

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

DATE OF ISSUE:  
2<sup>nd</sup> December 2024

## DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the CIVIC & SPECIAL PROJECTS COMMITTEE will be held at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent. CT16 1DW on **MONDAY 9<sup>th</sup> DECEMBER 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 representations to the Committee, or has any special requirements in respect of this meeting please contact Ms Allison Burton, Town Clerk, on 01304 242625.

Allison Burton  
TOWN CLERK

The Press and Public are welcome to attend.

### AGENDA

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

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

3. MINUTES

To note the approved Minutes of the Civic & Special Projects Committee held on the 14<sup>th</sup> October 2024 as resolved at the Full Town Council Meeting, 13<sup>th</sup> November 2024, Minute No: 149.

4. **BUDGET**

- 4a) To note the latest out-turn of the Committee's 2024/25 budget (Copy attached).  
(Pages 3 to 4)
- 4b) To note the 2025/26 budget process is underway. Members wishing to make representations should contact the Chair of the committee. The Town Council budget will be resolved at the Full Town Council meeting on Wednesday 15<sup>th</sup> January 2025.

5. **PRESENTATION**

To receive a presentation from Dover Pantry on services they provide.

6. **INFORMATION ITEMS**

- 6a) To note Dover Pride's feedback concerning grant allocated from this Committee towards the Dover Pride 2024, that took place August 2024 Bank Holiday weekend (Copy attached).  
(Pages 5 to 6)
- 6b) To receive any further items of information regarding the Committee's responsibilities.

7. **DATE OF NEXT MEETING**

To note that the next meeting of the Civic & Special Projects Committee will be held on Monday 10<sup>th</sup> February 2025 @ 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 to 4.30pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS NOTICE AND WILL BE CHARGED AT £1 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.



20/11/2024

Dover Town Council

Page 1

10:16

Detailed Income &amp; Expenditure by Budget Heading 20/11/2024

AGENDA ITEM 4A

Month No: 7

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Civic and Special Projects</b>							
<b>110 Mayoral Costs</b>							
4101 Mayoral Expense of Office	2,210	6,150	3,940		3,940	35.9%	
4102 Mayor's Hospitality	1,102	1,500	398		398	73.5%	
4103 Chaplain's Allowance	0	200	200		200	0.0%	
4104 Mayor Making	705	1,600	895		895	44.1%	
4105 Badges of Office	0	200	200		200	0.0%	
4113 Uniforms	0	200	200		200	0.0%	
Mayoral Costs :- Indirect Expenditure	4,017	9,850	5,833	0	5,833	40.8%	0
Net Expenditure	(4,017)	(9,850)	(5,833)				
<b>111 Mayoral Charity Fundraising</b>							
1113 Mayor's Charitable events	348	0	(348)			0.0%	
Mayoral Charity Fundraising :- Income	348	0	(348)				0
Net Income	348	0	(348)				
<b>301 Civic Functions</b>							
4301 Remembrance Sunday	0	2,500	2,500	3,976	(1,476)	159.0%	
4302 Zeebrugge Raid Commemorations	1,792	2,500	708		708	71.7%	
4304 Other Links/Functions	3,222	1,750	(1,472)		(1,472)	184.1%	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 Freeman	0	325	325		325	0.0%	
4309 Civic Twinning	0	500	500		500	0.0%	
Civic Functions :- Indirect Expenditure	5,014	9,075	4,061	3,976	85	99.1%	1,950
Net Expenditure	(5,014)	(9,075)	(4,061)				
6000 plus Transfer from EMR	1,950						
Movement to/(from) Gen Reserve	(3,064)						
<b>302 Custodial Costs</b>							
4311 Insurance - Civic Regalia	4,229	4,500	271		271	94.0%	
4313 Repairs	0	1,250	1,250		1,250	0.0%	
Custodial Costs :- Indirect Expenditure	4,229	5,750	1,521	0	1,521	73.5%	0
Net Expenditure	(4,229)	(5,750)	(1,521)				

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20/11/2024

Dover Town Council

Page 2

10:16

Detailed Income &amp; Expenditure by Budget Heading 20/11/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>303 Town Events</b>							
1050 Misc Income	10,000	0	(10,000)			0.0%	
Town Events :- Income	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>				<u>0</u>
4063 Events/Activities Facilitation	23,163	52,000	28,837	12,291	16,547	68.2%	
4331 Pencester Pav staff to 2010/11	0	0	(0)		(0)	0.0%	
4412 Festival Lights	20,362	35,000	14,638	10,170	4,468	87.2%	
Town Events :- Indirect Expenditure	<u>43,525</u>	<u>87,000</u>	<u>43,475</u>	<u>22,461</u>	<u>21,014</u>	<u>75.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(33,525)</u>	<u>(87,000)</u>	<u>(53,475)</u>				
<b>601 Special Projects</b>							
4421 Sports/Health Development Fund	24,869	42,000	17,131	3,443	13,688	67.4%	
Special Projects :- Indirect Expenditure	<u>24,869</u>	<u>42,000</u>	<u>17,131</u>	<u>3,443</u>	<u>13,688</u>	<u>67.4%</u>	<u>0</u>
Net Expenditure	<u>(24,869)</u>	<u>(42,000)</u>	<u>(17,131)</u>				
Civic and Special Projects :- Income	10,348	0	(10,348)			0.0%	
Expenditure	81,654	153,675	72,021	29,880	42,141	72.6%	
Net Income over Expenditure	<u>(71,306)</u>	<u>(153,675)</u>	<u>(82,369)</u>				
plus Transfer from EMR	1,950						
Movement to/(from) Gen Reserve	<u>(69,356)</u>						
Grand Totals:- Income	10,348	0	(10,348)			0.0%	
Expenditure	81,654	153,675	72,021	29,880	42,141	72.6%	
Net Income over Expenditure	<u>(71,306)</u>	<u>(153,675)</u>	<u>(82,369)</u>				
plus Transfer from EMR	1,950						
Movement to/(from) Gen Reserve	<u>(69,356)</u>						


DOVER TOWN COUNCIL'S FINANCIAL ASSISTANCE FEEDBACK

<p>Send to:     The Town Clerk                        Dover Town Council                        Maison Dieu House                        Biggin Street                        DOVER                        Kent CT16 1DW</p> <p>Email: council@dovertowncouncil.gov.uk</p>	<p><b>TO BE RETURNED WITHIN 2          MONTHS OF THE PROJECT OR          EVENT BEING COMPLETED</b></p> <p><b>THANK YOU</b></p>
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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:	Dover Pride
Grant amount awarded:	£5000
<p>How have the funds been used? This must agree with the budget you provided in your application - please use it for reference here, providing dates for spend, costs, payees and other details as appropriate.</p> <p>Please attach evidence for all items of expenditure - this can include receipts, paid invoices, copies of issued cheques etc.</p>	<p>Used for Stage, Lighting, Audio, Video Wall and Engineering Crew for set and de-rig at the Dover Pride 2024 event held on August 2024 bank holiday weekend.</p> <p>Invoice as per Audio crew subcontractor for the above services.</p>

<p>As part of the funding agreement, you are required to acknowledge publicly the contribution from DTC. The details of how this would be done should be in your funding agreement. Please list here the forms in which acknowledgement took place and confirm this happened. Examples might be the placing of a plaque or sticker at the location of the grant expenditure, the authorised use of the DTC crest on any marketing material and the inclusion of the contribution in any publicity or press material in any form including electronic.</p>	<p>The Dover Town Council logo was displayed on the video wall for all attendees. Sponsorship recognition was announced throughout the day by the stage hosts. Prior to the main event day, a full feature was added to the Dover Pride website to acknowledge the support and assistance provided by Dover Town Council. Social media posts were also released, featuring similar recognition for Dover Town Council. The highlights video, used for future publicity and promotion, includes acknowledgment of Dover Town Council's support and assistance. This is to provide all year round recognition increasing the value of Dover Town Councils contribution.</p>
<p>How did the grant benefit the people of Dover? Again – you should refer to your application and provide details of participants or beneficiaries exactly as you included in your application. Please indicate where there are any differences from your forecast and tell us why you think the real effects were different to those intended.</p> <p>Please include photographs or videos or any other material which show the grant delivering value to Dover.</p>	<p>Dover Pride is a grassroots initiative that began in 2018, founded by a group of young people. They have worked tirelessly to organise activities that foster connections and support within the LGBTQIA+ community, helping to reduce isolation and build friendships. Their goal is to involve the entire community and create a town that is inclusive, tolerant, and welcoming to all.</p> <p>On the day of the event, we successfully delivered a full diverse programme of stage performances and activities, despite being unable to secure other additional funding in time for the key aspects of the event. Dover Town Council provided invaluable support when it was most needed. Although the weather posed significant challenges, the event went ahead, bringing together hundreds of people in the parade and on the Roman Lawn. It offered an opportunity to learn, participate, and celebrate the pride of the town, a cornerstone historical site at the Roman Lawn and the Towns vibrant community of residents, workers, and visitors.</p> <p>Video Highlight and Footage available here: <a href="https://shorturl.at/92HUn">https://shorturl.at/92HUn</a></p> <p>Photos Folder Zip Download Only: <a href="https://shorturl.at/eZq14">https://shorturl.at/eZq14</a></p>
<p>Signature of at least one applicant named on the grant application form:</p> <p>Date:</p>	 <p>19/11/2024</p>
<p>Print Name / Position in organisation</p>	<p>FRAZER DOYLE CHAIR PERSON</p>