

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

DATE OF ISSUE:
16th August 2024

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT an extraordinary meeting of the TOWN COUNCIL will be held at the Town Council Offices on **WEDNESDAY 28TH AUGUST 2024 at 6pm** 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, excluding bank holidays and weekends, prior to the date of the meeting. Any member of the public who requires further information, wishes to make representation to the Council, or has any special requirements in respect of this meeting please contact Allison Burton, Town Clerk, on 01304 242625.

Councillor Edward Biggs
THE RIGHT WORSHIPFUL THE TOWN MAYOR OF DOVER

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.*

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 full Town Council meeting held on 10th July 2024 (copy attached). (Pages 3 to 6)

4. CONFEDERATION OF THE CINQUE PORTS - INSTALLATION OF THE NEW LORD WARDEN - 29TH OCTOBER 2024

To consider the Town Mayor's report of 15th August 2024, concerning the installation of the new Lord Warden of the Cinque Ports, Admiral Sir George Zambellas (copy attached). (Pages 7 to 8).

5. SEAFRONT FACILITIES

To consider The Chairperson of the Community & Services Committee's report of 16th June 2024, concerning Seafront Facilities (copy attached). (Pages 9 to 10)

6. RESPONSIBLE FINANCIAL OFFICER

To consider the Town Mayor's report of 15th August 2024 concerning the Responsible Financial Officer (copy attached). (Pages 11 to 12)

7. DATE OF THE NEXT MEETING

To note that the next meeting of the full Town Council will be held on Wednesday 18th September 2024.

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.

...the ...
...the ...
...the ...
...the ...
...the ...

...the ...
...the ...
...the ...
...the ...
...the ...

AGENDA ITEM 3

DOVER TOWN COUNCIL

Minutes of the Meeting of the DOVER TOWN COUNCIL held in the Council Chamber, Maison Dieu House, Biggin Street, Dover, Kent on WEDNESDAY 10TH JULY 2024 at 6.00pm.

PRESENT

The Right Worshipful the Town Mayor, Councillor E Biggs in the chair

Councillors

Councillor Bedi	Councillor Jones
Councillor Bird	Councillor Kember
Councillor Brivio	Councillor Lamoon
Councillor Calder	Councillor Sawbridge
Councillor Collor	Councillor Shread
Councillor Cowan	Councillor Verrill

57. APOLOGIES FOR ABSENCE

The Town Council noted apologies for absence from Councillor Collins, Mrs Wanstall & Wanstall (personal commitments) & Councillor Bradley (ill health).

58. DECLARATIONS OF INTEREST

Councillors present made no declaration of disclosable pecuniary interest as required by law.

59. MINUTES

The Town Council approved the Minutes of the Town Council meeting held on 29th May 2024.

RESOLVED: That the Minutes of the Town Council meeting held on the 29th May 2024 be approved and signed by the Town Mayor.

60. PRESENTATION

The Council received a presentation from a representative of Migrant Help. After a short question and answer session, the Mayor thanked the representative for their informative and interesting presentation.

61. COMMUNICATIONS FROM THE CHAIRPERSON

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

Chairperson

62. CIVIC & SPECIAL PROJECTS COMMITTEE

The Town Council noted the minutes of the Civic & Special Projects Committee meeting held on 3rd June 2024.

The Town Council received the minutes of the Civic & Special Projects Committee meeting held on 1st July 2024.

RESOLVED: That Civic & Special Projects Committee Minute Nos. 50 to 56 be accepted as a true record.

63. FINANCE & GENERAL PURPOSES COMMITTEE

The Town Council considered the minutes of the Finance & General Purposes Committee meeting held on 10th June 2024, including resolved to recommend minute no. 24b and the report thereon.

- RESOLVED:
- a) That That Finance & General Purposes Committee Minute Nos. 24 to 24a and 25 to 30 be accepted as a true record;
 - b) To create the role of unpaid Responsible Financial Officer;
 - c) That Councillor Bedi be the named Councillor appointed to role of Responsible Financial Officer following the signing of the required Financial History/Probity Statement;
 - d) That the appointment of Responsible Financial Officer be temporary for 3 months and be reviewed by 10th September 2024.

64. COMMUNITY & SERVICES COMMITTEE

The Town Council received the minutes of the Community & Services Committee meeting held on 17th June 2024.

RESOLVED: That Community & Services Committee Minute Nos. 31 to 38 be accepted as a true record.

65. PLANNING COMMITTEE

The Town Council received the minutes of the Planning Committee held on the 24th June 2024.

RESOLVED: That Planning Committee Minute Nos. 39 to 49 be accepted as a true record.

66. TOWN COUNCIL FINANCIAL INFORMATION

66a. The Town Council approved the schedule of payments made by the Town Council for May 2024 and June 2024 (handed out at the meeting).

66b. The Town Council approved the Town Council budget out-turn report to the end of May 2024.

- RESOLVED:
- a) That the payments made by the Town Council in May and June 2024 be approved and the schedules signed by the Chairperson;
 - b) That the Town Council approve the Town Council budget out-turn report to the end of May 2024;

Chairperson

67. COUNCILLOR WARD GRANTS

The Town Council noted the out-turn of the 2024/25 Councillors' Ward Grant scheme.

68. TOWN COUNCIL COMMITTEE & EXTERNAL REPRESENTATION

The Town Council noted that Councillor Jones wished to resign from the Civic & Special Projects Committee, Finance & General Purposes Committee and the Planning Committee and that Councillor Brivio wished to resign from the Planning Committee.

The Town Council noted Councillor Brivio's report concerning recent meetings of the Dover Fairtrade Network Group, RV Coleman Trust and the White Cliffs Community Rail Partnership (handed out at the meeting).

The Town Council noted an update on Dover District Council from DTC's DDC Councillors (handed out at the meeting).

69. GOVERNANCE & ACCOUNTABILITY

69a. The Town Council considered the Chairperson of the Council's report of 2nd July 2024 concerning the Civility & Respect Pledge.

RESOLVED: That the Town Council signs the Civility & Respect Pledge and deliver training to all Councillors and Staff as soon as it can be provided.

69b. The Town Council considered the Chairperson's report of 1st July 2024 concerning the appointment of Internal Auditors for the 2024/25 Financial Year.

RESOLVED: That the Town Council appoints McCabe Ford Williams as its Internal Auditor for 2024/25.

69c. The Town Council considered the Chairperson of the Council's report of 2nd July 2024 concerning the Insurance Fidelity Requirement.

RESOLVED: That all elected members will provide a signed undertaking worded as Appendix 1 for the purpose of insurance or provide details of the circumstances which prevent them giving such an undertaking to the insurer.

70. 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.

71. DATE OF NEXT MEETING

The Town Council noted that the date of the next Town Council meeting will be Wednesday 18th September 2024.

The meeting finished at 7.23pm

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

Chairperson



DOVER TOWN COUNCIL

Report to: Extraordinary Full Town Council
Meeting date: 28th August 2024

From: Cllr Edward Biggs, the Right Worshipful the Town Mayor of Dover
Date written: 15th August 2024

Subject: Installation of the Lord Warden of the Cinque Ports

1. INTRODUCTION

King Charles III has appointed Admiral Sir George Zambellas Knight Grand Cross of the Most Honourable Order of the Bath, Distinguished Service Cross, Aide de Camp to His Majesty Charles III and Deputy Lieutenant of the County of Dorset Constable of Dover Castle and Lord Warden and Admiral of the Cinque Ports, Two Antient Towns and their Members. His installation ceremony in the presence of the Grand Court of Shepway will take place on 29th October 2024 at the Duke of Yorks School.

2. INFORMATION

Dover is a Head Port of the Confederation and is represented at the Grand Court of Shepway. The precept to summon members of the Court has been issued and the Council must resolve who the delegates will be. The Mayor, Deputy Mayor, Town Clerk and Honorary Recorder are specified as required to be present as is the Mace Bearer (Town Sergeant). Up to 3 other councillors may also be chosen to represent the Council. These may be chosen freely from all members of the Council and may include former Speakers or an Honorary Baron but this is entirely for Council to decide. It has also been suggested that a ballot be held to ensure impartiality or that account is taken of all political groupings.

The Council can also nominate up to 7 guests who will also attend the reception and the lunch.

Attendance for Councillors, Officers of Dignity, Mayor, Deputy Mayor and guests will cost £55 per person There is an opportunity to request tickets for 7 more attendees who will attend the Court of Shepway proceedings only at no cost.

Council should consider how many additional councillors, guests and additional attendees it would like to involve and by what means they should be selected. Council may want to consider Honorary Freepersons, community leaders, representatives from senior schools and others who contribute to the social wealth of Dover as well as those who might represent key partners such as the Harbour Board or the District Council.

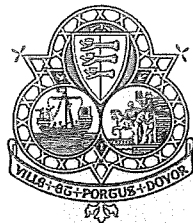
There is no specific budgetary provision for the costs although the Mayoralty and Town Clerk have budgets for such functions and there are other budget lines such as Town Council Functions etc which could cover further costs arising from the event.

It is recommended that Council resolve the numbers and categories of representatives; whether impartial ballots should be employed where there is a surplus of candidates; and delegate the final decision to the Mayor in consultation with the Proper Officer.

3. **DECISION**

Dover Town Council resolves to make a formal return concerning attendance at the Installation of the Lord Warden in 2024 under the common seal of the Council in accordance with the majority view of Council regarding numbers, categories and preferred means of selection. All arrangements, enquiries and decisions to be delegated to the Mayor in consultation with the Proper Officer within a budget of £600 for attendees other than those identified on the formal invitation.

Statutory Powers Localism Act 2011 Power of general Competence



DOVER TOWN COUNCIL

Report to: Town Council Meeting
Meeting date: 28th August 2024

From: Cllr Sue Jones, Chairperson of the C&S Committee

Date written: 16th June 2024

Subject: Seafront Facilities

1. INTRODUCTION

In 2019 Dover Town Council installed a sand arena/volley ball court & outdoor gym on Granville Gardens, under agreement with full planning permission from Dover District Council. Both facilities are free to use and attract a large number of families and visitors.

2. INFORMATION

In 2024 officers consulted with families using the sand arena and followed this with a week-long face to face consultation and different venues in the town. A great deal of useful information about users & residents perception came through these events. Open & green spaces was the 2nd highest priority for the participants, only beaten by "Community". People said they valued the sand pit & area and wanted the seafront facilities enhanced by picnic benches, seating for parents using the sand pit and addition of shade & water dispensers.

A formal lease for the area is under negotiation with DDC to include some of these additions. Research continues into secure, safe & durable picnic benches & seating with incorporated awnings/shade, estimated costs for the groundworks, installation & equipment's are £9,500 for seating inside & outside of the arena & fixtures and fittings

According to Affinity Water's fresh water map, the nearest water pipe is opposite the gardens and runs under the promenade. We are in correspondence with DHB, requesting the installation of a water bottle filling station within the area. As of the date of this meeting, we are still awaiting a reply.

3. DECISION

The Committee is asked to provide seating inside the sand arena and shaded picnic benches at Granville Gardens at a cost of up to £9,500. The cost will be met from the Town Regeneration budget 2024/25 held within the Community & Services Committee. Delegated to the Proper Officer in consultation with the Chair of this Committee.

Statutory Powers/Standing Orders: LGA 1972 s145



DOVER TOWN COUNCIL

Report to: Extraordinary Full Town Council
Meeting date: 28th August 2024

From: Cllr Edward Biggs, Chairperson of the Council
Date written: 15th August 2024

Subject: Review of Responsible Financial Officer position

1. INTRODUCTION

At its meeting on 10th July 2024, Dover Town Council appointed Cllr Anuj Bedi as its unpaid Responsible Financial Officer (RFO) for 3 months to be reviewed by 10th September 2024.

2. INFORMATION

As Council is aware, it is entirely lawful to appoint a serving councillor to the role of RFO (S151 officer) provided the role is unremunerated. There is no time limit on how long a councillor can serve in this role.

During the period since the appointment was first made (as a resolve to recommend by the Finance & General Purposes Committee), Cllr Bedi has familiarised himself with the accounting and audit regime for local councils, regularly met with officers and inspected financial records and provided assurance that the financial regulations of the Council are being adhered to in all respects.

As Council knows, we have continuously advertised locally, nationally and in the local government and financial sectors, re-drafting several times- for a replacement accountant/RFO for 27 months without attracting the right calibre of candidate. Other local councils and financial organisations report similar difficulties with advertisements for RFOs appearing every week. Most recently, a local council nearby has twice appointed candidates who did not prove suitable.

A third new job description for the RFO has been written and the post is being advertised on the Council's website as well as through NALC and KALC. This advertisement reflects the role that Councillor Bedi has taken, being a few hours a week and removing the actual business of accountancy from the

requirements. This may attract a different type of person for whom such a job would fit well with their lifestyle.

An officer of the Council continues to study for accountancy qualifications and we benefit from the expert specialist accountancy services of a firm working with other local councils similar in size to Dover.

The current arrangements are working well and provide Council with assurance that processes and policies are being adhered to and that the governance regime of the Council remains strong. At the same time, they deliver the required functions at better value than the previous arrangement.

My recommendation is that the appointment of Councillor Bedi as RFO is extended.

3. **DECISION**

Council resolves to confirm the appointment of Cllr Anuj Bedi as the unremunerated RFO for Dover Town Council.

Statutory Powers: LGA 1972 s151