



DOVER TOWN COUNCIL

Minutes of the meeting of the INTERNAL AFFAIRS COMMITTEE held on **MONDAY 16th FEBRUARY 2026** at **6.00pm** in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

Councillor Bedi (Chairperson)
 Councillor Biggs (Town Mayor)
 Councillor Bird
 Councillor Brivio
 Councillor Cowan
 Councillor Dawes (Vice-Chair)
 Councillor Kember
 Councillor Lamoon
 Councillor Odell
 Councillor Sawbridge
 Councillor Shread
 Councillor Mr Wanstall

189. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllrs Verrill, Mrs Wanstall, Collins & Collor (Personal Commitments).

190. DECLARATIONS OF INTEREST

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

191. MINUTES

The Committee noted the approved Minutes of the Internal Affairs Committee meeting held on the 18th November 2025 as resolved at the Full Town Council meeting, 8th December 2025, **Minute No: 152.**

192. TOWN COUNCIL FINANCIAL INFORMATION

192a) The Committee noted the latest out-turn of the Internal Affairs Committee's 2025/26 budget.

192b) The Committee noted that the schedule of payments made by the Town Council for September & October 2025 were approved at the Town Council's Meeting on the 8th December 2025, **Minute No: 153.**

Chairperson


- 192c) The Committee noted that the schedule of payments made by the Town Council for November & December 2025 were approved at the Town Council's Meeting on the 19th January 2026, **Minute No: 174.**

193. **DOVER PLACE PLAN**

The Committee noted the Chairperson of the Committee's report dated 20th January 2026 concerning the monitoring of performance by the Council regarding the Dover Place Plan since January 2025.

194. **UK TOWN OF CULTURE 2028**

The Committee considered the Chairperson of the Council's report dated 9th February 2026 concerning UK Town of Culture 2028.

RESOLVED: That Dover Town Council should prepare and submit an initial expression of interest to the Town of Culture with research, delivery and partnership development, delegated to the Proper Officer in consultation with the Chairpersons of the Internal and External Affairs committees.

195. **GOVERNANCE & ACCOUNTABILITY**

- 195a) The Committee considered the Chairperson of the Council's report dated 10th February 2026 concerning Community Governance Review.
- 195b) The Committee considered the Chairperson of the Council & Chairperson of the Committee's report dated 26th January 2026 concerning the Town & Parish Council's Quadrennial Review.
- 195c) The Committee considered the Chairperson of the Committee's report dated 15th January 2026 concerning the review of policies and Governing Documents.

RESOLVED: That Dover Town Council makes a response to the Dover District Community Governance Review in relation to appropriate numbers of Councillors for Dover, to be informed by comments by individual Councillors sent to the Proper Officer by Monday 23rd March 2026.

RESOLVED TO RECOMMEND: For the years 2026 to 2030 that:

- a) The Parish Basic Allowance be set at **£630** per annum and acknowledging that this is below the figure recommended by the Independent Remuneration Panel;
- b) The Chairperson of the Council continue to receive the same Parish Basic Allowance as all other elected members, reflecting the separate statutory provision for Mayoral expenses;
- c) Reimbursement for mileage, travel and subsistence incurred in the performance of approved duties outside the Town boundary be made in accordance with HMRC Approved Mileage Allowance Payments, reasonable actual public transport and subsistence costs, or the relevant Dover District Council rates, as appropriate;
- d) No travel or subsistence expenses be payable for approved duties undertaken within the Town boundary, except where a Councillor demonstrates special circumstances such as disability;

Chairperson


- e) The time limit for the submission of claims for travel and subsistence expenses be confirmed as two months from the date on which the expenditure was incurred;
- f) It be formally noted that the report of the East Kent Joint Parish Independent Remuneration Panel has been published in accordance with Regulation 30 of the Local Authorities (Member' Allowances) (England) Regulations 2003.
- g) That the following policies be adopted by Council:
- Anti-Slavery & Human Trafficking;
 - Training & Development;
 - Honorarium & Acting-Up;
 - Social Value;
 - Biodiversity;
 - Dignity at Work.

196. DATE OF NEXT MEETING

The next meeting of the Internal Affairs Committee will be held on Tuesday 7th April 2026 @ 6pm.

Meeting Closed @ 7.20pm

CHAIRPERSON
Councillor A Bedi

Chairperson
