

# Hawkinge Town Council

[www.hawkinge-tc.gov.uk](http://www.hawkinge-tc.gov.uk)

Town Mayor: Councillor Glyn Hibbert



## **Town Clerk**

Mrs Tina Wiles  
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**TO: MEMBERS OF HAWKINGE TOWN COUNCIL**

**YOU ARE HEREBY SUMMONED** to attend a meeting of the TOWN COUNCIL to be held on **WEDNESDAY 10 APRIL 2019 at 7.00pm** in Hawkinge Community Centre, Heron Forstal Avenue, Hawkinge.

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 March 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 8 April 2019 **(to be circulated at the meeting.)**

7. **REPORT ON INTERNAL CONTROL FOR THE YEAR ENDED 31 MARCH 2019**

**REPORT HTC/18/13** sets out the Town Council's Statement of Internal Control for the year ending 31 March 2019 to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2019.

The Statement of Internal Control supports box 6 of the Annual Governance Statement made by the Council at Section 1 of the Annual Return to the Council's External Auditor, PKF Littlejohn LLP.

The report will be considered by the Finance and General Purposes Committee at its meeting on 8 April 2019. The recommendations of the Committee will be circulated.

8. **REPORT OF THE INDEPENDENT INTERNAL AUDITOR**

**REPORT HTC/18/12** encloses the report of the Independent Internal Auditor and Section 4 of the Annual Return to the Audit Commission which has been signed by the Independent Internal Auditor.

The report will be considered by the Finance and General Purposes Committee at its meeting on 8 April 2019. The recommendations of the Committee will be circulated.

9. **ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2019**

**REPORT HTC/18/11** attaches the Annual Governance Statement and the Accounting Statements for 2018/19 and asks the Council to approve them for submission to the external auditor.

The report will be considered by the Finance and General Purposes Committee at its meeting on 8 April 2019. The recommendations of the Committee will be circulated.

10. **MINUTES OF THE PLANNING & DEVELOPMENT COMMITTEE**  
To approve and sign the minutes of the meeting held on 12 February 2019.
11. **CORRESPONDENCE**

