	
Net Income over Expenditure	**(74,175)**	**(199,500)**	**(125,325)**				
plus Transfer from EMR	**10,289**						
Movement to/(from) Gen Reserve	**(63,886)**						

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 15/01/2024

Month No: 9

Committee Report

	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	4,432	6,150	1,718		1,718	72.1%	
4102 Mayor's Hospitality	1,146	1,500	354		354	76.4%	
4103 Chaplain's Allowance	200	200	0		0	100.0%	
4104 Mayor Making	1,176	1,600	424		424	73.5%	
4105 Badges of Office	20	250	230		230	8.0%	
4113 Uniforms	0	100	100		100	0.0%	
Mayoral Costs :- Indirect Expenditure	6,973	9,800	2,827	0	2,827	71.2%	0
Net Expenditure	(6,973)	(9,800)	(2,827)				
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	2,026	2,500	474		474	81.0%	
4302 Zeebrugge Raid Commemorations	2,108	2,500	392		392	84.3%	
4304 Other Links/Functions	875	1,500	625		625	58.3%	
4305 Civic Hospitality	0	1,000	1,000		1,000	0.0%	
4307 Statutory Annual Town Meeting	0	500	500		500	0.0%	
4308 Honorary Freemen	0	325	325		325	0.0%	
4309 Civic Twinning	0	500	500		500	0.0%	
Civic Functions :- Indirect Expenditure	5,009	8,825	3,816	0	3,816	56.8%	0
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				

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Detailed Income & Expenditure by Budget Heading 15/01/2024

Month No: 9 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	1,430	0	(1,430)			0.0%	
	Town Events :- Income	1,430	0	(1,430)				0
4063	Events/Activities Facilitation	31,616	42,000	10,384	5,989	4,395	89.5%	
4412	Festival Lights	23,192	35,000	11,808	2,167	9,640	72.5%	
	Town Events :- Indirect Expenditure	54,808	77,000	22,192	8,156	14,036	81.8%	0
	Net Income over Expenditure	(53,378)	(77,000)	(23,622)				
601	Special Projects							
4421	Sports/Health Development Fund	31,480	50,000	18,520	7,794	10,726	78.5%	2,850
	Special Projects :- Indirect Expenditure	31,480	50,000	18,520	7,794	10,726	78.5%	2,850
	Net Expenditure	(31,480)	(50,000)	(18,520)				
6000	plus Transfer from EMR	2,850						
	Movement to/(from) Gen Reserve	(28,630)						
	Civic and Special Projects :- Income	1,590	0	(1,590)			0.0%	
	Expenditure	102,971	149,125	46,154	15,950	30,204	79.7%	
	Net Income over Expenditure	(101,381)	(149,125)	(47,744)				
	plus Transfer from EMR	2,850						
	Movement to/(from) Gen Reserve	(98,531)						
	Grand Totals:- Income	1,590	0	(1,590)			0.0%	
	Expenditure	102,971	149,125	46,154	15,950	30,204	79.7%	
	Net Income over Expenditure	(101,381)	(149,125)	(47,744)				
	plus Transfer from EMR	2,850						
	Movement to/(from) Gen Reserve	(98,531)						

GRANT EVALUATION

NAME OF APPLICANT:	Playground Proms		
DATE OF APPLICATION:	24th November 2023		
AMOUNT APPLIED FOR:	**£900**	TOTAL VALUE OF PROJECT	**£5,500**
PROJECT NAME:	Playground Proms **PILOT,** with Kent Music		
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:

- This is the first time that a financial assistance request has been received from Playground Proms – A national organisation;
- In March 2022, Graffiti Classics formed a dedicated charity, Playground Proms, registered in England & Wales;
- The Financial Assistance request of £900 is towards the overall Pilot project which delivers free of charge, one-off music workshops to 6 schools of which 2 are in Dover Town, Shatterlocks Infant & Nursery School & Barton Junior School, with the other 4 schools located in Folkestone & Hythe;
- The workshops for all 6 schools will be held between 15th – 17th April 2024;
- The Arena-style classical music workshops would be delivered to both Dover Town schools on Monday 15th April 2024 – one workshop in the morning at one school (10am – 11am) and the second workshop at the 2nd school, after lunch, (approx. 13.30 – 14.30);
- The workshops last approximately 1 hour and are tailored for the entire school to participate. The workshops are delivered either on the school's playground or in bad weather, in the school hall – approximately 500+ students/pupils & staff, within the 2 x Dover Town Schools;
- This PILOT scheme in Dover Town / Folkestone & Hythe, is following a similar Pilot scheme held in Cumbria in 2021;
- Other funding bodies have been approached for funds towards this project:
  - Folkestone Town Council (£2,500) – Awaiting to hear, but no date given for decision;
  - Folkestone Town Councillor Ward Grant (£300) – Confirmed;

- Folkestone & Hythe District Council, Councillor Ward Grant (£700) – Confirmed;
- Additional funding awarded from KCC Member Grant (£300) – Confirmed.

- A crowd funding page has been set up and the Charity are also in the process of approaching local businesses / organisations;
- Playground Proms expected turnover for 2023-2024 is around £80,000 with a minimum of around £60,000 for 2024-25 based on what is in their diary already in terms of confirmed funding;
- The benefits for the recipients working with Playground proms are:
  - Schools experience high quality collaborative and interactive workshops, performances as a community, without the need to travel;
  - Specialised CPD sessions for teachers;
  - Students are able to collaborate and write their own verse to the Playground Proms anthem;
  - Students' music appreciation, self-expression, confidence and well-being are enhanced;
  - Where possible, students are offered free taster instrumental tuition sessions;
  - Partner organisations' relationships with schools are enhanced and enriched;
  - Local communities are engaged through pop-up performances at the weekend.
- Acknowledgement of any Town Council financial assistance would be through publicity and marketing material, through any media / radio interviews and through printed material which gets sent to schools and on their website and via social media.

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 and allocated 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:	12th December 2023

DOVER TOWN COUNCIL

Grant Application Form for grants over £250

A: APPLICATION SUMMARY

Name of organisation: Playground Proms	
Registered Charity No (if applicable): 1198476	**Registered Company No (if applicable):**

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

Address of organisation: 1 Malden Park,
New Malden,
Surrey, KT3 6AS

Name of contact: Cathal Ó Dúill	**Telephone** [redacted]
Email: cathal@playgroundproms.uk	**Fax:**

Address of contact (if different from above):

Reason for application – brief project/event description:
Playground Proms (in collaboration with Kent Music) is piloting a project aimed at bringing their renowned, world-class music workshops directly to schools in Dover and Folkestone over 3 days in April 2024. The charity focuses on priority areas where children and communities have little or no access to live music and participating schools include 2 in the Dover Town district - Barton Junior and Shatterlocks.

How much is requested from Dover Town Council?	£ 900
Total project/event cost (if applicable):	£ 5500

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: [redacted]..... **Date: 24/11/2023**
.....

Name (Block capitals): ..... Cathal Ó Dúill
.....

Status (e.g. Chairperson, Secretary): .....Founder member and Artistic Director.....

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: Sue Stapely

Address: [redacted]

[redacted] .....

.....

.....

Daytime Telephone No.: ... [redacted]

[redacted] .....

Email: [redacted]

Secretary:

Name: Keith Sansum

Address: [redacted]

[redacted]

[redacted] .....

.....

.....

Daytime Telephone No.: [redacted]

Email: [redacted]

What is the main purpose of your organisation?: Playground Proms are the charitable division of renowned comedy string quartet - Graffiti Classics, whose aim is to bring world-class music workshops directly to schools, children and communities in areas considered socially deprived or rurally isolated. The workshops are fun and accessible and engage children through various practical activities, participation and exercises, with support for teachers and schools through resource packs and the website.

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: Playground Proms (pilot with Kent Music).

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

Description of project/event: Playground Proms have confirmed 6 participating schools in priority areas (4 in Folkestone and Hythe and 2 in Dover Town) for the Kent Pilot in April 2024. Shatterlocks and Barton Junior school in Dover are part of the pilot and will receive a free-of-charge Playground Prom for the whole school, reaching approx. 500 children and staff. Playground Proms are arena-style classical music workshops delivered directly to primary schools (either in the playground or, in bad weather, in the school hall) by specially trained professional Graffiti Classics' musicians. The workshops are fun and accessible and engage children through various practical activities, participation and exercises. Performances last one hour and are suitable for primary schools – KS1 and KS2 with tailored Proms for special schools. The whole school can attend and all resource packs for teachers and children are provided. As well as resource packs, participating schools receive on-going legacy support through the website and CPD sessions beforehand and many strands from the Model Music curriculum are covered. Participants are also encouraged to explore their own creative music-making, giving children and young people a voice in the project.

When will the project/event or activity take place?

15th - 17th April 2024 with Playground Proms workshops scheduled on Monday 15th April for Shatterlocks and Barton Junior.

D: FINANCIAL DETAILS

Estimated total cost: £ 5500 (for 3-day pilot)

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

Income for Project	**£**
Contribution from Folkestone Town Council	2500
Contribution from Folkestone Town Councillors ward grants	300
Contribution from F&H District Countil (inc cllr ward grants) (confirmed)	700
Contribution from local organisations, businesses	110
Contribution from Fund Raising through CrowdFunder	240
Contribution from own resources	750
TOTAL INCOME	**£4600**

Expenditure for Project	**£**
Musicians' Fees	3600
Travel costs/accomodation	750
Prep/Rehearsal time/CPD sessions with teachers	500
Admin fees and Accessibility help with forms (o.b.o. Cathal who is severely dyslexic)	450
Marketing/PR	100
Insurance Costs	100
TOTAL EXPENDITURE	**£5500**

TOTAL INCOME LESS TOTAL EXPENDITURE	**£900**

Will your organisation be contributing any 'in kind' volunteer work or materials? If so please give details: The teachers will receive a free, online CPD session before the Prom and materials (in the form of Teacher-Pupil Resource packs) will be provided to the participating schools.

E: ADDITIONAL INFORMATION

Additional information/comments:

As part of the Government's National Plan for Music Education 2022, it was recommended that schools have the "Opportunity to enjoy live performance at least once a year" and that "Pupils should have the opportunity to hear high-quality live performances, either within school or in local concert settings." (Model Music Curriculum).

The reality is that a lot of schools simply don't have the budget or accessible means to provide these opportunities and children and young people are missing out at a time when growing research indicates that children exposed to creative music-making and expressive Arts do better on standardised tests that children who don't have access.

In supporting this application, the Town Council will help to bring live music workshops and concerts directly to hundreds of children and young people in the area, giving them the opportunity to experience, participate and engage in their own creative music-making in a fun and accessible way. Participating in a Prom with their peers and friends creates a collaborative, shared experience for the children and teachers that helps to bring the whole school together. The Graffiti Classics' musicians began as talented street performers and are renowned for blending interactive comedy with high-end classical music and their concerts are enjoyed by young and old alike, all over the world.

Some of the expected outcomes from the project (based on feedback from a previous pilot) include the following:

- Schools experience high quality collaborative and interactive workshop performances as a community without the need to travel.
- Specialised CPD sessions for teachers.
- Pupils are able to collaborate and write their own verse to the Playground Proms anthem.
- Pupils' music appreciation, self-expression, confidence and well-being are enhanced.
- Partner organisations' relationships with schools are enhanced and enriched.
- Local communities are engaged through pop-up performances during the project.

The feedback from children, schools, teachers and parents from previous Playground Proms has been overwhelmingly positive, especially relating to confidence and self-esteem and fostering an appreciation for the Arts.

The Kent Pilot will be similar in scale (minus 1 day) to the first pilot project in 2021 with Cumbria Music hub which reached 800+ children and their families through the workshops for schools, a pop-up community concert and through continued legacy provision via the website. From that initial pilot, Playground Proms received ACE funding for a longer tour to schools in that area. This is something we hope to replicate within Kent.

A number of KC Councillors have also expressed support for this project including Cllrs Jenni Hawkins and Jackie Meade who have pledged their ward grants for the pilot to go ahead. Cllrs John Lamoon and John Bird have also expressed their support for the project as it includes two schools in the Dover Town district, and we very much hope to be able to build on the pilot and bring this innovative project to more schools and communities in priority areas in 2024/2025.

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** [X]

If you have ticked Not Applicable, please explain why. As a new charity that has only been registered for just over a year, there hasn't been any trading under the name Playground Proms as yet. The previous pilot was performed under the Graffiti Classics banner and Playground Proms were formed last year as a charitable outreach "wing" of Graffiti Classics, to widen the funding net to allow the group to continue their commitment to providing Music Education to young people in deprived or socially isolated areas.

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

YES [X] **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 [X]

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 [X]

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 [X] **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 [X] **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:**
(http://www.crimereduction.homeoffice.gov.uk/legislation26.htm)

Levels of Crime and Disorder increase when people feel they have no opportunities or feel they don't have agency over their lives. The Playground Proms project aims to engage children and young people through music education. In giving children the chance to participate and essentially have a "voice", we hope to inspire the younger generation to explore their own creativity and music-making skills. If young people are engaged and feel they can express themselves creatively, they are less likely to turn to crime or anti-social behaviour. The project is also one of collaboration, fostering a shared experience between pupils and supporting teachers. Through previous tours, the project has shown to bring the school community together in a positive way, as well as positively impacting the wider community of pupils' families and friends.

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 X

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.)**

We intend to acknowledge the Town Council's assistance and support through publicity and marketing material, through any media/radio interviews and through printed material which gets sent to schools and on our website and via social media.

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.

GRANT EVALUATION

NAME OF APPLICANT:	Dover Pantry		
DATE OF APPLICATION:	11th December 2023		
AMOUNT APPLIED FOR:	**£10,000**	TOTAL VALUE OF PROJECT	**£26,363.83**
PROJECT NAME:	Dover Pantry		
STATUTORY POWER FOR PAYMENT: (To be noted in minute if LGA 72 S137)	LG (MP)A 1976 S19(1b)		
COUNCILS AIMS/OBJECTIVES RELATING TO THE PROJECT:	N/A		
ALL SUPPORTING DOCUMENTATION RECEIVED:		NO	
SUPPORTING DOCUMENTATION NOT RECEIVED:	• Awaiting Clarification – As financial assistance request income & expenditure relates to 2022/23 costs and not current or future forecasts – Does not relate to application of project costs £26,363.83; • Copy of Dover Pantry Constitution / Memorandum of Agreement or similar;		

OTHER COMMENTS:

- Dover Town Council awarded £10,000 in June 2021 for the establishment of a social supermarket in Dover;
- The reason for this Financial Assistance request of £10,000 is to support the running costs of the Pantry whilst Big Local develops a revised strategy and recovers from "a sudden demand for additional utility payments";
- The £26,363.83 total project cost of this application is not explained in the income & expenditure – all costs shown in this application form are for 2022/23 – Officer has requested current costs, but awaiting – This indicates there is no current business planning or forecast in place;
- The Dover Pantry currently has 358 Dover Town members, 80 of which (22.3%) currently use the pantry regularly each week;
- There will be no Manager or Assistant Manager employed for the Dover Pantry – A part-time coordinator will be employed, £12,000 (with on costs), giving a saving of £18,000 in staff costs for 2023/24;
- The application states that they have revised & updated their model for the Dover Pantry for 2024 – this has not been received;
- A profit & loss report dated 1 October 2022 – 30 September 2023, along with a copy of Bank Statement till beginning of November 2023 has been received;

- Dover Pantry has asked for funds elsewhere as follows: -
  - Cost of Living Grant – Lottery £25,000 (for over expenditure costs during 2023) – applied for through Dover Big Local;
  - Southern Housing - £5,000 towards Dover Pantry running costs – applied for through Dover Big Local.
- Acknowledgement of any Town Council financial assistance would be through social media announcements, that would be made upon receipt of any grant, thanking Dover Town Council for their support. A Dover Town Council plaque would be displayed on the Dover Pantry shop front stating that Dover Town Council supports the Dover Pantry.

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, with a decision as to where funds would be obtained from. Should the full amount be granted, all funds remaining within the wellbeing provision, would be used. Any funds awarded would be allocated from the Civic & Special Project Committee's 2023/24 budget.

OFFICER'S NAME:	Mrs Tracey Hubbard
OFFICER'S SIGNATURE:	
DATE:	8th January 2024

DOVER TOWN COUNCIL

Grant Application Form for grants over £250

A: APPLICATION SUMMARY

Name of organisation: Dover Pantry	
Registered Charity No (if applicable): N/A	**Registered Company No (if applicable):** N/A

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

Address of organisation:
Unit 16, Charlton Centre, High Street, Dover. CT16 1TT

Name of contact: Linda Aldred	**Telephone:** [redacted]
Email: manager@doverpantry.org.uk	**Fax:** NA

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

Reason for application – brief project/event description:
Due to recent changes in supermarket supply and regulations surrounding best before and use by dates, the surplus food and donations that the Pantry has previously relied upon has drastically decreased. This has also affected supplies to Fareshare, from whom the Pantry's main supplies are purchased, meaning we now must purchase some of our stock from wholesalers to meet member needs. We have also recently been issued with a very large bill from our energy supplier due to cumulative undercharging over a longer period. This has hugely impacted our immediate cash flow. The reason for this application is to support the running costs of the Pantry whilst we develop a revised strategy and recover from a sudden demand from additional utilities payments.

How much is requested from Dover Town Council?	£10,000
Total project/event cost (if applicable):	£ 26,363.83

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: [redacted] **Date: 11th December 2023**

Name (Block capitals): Linda Aldred

Status (e.g. Chairperson, Secretary): Projects and Partnerships 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: Charmaine Blythe

Address:

[redacted]

Daytime Telephone No.: [redacted]

Email: [redacted]

Secretary:

Name: Cara Harvey

Address:

[redacted]

Daytime Telephone No.: [redacted]

Email: [redacted]

What is the main purpose of your organisation?:

The main purpose of Dover Pantry is to provide assistance to individuals and families who are experiencing food insecurity due to low incomes and rising costs. We aim to provide our members with fresh, nutritious, affordable food to supplement their weekly shop. Our members are able to save up to £1000 a year on their food shop thus allowing them to spend this money on other household bills. It also plays an important role in strengthening the community by bringing together volunteers, donors and recipients to support those in need.

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

Membership:

Number of adult members: 358 Number of junior members:

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

Number of adult members: 358 Number of junior members:

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

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

The Pantry charges a membership fee of £6.00 per shop. Members are offered one shop per week with us.
Only 80 people use the Pantry regularly every week, many choosing to attend when they are most in need or at the end of the month when their wages/benefits have run dry.

What Activities are available for members?
Weekly access to subsidised food.

Is club membership restricted in any way? If yes please provide details:
The Pantry is there for those who are struggling financially and are in danger of falling into food poverty. Members are asked about their personal situation when completing a membership form. Unfortunately, we cannot currently accept applications from those who are homeless. Your Local Pantry rules state that members must be able to safely store and cook food from the Pantry.

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

Dover Big Local (Local).
Your Local Pantry (Nationwide).

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:

Dover Pantry

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

Southern Housing originally conducted a needs analysis on their residents which showed that many were falling into debt, unable to pay their rent and eventually being evicted. In order to reduce this pattern, different measures were sought and put in place. They had already tested the social supermarket scheme in other deprived areas in London and the South and the results have been beneficial.

Big Local then conducted a further needs analysis for Dover and the demographics on health, skills and employment which highlighted multiple deprivation in the 4 wards of Dover town.

Since the Pantry opened in January 2021 it has become a significant mainstay of support for Dover's most deprived residents as over 75% of members fall within the key wards.

Dover Pantry Key Aims:

- To enable residents to get on top of their household bills;
- enable people to access good quality affordable food and alleviate waste
- To support our 24 volunteers offering them opportunities to gain valuable work experience, build confidence and forge relationships with others in the community.
- Help reduce social isolation as members meet before and after the Pantry opening times.
- We also signpost members to other support services such as finance advice, housing advice, healthy eating workshops etc. The aim is to support people out of financial difficulty so that new members can be included. See:

https://www.yourlocalpantry.co.uk/about-us/ https://www.facebook.com/doverpantry

Since the pandemic and especially during the current cost of living crisis we have seen interest in the Pantry membership accelerate. Unfortunately, with the cost-of-living pressures this also means that donations are dropping and currently we are limited by funds to purchase extra food from Fare share. If we can purchase more food, we can then extend our membership from 358 members to 400. This equates to around 900 individuals supported out of food poverty.

Case Study

Sue is recently widowed and lives in the CT16 area of Dover. She has had a very hard time recently with dealing with her bereavement and all of the financial difficulties that come with this situation. She has had to apply for Universal Credit to keep her afloat until she receives her pension, "You don't expect to be in this position at the age of 65 and I don't think people really understand."

"This situation has massively affected my wellbeing due to the increased pressure of bills, rent and food ...My rent is nearly £800.00 a month."

"The bills just keep going up and I think, 'Oh my god, what am I going to do?'" "Money doesn't go anywhere now. It's not a nice place to be. "

Using the Pantry has helped Sue relieve some of her financial burdens during this difficult time. "It was great last week because I could get things like pasta and yoghurt. I haven't been able to have yoghurt for ages."

Sue has now become a volunteer and has developed relationships with other volunteers/staff and members of the Pantry. "Volunteering gives me a reason to go out and socialise. I love it! I know most of the names of the people who come here on a Tuesday now. I feel really welcome and I just enjoy it. I like being kind to others. Sometimes just a good morning and a smile cheers people up for the rest of the day."

When will the project/event or activity take place?

The Pantry is an ongoing project. We have revised and updated our model for 2024

D: FINANCIAL DETAILS

Estimated total cost: £ 26,363.83

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

Income for Project (22- 23)	£23,651.21
Members Fees	14,747.80
Donations	1,440.08
Dover Lotto	80.00
Grants (not for food)	6,735.93
Fundraising event.	648.00
TOTAL INCOME	£23,651.21

Expenditure for Project (22-23)	£44,970.62
Manager	21,658.00
Assistant	8,948.79
Rent, rates, utilities, franchise fee	5,600.65
Food (including Fareshare)	8,011.87
Sundries	275.26
Allotment	156.08
Mobile phone	120.00
Equipment	199.76
TOTAL EXPENDITURE	£44,970.62

TOTAL INCOME LESS TOTAL EXPENDITURE	£-21,319.41

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

We have 24 volunteers attached to this project. Dover Big Local offers free advice and support to Pantry members including employment support, digital support, housing and money advice. An externally funded Healthy Eating on a Budget course ensures that all members are given support to cook the food that is supplied to the Pantry – sometimes unfamiliar to them.

E: ADDITIONAL INFORMATION

Additional information/comments:

Going forward

Currently this project is reliant on external funding. We hoped to be self-sustaining by 2023 but the ongoing pressures on sourcing food and the increase in energy costs mean we need to push this goal forward.

To become more efficient with the reduced food intake and dwindling reserve funds we are changing the way we operate slightly. Instead of employing a manager and assistant, going forward we will employ a part-time coordinator who will work with an administrator already employed within the Big Local team. The coordinator role will oversee food deliveries and manage the 24 volunteers. Admin will be responsible for membership data and reporting. The project and Partnerships Manager will be responsible for grant funding. Total cost for a part time Coordinator (with on costs) £12,000 thereby saving around £18,000 in staff costs in year 2023 – 24. This should go some way towards pantry resilience.

We have two grant applications in process.

Cost of Living Grant – Lottery £25,000 (for over expenditure costs during 2023) (applied for through our Locally Trusted organisation, Dover Big Local).
Southern Housing - £5,000 towards running costs. (Applied for through our Locally Trusted organisation, Dover Big Local).

We also have Healthy Eating on a Budget funding to complement our Pantry provision.

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 [X] **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 [X] **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 [X]

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 [X]

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 [X] **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 [X] **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:**
   (http://www.crimereduction.homeoffice.gov.uk/legislation26.htm)

Dover Pantry helps those facing food poverty by proving the means to feed families, therefore, reducing the risk of shoplifting in town. We also encourage our members to think about budgeting their weekly income, thus reducing the risk of petty crimes.

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 [X]

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.)**

Social media announcements will be made upon receipt of the grant, thanking Dover Town Council for their support. We follow/are followed by many large groups/communities of people in Dover.

Dover Town Council plaque will be displayed on the Pantry shop front stating that they are a supporter of the Pantry.

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'S FINANCIAL ASSISTANCE FEEDBACK

Send to: The Town Clerk Dover Town Council Maison Dieu House Biggin Street DOVER Kent CT16 1DW Email: council@dovertowncouncil.gov.uk	TO BE RETURNED WITHIN 2 MONTHS OF THE PROJECT OR EVENT BEING COMPLETED THANK YOU

Each Dover Town Council grant is paid with local government funds and, by law, the Town Council is required to account for how its money is spent and what value any grant has provided to the town. As the recipient of public sector funding, you are required to provide the information listed below. We may ask you for more details and if you are not able to demonstrate that the grant has been spent as agreed when the funding was authorised, then you may be asked to repay it. Please be aware that in line with legislation, the details of all grants and expenditure are published online – this includes the details of the organisation and the agreed purposes of the spend.

If there is insufficient space, please continue on blank sheets of paper.

Name of Organisation:	

WHITE CLIFFS
COUNTRYSIDE PARTNERSHIP

High Meadow Local Nature Reserve

Report for Dover Town Council

October – December 2023

Site management

Work has focused on scrub clearing and opening grassland areas during this period. We are continuing work on areas cleared last year to further extend and connect areas of chalk grassland and reduce scrub regrowth. 'Rides' created through the scrub will encourage the spread pf wildflowers and benefit a range of animals, including insects and reptiles.

Another useful function of the rides is improving access for grazing livestock; with the Exmoor ponies due back in the spring, this will provide them with places to avoid meeting people as well as shelter in bad weather. The ponies grazing in these cleared areas will also help to keep them open in future.

Prospect Field (Phase 1) - Before and after brambles were cleared - last spring c. 25 large morel mushrooms were found here.

The storms before Christmas refocused attention on the issue of Ash Dieback on the site, with a number of trees coming down in the Hospital Field. We are in the process of getting quotes for further selective felling.

We have been in discussions with Oliver Davis Homes regarding the potential rehousing of some slow worms from a development in Barwick Road. If this goes ahead, we will receive additional funding for habitat management in Phase 2.

Community engagement

Regular site presence has led to greater/deeper engagement with site users and provides an opportunity to reinforce messages around responsible use of the site.

The volunteers have been making a big impact on the site during the scrub clearing period. We have mostly been working in St Radigund's top field and Hospital Down Field, making good progress on clearing corridors through the scrub and extending the established wildflower populations. We've had several new volunteers join the regulars, all saying they've loved the day/site/work but struggle to find the time to come! With more weekend tasks planned for the new year, we are hoping to bring this demographic of people into volunteer more.

Hospital Down bank, volunteers raking up golden rod after cutting.

We are liaising with the Foreland Fields school in Ramsgate (a school for children with profound, severe and complex needs) about doing some Duke of Edinburgh work in the Prospect Field (Phase 1), culminating in the teacher visiting the site to assess suitability- with positive feedback. We are still waiting to hear from them but are hopeful that this will take place in the next school term. The school has previously participated in sessions on the River Dour with WCCP.

Looking Forward

Scrub clearance will continue into the new year (until the end of Feb) with the goal of connecting richly biodiverse with less biodiverse areas in all compartments. In some very nutrient rich/low biodiverse areas, native wildflower seeds have been scattered and these will be monitored and maintained over the spring. If successful, this method will be replicated with seeds harvested from site to improve other poorer areas across the site.

Agenda item 7

DOVER TOWN COUNCIL

Report to: **Community & Services Committee**
Meeting date: 24th January 2024

From: **Cllr N Collor, Chairman of the Committee**

Date written: **11th January 2024**

Subject: **Allotment Review**

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1. INTRODUCTION

Dover Town Council has over 200 allotments which are rented out on annual licences for very reasonable charges. A report was last bought to this committee in December 2019 to agree rents up to and including 2022 in line with inflation.

This report recommends changes to the allotment licence and a review of rents.

Plot size	2023/4	Ashford	Folkestone
Up to 125 m²	£37.00	£50	£73
125-249 m²	£59.00	Up to £100	various
250-400 m²	£81.00	Up to £160	various
Water	£13.50		

2. INFORMATION

The annual income from allotments for the years 2021-2023 including contributions towards water costs has been approximately £14,500. The Allotment maintenance budget (excluding staff) has also been in the region of £14,500. There has been additional expenditure to improve water pressure at the Prospect Road site and the borehole installation.

From 2024, Maxton site plot holders will not be charged for mains water as water can be drawn from the borehole. With regard to potential water costs at other sites, councillors should be aware that water companies are pushing

for increases from this coming year of up to 40%. Realistically the Council must consider an increase in the flat rate water charge while seriously encouraging plot holders to harvest rainwater and grow sustainably. This second point around limited water resources is highlighted as tenant obligations in the revised licence. Alongside this, in view of likely rises in water costs it is recommended that the charge is increased for 2024/5 by approximately £1 per annum to £14.50 per plot and a further increase of 50pence per plot be agreed for the following two years.

Rents have not increased during or subsequent to the pandemic of 2020/21 in accordance with the Council's aim of alleviating the economic pressures of both the pandemic and the cost-of-living crisis which followed.
However, inflation has continued to impact the costs of maintaining the allotments and it is time to review the level of allotment rents, which remain very good value and to amend the licence agreement, which all plot holders enter into in order to reduce the Council's costs and to address ongoing issues.

Research into charges at other local councils has shown that Dover Town Council allotment rents are now considerably lower than many other councils in the East Kent area. Our 125m2 plots are currently £37 p.as compared to the £73 in Folkestone and £50 in Ashford. Inflation calculated for the RPI was 10% in 2023 and 11.6% in 2022.

It is recommended that the following revised rents are agreed to help bring rents in line with costs: -

Plot size	**2023/4**	**2024/5**	**Rise for following 2 years**
Up to 125 m²	£37.00	£40	£42/44
125-249 m²	£59.00	£65	£68/71
250-400 m²	£81.00	£93	£98/100
Water	£13.50	£14.50	£15

This equates to a rise of around 25 pence per month per 125m2 for rent year on year and a rise of 8.3 pence per month for water initially followed by a rise of 4.2 pence per month subsequently.

Changes to the licence agreement largely serve to make more explicit obligations which were already in place. Most importantly, tenants continue to vacate plots in an unacceptable state requiring complete rotavation before they can be re-let. In addition, tenants continue to bring banned items such as tyres and chemicals onto sites and often vacate leaving these items behind. The Council therefor incurs disposal costs which it is unable to recover from tenant. To combat this Hythe Town Council charges a deposit of £80, which is returned only if the plot is returned in a reasonable state. Approximately half of this council's allotment maintenance budget is spent on clearing overgrown

plots which are left in an unlettable state by previous tenants and disposing of inappropriate waste and materials. Although it is not currently suggested that tenants are required to provide a deposit, this may be something Dover Town Council may need to consider in the future.
The full text of the draft allotment licence agreement is attached at Appendix A.

3. DECISION

Committee is asked to resolve: -

- That Allotment rents and water charges are increased from 1st January 2024 as follows: -

Plot size	2023/4	2024/5	Rise for following 2 years
Up to 125 m²	£37.00	£40	£42/44
125-249 m²	£59.00	£65	£68/71
250-400 m²	£81.00	£93	£98/100
Water	£13.50	£14.50	£15

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

Statutory Powers: SHAA 1908 S28

THIS AGREEMENT made the .....day of..... , between the Dover Town Council (hereinafter called"theCouncil")and .....of.....
(Hereinafter called the "Tenant")

The Council agree to let and the Tenant agrees to take on a yearly tenancy from ..... for the Allotment Garden numbered .....at .....site the area is up to .....square metres. The Allotment Gardens kept by the Council at an annual rent of £.....plus £ .....water charge payable yearly in advance.

A. THE TENANT AGREES WITH THE COUNCIL TO THE FOLLOWING CONDITIONS:

1. To pay the basic rent and the water charge prior to the commencement of the tenancy & any additional charges as the Council may from time to time by notice to the Tenant specify.

2. To use the plot only as an allotment garden and not for any other purpose.

3. To permit any member, officer or agent of the Council at any time to enter and inspect the plot, providing a copy of any key necessary for this purpose to the Council.

4. Not to sub-let, share, assign or part with any part of the plot.

5. Not to damage or interfere, by any acts or omissions, nor to allow any others to do so, on any fences, gates, signs, taps or other property of the Council or other plot holders on or neighbouring the site of which the allotment is part.

6. To ensure any access roads and all paths are kept free of obstructions and hazards at all times.

7. To allow where the plot joins another a clear uncultivated strip of at least 30cms.

8. Not to erect any fencing on or around the plot, without prior consent from the Council. Consent will only be considered for safe permitted materials no higher than 1m. Maintaining the fence remains the responsibility of the Tenant and must be removed at the Councils request. Under no circumstances must barbed or razor wire corrugated metal of any kind or any material containing asbestos be used.

9. Not to erect any notices or advertisements on the plot or around the site.

10. Not to bring to or keep on the plot any metal sheeting, tins, drums, barrels or other such items. Only non-metal water barrels/tanks to be used for collection of rainwater.

11. Not to deposit, or allow deposit of, anywhere on the site domestic waste, refuse, spoil, tyres or other materials, excepting only manure or in such quantities as is reasonably required for cultivation. Compost & manure must be kept in safe & suitable containers. Carpets may not be used as a method of weed control. All rubbish & waste must be removed regularly by the tenant from the site. Tyres found on an allotment will be removed & the tenant charged £10 per tyre for the removal. The persistent presence of other prohibited materials may result in termination of the tenancy

12. To ensure tools and equipment are not left unattended in such a way as to cause harm or injury when not in use are stored safely.

13. This Council will not accept any responsibility for theft, loss or damage of property or physical harm caused by a tenant's negligence to such items nor any resulting injury however caused. Tenants are

not permitted to leave valuables or tools on any allotment garden. You are obliged under the terms of this licence to inform the Police & Town Council of any theft, vandalism or damage.

14. Not to allow children under the age of 16 or vulnerable adults on to the site unless accompanied by a responsible adult at all times.

15. Not to allow dogs on to the site unleashed unless contained within the tenant's own plot and to clear away immediately from the plot site any faeces which may arise.

16. Not to erect any building or structure including any temporary structures such as tents, sheds, cold frames, Polytunnels & Play equipment on the plot without the written consent of the Council provided that consent may not be refused under this clause to the erection of any building reasonably necessary for the keeping of equipment, hens or rabbits. Consent will only be considered for safe, permitted materials no larger than 2m x 2m x 1.95m for 1 shed or for 1 greenhouse/cold frame per 125sq m of plot.

17. To maintain the entire plot in a proper state of cultivation appropriate to the season, weed free and with the soil kept in a fertile condition. Not to permit growth of noxious weeds more than 6" high. Failure to properly cultivate the plot will lead to termination of tenancy.

18. To routinely minimise pests and diseases and rodent infestation by organic methods. Chemicals are not permitted on the allotment site.

19. Not to plant fruit trees or bushes to more than 1/4 of the plot, nor allow any plant to overhang, overshadow or obstruct adjacent plots or paths nor grow to such a size so as to require professional pruning. Not to plant flowers on more than 1/4 of the plot.

20. Not to bring nor keep livestock on the plot except poultry excluding cockerels or rabbits to the extent permitted by Section 12 of the Allotments Act 1950. Nothing in this subsection shall authorise any poultry or rabbits to be kept in such a place or in such a manner as to be prejudicial to health or a nuisance or affect the operation of any enactment of the Animal Welfare Act 2006.

    Prior written consent for keeping of poultry or rabbits must be obtained from the Council and will require suitable insurance documentation. All buildings (including sheds) erected thereon shall be in accordance with the provisions of Clause A16 and together with all ranging areas must be safely constructed so as to prevent escape. A 24 hour contact number must be provided to the Council. Should vermin be attributed to keeping of your livestock you will be responsible for any control costs incurred.

21. Not to keep bees or hives on the plot without written consent from the Council and on production of accreditation from the British Beekeeping Association.

22. All structures on allotments <u>must</u> be set up to appropriately collect and store rain water for cultivation of crops. Tenants must use water saving materials such as suitable ground cover/mulch to reduce watering. Watering from Mains taps/borehole should only be used as a last resort. Hoses may not be connected to taps or outside the plot when unoccupied. Hoses must only be used to fill containers not the plot. The Council or Utilities may impose restrictions on the use of mains water as needed. All tenants must comply with these. *Mains water is turned off on site from October to March every year.*

23. Maxton tenants must not use mains water. Any tenant attempting to do so will be deemed to have breached this tenancy agreement.

24. To limit bonfires to the hours after dusk or 6pm, whichever is earlier to 7am. Bonfires must be of a small size, preferably contained, attended constantly and properly banked down when finished. Only allotment waste to be burnt. No naked flames may be used to eradicate weeds/foliage.

25. Not to excavate any holes including ponds on the plot without written consent from the council. Not to leave any permitted hole uncovered or unprotected whether as a pond or during any cultivation or construction so as to constitute a hazard.

26. Not cause any nuisance or annoyance to other users of the site, contractors or officers of the Council, nor allow any visitor to your plot to by noise, behaviour or action. To be a good neighbour at all times. Allotment sites are subject to UK law. Dress should be appropriate to an allotment site with a minimum of shorts & vest to be worn. Anyone stealing, using hate language or engaging in anti-social behaviour will be given immediate notice to quit.

27. Where vehicular access is permitted to a site, not to leave any vehicle unattended unless working on the plot. Under no circumstances may vehicles be parked overnight on site.

28. The Tenant shall remain responsible and liable for any acts or omissions by the Tenant or any person under the control of the Tenant leading to a personal injury claim.

29. To observe and fully comply with all enactments statutory instruments local parochial or other byelaws orders or regulations affecting the plot.

30. On termination of the Tenancy to clear the plot of all fixtures and fittings belonging to the Tenant & all waste unless agreed in writing with the Council. All keys must be returned back to the Council. Not to do so will lead to a claim for costs from Dover Town Council.

31. Tenants must inform the Council of any change of address and provide emergency contact details.

32. Tenants must never leave gates unlocked at any time ensure they are locked whilst on and exiting site.

33. No alcohol must be bought onto or consumed on site.

34. All produce grown on site is for tenant & family consumption only it is not permitted to sell crops including eggs although they may be gifted.

35. Tenants may not camp or stay overnight on any plot or part of the site.

36. Allotments are inspected regularly, if the plot looks to be un-used/cultivated the Council will write to the tenant accordingly giving action.

All clauses of this agreement are in conjunction with the allotments act of 1922

B. TERMINATION OF TENANCY

The tenancy can be terminated in any one of the following ways:

1. On the death of the Tenant

2. By the Tenant giving one months' notice to quit in writing expiring at any time.

3. By the Council giving not less than twelve months' notice to quit expiring on or before 6 April or on or after 29 September in any year.

4 By re-entry by the Council at any time after giving 1 months' notice on account of the plot being required for any of the purposes set out in paragraph (b), (c), or (d) of sub-section 1 of section 1 of the Allotments Act 1922.

5 By re-entry by the Council at any time after giving 7 days' notice in writing to the Tenant:

5.1. If the rents, water charge or waste removal costs any part of them are in arrears for 40 days or more whether legally demanded or not.

5.2 If it appears to the Council that there has been any breach of the conditions and agreements on the part of the Tenant herein.

6. In the event of this agreement being terminated under clause 5.2 and any of the provisions in clause B5 no part of the rent paid in advance will be refunded.

C. NOTICES

Any consent or notice required to be given by the Council to the Tenant may be validly given by an officer of the Council and may be served on the Tenant either in person or by electronic mail, posting to his or her last known address by first class post, or by fixing the same to the allotment as recorded in this agreement in a conspicuous manner. Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Tenant and sent by electronic mail or in a prepaid envelope or handed in person ito an Officer of the Council.

Signed: ……Karen Dry..... On behalf of the Council on this day ……30/1/24……..

Signed: ……..... Tenant

Telephone number .....

Email address: .....

(Providing an email gives consent to correspondence being sent electronically)

DOVER TOWN COUNCIL

Report to: **Community & Services Committee**
Meeting date: 24th January 2024

From: **Cllr Nigel Collor, Chairperson of the Committee**

Date written: **15 January 2024**

Subject: **Provision of Public Conveniences in Dover**

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1. INTRODUCTION

Following extensive public consultation on at least two occasions, most recently in February 2023, it is clear that the provision of public toilet facilities remains extremely important to people in Dover. Dover Town Council has always recognised this and has delivered good quality facilities to meet public need at the best possible value to the taxpayer. As part of its strategy Dover Town Council agreed the head lease for the Boundary Groyne building from Dover Harbour Board. The sub lease, with the agreement of the Harbour Board, is between Pebbles CIC and Dover Town Council.

2. INFORMATION

The Town Council has addressed the closure of some public toilet facilities and other poor-quality facilities in three ways for over a decade: -

- Through lobbying and negotiation with the statutory body responsible for public toilet facilities – this has resulted in the HLF funded Maison Dieu facilities being open to the public when it opens towards the end of 2024; the replacement toilets opened by the Port at the new Marina Curve; and the refurbishment of the Stembrook toilet block.
- Through the Community Toilet Scheme which is a scheme for businesses to claim funding for allowing the responsible and proper use of their toilets/washrooms, which must be of a good and accessible standard, to members of the public in exchange for a financial incentive. There are currently two active businesses in the scheme and we continue to look for other appropriate premises.
- Through providing and managing public conveniences in partnership with other organisations. This has included the Biggin Hall toilets, which have now been closed but will be replaced by the Maison Dieu provision; and the refurbishment and re-opening of the Boundary

Groyne public Conveniences on Marine Parade, leased to Pebbles CIC in 2014. The model of having toilets both fully attended to prevent anti-social behaviour and having them operated alongside a retail outlet has very much reduced both the risk to and the cost to the Town Council.

Both the head lease between Dover Town Council and the Harbour Board and the sublease between Dover Town Council and Pebbles CIC and agreed by the Harbour Board are inside the Landlord and Tenants Act 1954, which provides for security of tenure. This means that both the Town Council and Pebbles CIC are provided with the right to lease renewal. As a result, although DTC is not yet in receipt of a lease renewal document from the Harbour Board, councillors can be confident that the previous lease will be renewed on the previous terms (peppercorn) and that the sublease can continue unbroken.

Following the resolution of this committee in March 2023, changing facilities, lockers and showers have been added to enhance the seafront facilities and Pebbles CIC has refreshed its offering allowing the opening hours to be extended to include the winter months and for much longer days. Prior to 2023 the Boundary Groyne conveniences closed between October and Easter the following year.

3. DECISION

The Committee is asked to note 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.

Statutory Powers/Standing Orders /Policy

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.

Statutory Powers – Local Government Act 1972 s101

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

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 tradition. 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 - 003

Memorandum

To: Councillor N Collor – Chair of Community & Services Committee

From: Allison Burton – Town Clerk

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

Date: 31st October 2023

Re: **CANCELLATION OF COMMUNTIY & SERVICES COMMITTEE MEETING ON 8TH NOVEMBER 2023**

You were consulted by me regarding the cancellation of the Community & Services Committee meeting due to be held at 6pm on 8th November 2023. Owing to the lack of business to consider on the agenda. You were of the opinion that the meeting be cancelled.

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

This decision will be reported to the next meeting of the Community & Services Committee on 24th January 2023.

Officer signature:

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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:

moving memory
DANCE THEATRE COMPANY

Report for Dover Town Council/Dover Lights Up

Dover Lights Up

By Moving Memory Dance Theatre Company

Event dates: November – December 2023

Report Date: January 2024

Description and aims of project:

Context: The project was created to build on the success of Moving Memory's (MM) activity in the town centre in August 2022 when support from Dover Big Local and Dover District

Council enabled the company to present three performances of their show, Busting Trifles, and engage people in participatory activity throughout the day.

Thanks to funding from Dover Town Council the company was invited to perform as part of the winter Dover Lights Up celebration.

MM's aims were to:

- use this opportunity to fully re-engage with people in Dover by placing them at the heart of a new performance.
- create the new performance by running 4 workshops (led by 2 MM facilitators) inviting participants to create their own choreography for the piece.
- engage local people in a new creative activity which required no prior experience of movement or performing.
- benefit from MM's unique creative practice which has been shown to provide improvements on all 5 of the recognised Ways To Well-being (moving, connecting, giving, learning and noticing).
- create a piece of performance which has sprung from their own thoughts, feelings and experiences giving performers a very strong sense of ownership of, and pride in, the piece.
- offer a unique older-person-led performance, designed to change ageist attitudes.

Outcomes;

- 4 workshops took place during November 2023 at Charlton Shopping Centre and Biggin Hall (supported by Future Foundry) attracting a good number of people (between 6-10 each week), some of whom (6) attended for all sessions and performance events. The sessions explored the theme of 'The Gift'; what Dover had given participants, and what they wanted to give back to Dover, affording a real sense of pride and love for their home town.
- Participants presented their performance, 'The Gift', twice in Dover Market Square on Sat 2nd December 2023 as part of Dover Lights Up.
- All performances were extremely well attended and received -audiences showed a real delight in the events celebrating the performers with huge applause and warmth – many asked how they could be involved.
- Participants were further supported by 2 volunteers from the MM Core performance company which enhanced participant experience and understanding of the practice and performance skills.
- MM established a presence in Dover Town area, the workshops demonstrating a real desire for an on-going group in Dover.
- Feedback was overwhelmingly positive. Participants described the sessions as: *" A joy, Creative, Joyful, Energising, Friendly, Energetic, Fun, Felt Lifted, Felt like a phoenix!, Found new friends"*
- The experience of participants and facilitators is captured here: https://www.movingmemorydance.com/2023/12/17/betty-cathy-emma-laura-mj-vox-pops/

Unexpected outcomes:

- In addition to the Dover Lights Up, the group was invited to join the people of Folkestone to take part in a workshop and present the piece again as part of The Folkestone Living Advent Calendar at Market Place on December 10th
- 1 group member has expressed their interest in training as a MM Creative facilitator
- MM has been successful in raising funding from Social Enterprise Kent to run a new 'Groovin Well' group at Biggin Hall which commences at the end of January. The response from the group has been overwhelming excited and at least 7 past participants have signed up to join the new initiative.

Conclusion:

The project was a tremendous success, and a real joy to work on, new relationships and friendships were forged, new skills and possibilities discovered, achieving all intended outcomes and more. We thank Dover Town Council for making this possible and are excited to continue the partnership into 2024.

We were successful in an application to Social Enterprise Kent for funds to continue the group with an additional 8 workshops due to take place Jan-March 2024.

Participant feedback

"So welcoming, so friendly! The atmosphere is wonderful! It's different. Never been involved in anything like it, so community focused – the dance comes from the participants –

I was on such a high at the performance.-We were all together, we were all laughing. it was a joy. I think it has such an impact on your health".

"I absolutely want more – it would be very important to me to continue".