

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

DATE OF ISSUE:
3rd February 2025

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 10th FEBRUARY 2025** 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 9th December 2024 as resolved at the Full Town Council Meeting, 15th January 2025, Minute No: 194.

4. BUDGET

To consider the latest out-turn of the Committee's 2024/25 budget (Copy attached).
(Pages 3 to 4)

5. APPLICATIONS FOR FINANCIAL ASSISTANCE

To consider the following applications for financial assistance:

5a. Cinque Ports Sailing (£3,574); (Pages 5 to 14)

5b. Deal Music & Arts Limited (£2,500); (Pages 15 to 24)

5c. Emmaus Dover (£2,500); (Pages 25 to 34)

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

6. 80TH ANNIVERSARY OF VE-DAY

To note the Chairperson to the Committee's report of the 8th January 2025 concerning the 80th Anniversary of VE-Day (Copy attached). (Pages 35 to 36)

7. SUMMER PROGRAMME OF EVENTS

To consider the Chairperson to the Committee's report of the 15th January 2025 concerning Pavilion Programme (Summer 2025) (Copy attached). (Pages 37 to 38)

8. WINTER CELEBRATIONS

To consider the Chairperson to the Committee's report of the 9th January 2025 concerning Winter Celebrations in Dover (Copy attached). (Pages 39 to 40)

9. ROUND TABLE DISCUSSION - SPORTS FACILITIES IN DOVER

For background information. (Pages 41 to 42)

10. INFORMATION ITEMS

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

11. DATE OF NEXT MEETING

To note that the next meeting of the Civic & Special Projects Committee will be held on Monday 14th April 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.

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 23/01/2025

Month No: 9

Committee Report

AGENDA ITEM 4

| | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-----------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| Civic and Special Projects | | | | | | | |
| 110 Mayoral Costs | | | | | | | |
| 4101 Mayoral Expense of Office | 3,239 | 6,150 | 2,911 | | 2,911 | 52.7% | |
| 4102 Mayor's Hospitality | 1,336 | 1,500 | 165 | | 165 | 89.0% | |
| 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 | 5,280 | 9,850 | 4,570 | 0 | 4,570 | 53.6% | 0 |
| Net Expenditure | (5,280) | (9,850) | (4,570) | | | | |
| 111 Mayoral Charity Fundraising | | | | | | | |
| 1113 Mayor's Charitable events | 348 | 0 | (348) | | | 0.0% | |
| Mayoral Charity Fundraising :- Income | 348 | 0 | (348) | | | | 0 |
| Net Income | 348 | 0 | (348) | | | | |
| 301 Civic Functions | | | | | | | |
| 4301 Remembrance Sunday | 2,044 | 2,500 | 456 | 2,910 | (2,454) | 198.2% | |
| 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 | 7,058 | 9,075 | 2,017 | 2,910 | (893) | 109.8% | 1,950 |
| Net Expenditure | (7,058) | (9,075) | (2,017) | | | | |
| 6000 plus Transfer from EMR | 1,950 | 0 | (1,950) | | | | |
| Movement to/(from) Gen Reserve | (5,108) | (9,075) | (3,967) | | | | |
| 302 Custodial Costs | | | | | | | |
| 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) | | | | |

Continued over page

23/01/2025

Dover Town Council

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Detailed Income & Expenditure by Budget Heading 23/01/2025

Month No: 9

Committee Report

| | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>303 Town Events</u> | | | | | | | |
| 1050 Misc Income | 10,000 | 0 | (10,000) | | | 0.0% | |
| Town Events :- Income | 10,000 | 0 | (10,000) | | | | 0 |
| 4063 Events/Activities Facilitation | 26,494 | 52,000 | 25,506 | 13,666 | 11,840 | 77.2% | |
| 4331 Pencester Pav staff to 2010/11 | 0 | 0 | (0) | | (0) | 0.0% | |
| 4412 Festival Lights | 21,737 | 35,000 | 13,263 | 8,370 | 4,993 | 86.0% | |
| Town Events :- Indirect Expenditure | 48,231 | 87,000 | 38,769 | 22,036 | 16,733 | 80.8% | 0 |
| Net Income over Expenditure | (38,231) | (87,000) | (48,769) | | | | |
| <u>601 Special Projects</u> | | | | | | | |
| 4421 Sports/Health Development Fund | 25,200 | 42,000 | 16,800 | 5,665 | 11,135 | 73.5% | |
| Special Projects :- Indirect Expenditure | 25,200 | 42,000 | 16,800 | 5,665 | 11,135 | 73.5% | 0 |
| Net Expenditure | (25,200) | (42,000) | (16,800) | | | | |
| Civic and Special Projects :- Income | 10,348 | 0 | (10,348) | | | 0.0% | |
| Expenditure | 89,998 | 153,675 | 63,677 | 30,611 | 33,067 | 78.5% | |
| Net Income over Expenditure | (79,650) | (153,675) | (74,025) | | | | |
| plus Transfer from EMR | 1,950 | 0 | (1,950) | | | | |
| Movement to/(from) Gen Reserve | (77,700) | (153,675) | (75,975) | | | | |
| Grand Totals:- Income | 10,348 | 0 | (10,348) | | | 0.0% | |
| Expenditure | 89,998 | 153,675 | 63,677 | 30,611 | 33,067 | 78.5% | |
| Net Income over Expenditure | (79,650) | (153,675) | (74,025) | | | | |
| plus Transfer from EMR | 1,950 | 0 | (1,950) | | | | |
| Movement to/(from) Gen Reserve | (77,700) | (153,675) | (75,975) | | | | |

P5
GRANT EVALUATION

AGENDA ITEM 5A

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------|--------|
| NAME OF APPLICANT: | Cinque Ports Sailing | | |
| DATE OF APPLICATION: | 21 st January 2025 | | |
| AMOUNT APPLIED FOR: | £3,574 | TOTAL VALUE OF PROJECT | £9,625 |
| PROJECT NAME: | Sailing Academy - Based at Dover | | |
| 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: | YES | | |
| SUPPORTING DOCUMENTATION NOT RECEIVED: | N/A | | |
| OTHER COMMENTS: | | | |
| <ul style="list-style-type: none"> • This project is to fund young people in different levels of the Royal Yachting Association's Dinghy Sailing qualification, along with After School Clubs: Cinque Ports Sailing will support 50% of the number of persons taking the qualifications; <ul style="list-style-type: none"> i) 12 going forward to obtain Level 1 - (6 requested for funding from DTC); ii) 10 going forward to obtain Level 2 - (5 requested for funding from DTC); iii) 6 going forward to obtain Level 3 - (3 requested for funding from DTC); Two-day courses to achieve. The After School Clubs would be held from: <ul style="list-style-type: none"> i) March - July (5 young people for approximately 15 weeks); ii) August - October (10 young people for approximately 12 weeks). • Cinque Ports Sailing currently have 95 Adult Members & 382 Junior Members, total of 477, 113 of which are residents in Dover Town, 24%; • Cinque Ports Sailing CIC is a Community Interest Company operated for the benefit of the local sailing community. No remuneration or benefits are taken and any surpluses used are for the purchase of additional equipment. It occupies part of the Dover Sea Sports Centre and has established a fleet of dinghies, created courses for local schools, after school sessions for local young people and after work sessions for adults, plus plenty of recreational sailing. It is fully recognised that sailing provides a definite benefit to the social wellbeing, confidence and general development of young people. | | | |

- Club funds & donations of £607 have already been received towards this project and if any shortfall was required, this would be covered by the Cinque Ports Sailing funds.

Recommendation:

- Subject to any grant being awarded, that authorisation for payment be delegated to the Proper Officer in consultation with the Chairperson of the Committee;
- That subject to a grant being resolved, that the costs be allocated from the Sports / Health Development Fund provision in the Committee's 2024/25 budget.

| | |
|----------------------|-------------------------------|
| OFFICER'S NAME: | Mrs Tracey Hubbard |
| OFFICER'S SIGNATURE: | |
| DATE: | 22 nd January 2025 |



DOVER TOWN COUNCIL



Grant Application Form for grants over £250

A APPLICATION SUMMARY

| | |
|--------------------------------------------|-------------------------------------------------|
| Name of organisation: Cinque Ports Sailing | |
| Registered Charity No (if applicable): | Registered Company No (if applicable): 16188173 |

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

Address of organisation:
Dover Sea Sports Centre, Esplanade, CT17 9FS

| | |
|----------------------------|-----------------------|
| Name of contact: B N Sealy | Telephone: [REDACTED] |
|----------------------------|-----------------------|

| | |
|-------------------|-----------------|
| Email: [REDACTED] | Fax: [REDACTED] |
|-------------------|-----------------|

Address of contact (if different from above): [REDACTED]

Reason for application – brief project/event description:
Dover Sailing Academy

How much is requested from Dover Town Council? £3574

Total project/event cost (if applicable): £9625

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: 21/1/25

Name (Block capitals): B N SEALY

Status (e.g. Chairperson, Secretary): CHAIRPERSON

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: B N Sealy.....

Address: [REDACTED]
[REDACTED]
.....

Daytime Telephone No.: [REDACTED]
.....

Email: [REDACTED]
.....

Secretary:

Name: Gillian Wells

Address: [REDACTED]
[REDACTED]
.....

Daytime Telephone No.: [REDACTED]
.....

Email: [REDACTED]
.....

What is the main purpose of your organisation?:

Sailing Activities

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:

Adults £25 per year

Juniors Under 18 £15 per year

What Activities are available for members?
Sailing in Dinghies and Yachts
Theory Courses
Other maritime activities

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

No

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

Royal Yachting Association

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 Sailing Academy

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

Allowing Dover youngsters the ability to progress in the sport of sailing generally which will also enable social development

When will the project/event or activity take place?

From March 2025 and ongoing

D: FINANCIAL DETAILS

Estimated total cost: £9625

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

| <i>Income for Project</i> | £ |
|-----------------------------------------------------|--------------|
| Fees Charged For Sessions for Non Supported Sailors | 5444 |
| Dover Town Council Grant | 3574 |
| From Club Funds and Donations | 607 |
| | |
| | |
| TOTAL INCOME | £9625 |

| <i>Expenditure for Project</i> | £ |
|------------------------------------|--------------|
| Qualified Instructors | 3600 |
| Rental of Sea Sports Centre - part | 2750 |
| Repairs to Equipment etc | 1800 |
| Registrations, Certificates, Books | 980 |
| Safety Boat Fuel | 225 |
| Insurance - part | 270 |
| | |
| TOTAL EXPENDITURE | £9625 |

| | |
|--------------------------------------------|-----------|
| TOTAL INCOME LESS TOTAL EXPENDITURE | £0 |
|--------------------------------------------|-----------|

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

Volunteers between 3 and 5 or more per session unpaid. Administration etc

All Equipment provided from Club Resources

E: ADDITIONAL INFORMATION

Additional information/comments:

The membership for Dover Residents is increasing and is expected to at least double in 2025. This being a relatively new venture commencing only in 2024.

Our current membership covers South East Kent plus a few overseas members

Cinque Ports Sailing has for the purposes of Limited Liability operated as a Private Limited Company but is now a Community Interest Company Limited by Members Guarantee.

The sole share issued previously was held by B N Sealy in Trust for the members.

F: COUNCILLOR GRANT SCHEME

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

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

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

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

| |
|--------------------------------|
| Councillor: _____ Ward: _____ |
| Signature of Councillor: _____ |

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

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

YES N/A

If you have ticked Not Applicable, please explain why.

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

YES N/A

If you have ticked Not Applicable, please explain why.

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

YES

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

YES

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

YES N/A

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

YES

N/A

If you have ticked Not Applicable, please explain why.

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

Enabling youngsters to spend their time in a worthwhile activity

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

YES

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

Advertising on site, by social media and newsletters

Please return your completed form to:

Secretary to the Council
Dover Town Council
Maison Dieu House
Biggin Street

GRANT EVALUATION

AGENDA ITEM 5B

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------|---------|
| NAME OF APPLICANT: | Deal Music and Arts Limited | | |
| DATE OF APPLICATION: | 7 January 2025 | | |
| AMOUNT APPLIED FOR: | £2,500 | TOTAL VALUE OF EDUCATIONAL PROJECTS IN DOVER | £67,560 |
| PROJECT NAME: | Learning & Participation 2025 (From January - December 2025) | | |
| STATUTORY POWER FOR PAYMENT: (To be noted in minute if LGA 72 S137) | LGA 1972 S145 | | |
| COUNCILS AIMS/OBJECTIVES RELATING TO THE PROJECT: | N/A | | |
| ALL SUPPORTING DOCUMENTATION RECEIVED: | YES | | |
| SUPPORTING DOCUMENTATION NOT RECEIVED: | N/A | | |
| OTHER COMMENTS: | | | |
| <ul style="list-style-type: none"> • Dover Town Council has supported the Deal Music & Arts Limited with a total of £22,500 from 2008; Funding last year was £2,500; • The full project cost for the whole festival's education work for 2025 equates to £113,500, but £67,560 is the figure that Deal Music & Arts Limited calculated as relating to the activities within Dover; • All activities within the Learning & Participation 2025 project are to be delivered between January - December 2025; • The Activities within the Learning & Participation 2025 project for the Dover Town area include: - <ul style="list-style-type: none"> i) BOLD AS (Young Brass & Woodwind Players) - To be held at Vale View School, St. Martins School & Priory Fields School, Dover (projected 200 participants age 9 / 10-year-olds) - To be held at the schools for a full morning or afternoon - around 12 times a year, plus concert; ii) JAZZ JOURNEY PLUS JAZZ ACADEMY - Included, all schools in the area are invited, open to both young people & adults (projected 20 people attend each session) - To be held at Astor Theatre, Deal - Monthly from 10am - 1pm; | | | |

- iii) **SAXOPHONE SET WORKSHOPS** – (Open to all) – Available for anyone to attend, no projected numbers given – Any age with experience of playing – To be held in Deal – Monthly and a full morning;
- iv) **PHOTOGRAPHIC COMPETITION** – All schools are invited – Astor School involved – Winners will be displayed on website & social media and in a gallery in Deal;
- v) **LUNCHTIME CONCERTS** – Involved are Vale View School, St. Martin’s School, Priory Fields School, Barton Junior School, St. Edmunds RC School, Dover Grammar School for Boys, but invite will go to all schools in Dover – Projected 150 children to attend – To be held at Charlton Church, Dover, bi-monthly from April 2025 for approximately an hour each session;
- vi) **COMPOSER IN RESIDENCE** – On hold at present, in negotiations with Dover Grammar School for Girls;
- vii) **COASTLINES** – Four events, one in Dover (Dover Town Hall) – projected 100 participants plus audience;
- viii) **PRIMARY SCHOOL COMPOSITION** – Involved are Vale View School, St. Martin’s School & Priory Fields School, Dover – to be held during Spring Term, no projected number of participants;
- ix) **DANCE FUSION** – To be held in Deal School/s;
- x) **SUMMER MUSIC SCHOOL** – Any age – being held outside Dover Town, in Northbourne Park School.

- Approximately 450 young persons from Dover will have the opportunity of attending these activities, which would equate to £5.55 per person, with a grant of £2,500 being allocated;
- The group’s public acknowledgement of the Town Council’s assistance would be published on their website and on other marketing material and shown in annual report.

Recommendation:

- a) The Committee should consider whether any grant is appropriate;
- b) If an allocation is agreed to be granted, to what amount; any costs are to be incurred from the Events Facilitation provision in the Civic & Special Project Committee’s 2024/25 budget.

| | |
|----------------------|--------------------|
| OFFICER’S NAME: | Mrs Tracey Hubbard |
| OFFICER’S SIGNATURE: | |
| DATE: | 14 January 2025 |



DOVER TOWN COUNCIL



Grant Application Form for grants over £250

A: APPLICATION SUMMARY

| | |
|---------------------------------------------------|---------------------------------------------------|
| Name of organisation: Deal Music and Arts Limited | |
| Registered Charity No (if applicable): 1100003 | Registered Company No (if applicable): 4833202 |

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

Address of organisation:
49 Barton Mill Road
Canterbury
Kent CT1 1BP

Name of contact: Willie Cooper BEM

Telephone: [REDACTED]

Email: [REDACTED]

Fax:

Address of contact (if different from above):

Reason for application – brief project/event description:
People, particularly young people, in East Kent have limited access to regular, affordable and inclusive music and creative arts programs, which limits their opportunities for social interaction, skills development, personal growth, creative output and the physical and mental wellbeing and enjoyment that creative engagement provides. Many of our projects work mainly in Dover where we respond to the needs of a diverse group of young people.

How much is requested from Dover Town Council? £2,500

Total project/event cost (if applicable): £67,560

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: 7th January 2025

Name (Block capitals): Wilhelmina Cooper BEM

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

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

B: THE ORGANISATION

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

Chairperson:

Name: Peter Fischer Brown

.....

Address: [REDACTED]

[REDACTED]

.....

.....

.....

Daytime Telephone No. [REDACTED]

.....

Email: [REDACTED]

Secretary:

Name: Wilhelmina Cooper BEM

.....

Address: [REDACTED]

[REDACTED]

.....

.....

.....

Daytime Telephone No.: [REDACTED]

.....

Email: [REDACTED]

.....

What is the main purpose of your organisation?:

- Hosting high quality performances and creating innovative learning opportunities for adults and children across the Dover district.
- Making a variety of musical and artistic genres accessible to as wide a range of people as possible including those from diverse backgrounds, ages and abilities.
- Partnering with other organisations to extend our social and geographical reach and to maximise opportunities for Participants.
- While intending to retain and continue to serve our existing audiences we will seek to widen the appeal of our Learning and Participation programme and annual Festival to bring in new audiences.

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? **P19** Yes: No:

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

What Activities are available for members?

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

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

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

C: THE PROJECT / EVENT / ACTIVITY

Project/Event/Activity title:
Learning and Participation 2025

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

- Lunchtime concerts in Dover for primary and secondary schools with artists including Royal Academy of Music, Royal College of Music, Purcell School and our Young Artists in Association Hoda Jahanpour and Purcell School.
- Monthly Jazz Academy for students aged 11 and over
- Bold As – working with Year 5 and 6 in Dover primary schools collaboration with Kent Music to teach brass and woodwind with public concerts
- Composer in Residence Blasio Kavuma and Young Artists in Association giving workshops.in Dover Schools
- Saxophone Saturday workshops for more experienced players with public performances.
- Coastlines – community project linked to environmental issues – a fable depicting Gulls who have lost their homes because of cliff erosion. Coastline Dover/Deal. Working with Dover Schools.
- Primary School composition and performance project led by young pupils from Purcell School in 3 Dover Primary Schools.
- One week intergenerational Summer School
- Photographic Competition – young photographers will submit work linked to Shorelines for display in Gallery as part of Tony Nandi ARPS Award.

When will the project/event or activity take place?

January 2025 – December 2025

D: FINANCIAL DETAILS

Estimated total cost: £ £67.560

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

| <i>Income for Project</i> | £ |
|---------------------------------------------|----------------|
| Summer School Fees | 5,000 |
| Guy and Elinor Meynell Trust for Buresaries | 5,000 |
| Arts Council % for Work in Dover | 30,000 |
| Trusts and Foundations | 10,000 |
| | |
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| | |
| | |
| | |
| TOTAL INCOME | £50,000 |

| <i>Expenditure for Project</i> | £ |
|-----------------------------------------|----------------|
| Bold As Project | 7,400 |
| Dover Youth Band | 1,560 |
| Jazz Journey plus Jazz Academy | 6,350 |
| Summer School | 11,050 |
| Saxophone Saturday | 3,250 |
| Photographic Competition | 1,500 |
| Composition Projects | 8,500 |
| Bursary | 4,000 |
| Lunchtime Concerts and Showcase Concert | 3,950 |
| Administration | 20,000 |
| TOTAL EXPENDITURE | £67.560 |

| | |
|--------------------------------------------|----------------|
| TOTAL INCOME LESS TOTAL EXPENDITURE | £17,560 |
|--------------------------------------------|----------------|

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

Many of our Trustees contribute in kind work including proof reading, administration (our General Manager is paid for 3 days a week and works 5). We have Trustees who are looking at Diversity, A Model of Change for our Learning and Participation and Risk analysis etc.

5000.00

E: ADDITIONAL INFORMATION

Additional information/comments:

The full budget for our Learning and Participation work is £113,500. In 2025 we are working a lot more in Dover as you will see from the project brief.

F: COUNCILLOR GRANT SCHEME

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

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

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

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

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

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

YES

N/A

If you have ticked Not Applicable, please explain why.

These accounts are for year ended 2023 – accounts for 2024 will be available in March 2025.

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

YES

N/A

If you have ticked Not Applicable, please explain why.

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

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

YES

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

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

YES

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

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

YES

N/A

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

YES

N/A

If you have ticked Not Applicable, please explain why.

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

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

YES

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

Published on Deal Music and Arts Website and on other marketing material and shown in our annual report.

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.

P25
GRANT EVALUATION

AGENDA ITEM 5C

| | | | |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------|
| NAME OF APPLICANT: | Emmaus Dover | | |
| DATE OF APPLICATION: | 16 th January 2025 | | |
| AMOUNT APPLIED FOR: | £2,500 | TOTAL VALUE OF PROJECT | £8,328 |
| PROJECT NAME: | Reduce, Recycle & Reuse Food & Garden Waste | | |
| 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: | YES | | |
| SUPPORTING DOCUMENTATION NOT RECEIVED: | N/A | | |
| OTHER COMMENTS: | <ul style="list-style-type: none"> • This project is to purchase a commercial size composter and maturation trays. This would enable Emmaus to recycle and reuse their own food and green waste on site, within their own grounds and gardens - There is a benefit only to Emmaus - It will not be a shared facility at the town; • Dover Town Council has supported Emmaus Dover with £8,590 since 1997/98, £5,090 of which was allocated in 2023/24; • Emmaus Dover provide accommodation, support and meaningful work in their social enterprise for 27 vulnerable adults (Companions) that have experienced homelessness / rough sleeping / poverty/ food insecurity/ social exclusion and a lack of opportunities; • In the 12 months to October 2024, Emmaus provided a home for 63 Companions, 55% were over 55 years old and 45% had a learning disability or learning difficulty; • Emmaus Dover have received funding of £4,000 from the Port of Dover Community Fund towards this project; • If funds were not granted for this project, Emmaus will continue to apply to grant funding trusts until shortfall was raised; | | |

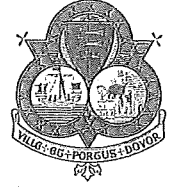
Recommendation:

- Subject to any grant being awarded, that authorisation for payment be delegated to the Proper Officer in consultation with the Chairperson of the Committee;
- That subject to a grant being resolved, that the costs be allocated from the Sports / Health Development Fund provision in the Committee's 2024/25 budget.

| | |
|----------------------|-------------------------------|
| OFFICER'S NAME: | Mrs Tracey Hubbard |
| OFFICER'S SIGNATURE: | |
| DATE: | 17 th January 2025 |



DOVER TOWN COUNCIL



Grant Application Form for grants over £250

A: APPLICATION SUMMARY

| | |
|---------------------------------------------------|---------------------------------------------------|
| Name of organisation: Emmaus Dover | |
| Registered Charity No (if applicable): 1047354 | Registered Company No (if applicable): 3066614 |

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

Address of organisation:
Archcliffe Fort
Archcliffe Road
Dover, Kent CT17 9EL

Name of contact: Debra Stevenson

Telephone: [REDACTED]

Email: [REDACTED]

Fax:

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

Reason for application – brief project/event description:

We would like to purchase a commercial size composter and maturation trays that would enable us reduce the amount of waste going to landfill by recycling our own food and green waste on site.

How much is requested from Dover Town Council? £2,500

Total project/event cost (if applicable): £8,328

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: 16/01/2025

Name (Block capitals): Debra Stevenson

Status (e.g. Chairperson, Secretary): Chief Executive

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

B: THE ORGANISATION

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

Chairperson:

Name: Andrew Eberlein
 Address: [REDACTED]
 [REDACTED]
 Daytime Telephone No. [REDACTED]
 Email: [REDACTED]

Secretary:

Name: Daniel Wood
 Address: [REDACTED]
 Daytime Telephone No.: [REDACTED]
 Email: [REDACTED]

What is the main purpose of your organisation?:

We provide accommodation, support and meaningful work in our social enterprises for 27 vulnerable adults (Companions) that have experienced homelessness/rough sleeping/poverty/food insecurity/social exclusion/poverty and a lack of opportunities.

Our core purpose is providing a home - a place of warmth/safety/security for as long as they need it. Offering a home/work/support and regular access to health services, helps people to help themselves - building confidence/self-worth/dignity on a journey towards employment and independent living in the future.

In the 12 months to October 2024, we provided a home for 63 Companions. 55% were over 55 years old and 46% have a learning disability or learning difficulties.

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:

[REDACTED]

What Activities are available for members?

[REDACTED]

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:

Reduce, Recycle and Reuse Food and Garden Waste

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

We would like to purchase a commercial size composter and maturation trays that would enable us to recycle and reuse our own food and green waste on site.

Emmaus Dover is committed to reducing the amount of waste sent to landfill and our overall environmental impact. We have recently had solar panels and storage batteries fitted to produce our own energy and are in the process of replacing all of the radiators in Companion bedrooms for modern efficient ones with thermostatic controls. We have received a grant from the Nationwide Community Fund to enable us to replace single glazing with double glazed units in more than 20 Companion bedrooms windows. We are also members of Fair Share and Neighbourly and regularly receive food donations from local supermarkets including Marks and Spencer, Sainsburys, Tesco, Lidl and Aldi. Through our shop and recycling schemes, we recycle more than 88 tonnes of furniture, electrical items and clothing each year. This is the equivalent weight of 70 Ford Fiesta cars being recycled and not sent to landfill each year. With up to 27 Companions living at Emmaus Dover eating three meals a day, a garden shop and large gardens, we currently generate large amounts of food and green garden waste. We currently have no facilities on site to recycle food or garden waste and are reliant on waste removal services to take them away. We would like to change this, and a new composter and maturation trays would enable us to do this.

Our gardens provide opportunities for Companions and our garden volunteers to get outside and enjoy nature through planting and growing food, plants and flowers. All while helping to improve their physical and mental health. It is estimated that 20% of the UK's greenhouse emissions are associated with waste food, which damage the environment and contribute towards global warming.

The compost generated from the waste would be reused within our own grounds and gardens. It would also be used to grow food for Companions in our kitchen gardens, plants and flowers to sell in our Garden shop, and our new community gardens that have created 10 small allotment spaces for use by the local community.

When will the project/event or activity take place?

The project will take place once the funding has been raised.

D: FINANCIAL DETAILS

Estimated total cost:

£8,328

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

| <i>Income for Project</i> | £ |
|------------------------------|---------------|
| Port of Dover Community Fund | £4,000 |
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| TOTAL INCOME | £4,000 |

| <i>Expenditure for Project</i> | £ |
|-----------------------------------------|---------------|
| 70kg Ridan Pro 400 Food Waste Composter | £4,650 |
| 3 x Maturation Boxes @ £480 each | £1,440 |
| Installation of concrete base | £1,020 |
| VAT | £1,218 |
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| | |
| TOTAL EXPENDITURE | £8,328 |

| | |
|--------------------------------------------|---------------|
| TOTAL INCOME LESS TOTAL EXPENDITURE | £4,328 |
|--------------------------------------------|---------------|

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

Our Companions worked alongside a team of volunteers from the Port of Dover to create our new community gardens. Clearing away rubbish and weeds and building 10 new raised beds. They have also cleared the area where the new composter would be installed.

E: ADDITIONAL INFORMATION

Additional information/comments:

| |
|--|
| |
|--|

F: COUNCILLOR GRANT SCHEME

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

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

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

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

Councillor: _____ Ward: _____

Signature of Councillor: _____

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

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

YES

N/A

If you have ticked Not Applicable, please explain why.

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

YES

N/A

If you have ticked Not Applicable, please explain why.

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

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

YES

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

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

YES

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

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

YES

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

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>)

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

In the 12 months to October 2024, we received a total of 63 referrals. 29 of those referrals were for individuals from with the local council area. During the same period, 17 Companions living at Emmaus Dover had previously served a custodial sentence. 31 Companions completed accredited online courses.

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

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

YES

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

We would be delighted to provide public acknowledgement of any grant awarded. We would use our social media pages to share news of the grant, and would invite members from the town council to visit Emmaus Dover once the project was complete.

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

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <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>TO BE RETURNED WITHIN 2 MONTHS OF THE PROJECT OR EVENT BEING COMPLETED</p> <p>THANK YOU</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|

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.

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Name of Organisation:</p> | |
| <p>Grant amount awarded:</p> | |
| <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> | |
| | |



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 10th February 2025

From: Councillor Rebecca Sawbridge - Chairperson of the Civic & Special Projects Committee

Date written: 8th January 2025

Subject: 80th Anniversary of VE-Day - 2025

1. INTRODUCTION

8 May 2025 is the 80th Anniversary of VE-Day, the end of WWII in Europe.

There are official commemorations planned across the UK.

This report outlines how VE-Day will be celebrated in Dover, by Dover Town Council, in line with National guidance.

2. INFORMATION

National arrangements, require that the Beacon in Dover is lit on the 8th May at 9.30pm. In Dover, this will be accompanied with a performance of the approved Hymn "I Vow To Thee My Country". The intention is to bring the community of our Great Nation together at one time.

To overcome access difficulties at Dover Castle and to ensure as many people in the community as possible can take part, Two Beacons will be lit, at Dover Castle and on the Marina Curve. There will be live stream of the lighting of the Beacon at the Castle, on You Tube, as there was on the 80th Anniversary of D-Day event in 2024.

The Programme for the Day of Celebration is: -

- 9am - The unique VE-Day Flag is raised at Maison Dieu House;
- 5.30pm - 9.30pm - World War II entertainment at the Marina Curve;
- 9.30pm - Lamp Lights of Peace will be lit in some locations on the curve;

Lighting of Beacons. Performance of "I Vow To Thee My Country", at Marina Curve;
- 6.30pm - St. Mary's Church (Cannon Street) will be ringing out, a peal of bells in celebration;
- 9.35pm - Reading of the International Tribute at Marina Curve.

3. DECISION

The Committee is invited to note this report.

Statutory Powers/Standing Orders /Policy - LGA 1972 S145



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 10th February 2025

From: Councillor Rebecca Sawbridge - Chairperson of the Civic & Special Projects Committee

Date written: 15th January 2025

Subject: Pavilion Programme (Summer 2025)

1. INTRODUCTION

There has been a Summer Programme of entertainment at the Pavilion and in Pencester in 2024, over 1,000 families attended the performances.

This report outlines the Pavilion Programme for 2025, building on last year.

All performances will take place during the School Summer holiday period.

2. INFORMATION

Referring to the Place Plan, build on popular events, with improved new events, including children's events. Events draw townspeople and visitors into the centre of town encouraging spend in local businesses. Experience has shown that local people appreciate free entertainment and it provides a way for families and others to have fun without having to spend much or no money. This is important in an area of low incomes and opportunity deprivation.

Officers have identified 3 likely events for the programme offer, an interactive dance performance, interactive Theatre performance and a big spectacle event.

In order to minimise anti-social behaviour and ensure a pleasant experience for all, Dover Town Council provides SIA stewarding in the park for the programme days.

Cost forecasts have been put together for this programme of events, requiring a budget of up to £9,000. This would cover all related costs, including security, first aid (where required), licences, power, substantial marketing and excellent quality of events. Summer programme 2024 was at a cost of £8,400.

3. DECISION

The Committee is asked to resolve: -

- i) A budget of up to £9,000 for the Pavilion Programme (Summer 2025). Costs to be met from the External Affairs 2025/26 budget.
- ii) All negotiations and agreements be delegated to the Proper Officer in consultation with the Chairperson of the External Affairs Committee.

Statutory Powers/Standing Orders /Policy - LGA 1972 S145



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 10th February 2025

From: Councillor Rebecca Sawbridge, Chairperson of the Civic & Special Projects Committee

Date written: 9th January 2025

Subject: Winter Celebrations in Dover

1. INTRODUCTION

The Town Council has provided a Winter Event in Dover for more than 20 years. During the last 4 years DTC has worked in close partnership with Future Foundry providing a spectacular, popular lantern procession, along with other entertainment to launch the festive period of Christmas, Diwali & Hannukah. Over 3,000 people generally take part with a month-long programme working with schools and the public in advance of the actual day.

2. INFORMATION

In the Place Plan (adopted by the Town Council on 15th January 2025 – Min 196a) it states on the What's on page that: -

- The Town Council will build on the popular seasonal events like the Pride Parade, Winter Light up and Regatta;
- High Street winter lights and interest in creative decorations like theme lighting or statues;
- Explore light festivals and more modern displays.

In response to Festive Lights / Winter Celebrations it was still prominent that the community wished to have a main Christmas Tree with lights within the Town, along with creative decorations, like themed lighting or statues, as well as exploring light festivals and more modern displays and building on the very popular seasonal event at this time, Dover Winter Light Up.

P40

The 2025/26 budget allows £35,000 for lighting displays in the town and options for a new scheme will be explored during early 2025.

The supporting Winter event, which includes the Lantern procession through the town has cost in 2024, £12,000.

3. DECISION

The Committee is asked to resolve:

- i) To commit up to £12,000 for the annual Festive event held in December 2025 (and supporting activities). Costs to be met from the External Affairs 2025/26 budget.
- ii) To delegate all negotiations, arrangements & agreements to the Proper Officer in consultation with the Chairperson of the External Affairs Committee.

Statutory Powers - LGA 1972 S145

- Dover District Leisure Centre (outside town wards):
Swimming Pools & Aqua Classes;
Gymnastics;
Gym Studios;
Fitness Courses;
Indoor Cycling Studio;
Squash Courts & Racket ball;
Badminton;
Pickleball;
Football;
New Age Curling;
Boccia;
Table Tennis;
Clip & Climb.
- Connaught Park (3 x Grass Courts)- Tennis Courts;
- Elms Vale Recreation Ground – 4 x Football Pitches;
- Muga – Buckland Ward (Sheridan Road);
Aycliffe.
- Dover Sea Sports Centre – Variety of Sports available, including
Paddleboarding, Dinghy sessions, Kayaking and Rowing;
- Outdoor Gym at Granville Gardens;
- Danes Court Football pitches x 3;
- Western Heights Sports Field;
- Pencester Gardens Skate Park;
- Dover Bowling Club;
- Dover Gymnastic Club & Vista Twisters (private);
- Boxing Gyms (2-3 private);
- Parkour and Running clubs (on seafront);
- Martial Arts (in private gyms);
- Outdoor table tennis (in Riverside Gardens);
- Crabble Athletic Ground – Football & Rugby;
- Sea Swimming – Dover Harbour;
- Beach Volleyball court (used as sand play arena).

Facilities funded by DTC within 2024/25

- Skateboard Coaching;
- Sailing Taster Sessions & Dinghy Courses;
- Pegasus Playscheme activities;
- Tennis Coaching at Connaught Park.

