

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Glyn Hibbert



Town Clerk
Mrs Tina Wiles
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 the TOWN COUNCIL to be held on **WEDNESDAY 13 MARCH 2019 at 7.00pm** in Hawkinge Community Centre, Heron Forstal Avenue, Hawkinge.

A handwritten signature in black ink that reads 'Tina Wiles'.

Tina Wiles
Town Clerk

A G E N D A

The Town Mayor will take questions from parishioners. The number of speakers will be limited to five (time limit 3 minutes).

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 February 2019.
(TO FOLLOW)

4. TOWN MAYOR'S COMMUNICATIONS

To be reported at the meeting.

5. FINANCIAL MATTERS

The Clerk will report on the schedule of payments to be made following the meeting. A copy of the schedule is attached.

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

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

6. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

To approve and sign the minutes of the meeting held on 6 February 2019

7. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE

To approve and sign the minutes of the meeting held on 8 January 2019.

8. ANNUAL REVIEW OF STANDING ORDERS

REPORT: On 13 June 2018, minute 1900 refers, the Council adopted revised Standing Orders which were part of Report FC/18/02 which set out changes to Council's policies to enable them to be compliant with the GDPR.

During the year NALC issued minor amendments to the model which have been adopted, since then no changes have been made.

The Standing Orders are available on the Town Council Website.

<http://www.hawkinge-tc.gov.uk/UserFiles/Files/HTC-Standing-Orders.pdf>

RECOMMENDATION: To receive and note the Report.

9. ANNUAL REVIEW OF FINANCIAL REGULATIONS

REPORT: On 14 February 2018, minute 1831 refers, the Council reviewed its adopted Financial Regulations published by the National Association of Local Councils.

NALC has said that it is likely to review the Financial Regulations during 2019/20, at this time the revised version will come before the Council in the meantime there are no changes to be made.

RECOMMENDATION: To receive and note the Report.

10. ANNUAL REVIEW OF RISK ASSESSMENT

REPORT: On 14 February 2018, minute 1832 refers, the Council adopted a business plan and risk assessment set out in report FC/17/04 and for the period 2017-2022.

The Risk Assessment part of the report is attached.

RECOMMENDATION:

1. To receive and note the Risk Assessment.

- 11. REVIEW OF THE TOWN COUNCIL ASSET REGISTER AND INSURANCE REPORT** On 14 February 2018, minute 1833 refers, the Council reviewed its asset register and insurance which included the freehold of Hawkinge Community Centre.

The insurance cover was renewed in March 2016 for a five year period. The cover was extended to include cover for the Community Centre and employer's liability. The insurance can be viewed in the Town Council Office.

RECOMMENDATION: To receive and adopt the Report.

12. CORRESPONDENCE

13. 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.

14. HAWKINGE COMMUNITY CENTRE UPDATE

A report will be given at the meeting.

15. CANTERBURY ROAD FLOWERBEDS

On 13 February 2019 minute **1951**, the Council awarded the contract subject to confirmation of grant funding and final price.

An update will be given at the meeting.

