



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

DATE OF ISSUE:
4th July 2024

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the TOWN COUNCIL will be held at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent CT16 1DW on **WEDNESDAY 10TH JULY 2024** at **6.00pm** when the business shown on the agenda below will be transacted.

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

Allison Burton
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence. *Prior to a meeting Councillors' apologies, with a reason for absence from that meeting, should be submitted to the Clerk.*

2. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law. *(Guidance for Councillors concerning disclosable pecuniary and/or other interests is attached for your information). (Pages 1 to 2)*

3. MINUTES

To approve the Minutes of the Town Council meeting held on 29th May 2024 (copy attached).
(Pages 3 to 6)

4. PRESENTATION

To receive a presentation from Migrant Helpline.

5. COMMUNICATIONS FROM THE CHAIRPERSON

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

6. CIVIC & SPECIAL PROJECTS COMMITTEE

To note the minutes of the Civic & Special Projects Committee meeting held on 3rd June 2024 (copy attached). (Pages 9 to 12)

To consider the minutes of the Civic & Special Projects Committee meeting held on 1st July 2024 (copy attached). (Pages 13 to 14)

7. FINANCE & GENERAL PURPOSES COMMITTEE

To consider the minutes of the Finance & General Purposes Committee meeting held on 10th June 2023, including resolved to recommend minute no. 24 and the report thereon (copies attached). (Pages 15 to 22)

8. COMMUNITY & SERVICES COMMITTEE

To consider the minutes of the Community & Services Committee meeting held on 17th June 2024 (copy attached). (Pages 23 to 24)

9. PLANNING COMMITTEE

To consider the minutes of the Planning Committee held on the 24th June 2024 (copy attached). (Pages 25 to 28)

10. TOWN COUNCIL FINANCIAL INFORMATION

10a. To approve the schedule of payments made by the Town Council for May 2024 (copy attached) and June 2024 (to follow). (Pages 29 to 30)

10b. To consider the Town Council budget out-turn report to the end of June 2023 (copy attached). (Pages 31 to 36)

11. COUNCILLOR WARD GRANTS

To note the out-turn of the 2024/25 Councillors' Ward Grant scheme (to follow).

12. TOWN COUNCIL COMMITTEE & EXTERNAL REPRESENTATION

To consider any changes to Committee membership.

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

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

13. GOVERNANCE & ACCOUNTABILITY

- 13a. To consider the Chairperson of the Council's report of 2nd July 2024 concerning the Civility & Respect Pledge (copy attached) (Pages 37 to 38)
- 13b. To consider the Chairperson's report of 1st July 2024 concerning the appointment of Internal Auditors for the 2024/25 Financial Year (copy attached) (Pages 39 to 40)
- 13c. To consider the Chairperson of the Council's report of 2nd July 2024 concerning the Insurance Fidelity Requirement (copy attached) (Pages 41 to 44)

14. QUESTIONS FROM THE PUBLIC

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

15. DATE OF NEXT MEETING

To note that the date of the next Town Council meeting will be Wednesday 20th September 2023.

NOTE: A COPY OF THIS DOCUMENT IN LARGER TYPE MAY BE OBTAINED ON REQUEST FROM THE COUNCIL OFFICES, MAISON DIEU HOUSE, BIGGIN STREET, DOVER.

COPIES OF THE DOCUMENTS MENTIONED IN THIS AGENDA ARE AVAILABLE FOR INSPECTION FROM THE TOWN COUNCIL OFFICES - MONDAY TO FRIDAY - 9.30am to 4.30pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS NOTICE AND WILL BE CHARGED AT £1 PER COPY.



Agenda Item No 2

DECLARATIONS OF INTEREST

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest' explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and subject to any dispensations, withdraw from the meeting. Members should remember that a finding of a breach of the law with regard to DPI's carries a fine of up to £5,000 and a criminal record.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone they should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Notes:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representatives on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer etc would both probably constitute either an OSI or in some cases a DPI.

DOVER TOWN COUNCIL

Minutes of the 29th Statutory Meeting of the DOVER TOWN COUNCIL held at the St. Mary's Parish Hall, Cannon Street, Dover, Kent CT16 1BY on Thursday 29TH MAY 2024 at 6.00pm.

PRESENT

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

Councillors

Councillor A Bedi
Councillor E Biggs
Councillor P Brivio
Councillor A Calder
Councillor N Collor
Councillor G Cowan

Councillor J Kember
Councillor J Lamoon
Councillor R Sawbridge
Councillor N Shread
Councillor P Verrill

1. INSTALLATION OF TOWN MAYOR

The Town Council noted the election of Councillor Edward Biggs as Town Mayor for the 2024/25 Municipal Year as resolved in Minute No. 222 on 20th March 2024.

The Town Mayor, Councillor Biggs took the chair and made his declaration of office.

2. APPOINTMENT OF NOMINATED CIVIC PARTNER

The Town Mayor signified Ms Laurie Porter as his Nominated Civic Partner for the period of his term of office.

3. THANKS TO THE TOWN MAYOR FOR THE 2023/24 MUNICIPAL YEAR

The Mayor received a motion for a vote of thanks for the former Town Mayor for her service during the 2023/24 Municipal Year.

RESOLVED: That the Town Council give a vote of thanks to the former Town Mayor Councillor Susan Jones, for the 2023/24 Municipal Year.

Chairman

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bird, Collins, Defriend & Mrs Wanstall (personal commitments) & Councillors Bradley & Wanstall (ill health).

5. DECLARATIONS OF INTEREST

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

6. INSTALLATION OF DEPUTY TOWN MAYOR

The Town Council noted the election of Councillor Anuj Bedi as Deputy Town Mayor for the 2024/25 Municipal Year as resolved in Minute No. 222 on 20th March 2024.

The Deputy Town Mayor, Councillor Bedi made his declaration of office.

7. HONORARY CHAPLAIN

The Town Mayor thanked Honorary Chaplain Reverend Catherine Tucker for her support and service during the 2023/24 Municipal Year.

The Town Mayor appointed the nominated Minister from the Deanery of Dover as Honorary Chaplain for the 2024/25 Municipal Year. At the Town Mayor's invitation, the Honorary Chaplain offered prayers.

8. HONORARY FREEMEN OF THE TOWN OF DOVER

The Town Council invested Dr Judith Shilling & Mr Anthony Hawkins MBE as Honorary Freemen of the Dover as per Minute No. 208 made at the Extraordinary Town Council Meeting held on 20th March 2024.

The Town Clerk read the Roll of Honorary Freemen for the Town of Dover.

9. TOWN MAYOR'S CADET

Councillor Susan Jones thanked Cadet Sgt Jamee Phillips for their support and service to Council during 2023/24 Municipal Year and presented them with a Mayor's Cadet badge.

The Town Mayor signified the appointment of Cadet Marcel Klos of the Dover Joint Cadet Centre as the Town Mayor's Cadet for the 2024/25 Municipal Year. The Town Mayor's Cadet was presented with the swagger stick and certificate by the Town Mayor.

10. MINUTES

The Town Council approved the Minutes of the Extraordinary Town Council meeting held on 17^h April 2024.

The Town Council approved the Minutes of the Planning Committee held on the 22nd April 2024.

RESOLVED: a) That the Minutes of the extraordinary Town Council meeting held on 17th April 2024 be approved and signed by the Town Mayor;

Chairman

b) That Planning Committee minute Nos 251 to 259 be approved.

11. COMMUNICATIONS FROM THE CHAIRPERSON

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

12. TOWN COUNCIL FINANCIAL INFORMATION

12a) The Town Council considered the schedule of payments made by the Town Council for April 2024.

12b) The Town Council considered the Town Council budget out-turn report to the end of April 2024.

RESOLVED: a) That the payments made by the Town Council in April 2024 be approved and the schedules signed by the Chairperson;

b) That the Town Council approved the Town Council budget out-turn report to the end of April 2024;

13. ANNUAL RETURN 2023/24

13a) The Town Council noted McCabe Ford Williams’ letter of 17th May 2024 concerning their independent internal audit work undertaken in May 2024 together with the Annual Internal Audit Report 2023/24.

13b) The Town Council noted the Chairperson of the Council & the Chairperson of Finance & General Purposes Committee’s report of 21st May 2024 concerning the JPAG 2024 and public access dates.

13c) The Town Council noted the Chairperson of the Council & Chairperson of the Finance & General Purposes Committee’s report of 21st May 2024 concerning the Financial out-turn for the year to 31st March 2024.

13d) The Town Council approved the Annual Governance Statement and the Accounting Statements for Dover Town Council for the year ending 31st March 2024. Following approval, the Chairperson of the meeting and the Town Clerk signed the Annual Governance Statement and Accounting Statements.

RESOLVED: That the Annual Governance Statement and Accounting Statement for Dover Town Council for the year ending 31st March 2024 be approved and signed by the Town Mayor, Councillor Biggs.

14. TOWN COUNCIL COMMITTEE & EXTERNAL REPRESENTATION

The Town Council noted the minutes of the Dover RBL White Cliffs Branch held on 20th May 2024.

15. QUESTIONS FROM THE PUBLIC

The Town Council noted that no questions from the public pursuant to Standing Orders 1 (d) to (m) inclusive and 3b (v) had been received.

The meeting ended at 18.44pm

THE RIGHT WORSHIPFUL THE TOWN MAYOR
(Councillor Edward Biggs)
CHAIRPERSON

Chairman

Mayoral Engagements Attended from 29th May to 10 July 2024

MAY 2024

29th 1800 Full Town Council Meeting (Mayor Making) at St. Mary's Parish Hall, Dover

JUNE 2024

1st 11.15 DEPUTY MAYOR - Official Opening of the Soothcity Massage Therapy Rooms, Dover
3rd 1800 Civic & Special Projects Committee Meeting at MDH
6th 1800 D-Day 80th Anniversary Lighting of the Beacon ceremony, Marina Curve, Dover
8th 1030 DEPUTY MAYOR - Dover White Cliffs RBL D-Day Landing Commemorations, Dover
Seafront
10th 1800 Finance & General Purposes Committee Meeting at MDH
17th 1800 Community & Services Committee Meeting at MDH
23rd 1000 New Romney Civic Service at St. Nicholas Church, New Romney
24th 1000 Fly a flag for Armed Forces Day at Maison Dieu House
1800 Planning Committee Meeting at MDH
30th 1500 Mayor of Margate's Civic Service and Armed Forces Observation, in Margate

JULY 2024

1st 1800 Civic & Special Projects Committee meeting at MDH
3rd 1545 Dover Grammar School for Girls A Level Students Art & Photography Exhibition
4th 1600 DEPUTY MAYOR - Private viewing of Dover Technical College Student work starting at
Sunrise Café Dover
1800 CIVIC REPRESENTATIVE (Cllr Lamoon) Launch and first concert of Deal Music & Arts
Festival in Deal
5th 1245 DOYRMS Grand Day
7th 1000 Folkestone Town Sunday Service and Blessing of the Fisheries
8th 1830 Meet & Greet with 10th Dover Cubs & Scouts at Maison Dieu House
10th 1800 Full Town Council Meeting at MDH

Agenda item 6a

DOVER TOWN COUNCIL

Minutes of the meeting of the CIVIC & SPECIAL PROJECTS COMMITTEE held on MONDAY 3rd JUNE 2024 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

- | | |
|--|---|
| Councillor Bedi | Councillor Kember |
| Councillor Bird | Councillor Lamoon |
| Councillor Bradley (To Agenda Item 6C) | Councillor Sawbridge |
| Councillor Calder | Councillor Shread |
| Councillor Collins (To Agenda Item 6C) | Councillor Mrs Wanstall (To Agenda Item 6A) |
| Councillor Collor | Councillor Wanstall (To Agenda Item 6A) |
| Councillor Jones (To Agenda Item 6C) | |

Councillor Bedi (Deputy Town Mayor) took the chair for the start of Agenda item 1.

16. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

The Committee considered the appointment of a Chair and Vice-Chair for the 2024/25 Municipal Year.

Councillor Wanstall proposed and Councillor Bradley seconded the motion that Councillor Sawbridge be appointed Chair of the Committee for the 2024/25 Municipal Year.

Councillor Kember proposed and Councillor Bird seconded a motion that Councillor Brivio be appointed Chair of the Committee for the 2024/25 Municipal Year.

Councillor Sawbridge then took the chair.

Councillor Bird proposed and Councillor Jones seconded the motion that Councillor Kember be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

Councillor Wanstall proposed and Councillor Mrs Wanstall seconded a motion that Councillor Lamoon be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

RESOLVED: That Councillor Sawbridge be appointed Chair and Councillor Lamoon be appointed Vice-Chair of the Civic & Special Projects Committee for the 2024/25 Municipal Year.

17. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllrs Verrill, Biggs (Town Mayor), Brivio, Defriend & Cowan (Personal Commitments).

Chairperson

18. DECLARATIONS OF INTEREST

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

19. MINUTES

Councillors noted the approved Minutes of the meeting of the Civic & Special Projects Committee held on the 8th April 2024 as resolved at the extraordinary Full Town Council Meeting, 17th April 2024, Minute No 246.

20. BUDGET

The Committee noted the latest out-turn of the Committee's 2024/25 budget.

21. APPLICATIONS FOR FINANCIAL ASSISTANCE

The Committee considered the following applications for financial assistance:

- Moving Memory Dance Theatre Company Ltd;
- Home-Start Dover District;
- Cliffs of Sanctuary - affiliated with City of Sanctuary UK;
- Dover Pride 2024;
- Ceramic Arts Dover.

- RESOLVED:
- a) That the Committee make a grant of £1,000 to Moving Memory Dance Theatre Company Ltd. Funding to be allocated from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2024/25 budget, along with a further £810 towards the Dover Winter Light Up performances, to be allocated from the Events Facilitation Provision in the Civic & Special Project Committee's 2024/25 budget;
 - b) That the Committee make a grant of £2,242 to Home-Start Dover District. Funding to be allocated from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2024/25 budget;
 - c) That the Committee make a grant of £670 to Cliffs of Sanctuary. Funding to be allocated from the Events Facilitation Provision in the Civic & Special Project Committee's 2024/25 budget;
 - d) That the Committee make a grant of £5,000 to Dover Pride. Funding to be allocated from the Events Facilitation Provision in the Civic & Special Project Committee's 2024/25 budget;
 - e) That the Committee make a grant of £1,006 to Ceramic Arts Dover. Funding to be allocated from the Events Facilitation Provision in the Civic & Special Project Committee's 2024/25 budget;
 - f) All negotiations and agreements to be delegated to the Proper Officer in consultation with the Chairperson of the Committee.

22. INFORMATION ITEMS

22a) The Committee noted the Clerk to the Committee's report dated 13th May 2024 concerning Outdoor Leisure Activity.

Chairperson

22b) The Committee noted the Town Clerk's (Proper Officer) report dated 24th May 2024 concerning the Seafront Soldier.

23. DATE OF NEXT MEETING

The Committee noted that the next meeting of the Civic & Special Projects Committee will be held on Monday 1st July 2024 @ 6pm.

Meeting Closed @ 8.12pm

CHAIRPERSON
Councillor R Sawbridge

Chairperson

Agenda Item 6b

DOVER TOWN COUNCIL

Minutes of the meeting of the CIVIC & SPECIAL PROJECTS COMMITTEE held on MONDAY 1st JULY 2024 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

Councillor Bedi
Councillor Biggs (Town Mayor)
Councillor Bird
Councillor P Brivio
Councillor Calder
Councillor Collor

Councillor Kember
Councillor Sawbridge (Chairperson)
Councillor Shread
Councillor Verrill
Councillor Mrs Wanstall
Councillor Wanstall

50. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors Jones & Collins (Personal Commitments) & Councillor Bradley (Ill Health).

51. DECLARATIONS OF INTEREST

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

52. MINUTES

The Committee considered the Minutes of the Civic & Special Projects Committee meeting held on the 3rd June 2024.

RESOLVED: That the Minutes of the meeting of the Civic & Special Projects Committee held on the 3rd June 2024 be signed by the Chairperson.

53. BUDGET

The Committee noted the latest out-turn of the Committee's 2024/25 budget.

Cllr Collor requested clarification on 2 of the Committee's budget provisions (4304/301 Other Links/ Functions & 4063/303 Events / Activities Facilitation), these were explained.

54. WATER SPORTS

The Committee considered Councillor Brivio's report concerning Accessible Water Sports provision.

Chairperson

RESOLVED: To fund a summer programme of Access to Water Sports for young people in Dover with a budget of up to £4,400 (including contingency of £62). Funding to be allocated from the Sports/Health Development provision in the Civic & Special Project Committee's 2024/25 budget. Contracts, arrangements and negotiations delegated to the Proper Officer in consultation with the Chairperson of the Committee.

55. INFORMATION ITEMS

- 55a) The Committee noted the Chairpersons update on the committees' activities 2023/24.
- 55b) The Committee noted Playground Proms feedback concerning grant allocated from this Committee towards the Playground Proms that took place in April 2024.
- 55c) The Committee noted Dover Welcomes Walkers article.
- 55d) The Committee noted that no further items of information regarding the Committee's responsibilities had been received.

56. DATE OF NEXT MEETING

The Committee noted that the next meeting of the Civic & Special Projects Committee will be held on Monday 14th October 2024 @ 6pm.

Meeting Closed @ 6.42pm

CHAIRPERSON
Councillor R Sawbridge

Chairperson

DOVER TOWN COUNCIL

Minutes of the meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held on MONDAY 10th JUNE 2024 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

- | | |
|-------------------------------|--|
| Councillor Bedi | Councillor Cowan |
| Councillor Biggs (Town Mayor) | Councillor Lamoon |
| Councillor Bird | Councillor Sawbridge |
| Councillor Calder | Councillor Shread |
| Councillor Collins | Councillor Mrs Wanstall (To Agenda Item 4) |
| Councillor Collor | Councillor Wanstall (To Agenda Item 4) |

Councillor Biggs (Town Mayor) took the chair for Agenda item 1a.

The Committee agreed to alter the order of business on the agenda for reasons of urgency or expedience, as stated per Standing Orders 7vi. To consider Agenda Item 1b prior to Agenda Item 1a.

24. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

24a) The Committee considered the appointment of a Chair and Vice-Chair for the 2024/25 Municipal Year.

Councillor Bird proposed and Councillor Bedi seconded the motion that Councillor Cowan be appointed Chair of the Committee for the 2024/25 Municipal Year.

Councillor Collor proposed and Councillor Collins seconded a motion that Councillor Lamoon be appointed Chair of the Committee for the 2024/25 Municipal Year.

Councillor Bird proposed and Councillor Cowan seconded the motion that Councillor Bedi be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

Councillor Lamoon proposed and Councillor Calder seconded a motion that Councillor Collor be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

RESOLVED: That Councillor Cowan be appointed Chair and Councillor Bedi be appointed Vice-Chair of the Finance & General Purposes Committee for the 2024/25 Municipal Year.

Councillor Cowan then took the chair.

24b) The Committee considered the report of 30th May 2024 concerning the appointment of a Responsible Financial Officer.

RESOLVED TO RECOMMEND: a) To create the role of unpaid Responsible Financial Officer;

Chairperson

b) That Cllr Bedi be the named Councillor appointed to the role of Responsible Financial Officer following the signing of the required Financial History / Probity Statement;

c) That the appointment of Responsible Financial Officer, be reviewed at the Finance & General Purposes Committee on 21 October 2024.

25. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllrs Verrill, Kember, Jones & Defriend (Personal Commitments) & Cllrs Bradley & Brivio (Ill Health).

26. DECLARATIONS OF INTEREST

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

27. MINUTES

The Committee noted the approved Minutes of the meeting of the Finance & General Purposes Committee held 4th March 2024 as resolved in Minute No. 216 at the Full Town Council Meeting held 20th March 2024.

28. ANNUAL RETURN 2023/24 & TOWN COUNCIL FINANCIAL INFORMATION

28a) The Committee noted the approved schedule of payments for January & February 2024 as resolved at the Full Town Council Meeting on 20th March 2024, Minute No: 219.

28b) The Committee noted the approved schedule of payments for March 2024 as resolved at the extraordinary Full Town Council Meeting on 17th April 2024, Minute No: 247a.

28c) The Committee noted the approved schedule of payments for April 2024 as resolved at the Full Town Council Meeting on 29th May 2024, Minute No: 12a.

28d) The Committee noted the approved budget out-turn to 31st March 2024 as resolved at the extraordinary Full Town Council Meeting on 17th April 2024, Minute No: 247b.

28e) The Committee noted the approved budget out-turn to 31st March 2024 as resolved at the Full Town Council Meeting on 29th May 2024, Minute No: 12b.

28f) The Committee noted McCabe Ford Williams' letter of 17th May 2024 concerning their independent internal audit work undertaken in May 2024 together with the Annual Internal Audit Report 2023/24, which was resolved at the Full Town Council Meeting on 29th May 2024, Minute No: 13a.

29. COUNCILLORS' WARD GRANTS

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

30. DATE OF NEXT MEETING

The Committee noted that the next meeting of the Finance & General Purposes Committee will be held on Monday 15th July 2024 @ 6pm.

Chairperson

Meeting Closed @ 6.30pm

CHAIRPERSON
Councillor G Cowan

Chairperson



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
Meeting date: 10th June 2024

Date written: 30 May 2024

Subject: Appointing a Responsible Financial Officer

1. INTRODUCTION

The Local Government Act 1972 sets out that the two key officers in a Parish Council are those of the Proper Officer (legal adviser/executive) and Responsible Financial Officer (Financial affairs). By law these functions must be discharged and the Council must appoint appropriate and named individuals to carry them out. At most local councils the roles are both carried out by one person (the Clerk). But the roles can be separated for statutory reason (audit thresholds) or because of the policy and practice of an individual Council. The National Association of Local Councils advocates strongly that all local councils should appoint the best skilled, experienced, and qualified officers and ensure they are well remunerated and developed to ensure high standards and good retention. This all argues for the highest standards of remunerated professionalism.

2. INFORMATION

Following the retirement in April 2022 of the long-time Treasurer to the Council who had carried out the function of the s151 (Responsible Financial Officer/R.F.O). In order to meet its statutory obligations, Council resolved on 23 March 2022 to appoint the Town Clerk as RFO from the 1st May 2022.

The Council has been unable to recruit a replacement RFO despite three national/local advertising campaigns, adjustments to the post and remuneration offered and continuous local advertising.

The Town Clerk has declined to continue in the role of Responsible Financial Officer for the Council from 31 May 2024.

The Council must appoint someone to the role of RFO in order to fulfil its statutory obligations.

It has been agreed by the Chairperson of the Council that further recruitment efforts will be made following review of the advertisement and role in order to find a professional and qualified officer to join the Council as the RFO.

However, in the meantime a person employed by the Council (a legal requirement) must be appointed to undertake the role. No professional officer of the Council is willing to undertake the function.

It is possible to appoint a member of the Council, most sensibly the Chairperson of the Finance and General Purposes Committee to avoid duplication or omission of responsibilities between the roles if they are carried out by two different councillors. A Councillor can act as an unpaid but employed officer of the Council (LGA s112 (5)) for this purpose. The unpaid office must be created before a Councillor can be appointed to it.

Having consulted with both the Kent Association of Local Councils and the Council's insurer, a condition of appointing a Councillor as the s151 officer for Dover Town Council is a signed undertaking by the Chairperson of the Committee/ nominated R.F.O regarding their financial history and probity. This is to ensure that the Council's Fidelity Guarantee Insurance remains valid and that the Council has demonstrated appropriate diligence and sound judgement. Officers of the Council are of course subjected to due diligence including checks and references prior to their appointment but this is not the case with elected Councillors. The required financial undertaking is attached in Appendix A of this report.

3. DECISION

Committee is asked to resolve to: -

- a. Create the role of unpaid Responsible Officer; and
- b. Appoint a named Councillor to the role following the signing of the required Financial History/Probity Statement.

Statutory Powers - Local Government Act 1972 (ss 112 and 151)

APPENDIX A

Declaration by.....

Dated.....

Witnessed by....., Town Mayor.

I, declare that I have not:-

- been declared bankrupt or insolvent either as private individuals or in connection with any business?
- been the subject of a county court judgement in respect of debt either as private individuals or in connection with any business?
- Been an officer/director of a company that has been declared insolvent, or had a receiver or liquidator appointed, or entered into arrangements with creditors in accordance with the Insolvency Act 1986 or any subsequent legislation?
- been disqualified under the Company Directors Disqualification Act 1986 or any subsequent legislation?
- been convicted of or charged with but not yet tried for a criminal offence other than a motoring offence?
- had an insurance contract cancelled or declared void or a claim repudiated or renewal refused due to breach of a policy condition or due to non-disclosure or mis-description or misrepresentation of a material circumstance?
- had insurance cover restricted or cancelled or renewal refused due to non-compliance with risk improvement requirements?
- had any current or previous Insurer impose increased terms / excesses or excluded any covers.

Signature.....

INFORMATION PURPOSES ONLY

INFORMATION PURPOSES ONLY

DOVER TOWN COUNCIL

Minutes of the meeting of the COMMUNITY & SERVICES COMMITTEE held on Monday 17th June 2024 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

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

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

31. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

The Committee considered the appointment of a Chair and Vice-Chair for the 2024/25 Municipal Year.

Councillor Brivio proposed and Councillor Bird seconded a motion that Councillor Jones be appointed Chair of the Committee for the 2024/25 Municipal Year.

Councillor Lamoon proposed and Councillor Collins seconded the motion that Councillor Collor be appointed Chair of the Committee for the 2024/25 Municipal Year.

Councillor Verrill proposed and Councillor Cowan seconded a motion that Councillor Bird be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

Councillor Wanstall proposed and Councillor Sawbridge seconded the motion that Councillor Shread be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

RESOLVED: That Councillor Jones be appointed Chair and Councillor Bird be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

Councillor Jones then took the chair.

32. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bradley due to ill health

33. DECLARATIONS OF INTEREST

Councillor Verrill made a VAOI declaration of interest as required by law as he and his son work an allotment with Dover Town Council.

Chair

34. MINUTES

The Committee noted the approved the Minutes of the meeting of the Community & Services Committee held on the 13th March 2024. as resolved in Minute No.217 at the Town Council Meeting held 20th March 2024. The minutes were then signed by the Chair.

35. BUDGET

The Committee noted the latest out-turn against the Committee's 2024/25 budget.

36. ALLOTMENTS

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

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

37. INFORMATION ITEMS

The Committee noted Chairs report on committees' activities over the past 12 months.

38. DATE OF NEXT MEETING

The Committee noted that the next meeting will be held on the 24th July 2024

Meeting closed 6.15pm

CHAIR
Councillor S Jones

Chair

Agenda Item 9

DOVER TOWN COUNCIL

Minutes of the meeting of the PLANNING COMMITTEE held at the Council Offices, Maison Dieu House, Biggin Street, Dover, on Monday, 24th June 2024 at 6 p.m.

PRESENT

- | | |
|-------------------------------|-------------------------|
| Councillor Bedi | Councillor Lamoon |
| Councillor Biggs (Town Mayor) | Councillor Sawbridge |
| Councillor Bird | Councillor Shread |
| Councillor Brivio | Councillor Verrill |
| Councillor Calder | Councillor Mrs Wanstall |
| Councillor Collins | Councillor Wanstall |
| Councillor Collor | |
| Councillor Cowan | |

Mr G. Margery – The Dover Society

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

39. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

The Committee considered the election of the Chair and Vice-Chair of the Committee for the 2024/25 Municipal Year.

Councillor Wanstall proposed and Councillor Sawbridge seconded a nomination for Councillor Calder as Chair of the Committee for the 2024/25 Municipal Year.

Councillor Cowan proposed and Councillor Bird seconded a nomination for Councillor Verrill as Chair of the Committee for the 2024/25 Municipal Year.

Councillor Sawbridge proposed and Councillor Lamoon seconded a nomination for Councillor Collins as Vice-Chair of the Committee for the 2024/25 Municipal Year. When put to the vote it was in favour.

RESOLVED: That Councillor Calder be appointed Chair and Councillor Collins be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

40. APOLOGIES FOR ABSENCE

Apologies received from Councillors Bradley; Jones & Kember due to ill health

Chair

41. DECLARATIONS OF INTEREST

Councillor Verill made a VAOI on agenda item 6

42. MINUTES

The Committee noted the approved minutes of the meeting of the Planning Committee held on 22nd April 2024 as resolved in Minute No. 10b at the Town Council Meeting held 29th May 2024

43. COMMITTEE BUDGET

The Committee noted the latest out-turn against the Committee's 2024/25 budget.

44. DETERMINED PLANNING CONSENTS

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

<u>Application No:</u>	<u>Address</u>	<u>Decision</u>	<u>Town Council Decision</u>
24/00205	143 Snargate, Street, Dover, CT17 9BZ	Refused	Object
23/01171	1 Lascelles Road, Dover, CT17 9JE	Granted	Object
24/00427	8 London Road, Dover, CT17 0ST	Granted	Support
24/00362	12 Reading Road, Dover, CT17 9NA	Granted	Support
24/00422	Villette, Connaught Road, Dover, CT16 1HF	Granted	Support

45. APPLICATIONS FOR PLANNING CONSENT

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

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

- Application No: 24/00107
- Proposal: Erection of raised decking and lean-to at rear (retrospective)
1 Anselm Road Dover CT17 0DF
- Comment: Support
- Application No: 24/00382
- Proposal: Erection of a double garage (existing garage and carport to be demolished)
Alpine 6 Farthingloe Cottages Folkestone Road Dover CT15 7AA
- Comment: Support
- Application No: 24/00567
- Proposal: Change of use from retail/maisonette to dwellinghouse with erection of front and side dormer windows, front porch extension and rear conservatory extension. Erection of 1.5m wall and metal railings. Installation of additional windows and rooflights. Insertion of French doors and balcony to rear

Chair

122 London Road Dover Kent CT17 0TG
Comment: Support
Application No: 24/00590
Proposal: Erection of two floors on top of existing offices to form two apartments, erection of fencing and off-street parking (custom build)
 The Yard 2 Poulton Close Dover CT17 0HL
Comment: Object. The size of the proposed building is excessive and dominates the street scene, particularly given its backdrop onto ANOB (Area of Outstanding Natural Beauty) land. The building is situated outside the designated area for residential development as outlined in the current District Council's Local Development Plan.
Application No: 24/00621
Proposal: Variation of condition 2 (approved plans) of planning permission 22/00917 for "the erection of an attached dwelling" to allow for the enlargement of the approved dwelling
 66 Noahs Ark Road Dover CT17 0NL
Comment: Support

46. LATE PLANNING APPLICATIONS

Application No: 24/00059
Proposal: Re-pollard back to previous pollard points and remove epicormic growth of one Lime the subject of Tree Preservation Order No 7 of 1993
 Godwyne Court Godwyne Road Dover CT16 1SR
Comment: Object. There is no arboriculture report

Application No: 24/00551
Proposal: Change of use to 4 flats, erection of external steps, insertion of door and windows (existing rear extension demolished)
 76 - 77 Maison Dieu Road Dover CT16 1RE

Comment: Support
Application No: 24/00574
Proposal: Display of a non-illuminated fascia sign |
 The Old Visitors Centre The Citadel Citadel Road Dover CT17 9D
Comment: Support

Application No: 24/00627
Proposal: Erection of a dwelling (removal of garage and porch to no.67) Self-build
 67 Castle Avenue Dover CT16 1EZ

Comment: Support
Application No: 24/00642
Proposal: Prior approval for the removal and replacement of the existing 15m Lattice Tower with a 20m Lattice Tower with Delta Headframe, supporting antennas, 18 RRU's, 2 transmission dishes and ancillary development thereto
 Lorry Park Dover Eastern Docks Dover CT16 1HZ

Comment: Support
Application No: 24/00643
Proposal: Erection of an outbuilding for use as a holiday let (existing outbuilding to be relocated)

Chair

Comment: Foxes Crossing Plough Hill Church Hougham Dover CT15 7AD
Object. Use as a holiday let is not appropriate, especially given the current shortage of permanent residential accommodations in Dover. Additionally, the applicants have not demonstrated any contribution to biodiversity.

47. LICENSING

Committee noted that there are no licensing applications

48. CONSULTATION

The Committee noted the following consultations and were asked to send any comments to the committee clerk to form a formal response

Dour Street Conservation Area DDC are seeking view on making an article 4(1) on Dour Street removing some permitted development rights for certain forms of development

49. DATE OF NEXT MEETING

The next meeting will be held on 29th July at 6 p.m.

The meeting closed at 7.14 p.m.

Councillor A Calder
CHAIR

Chair

Date: 06/06/2024

Dover Town Council

Page 1

Time: 14:59

Co-Op Current Account

List of Payments made between 01/05/2024 and 31/05/2024

May 2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2024	DVLA Swansea	DD/DVLA	28.00		Vehicle Tax
01/05/2024	Skoda Financial services	DD/VWFS	493.24		Civic Car
01/05/2024	Invicta IT Solutions Ltd	DD/Invicta	1,042.38		it support
01/05/2024	CF Corporate Finance Ltd	DD/CF/POA	81.98		P/Ledger Electronic Payment
01/05/2024	ScottishPower Group	DD/Sco/POA	2,142.15		P/Ledger Electronic Payment
02/05/2024	The Art Club	DC/Art Clu	5.60		meeting costs
02/05/2024	Marks & Spencer	DC/M&S	27.75		Annual Town Meeting
02/05/2024	Dover Visitor Information	DC/Museum	193.50		Civic Gifts
03/05/2024	Business Stream	DD/Busines	133.11		water
03/05/2024	Business Stream	DD/Busine2	1,123.53		Water
03/05/2024	CoOp Bank	DD/COOP	1.96		Bank charges
03/05/2024	CoOp Bank	DD/COOP	12.00		Bank charges
03/05/2024	Cash Book 9	E24/4/1	289.12		IMPREST CB9
03/05/2024	Cash Book 5	E24/4/4	244.41		IMPREST CB5
03/05/2024	SLCC Enterprises Ltd	E24/4/2	144.00		staff training
03/05/2024	Wingham Well Spring	E24/4/3	41.40		Water
03/05/2024	APEX Clean Ltd	E24/4/5	640.00		cleaning
03/05/2024	Key Services South East Ltd	E24/4/6	64.80		Allotments
03/05/2024	E. J. Ditton & Co Ltd	E24/4/7	532.67		Edgar Road
07/05/2024	Hutchison 3G Uk Ltd	DD/Three	53.53		P/Ledger Electronic Payment
07/05/2024	CoOp Bank	DD/COOP	1.00		Bank charges
08/05/2024	H M Land Registry	DD/HMLR	3.00		Land Searches
10/05/2024	Business Stream	DD/Bus/PO2	48.34		P/Ledger Electronic Payment
13/05/2024	CoOp Bank	DD/COOP	1.00		Bank charges
14/05/2024	UK Copyright Service (UKCS)	DC/Copyrig	68.00		copyright
15/05/2024	The Cornish Company	DC/Cornish	39.95		Staff costs
17/05/2024	D-ENERGI Business Complex	DD/D-Energ	660.52		Gas
17/05/2024	Benenden Healthcare	DD/BENENDE	62.00		Salary
17/05/2024	Capita	DD/PENSION	7,565.74		Salary
17/05/2024	Dover TC	DD/SALARY	19,707.00		Salary costs
17/05/2024	Sandwich Town Council	E24/5/1	22.00		Mayoralty
17/05/2024	Capita Resourcing Limited	E24/5/2	547.09		pay services
17/05/2024	Ziggy's Florist	E24/5/3	130.00		Zeebrugge
17/05/2024	Kent County Council	E24/5/4	215.94		photocopier
17/05/2024	Walker Construction (UK) Ltd	E24/5/5	654.00		Zeebrugge
17/05/2024	Pure Cleaning Services	E24/5/6	1,773.00		seafront facilities
17/05/2024	Invicta IT Solutions Ltd	E24/5/7	253.77		it support
17/05/2024	William Walker Garden Maintena	E24/5/8	236.25		Horticulture
17/05/2024	East Kent Recycling Ltd	E24/5/9	192.00		Skip
17/05/2024	Key Services South East Ltd	E24/5/10	86.34		Allotments
17/05/2024	Harmer & Sons Ltd	E24/5/11	115.20		Horticulture
17/05/2024	Metta Media ltd T/A ACCLC	E24/5/12	3,678.00		professional fees
17/05/2024	M White Carpentry,	E24/5/13	176.13		Fire door
17/05/2024	Cactus Graphics Ltd	E24/5/14	213.60		Communications
17/05/2024	community ad web ltd	E24/5/15	180.00		Communications
20/05/2024	Dover District Council	DD/DDC/MDH	1,410.00		Rates
20/05/2024	CoOp Bank	DD/COOP	1.00		Bank charges

Continued on Page 2

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/05/2024	Business Stream	DD/Bus/POA	13.06		P/Ledger Electronic Payment
21/05/2024	Ecotricity	DD/ECO/POA	555.38		P/Ledger Electronic Payment
21/05/2024	Ecotricity	DD/ECO/PO2	195.47		P/Ledger Electronic Payment
21/05/2024	Ecotricity	DD/ECO/PO3	22.33		P/Ledger Electronic Payment
21/05/2024	Ecotricity	DD/ECO/PO4	21.48		P/Ledger Electronic Payment
22/05/2024	Southern Communications Ltd	DD/Souther	147.54		phones
22/05/2024	Trade UK Account	DC/B&Q	261.04		Town Workshop
22/05/2024	City Plumbing	DC/City PI	25.92		Town Workshop
22/05/2024	HMRC	DD/HMRC	9,854.24		Salary costs
24/05/2024	William Walker Garden Maintena	E24/6/1	144.62		Horticulture
24/05/2024	White Cliffs Engraving	E24/6/2	30.00		Plaque
24/05/2024	Mr Nicholas Chatwin	E24/6/3	59.74		Zeebrugge
24/05/2024	Equans E&S Infrastructure UK L	E24/6/4	7,985.84		Festive lights
24/05/2024	Ashe Alarms Limited	E24/6/5	162.00		Security
24/05/2024	Royal British Legion Poppy Fac	E24/6/6	500.00		Grant
24/05/2024	Cash Book 7	E24/6/7	224.85		Imprest CB7
28/05/2024	Starlink Internet Services Ltd	DC/Starlin	75.00		Wi-fi
28/05/2024	CoOp Bank	DD/COOP	1.00		Bank charges
31/05/2024	ESS (Utility Consultants) Ltd	DD/ESS	624.24		utility services
31/05/2024	Suez Recycling & Recovery Hold	DD/Suez	86.29		waste
31/05/2024	Metta Media Ltd T/A ACCLC	E24/7/1	3,678.00		Accounting Services
31/05/2024	Kent County Council	E24/7/2	2,592.00		Festive lights
31/05/2024	William Walker Garden Maintena	E24/7/3	253.13		Horticulture
31/05/2024	St. John Ambulance	E24/7/4	522.72		Zeebrugge
31/05/2024	Dover Activity Parks CIC	E24/7/5	250.00		Cl/r Grant
31/05/2024	Charbec Fencing	E24/7/6	682.50		Town Workshop/allotments
31/05/2024	D Sharp	E24/7/7	285.00		Cleaning
31/05/2024	Miss Molly Carter	E24/7/8	729.28		Town Workshop
Total Payments			<u>75,318.67</u>		

02/07/2024

Dover Town Council

Page 1

12:26

Detailed Income & Expenditure by Budget Heading 02/07/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes</u>							
<u>101 Premises and Services</u>							
1050 Misc Income	75	0	(75)			0.0%	
Premises and Services :- Income	<u>75</u>	<u>0</u>	<u>(75)</u>				<u>0</u>
4010 Loan Interest	0	18,360	18,360		18,360	0.0%	
4011 Rates	2,817	18,415	15,598		15,598	15.3%	
4012 Water/Sewerage	133	1,200	1,067		1,067	11.1%	
4014 Electricity	532	6,000	5,468		5,468	8.9%	
4015 TownVehicles	2,475	15,500	13,025		13,025	16.0%	
4025 Insurance - premises	2,243	12,000	9,757		9,757	18.7%	
4034 Contract Cleaning	1,216	7,500	6,284		6,284	16.2%	
4035 Window Cleaning	285	2,150	1,865		1,865	13.3%	
4036 Premises Maintenance	1,022	30,000	28,978	2,850	26,128	12.9%	
4037 Gas - heating	2,299	7,500	5,201		5,201	30.6%	
4038 Service/Maint Alarms	1,291	2,400	1,109		1,109	53.8%	
4039 Lift Servicing	69	2,000	1,931		1,931	3.5%	
4045 War Memorial Maintenance	451	2,000	1,549	282	1,267	36.7%	
4046 Town Workshop	3,486	10,000	6,514	1,838	4,676	53.2%	
4414 Pencester Pavilion Maintenance	243	1,500	1,257	1,050	207	86.2%	
Premises and Services :- Indirect Expenditure	<u>18,562</u>	<u>136,525</u>	<u>117,963</u>	<u>6,021</u>	<u>111,941</u>	<u>18.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(18,487)</u>	<u>(136,525)</u>	<u>(118,038)</u>				
<u>102 Staff Costs</u>							
4018 Staff costs	63,712	367,200	303,488		303,488	17.4%	
Staff Costs :- Indirect Expenditure	<u>63,712</u>	<u>367,200</u>	<u>303,488</u>	<u>0</u>	<u>303,488</u>	<u>17.4%</u>	<u>0</u>
Net Expenditure	<u>(63,712)</u>	<u>(367,200)</u>	<u>(303,488)</u>				
<u>103 Administration</u>							
1076 Precept	469,500	939,000	469,500			50.0%	
1096 Bank Interest	2,507	4,500	1,993			55.7%	
Administration :- Income	<u>472,007</u>	<u>943,500</u>	<u>471,493</u>			<u>50.0%</u>	<u>0</u>
4020 Publications	0	500	500		500	0.0%	
4021 Telephone	887	6,000	5,113		5,113	14.8%	
4022 Postage	161	2,300	2,139		2,139	7.0%	
4023 Office Supplies	1,023	3,300	2,277		2,277	31.0%	
4024 Insurance - general	3,410	17,000	13,590		13,590	20.1%	

Detailed Income & Expenditure by Budget Heading 02/07/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4028 Photocopier	180	1,500	1,320		1,320	12.0%	
4029 Clerk's Meeting Costs	50	600	550		550	8.3%	
4030 Travel & Subsistence Officers	168	700	532		532	24.0%	
4031 Staff Development	168	8,000	7,832		7,832	2.1%	
4032 Recruitment	0	1,000	1,000		1,000	0.0%	
4042 Permits	2,238	3,600	1,362		1,362	62.2%	
4051 Bank Charges	58	300	243		243	19.2%	
Administration :- Indirect Expenditure	8,342	44,800	36,458	0	36,458	18.6%	0
Net Income over Expenditure	463,665	898,700	435,035				
<u>104 Professional Fees & Subs.</u>							
4054 Subscriptions	3,777	4,000	223		223	94.4%	
4056 Legal & Valuation Advice	8,862	50,000	41,138		41,138	17.7%	
4057 Audit Fee	0	5,000	5,000		5,000	0.0%	
4058 Payroll Fee	456	3,000	2,544		2,544	15.2%	
4059 Computer Support	6,603	15,000	8,397		8,397	44.0%	
Professional Fees & Subs. :- Indirect Expenditure	19,697	77,000	57,303	0	57,303	25.6%	0
Net Expenditure	(19,697)	(77,000)	(57,303)				
<u>105 Town Council</u>							
4070 Councillors External Expenses	0	500	500		500	0.0%	
4071 Councillors Training	0	1,500	1,500		1,500	0.0%	
4072 Gifts & Presentations	85	500	415		415	16.9%	
4073 Elections/Town Poll	0	12,000	12,000		12,000	0.0%	
4075 TC Functions & Gen Hospitality	189	2,000	1,811		1,811	9.4%	
4076 Parish Basic Allowance	5,400	10,800	5,400		5,400	50.0%	
Town Council :- Indirect Expenditure	5,674	27,300	21,626	0	21,626	20.8%	0
Net Expenditure	(5,674)	(27,300)	(21,626)				
<u>106 Grants & Projects</u>							
4060 Councillor Ward Grants	550	9,000	8,450		8,450	6.1%	
Grants & Projects :- Indirect Expenditure	550	9,000	8,450	0	8,450	6.1%	0
Net Expenditure	(550)	(9,000)	(8,450)				
<u>199 Capital Expenditure</u>							
4091 Office Equipment	0	5,500	5,500		5,500	0.0%	
Capital Expenditure :- Indirect Expenditure	0	5,500	5,500	0	5,500	0.0%	0
Net Expenditure	0	(5,500)	(5,500)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Marketing & Publicity</u>							
4501 Communications/Consultations	328	5,000	4,672	2,029	2,643	47.1%	
Marketing & Publicity :- Indirect Expenditure	<u>328</u>	<u>5,000</u>	<u>4,672</u>	<u>2,029</u>	<u>2,643</u>	<u>47.1%</u>	<u>0</u>
Net Expenditure	<u>(328)</u>	<u>(5,000)</u>	<u>(4,672)</u>				
<hr/>							
Finance & General Purposes :- Income	472,082	943,500	471,418			50.0%	
Expenditure	116,865	672,325	555,460	8,050	547,410	18.6%	
Movement to/(from) Gen Reserve	<u>355,217</u>						
<hr/>							
<u>Planning</u>							
<u>201 Planning</u>							
4201 Planning	0	500	500		500	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
<hr/>							
Planning :- Income	0	0	0			0.0%	
Expenditure	0	500	500	0	500	0.0%	
Movement to/(from) Gen Reserve	<u>0</u>						
<hr/>							
<u>Civic and Special Projects</u>							
<u>110 Mayoral Costs</u>							
4101 Mayoral Expense of Office	761	6,150	5,389		5,389	12.4%	
4102 Mayor's Hospitality	786	1,500	714		714	52.4%	
4103 Chaplain's Allowance	0	200	200		200	0.0%	
4104 Mayor Making	0	1,600	1,600	85	1,515	5.3%	
4105 Badges of Office	0	200	200		200	0.0%	
4113 Uniforms	0	200	200		200	0.0%	
Mayoral Costs :- Indirect Expenditure	<u>1,547</u>	<u>9,850</u>	<u>8,303</u>	<u>85</u>	<u>8,218</u>	<u>16.6%</u>	<u>0</u>
Net Expenditure	<u>(1,547)</u>	<u>(9,850)</u>	<u>(8,303)</u>				
<hr/>							
<u>111 Mayoral Charity Fundraising</u>							
1113 Mayor's Charitable events	348	0	(348)			0.0%	
Mayoral Charity Fundraising :- Income	<u>348</u>	<u>0</u>	<u>(348)</u>				<u>0</u>
Net Income	<u>348</u>	<u>0</u>	<u>(348)</u>				

Detailed Income & Expenditure by Budget Heading 02/07/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Civic Functions</u>							
4301 Remembrance Sunday	0	2,500	2,500	1,889	611	75.6%	
4302 Zeebrugge Raid Commemorations	1,448	2,500	1,052		1,052	57.9%	
4304 Other Links/Functions	2,950	1,750	(1,200)		(1,200)	168.6%	1,950
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	4,398	9,075	4,677	1,889	2,788	69.3%	1,950
Net Expenditure	(4,398)	(9,075)	(4,677)				
6000 plus Transfer from EMR	1,950						
Movement to/(from) Gen Reserve	(2,448)						
<u>302 Custodial Costs</u>							
4311 Insurance - Civic Regalia	1,198	4,500	3,302		3,302	26.6%	
4313 Repairs	0	1,250	1,250		1,250	0.0%	
Custodial Costs :- Indirect Expenditure	1,198	5,750	4,552	0	4,552	20.8%	0
Net Expenditure	(1,198)	(5,750)	(4,552)				
<u>303 Town Events</u>							
4063 Events/Activities Facilitation	62	52,000	51,938	18,771	33,168	36.2%	
4412 Festival Lights	17,103	35,000	17,897		17,897	48.9%	
Town Events :- Indirect Expenditure	17,165	87,000	69,835	18,771	51,065	41.3%	0
Net Expenditure	(17,165)	(87,000)	(69,835)				
<u>601 Special Projects</u>							
4421 Sports/Health Development Fund	1,493	42,000	40,508	12,658	27,850	33.7%	
Special Projects :- Indirect Expenditure	1,493	42,000	40,508	12,658	27,850	33.7%	0
Net Expenditure	(1,493)	(42,000)	(40,508)				
Civic and Special Projects :- Income	348	0	(348)			0.0%	
Expenditure	25,801	153,675	127,874	33,403	94,472	38.5%	
Net Income over Expenditure	(25,453)	(153,675)	(128,222)				
plus Transfer from EMR	1,950						
Movement to/(from) Gen Reserve	(23,503)						

Community and Services

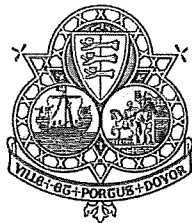
	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>304 Tourism</u>							
4338 Destination Dover Project	34,915	0	(34,915)		(34,915)	0.0%	34,852
Tourism :- Indirect Expenditure	<u>34,915</u>	<u>0</u>	<u>(34,915)</u>	<u>0</u>	<u>(34,915)</u>		<u>34,852</u>
Net Expenditure	<u>(34,915)</u>	<u>0</u>	<u>34,915</u>				
6000 plus Transfer from EMR	34,852						
Movement to/(from) Gen Reserve	<u>(63)</u>						
<u>305 Dover Cycle Scheme</u>							
4340 Dover Cycle Scheme expenditure	2,615	0	(2,615)		(2,615)	0.0%	
Dover Cycle Scheme :- Indirect Expenditure	<u>2,615</u>	<u>0</u>	<u>(2,615)</u>	<u>0</u>	<u>(2,615)</u>		<u>0</u>
Net Expenditure	<u>(2,615)</u>	<u>0</u>	<u>2,615</u>				
<u>401 Community Projects and Support</u>							
4401 Horticultural	1,312	22,500	21,188		21,188	5.8%	
4422 Town Regeneration & Developmnt	20,415	60,000	39,585	25,000	14,585	75.7%	20,400
4427 Public Conveniences	879	8,000	7,121	7,075	46	99.4%	
Community Projects and Support :- Indirect Expenditure	<u>22,606</u>	<u>90,500</u>	<u>67,894</u>	<u>32,075</u>	<u>35,819</u>	<u>60.4%</u>	<u>20,400</u>
Net Expenditure	<u>(22,606)</u>	<u>(90,500)</u>	<u>(67,894)</u>				
6000 plus Transfer from EMR	20,400						
Movement to/(from) Gen Reserve	<u>(2,206)</u>						
<u>402 Allotments</u>							
1080 Allotments	14,970	15,000	30			99.8%	
Allotments :- Income	<u>14,970</u>	<u>15,000</u>	<u>30</u>			<u>99.8%</u>	<u>0</u>
4430 Allotments maintenance	2,926	15,000	12,074		12,074	19.5%	
Allotments :- Indirect Expenditure	<u>2,926</u>	<u>15,000</u>	<u>12,074</u>	<u>0</u>	<u>12,074</u>	<u>19.5%</u>	<u>0</u>
Net Income over Expenditure	<u>12,044</u>	<u>0</u>	<u>(12,044)</u>				
<u>403 Town Open Spaces</u>							
4408 High Meadow maint/dev	(67)	30,000	30,067		30,067	(0.2%)	
4411 Western Heights Amenity Field	0	1,000	1,000		1,000	0.0%	
Town Open Spaces :- Indirect Expenditure	<u>(67)</u>	<u>31,000</u>	<u>31,067</u>	<u>0</u>	<u>31,067</u>	<u>(0.2%)</u>	<u>0</u>
Net Expenditure	<u>67</u>	<u>(31,000)</u>	<u>(31,067)</u>				
Community and Services :- Income	14,970	15,000	30			99.8%	
Expenditure	62,995	136,500	73,505	32,075	41,430	69.6%	
Net Income over Expenditure	<u>(48,025)</u>	<u>(121,500)</u>	<u>(73,475)</u>				

Detailed Income & Expenditure by Budget Heading 02/07/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
plus Transfer from EMR	55,252						
Movement to/(from) Gen Reserve	<u>7,227</u>						
<hr/>							
Grand Totals:- Income	487,400	958,500	471,100			50.9%	
Expenditure	205,661	963,000	757,339	73,527	683,812	29.0%	
Net Income over Expenditure	<u>281,740</u>	<u>(4,500)</u>	<u>(286,240)</u>				
plus Transfer from EMR	57,202						
Movement to/(from) Gen Reserve	<u>338,942</u>						



DOVER TOWN COUNCIL

Report to: Full Town Council
Meeting date: 10 July 2024

From: Cllr Edward Biggs, Chairperson of the Council
Date written: 2 July 2024

Subject: Civility and Respect Pledge

1. INTRODUCTION

There have been growing concerns in the local government sector about the impact that bullying, intimidation and harassment are having on parish and town councils, clerks, officers and councillors and the resulting loss in effectiveness of local councils. The National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) alongside the County Associations (KALC) have responded to this by establishing the Civility and Respect Project, calling for a culture change for the sector.

2. INFORMATION

NALC and SLCC believe now is the time to put civility and respect at the top of the agenda for local councils. The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. It is a way for Dover Town Council to demonstrate it is committed to standing up to poor behaviour across the sector and making positive changes which support civil and respectful conduct. 1541 councils have signed the Civility and Respect Pledge so far.

By signing the pledge, Dover Town Council is agreeing that Council will treat individual members, clerk, employees, members of the public and representatives of partner organisations with civility and respect and that: -

- Will put in place a training programme for councillors as well as staff;
- Has signed up to a Code of Conduct for its Councillors;
- Has good governance arrangements in place including staff contracts and a dignity at work policy;
- Will seek professional help at the early stages should civility and respect issues arise;

- Will commit to calling out bullying, harassment and intimidation when it happens; Will continue to learn from best practice in the sector and aspire to be a role-model/exemplar council;
- Supports the continued lobbying for changes in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Civility and Respect should be at the heart of public life and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels. The intimidation, abuse, bullying and harassment of council staff, clerks and councillors, in person and online is unacceptable whether by councillors, members of the public or council staff/clerks. A critical step in creating a safe and inclusive environment for a local council is making all councillors and employees aware of the issue, what is and is not acceptable, knowing how to recognise incidents and how to deal with them.

3. DECISION

Council resolves to sign the Civility and Respect Pledge and deliver training to all councillors and staff as soon as it can be provided.

Code of Conduct; Civility and Respect Project; Localism Act 2011; LGA 1972



DOVER TOWN COUNCIL

Report to: Full Town Council
Meeting date: 10 July 2024

From: Cllr Edward Biggs, Chairperson of Dover Town Council
Date written: 1 July 2024

Subject: Internal Audit

1. INTRODUCTION

To comply with the Accounts and Audit Regulations 2015 and Joint Panel on Accountability and Governance Practitioners' Guide 2024 AG 2024, Dover Town Council as a Category 2 authority is required to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.

2. INFORMATION

McCabe Ford Williams (MFW) has served as the internal auditor for Dover Town Council for several years. MFW can demonstrate both the necessary independence from Council's financial decision making as well as being a Dover firm with specialist expertise in the local government/smaller authority regime. There are other auditors available but they are either not based in Dover or lack the necessary experience in the public sector/smaller authority audit and financial regime.

MFW carry out internal audit in line with regulation and best practice every six months, providing a report to Council at the completion of each inspection.

During the past year, MFW has been subjected to copious and repetitive correspondence making allegations of financial and procedural wrongdoing by email and letter from two people. All of the allegations were thoroughly investigated by MFW and none was found to have any substance. The resulting internal audit reports were unqualified and raised no matters of any concern. These reports and opinions were brought to Council on 29th May 2024.

Because of the additional work required to provide assurance to Council and caused entirely by the malicious and vexatious correspondents, costs for the most recent audit were increased by £1170. Real increase in costs to MFW were actually in excess of £2220 but discussions between the two parties led to a goodwill agreement to share the extra costs between both the Auditor and the Audited parties.

3. DECISION

Council resolves to appoint McCabe Ford Williams as its Internal Auditor for 2024-5

Statutory Powers Accounts and Audit Regulations 2015



DOVER TOWN COUNCIL

Report to: Full Town Council
Meeting date: 10th July 2024

From: Cllr Edward Biggs, Chairperson of the Council
Date written: 2 July 2024

Subject: Insurance fidelity Requirement

1. INTRODUCTION

The Town Council is required by law to ensure it is adequately insured both in terms of its property but also against risk. Cover requirements are reviewed each year with the Council's specialist broker to ensure the best value within the very limited market for local government insurance.

2. INFORMATION

Fidelity insurance is taken out by the Council against the risk of fraud, misconduct and reputational damage. As part of the review this year, Council informed its insurer of the decision to appoint a Councillor as Responsible Financial Officer rather than an officer. Following this change in governance management, the insurer has asked for all councillors to give a signed undertaking as to financial circumstances and history as attached at Appendix A before renewing or quoting for fidelity insurance for Dover Town Council. It has been made clear that failure to provide this may lead to: -

1. Refusal to provide fidelity insurance;
2. An increase in premium costs; and
3. Application of excesses and/or exclusions in cover for fidelity, fraud and reputational damage.

In the event that a councillor is unable to sign the attached statement then a confidential disclosure of the circumstances preventing them from doing so can be made to the Proper Officer so that there can be an informed discussion with the insurer. For clarity, councillors should understand that a false statement to the insurer will invalidate the Council's insurance.

3. DECISION

Council resolves that all elected members will provide a signed undertaking worded as Appendix 1 for the purposes of insurance or provide details of the circumstances which prevent them giving such an undertaking to the insurer.

Statutory Powers: LGA 1972 ss111 and 114

Appendix A

I declare that I,, an elected member of Dover Town Council that I have not: -

- Been declared bankrupt or insolvent either as a private individual or in connection with any business;
- Been the subject of a county court judgement in respect of debt either as a private individual or in connection with any business;
- Been an officer of a company that has been declared insolvent or had a receiver or liquidator appointed or entered into arrangements with creditors in accordance with the Insolvency Act 1987 or any subsequent legislation;
- Been disqualified under the Company Directors Disqualifications Act 1986 or any subsequent legislation;
- Been convicted of or charged with but not yet tried for a criminal offence other than a motoring offence;
- Had an insurance contract cancelled or declared void or a claim repudiated or renewal refused due to breach of a policy condition or due to non-disclosure or mis-description or misrepresentation of a material circumstance;
- Had insurance cover restricted or cancelled or renewal refused due to non-compliance with risk improvement requirements;
- Had any previous or current insurer impose increased terms/excesses or excluded any covers.

Signature.....

Date.....

