DOVER TOWN COUNCIL

Minutes of the meeting of the INTERNAL AFFAIRS COMMITTEE held on **TUESDAY 18th NOVEMBER 2025** at **6.00pm** in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

Councillor Bedi (Chairperson)
Councillor Bird
Councillor Calder
Councillor Kember
Councillor Verrill
Councillor Mrs Wanstall
Councillor Mr Wanstall

136. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllrs Brivio, Biggs (Town Mayor), Cowan & Collins, (Personal Commitments) & Cllrs Lamoon & Collor (Ill Health).

137. DECLARATIONS OF INTEREST

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

138. MINUTES

The Committee noted the approved Minutes of the Internal Affairs Committee meeting held on the 15th September 2025 as resolved at the Full Town Council meeting, 29th September 2025, **Minute No: 101.**

139. TOWN COUNCIL FINANCIAL INFORMATION

139a. The Committee noted the latest out-turn of the Internal Affairs Committee's 2025/26 budget.

139b. The Committee noted that the schedule of payments made by the Town Council for July & August 2025 were approved at the Town Council's Meeting on the 29th September 2025, **Minute No: 102.**

139c. The Committee noted the 2026/27 budget process is underway and that members wishing to make representations should contact the Chair of the Committee. The Town Council budget will be resolved at the Full Town Council meeting on Monay 19th January 2026.

Chairperson

139d. The Committee considered the schedule of payments made by the Town Council for September 2025.

RESOLVED: That the schedule of payments made by the Town Council for September 2025 be recommended to the next meeting of the Town Council in accordance with Standing Order 3 (viii).

140. EXTERNAL AUDIT 2024/25

140a. The Committee noted the External Auditor's Report, Letter & Certificate for 2024/25.

140b. The Committee noted that the statutory requirements for publication of the Notice of Conclusion of Audit and the AGAR 2024/25 were not published within the statutory deadline of the 30th September 2025, owing to the late receipt of the External Audit report & letter from Mazars (external auditor).

141. PSA TESTING & MEN'S HEALTH ADVISORY PROGRAMME

The Committee considered the Chairperson of the Committee's report dated 4th October 2025 concerning PSA Testing & men's Health Advisory Programme.

RESOLVED TO RECOMMEND:

a) To approve the implementation of a three-year PSA Testing and Men's Health Advisory Programme for men aged 45-55 in Dover, running from April 2026 to April 2029, with Year 1 capacity set at 400 tests and prioritisation for men aged 53-55 and men aged 48-49 until capacity is filled;

b) To delegate all negotiations, agreements and arrangements to the Proper Officer of the Council in consultation with the Chairperson of this Committee with updates to this committee;

c) To allocate funding up to a budget of £43,000 for the programme, whilst seeking funding from other sources, with £15,000 to be taken from the Place Plan unallocated funds in 2025/26 and the remainder of the budget to be allocated in the 2026/27 budget (up to £28,000).

142. GOVERNANCE & ACCOUNTABILITY

The Committee considered the Chairperson of the Committee's report dated 3rd November 2025 concerning the review of policies and Governing Documents.

RESOLVED TO RECOMMEND: That the following policies be adopted by Council:

- Equality & Diversity Policy;
- Information & Data Accessibility Policy.

Chairperson

143. INFORMATION ITEMS

143a. The Committee noted the Defibs for Dover Annual report for 2024/25.

143b. The Committee noted the consultation letter regarding the proposal to decommission the specialist resource provision at River Primary School.

144. DATE OF NEXT MEETING

The next meeting of the Internal Affairs Committee will be held on Monday 16th February 2026 @ 6pm.

Meeting Closed @ **6.51pm**

CHAIRPERSON
Councillor A Bedi

Chairperson