

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Town Clerk
Sam Wills
Town Council Offices
Hawkinge Community Centre
Heron Forstal Avenue
Hawkinge Kent CT18 7FP
Telephone: (01303) 893928
Email: clerk@hawkinge-tc.gov.uk

TO: MEMBERS OF HAWKINGE TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend a Meeting of HAWKINGE TOWN COUNCIL to be held on **WEDNESDAY 10 NOVEMBER 2021 at 7.00pm** in Hawkinge Community Centre, Heron Forstal Avenue, Hawkinge.

A handwritten signature in black ink that reads 'S Wills'.

Sam Wills
Town Clerk

The Public should note that questions are to be placed in writing with three days' notice and are to be limited to items on the agenda. The Chairman of the meeting shall determine whether questions put at the meeting can be answered at the meeting or be reserved for future written reply. Addresses from the public are limited to three minutes per individual and are limited to items on the agenda. The public session to be limited to a maximum of nine minutes

A G E N D A

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

Members of the Council should declare any disclosable pecuniary interest or any other significant interests in any items/s on this agenda.

Disclosable Pecuniary Interests (DPI) under the Localism Act 2011; The nature as well as the existence of any such interest must be declared.

Other Significant Interests (OSI) under the Kent Code of Conduct adopted by the Town Council on 12 September 2012; The nature as well as the existence must be declared.

Whenever possible, and if in doubt, advice should be sought from the Clerk prior to the meeting.

3. **MINUTES**

To approve and sign the minutes of the meeting held on 13 October 2021.

4. **TOWN MAYOR'S COMMUNICATIONS**

To be reported at the meeting.

5. **FINANCIAL MATTERS**

A copy of the schedule of payments made on the Council's behalf is attached at **appendix 1**.

Please contact the Town Clerk before the meeting if you have any queries on the items listed.

RECOMMENDATION: To authorise the schedule of payments attached at **Appendix 1**.

6. **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

To receive and note the minutes of the meeting held on 3 November 2021.

7. **MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE**

To receive and note the minutes of the meeting held on 19 October 2021.

8. **MINUTES OF THE PERSONNEL COMMITTEE**

To receive and note the minutes of the meetings held on 6 & 27th October 2021.

9. **BUDGET AND PRECEPT 2022/23**

REPORT HTC/21/08 sets out a proposed budget for 2022/23.

10. **CORRESPONDENCE**

11. **EXCLUSION OF THE PUBLIC**

To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

12. **FHDC PLAY AREA TRANSFERS**

REPORT HTC/21/09 sets out progress on the transfer of open spaces to date.

13. **PERSONNEL POLICIES**

REPORT HTC/21/07 encloses the draft policies considered by the Personnel Committee at the meeting on the 27 October 2021.

Hawkinge Town Council

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Minutes of a Meeting of Hawkinge Town Council

Held at: Hawkinge Community Centre, Heron Forstal Avenue,
Hawkinge, Kent, CT20 7FP

Date: 13 October 2021

Present: Councillor Philip Martin (in the Chair) Councillors
Ross Clark, Steve Cook, David Godfrey, Chris
Johnson, Richard Moffatt, Les Palliser, Dick Pascoe,
Peter Roy, Nabin Siwa

Apologies for absence: Councillors Andy Csiszar, David Monk & Stuart Peall

Officer Present: Mrs Sam Wills, Finance & Projects Officer

The Council took questions from the public before the commencement of the meeting.

2257. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2258. **MINUTES**

The minutes of the meeting held on 8 September 2021 were submitted and approved as a correct record and signed by the Town Mayor.

Proposed by Councillor Les Palliser
Seconded by Councillor Philip Martin and

(Voting: For 10; Against, 0; Abstentions, 0;)

2259. **TOWN MAYOR'S COMMUNICATIONS**

The Town Mayor gave an update since the last meeting of the Council.

2260. **FINANCIAL MATTERS**

The schedule of payments made as circulated with the agenda as Appendix 1.

Proposed by Councillor Les Palliser
Seconded by Councillor Dick Pascoe and

RESOLVED: To receive and adopt the schedule of payments.

(Voting: For 10; Against, 0; Abstentions, 0;)

2261. **FINANCE AND GENERAL PURPOSES COMMITTEE**

The minutes of the Finance and General Purposes Committee of 22 September 2021 were submitted.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Les Palliser and

RESOLVED: To receive and note the minutes of the Finance and General Purposes Committee of 22 September 2021.

(Voting: For 10; Against, 0; Abstentions, 0;)

2262. **PLANNING AND DEVELOPMENT COMMITTEE**

The minutes of the Planning and Development Committee of 21 September 2021 were submitted.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Peter Roy and

RESOLVED: To receive and note the minutes of the Planning and Development Committee of 21 September 2021.

(Voting: For 10; Against, 0; Abstentions, 0;)

2263. **PERSONNEL COMMITTEE**

The minutes of the Personnel Committee of 15 September 2021 were submitted.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

RESOLVED: To receive and note the minutes of the Planning and Development Committee of 15 September 2021.

(Voting: For 10; Against, 0; Abstentions, 0;)

2264. **CORRESPONDENCE**

None reported.

2265. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Les Palliser
Seconded by Councillor Dick Pascoe and

RESOLVED: To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

(Voting: For 10; Against, 0; Abstentions, 0;)

2266. **HAWKINGE COMMUNITY CENTRE**

REPORT HTC/21/04 encloses a report from the Hawkinge Community Centre Manager in respect of expanding the facilities and services within the Centre.

Proposed by Councillor David Godfrey
Seconded by Councillor Steve Cook and

RESOLVED:

1. **To receive and note the report HTC/21/04.**
2. **To agree in principle to the proposal subject to the lease between Hawkinge Town Council and Folkestone Sports Centre Trust being signed.**

(Voting: For 10, Against, 0; Abstentions, 0)

2267. **TOWN COUNCIL WEBSITE**

REPORT HTC/21/05 encloses report FC/21/12 considered by the Finance & General Purposes committee on 22 September 2021 (minute 813 refers).

Proposed by Councillor Dick Pascoe
Seconded by Councillor Chris Johnson and

RESOLVED:

1. **To receive and note the report HTC/21/05.**
2. **To engage Aubergine to build a website in line with their proposal and quote.**

(Voting: For 10, Against, 0; Abstentions, 0)

2268. **PERSONNEL POLICIES**

REPORT HTC/21/06 encloses the draft policies considered by the Personnel Committee at the meeting on the 6 October 2021.

Proposed by Councillor Chris Johnson
Seconded by Councillor Peter Roy and

RESOLVED:

1. **To receive and note the report HTC/21/06.**
2. **To adopt the Terms of Reference and policies.**
3. **To hire a temporary member of staff for approximately 2-3 months.**

(Voting: For 10, Against, 0; Abstentions, 0)

2269. **SALON ON THE GREEN**

The attached is an email correspondence received by the Council from the owner of Salon on the Green.

RECOMMENDATION: To receive and adopt the recommendations of the Finance & General Purposes committee meeting held on 22 September 2021.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Steve Cook and

RESOLVED: Not to adopt the recommendations of the Finance & General Purposes committee. A formal letter will be sent to the owner of the Salon.

(Voting: For 9, Against, 0; Abstentions, 1)

2270. **VILLAGE HALL FENCING**

The attached is a quote for the repair of the fencing.

RECOMMENDATION: To receive and adopt the recommendations of the Finance & General Purposes committee meeting held on 22 September 2021.

Proposed by Councillor Les Palliser
Seconded by Councillor Nabin Siwa and

RESOLVED: To accept the recommendations of the Finance & General Purposes committee.

(Voting: For 10, Against, 0; Abstentions, 0)

Schedule of payments as at 2 November 2021

Date	Payment ID	Payee	Description	Amount
01/10/2021	CARD	PDF Exchange	Annual licence	116.29
04/10/2021	DD	Voipstudio	subscription	15.56
11/10/2021	E072	Ashford BC	Civic Event	50.00
11/10/2021	E073	Margate CT	Civic Event	20.00
11/10/2021	E074	Harmer & Sons	Pannell Drive removal of damaged banner	48.00
11/10/2021	E075	Harmer & Sons	Clear Carpark Gully & dispose of branch	60.00
14/10/2021	DD	CopierKing	photocopier usage	13.24
18/10/2021	DD	BT Group	Alarm line	25.68
18/10/2021	CARD	Amazon	Office supplies	56.48
19/10/2021	DD	BNP Paribas	Photocopier	134.40
21/10/2021	E076	Staff Expenses	Expenses	43.10
25/10/2021	DD	Staff Costs	Salaries	9,034.38
28/10/2021	DD	O2	Mobile contract	36.23
				9,653.36

Minutes of a meeting of the Finance and General Purposes Committee

Held on 3 November 2021

Present: Councillor David Godfrey (in the Chair), Chris Johnson, Philip Martin, Les Palliser, Richard Moffatt, and Nabin Siwa

Officer Present: Sam Wills, Town Clerk

816. **APOLOGIES FOR ABSENCE**

Councillors David Monk, Dick Pascoe and Peter Roy

817. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

818. **MINUTES**

The minutes of the meeting held on 22 September 2021 were approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser

Seconded by Councillor Philip Martin and

(Voting: For 6, Against 0, Abstentions 0)

819. **BUDGET MONITORING REPORT**

REPORT FC/21/14 gives the latest budget monitoring information, includes the bank reconciliation, and recommends the Chairman of the Committee to sign the bank statements in accordance with good practice.

Proposed by Councillor Les Palliser

Seconded by Councillor Chris Johnson and

RESOLVED:

1. To receive and note Report FC/21/14.

2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements detailed in the report.

(Voting: For 6, Against 0, Abstentions 0,)

820. **DRAFT BUDGET & PRECEPT 2022/23**

REPORT FC/21/13 sets out a draft proposed budget for 2022/2023 together with a schedule of proposed growth and savings items.

Proposed by Councillor David Godfrey

Seconded by Councillor Chris Johnson and

RESOLVED:

1. To receive and note Report HTC/21/13.

RESOLVED TO RECOMMEND TOWN COUNCIL TO:

2. Approve a budget with a total spend of £374,636.14 and a precept of £327,181.14 balance to be funded from S106 monies held for the purpose and £32,500 from 2021/22 budget.

(Voting: For 6, Against 0, Abstentions 0)

821. **FUTURE PROJECTS AND MAJOR WORKS REPORT**

A proposal by Councillor Les Palliser was discussed for the committee to establish a protocol for the procurement of major works for the future. It was suggested the committee sets up a working group when a project is identified to determine the needs of the project and write up a specification along with the Clerk, which would be put to the committee for approval before the work goes out to tender.

Proposed by Councillor Les Palliser
Seconded by Councillor Richard Moffatt and

RESOLVED:

1. To receive and note the Report.
2. To set up a working group according to the needs of a project (once identified) which requires a specification and tender exercise. With the sole purpose of working with the Clerk to produce a specification for that project. The specification will then be put to the Finance and General Purposes committee for approval before submitting to tender. The working group at that point is then disbanded.

(Voting: For 6, Against 0, Abstentions 0)

There was a discussion around the need to address the drainage issue at the lower end of the Hawkinge Town Council carpark. It was proposed that the specification drawn up by EPS Design for the drainage only to be taken separately and used to tender for the work to prevent any potential damage to neighbouring properties.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

RESOLVED:

1. To create a specification for the drainage to be improved at the lower end of the Hawkinge Community Centre carpark using the specification drawn up by EPS Design.
2. To present that specification to the Finance & General Purposes committee for consideration.

(Voting: For 6, Against 0, Abstentions 0)

A discussion was had around the need to improve the CCTV around the Hawkinge Community Centre.

Proposed by Councillor David Godfrey
Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To continue to work with Folkestone Sports Centre Trust to improve the quality of the CCTV around the Hawkinge Community Centre.**

(Voting: For 6, Against 0, Abstentions 0)

Two ideas for new projects were put forward and noted by the committee.

- A dog run in the Churchill ward.
- A basketball court in the open space at Underwood where there is a single basketball post at present.

Hawkinge Town Council

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Town Mayor: Councillor Philip Martin



Minutes of the Planning and Development Committee held on Tuesday 19 October 2021.

Present: Councillors Dick Pascoe, (Chairman), Chris Johnson, Richard Moffatt and Peter Roy

Officer Present: Mrs Sam Wills, Finance & Projects Officer

1007. **APOLOGIES FOR ABSENCE**

Councillors Andy Csiszar, Philip Martin & Les Palliser

1008. **DECLARATIONS OF INTEREST**

None declared.

1009. **MINUTES**

The minutes of the meeting held on 21 September 2021 were submitted and approved as a correct record and signed by the Chairman.

Proposed by Councillor Peter Roy

Seconded by Councillor Richard Moffatt

(Voting: For 4, Against 0, Abstentions 0)

1010. **21/1856/FH 8 ROSE WALK, HAWKINGE, CT18 7NW**

Proposal: Erection of a single storey rear extension.

Proposed by Councillor Chris Johnson

Seconded by Councillor Peter Roy and

RESOLVED:

To raise no objection to the application.

(Voting: For 4, Against 0, Abstentions 0)

1011. **21/1980/FH 12 LANCASTER DRIVE, HAWKINGE, CT18 7SW**

Proposal: Retrospective application for the construction of a new driveway.

Proposed by Councillor Richard Moffatt

Seconded by Councillor Chris Johnson and

RESOLVED:

To raise no objection to the application.

(Voting: For 4, Against 0, Abstentions 0)

1012.21/1914/FH BUILDING 61, AERODROME ROAD, HAWKINGE, CT18 7AG

Proposal: Change of use of storage area of existing car repair garage to a dog grooming business.

Proposed by Councillor Chris Johnson
Seconded by Councillor Peter Roy and

RESOLVED:

To raise no objection to the application.

(Voting: For 4, Against 0, Abstentions 0)

1013.21/1453/FH COOMBE WOOD MANOR, COOMBE WOOD LANE, HAWKINGE, CT18 7BZ

This is a re-consultation following the submission of additional details or a change in circumstance.

Proposed by Councillor Peter Roy
Seconded by Councillor Chris Johnson and

RESOLVED:

To raise no objection to the application.

(Voting: For 4, Against 0, Abstentions 0)

1014.PLANNING APPLICATIONS RECEIVED BY THE TOWN COUNCIL

21/2028/FH 39 STANSFELD AVENUE, HAWKINGE, CT18 7SA

Proposal: Loft conversion with front and rear dormers and Velux rooflights.

Proposed by Councillor Peter Roy
Seconded by Councillor Richard Moffatt and

RESOLVED:

To raise no objection to the application.

(Voting: For 4, Against 0, Abstentions 0)

1015.CORRESPONDENCE

Correspondence received regarding the public consultation – Proposed residential development on land adjacent Kent Battle of Britain Museum, Aerodrome Road, Hawkinge, was noted.

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Minutes of the Personnel Committee held on Wednesday 6 October 2021.

Present: Councillors Chris Johnson, (Chairman), Les Palliser, Peter Roy.

1. **APOLOGIES FOR ABSENSE**

Councillors Philip Martin, Dick Pascoe & Nabin Siwa

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES**

The minutes of the meeting held on 15 September 2021 were approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser
Seconded by Councillor Peter Roy and

(Voting: For 3, Against 0, Abstentions 0)

4. **EXCLUSION OF THE PUBLIC**

Proposed by Peter Roy
Seconded by Les Palliser and

RESOLVED: To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

(Voting: For 3, Against 0, Abstentions 0)

5. **TERMS OF REFERENCE**

A draft of the Terms of Reference for the HTC Personnel Committee was circulated for review. The draft Terms of Reference were scrutinised in detail and amendments were negotiated.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To accept the amended Terms of Reference as final draft to be put to the Council.

(Voting: For 3, Against 0, Abstentions 0)

6. **SCHEME OF DELEGATION**

A draft of the Scheme of Delegation for the HTC was circulated for review.

Proposed by Chris Johnson
Seconded by Les Palliser and

RESOLVED: To defer the review of the Scheme of Delegation until after all the HR policies are agreed.

(Voting: For 3, Against 0, Abstentions 0)

7. **ANNUAL LEAVE POLICY**

A draft of the Annual Leave Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Annual Leave Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

8. **DISCIPLINARY POLICY**

A draft of the Annual Leave Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Disciplinary Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

9. **EXPENSES POLICY**

A draft of the Annual Leave Policy for the HTC was circulated for review. The draft Expenses Policy was scrutinised in detail and amendments were negotiated.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED:

1. **To agree mileage rates according to HMRC subject to it being confirmed they are aligned with KALC recommendations.**
2. **Accept the amended Expenses Policy as final draft to be put to the Council.**

(Voting: For 3, Against 0, Abstentions 0)

10. **FLEXIBLE WORKING POLICY**

A draft of the Flexible Working Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Flexible Working Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

11. **GRIEVANCE POLICY**

A draft of the Greivance Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Grievance Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

12. **HEALTH AND SAFETY POLICY**

A draft of the Health and Safety Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Health and Safety Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

13. **LONE WORKING POLICY**

A draft of the Lone Working Policy for the HTC was circulated for review.

Proposed by Chris Johnson
Seconded by Les Palliser and

RESOLVED: To accept the Lone Working Policy as final draft to be put to the Council.

(Voting: For 3, Against 0, Abstentions 0)

14. **OVERTIME POLICY**

A draft of the Overtime Policy for the HTC was circulated for review. The draft was scrutinised in detail and amendments were negotiated.

Proposed by Chris Johnson
Seconded by Les Palliser and

RESOLVED: To accept the amended Overtime Policy as final draft to be put to the Council.

(Voting: For 3, Against 0, Abstentions 0)

15. **SICKNESS ABSENCE POLICY**

A draft of the Sickness Absence Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Sickness Absence Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

16. **STRESS MANAGEMENT AND GUIDANCE POLICY**

A draft of the Stress Management and Guidance Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Stress Management and Guidance Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

17. **TOIL (TIME OF IN LIEU) POLICY**

A draft of the TOIL (Time of in Lieu) Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the TOIL (Time of in Lieu) Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

18. **ADDITIONAL POLICIES**

It was agreed to defer the selection of additional policies until the current selection has been reviewed and agreed.

19. **REVIEW OF APPOINTMENTS AND RECRUITMENT**

Deferred to a future meeting.

20. **NEXT MEETING DATE**

27 October 2021 – 6pm

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Minutes of the Personnel Committee held on Wednesday 27 October 2021.

Present: Councillors Chris Johnson, (Chairman), Philip Martin, Les Palliser, Dick Pascoe (late arrival), Peter Roy (late arrival) & Nabin Siwa.

1. **APOLOGIES FOR ABSENCE**

No apologies for absence were received, Councillor Peter Roy advised he would be late for the meeting.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES**

The minutes of the meeting held on 6 October 2021 were approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser
Seconded by Councillor Nabin Siwa and

(Voting: For 4, Against 0, Abstentions 0)

4. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Chris Johnson
Seconded by Councillor Philip Martin and

RESOLVED: To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

(Voting: For 4, Against 0, Abstentions 0)

5. **ANNUAL LEAVE POLICY**

A draft of the Annual Leave Policy for the HTC was circulated for review.

Proposed by Councillor Les Palliser
Seconded by Councillor Philip Martin and

RESOLVED TO:

Accept the amended Annual Leave Policy as final draft to be put to the Council.

(Voting: For 4, Against 0, Abstentions 0)

6. **DISCIPLINARY POLICY**

A draft of the Disciplinary Policy for the HTC was circulated for review.

Proposed by Councillor Nabin Siwa
Seconded by Councillor Philip Martin and

RESOLVED TO:

Postpone the review to later in the meeting to allow Councillor Peter Roy the opportunity to present his amendments.

(Voting: For 4, Against 0, Abstentions 0)

7. GRIEVANCE POLICY

A draft of the Greivance Policy for the HTC was circulated for review.

Proposed by Councillor Les Palliser
Seconded by Councillor Nabin Siwa and

RESOLVED TO:

Accept the amended Grievance Policy as a final draft to be put to the Council.

(Voting: For 4, Against 0, Abstentions 0)

8. TOIL (TIME OF IN LIEU) POLICY

A draft of the TOIL (Time of in Lieu) Policy for the HTC was circulated for review.

Proposed by Councillor Les Palliser
Seconded by Councillor Philip Martin and

RESOLVED TO:

Accept the amended TOIL (Time of in Lieu) Policy as a final draft to be put to the Council.

(Voting: For 4, Against 0, Abstentions 0)

NOTE: Councillor Peter Roy joined the meeting at this point. The review of the Sickness Policy which had been held in reserve was added to the agenda.

9. SICKNESS

A draft of the Sickness Policy for the HTC was circulated for review.

Proposed by Councillor Les Palliser
Seconded by Councillor Philip Martin and

RESOLVED TO:

Accept the amended Sickness Policy as a final draft to be put to the Council.

(Voting: For 5, Against 0, Abstentions 0)

NOTE: Councillor Dick Pascoe joined the meeting at this point.

10. **DISCIPLINARY POLICY**

A draft of the Disciplinary Policy for the HTC was circulated for review.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Peter Roy and

RESOLVED TO:

Accept the amended Disciplinary Policy as a final draft to be put to the Council.

(Voting: For 6, Against 0, Abstentions 0)

NOTE: It was resolved at this point to go back to the policies reviewed earlier and do an additional review to give the opportunity to the late arriving members to make amendments.

11. **GRIEVANCE POLICY**

The draft of the Grievance Policy was reviewed.

Proposed by Councillor Philip Martin
Seconded by Councillor Les Palliser and

RESOLVED TO:

Accept the Grievance Policy with additional amendments as a final draft to be put to the Council.

(Voting: For 6, Against 0, Abstentions 0)

12. **TOIL (TIME OF IN LIEU) POLICY**

The draft of the TOIL (Time of in Lieu) Policy was reviewed.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Peter Roy and

RESOLVED TO:

Accept the TOIL (Time of in Lieu) Policy with additional amendments as a final draft to be put to the Council.

(Voting: For 6, Against 0, Abstentions 0)

13. **STAFF RECRUITMENT
REPORT**

Members discussed the internal appointment of the Town Clerk & RFO. Following an interview with the internal candidate it was:

Proposed by Dick Pascoe
Seconded by Nabin Siwa and

RESOLVED:

1. **To promote the present Finance & Projects Officer to the position of Town Clerk & RFO, with effect from 1 November 2021. A formal letter and contract to be sent following the meeting.**
2. **The Clerk to report to the committee what training will be required.**
3. **To receive an update on the progress of the temporary assistant at the January meeting.**

(Voting: For 6, Against 0, Abstentions 0)

14. **NEXT MEETING**

1 December 2021 – 6pm

To review:

Training and Development Policy

Website Policy

Display Screen Assessment

Flexible Working Policy

Stress Management Policy

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Report Number **HTC/21/08**

To: Town Council
Date: 10 November 2021
Status: For Decision
From: Responsible Financial Officer

Subject: BUDGET AND PRECEPT 2022/23

SUMMARY: This report encloses Report FC/21/13 which was considered by the Finance & General Purposes committee at the meeting on 3 November 2021 (minute 820) and sets out a draft proposed budget and precept for 2022/23.

REASON FOR RECOMMENDATION:

The Council is asked to consider the recommendations set out below because:

- i. The Council must approve its precept for 2022/23 and notify the principal tax collecting authority in accordance with the timetable set.
- ii. The Council needs to identify a budget, including growth and savings items for 2022/23 and beyond.
- iii. The Council closely monitors actual expenditure against approved budgets.

RECOMMENDATIONS:

- 1. To receive and note Report HTC/21/08.**
- 2. To approve the Town Council's budget for 2022/23 as set out in the Report.**
- 3. To confirm the precept of 327,181.14 for 2022/23 in accordance with the Local Government Finance Act 1992.**
- 4. To authorise the Chairman of the Council to sign the precept demand on the District Council.**

1. INTRODUCTION AND BACKGROUND

The Council agreed a financial timetable to ensure that the precept is confirmed and notified to the Principal Authority, Folkestone and Hythe District Council in accordance with statutory dates.

On 3 November 2021, the Finance and General Purposes Committee considered report FC/21/13 which set out a draft budget for 2022/23.

The Committee **RESOLVED TO RECOMMEND THE TOWN COUNCIL TO;** To adopt the budget and precept set out in Report FC/21/13.

2. FINANCIAL COMMENTS:

Explanatory notes for the calculations:

- The precept required to fund any proposed growth and savings has been calculated and presented in **Appendix 2**
- The impact of the proposed budget for 2022/23 on the precept is a 7.54% decrease based on the 2021/22 PTB, from 120.45 to £111.37 (9.08 per annum or a decrease of 0.17pence per week). Please note there was a drop in the PTB for 2021/22 due to adjustments made for the Covid-19 pandemic. Folkestone and Hythe District Council will confirm the PTB for 2022/23 in December. (Revised figures from the FC/21/13 report).
- The budget is set out in **Appendix 2**. The total budget spend is £374,636.14 and the precept is £327,181.14. The balance will be funded from £14,955 of section 106 monies held in the allocated reserves for specific purposes and £32,500 from the 2021/22 budget.
- The Town Council's balances and analysis of reserves are shown in **Appendix 3** as at 30 September 2021. The projected overall expenditure for the remaining part of 2020/21 is expected to remain within budget and the reserves are likely to remain stable at 31 March 2022.

4. RISK MANAGEMENT

A summary of the perceived risk follows:

Perceived Risk	Seriousness	Likelihood	Preventative Action
The Council does not set a robust budget.	High	Low	Town Clerk/Responsible Financial Officer to draw up and monitor performance against the budget.

5. CONTACT OFFICER AND BACKGROUND DOCUMENTS

If you have any queries about this report please contact The Responsible Finance Officer of the Council

Tel: 01303 893928 or email: Clerk@Hawkinge-tc.gov.uk prior to the meeting.

Background Documents: Budget working papers.

To: Finance and General Purposes Committee
Date: 3 November 2021
Status: For Decision
From: Finance & Projects Officer

Subject: BUDGET AND PRECEPT 2022/23

SUMMARY: This report sets out a draft proposed budget including both expenditure and savings for 2022/23.

REASON FOR RECOMMENDATION:

The Finance and General Purposes Committee is asked to consider the recommendations set out below because:

- i. The Council will need to consider the recommendations at its meeting on 10 November 2021.
- ii. The Council needs to identify a revenue budget, including growth and savings items for 2022/23 and beyond.
- iii. The Committee closely monitors actual expenditure against approved budgets.

RECOMMENDATION:

1. To receive and note Report FC/21/13.
2. To determine the list of growth and savings items to be included in the budget 2022/23.
3. To approve a draft budget including growth and savings items for submission to the Town Council.

1. **INTRODUCTION AND BACKGROUND**

The Council agreed a financial timetable to ensure that the precept is confirmed and notified to the principal Council, Shepway District Council in accordance with statutory dates.

The draft budget and precept and explanatory notes **attached** includes an overall expenditure of 3% across budget headings or actual increases where known and savings identified.

2. **PROPOSED GROWTH AND SAVINGS ITEMS:**

The report includes proposed growth and savings items which have already been identified during the course of the Council's work. A list of the growth and savings items is included at **Appendix 1** to this report. These are either recurring or non-recurring (one-off) expenditure.

In the case of some budget items these are funded from grant monies held or from Section 106 funds which have been transferred to the Town Council and held for specific purposes.

3. **FINANCIAL COMMENTS:**

Explanatory notes for the calculations:

- The precept required to fund any proposed growth and savings has been calculated and presented in **Appendix 2**
- The impact of the proposed budget for 2022/23 **Appendix 2** on the precept is a 13% decrease, from £120.45 to £104.79 (£15.66 per annum or decrease of .30 pence per week)

AS AN EXAMPLE:

- In the current year the precept is £370,123 which divided by the property tax base of 3072.80 (last year's figure) equals £120.45 per year (£2.31 pence per week).
- Folkestone and Hythe District Council will confirm the PTB for 2022/23 after the Town Council December meeting.
- The Town Council's balances and analysis of reserves are shown in **Appendix 3**. The projected overall expenditure for the remaining part of 2021/22 is expected to remain within budget and the reserves are likely to remain stable at 31 March 2022.

4. **RISK MANAGEMENT**

A summary of the perceived risk follows:

Perceived Risk	Seriousness	Likelihood	Preventative Action
The Council does not set a robust budget.	High	Low	Town Clerk/Responsible Financial Officer to draw up and monitor performance against the budget.

5. **CONTACT OFFICER AND BACKGROUND DOCUMENTS**

If you have any queries about this report please contact The Responsible Finance Officer of the Council

Tel: 01303 893928 or email: Clerk@Hawkingepc.org.uk prior to the meeting.

Background Documents:
Budget working papers.

DRAFT BUDGET & PRECEPT 2022/23

Proposed New Growth and Savings for the Budget 2022/23

Savings

Budget item G1 (Salaries, Pensions & NI).
Proposed £30,900 saving due to changes in staff.

Budget items G9, 10 & 11 (Photocopying, Telephone & Office Stationery)
Combined saving of over £1,500 due to changes in suppliers and contracts.

Budget item P10 (Community Projects)
Funded from 2021/22 budget.

Growth

Budget item P4 (Landlord Costs – HCC)
Proposed growth of £20,000 to cover potential works to be done following the Electrical Certification review conducted by PJC Electrical on 4th & 5th October 2021. (Report not yet received). To be funded from the savings from the Salaries

Budget item P11 (Volunteer works fund)
Proposed new item for reimbursing volunteers for costs incurred for materials whilst working on small projects to support the town. Ie: Varnish, paint, wood, nails etc. To be funded from the savings to Budget items G9, G10 & G11.

		Budget 2021/22	Actuals @ 18/10/2021	Remaining Budget	% spent against budget	Projected spend to year end	Total expenditure for the year	Proposed Budget 2022/23	Increase	Saving
Administration										
G1	Salaries,Pensions & NI - HTC	137,048.73	49,002.84	88,045.89	36%	37,735.61	86,738.45	106,140.99		30,907.74
G2	Payroll Services	3,090.00	540.00	2,550.00	17%	1,080.00	1,620.00	3,090.00	0%	
G3	Civic Events	3,824.54	497.60	3,326.94	13%			3,824.54	0%	
G3a	Host Charity Events		922.50	922.50						
G4	Expenses	1,000.00	69.30	930.70	7%	390.00	£459	1,000.00	0%	
G5	Bank Fees		-	-						
G6	Kent Assoc Local Councils	1,910.65	1,620.00	290.65	85%			1,910.65	0%	
G7	Soc of Local Council Clerks	381.74	349.00	32.74	91%			393.19	3%	
G8	Office Rent		-	-						
G9	Photocopying	1,545.00	349.74	1,195.26	23%	125.00	474.74	1,500.00		45.00
G10	Telephone	2,380.60	608.88	1,771.72	26%	250.00	858.88	1,500.00		880.60
G11	Office Stationery	2,164.00	138.79	2,025.21	6%			1,500.00		664.00
G12	Training	2,543.00	12.97	2,530.03	1%			2,543.00	0%	
G13	Hire of Halls	2,839.00	105.00	2,734.00	4%			2,839.00	0%	
G14	Donations/RBL wreaths	880.00	-	880.00	0%				0%	
G14a	Mayors Charity Donations		-	-						
G15	Electricity	2,060.00	-	2,060.00	0%			2,060.00	0%	
G16	Postage	150.00	-	150.00	0%			150.00	0%	
G17	Office Repairs / Renewals.	1,751.00	1,224.00	527.00	70%			1,751.00	0%	
	Total Administration Costs	163,568.26	56,191.71	108,127.64	34%			130,202.37		32,497.34
Democratic Services										
G18	Election costs	5,150.00	4,621.86	528.14	90%			5,150.00	0%	
G19	Audit Fees	2,251.01	1,900.00	351.01	84%			2,251.01	0%	
G20	Town Council review	1,141.24	-	1,141.24	0%			1,141.24	0%	
	Total Democratic Services Costs	8,542.25	6,521.86	2,020.39	76%			8,542.25		
Services										
G21	Insurance	4,054.02	-	4,054.02	0%			4,175.64	3%	
G22	Miscellaneous expenditure	1,236.00	101.00	1,135.00	8%			1,236.00	0%	
G23	Quality Town Council	2,249.52	-	2,249.52	0%			2,249.52	0%	
G25	Maintenance Contracted	43,061.26	15,982.50	27,078.76	37%	15,982.50	31,965.00	44,353.10	3%	
G25a	Maintenance Miscellaneous	9,270.00	2,113.24	7,156.76	23%			9,548.10	3%	
G26	Allotments	942.48	980.00	37.52	104%			1,009.40	3%	
G27	Town Council Initiatives.	3,444.05	155.00	3,289.05	5%			3,444.05	0%	
G28	Youth Project (worker & hire of hall)	5,611.44	-	5,611.44	0%			5,611.44	0%	
G29	PWLB Loan Repayments	15,450.00	7,914.82	7,535.18	51%			15,450.00	0%	
G29a	PWLB Loan Repayments 2nd Loan	4,612.34	2,015.90	2,596.44	44%			4,612.34	0%	
G30	Legal Costs	5,150.00	-	5,150.00	0%			5,150.00	0%	
	Total Services Costs	95,081.11	29,262.46	60,668.65	31%			96,839.59		

		Budget 2021/22	Actuals @ 18/10/2021	Remaining Budget	% spent against budget	Projected spend to year end	Total expenditure for the year	Proposed Budget 2022/23	Increase	Saving
C1	Capital Expenditure									
	Repairs and renewals	15,656.00	-	15,656.00	0%			16,125.68	3%	
	Total Capital Expenditure	15,656.00	-	15,656.00	0%			16,125.68		
	Project Expenditure									
P1	Project and facilities management	34,196.00	0.00	34,196.00	0%			34,196.00	0%	
P4	Landlord Costs - HCC	23,175.00	5,369.11	17,805.89	23%			43,870.25	Growth	
P7	Noticeboards	2,060.00	0.00	2,060.00	0%			2,060.00	0%	
P10	Community Projects	32,500.00	-	32,500.00	0%			32,500.00	0%	
P11	Volunteer works fund							500.00	Growth	
	Total Project Expenditure	91,931.00	5,369.11	86,561.89				112,626.25		
	Reserves									
R1	General Reserve	10,300.00	-	10,300.00	0%			10,300.00	0%	
	Total Reserve Expenditure	10,300.00	-	10,300.00				10,300.00		
	Total Expenditure	385,078.62	97,345.14	283,334.57	25%			374,636.14		

14,955.00

Total to cover proposed Budget - remaining £14955 to be funded from funds held from S106 monies from FHDC

359,681.14

		Income Rec'd	O/S Income			
I1	Income					
	Precept	-	-	-		359,681.14
I2	SDC grants		-	-		
I3	KCC grants		-	-		
I4	Grant funding for projects		-	-		
I5	Bank Interest	-	-	-		
I6	Allotments		-	-		
I7	Vat Refund		-	-		
I8	Miscellaneous income		-	-		
I9	Hawkinge Community Football & Sports Trust		-	-		
I10	Hawkinge Under 5's		-	-		
I11	S 106 Grounds Maintenance (FHDC)		-	-		
I12	PWLB Loan - HCC Roof Repair		-	-		
I13	Town Mayors Charity		-	-		
I14	FSCT - BT Repayment of charges		-	-		
I15	Rent from Retail Unit	6,600.00	-	6,600.00		6,600.00
I16	Linches field		-	-		
	Total General Income	6,600.00	195,021.50	- 188,421.50		366,281.14

Cost of Proposed Budget 2022/23	359,681.14	
P10	- 32,500.00	less income received 2021/22, one off project costs
Precept to be requested from FHDC for 2022/23	327,181.14	

Appendix 3**HAWKINGE TOWN COUNCIL
ALLOCATED RESERVES**

Total Balances as per the bank reconciliation
30 September 2021

687,811.79**ALLOCATED RESERVES**

Capital Reserve	63,500.00	
Admin Reserves	77,467.00	
Services Reserves	19,153.24	
Project Reserves	35,197.50	
General Reserve	4,353.00	
CIL Funds from FHDC	8,489.70	
Landlord Fund - HCC	0.00	
Defibrillator Project	378.00	
Election Reserve	7,502.00	
Grants	0.00	
Mayors Charity Fund	3,689.22	
Maintenance Fund recreation equipment	12,951.94	
Master Planning	3,400.00	
Regalia	0.00	
Gibson Close	17,599.00	
S106 Open Spaces (Atkinson, Campbell, Corbett)	83,173.00	reduced by £14,955 in anticipation of the 2022/23 budget
Total of allocated reserves	336,853.60	

Total Funds remaining
to service the budget for 2021/22

350,958.19

if spending in accordance with budget

283,334.57

**Total unallocated reserves in this financial
year**

67,623.62**67,623.62**