

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 virtual Meeting of HAWKINGE TOWN COUNCIL to be held on **WEDNESDAY 10 JUNE 2020 at 6.00pm.**

Please note earlier start time

The meeting will be open to the press and public who are requested to contact the Town Clerk for details of how to access the meeting. Any member who wishes to have information on any matter arising on the agenda which is not fully covered within this summons is requested to give prior notice to the Town Clerk.

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

Tina Wiles
Town Clerk

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 11 March 2020 attached.

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 at **appendix 1**.

The schedules of payment for April and May have been circulated.

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. **ELECTION OF TOWN MAYOR ELECT 2020/21**

Town Councillors are asked to select the Town Mayor Elect for the ensuing municipal year 2020/21.

RECOMMENDATION: To select the Town Mayor elect for the municipal year 2020/21.

7. **REPORT ON INTERNAL CONTROL YEAR ENDED 31 MARCH 2020**

REPORT HTC/19/18 Sets out the Town Council's Statement of Internal Control for the year ending 31 March 2020 to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2020.

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.

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

REPORT HTC/19/17 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.

9. **ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2020**

REPORT HTC/19/20 attaches the Annual Governance Statement and the Accounting Statements for 2019/20 and asks the Council to adopt them for submission to PKF Littlejohn, the external auditor.

10. **APPOINTMENTS TO COMMITTEES 2020/21**

REPORT HTC/20/01 asks the Council to make appointments to Committees for 2020/21.

11. **APPOINTMENTS TO OUTSIDE BODIES 2020/21**
REPORT HTC/20/02 details the Town Council representatives serving on outside bodies and recommends the appointment of representatives to serve for the following municipal year 2020/21.
12. **SCHEDULE OF MEETING DATES**
REPORT: The Town Council meets on the second Wednesday of the month with the exception of August. **Appendix 2** provides a schedule of the dates.

RECOMMENDATION: To receive and adopt the Schedule of Meeting Dates for 2020/21.
13. **CORRESPONDENCE**
Any Correspondence received in time for the meeting.
14. **EXCLUSION TO 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.
15. **PLAY AREA STRATEGY**
REPORT HTC/20/03 sets out the potential cost to the Town Council of the maintenance and running of the five sites proposed to be transferred in the FHDC Play Strategy.
16. **HAWKINGE COMMUNITY CENTRE UPDATE**
REPORT HTC/20/04 encloses the feasibility study in respect of a proposed development on land at the Centre. **(TO FOLLOW)**
17. **GROUNDS MAINTENANCE CONTRACT**
REPORT: The current contract will expire at the end of March 2021. It is a five year contract. The Council is asked to give its views regarding extending the current contract for 12 months.

RECOMMENDATIONS:
 1. To receive and note the report.
 2. To extend the Ground's maintenance contract for 12 months.
18. **TARGET HARDENING – KETTLE DRIVE**
REPORT: On 12 February 2020, the Council noted the recommendation from Finance and General Purposes Committee to apply for a grant from Kent County Councillor Susan Carey towards the cost of target hardening Kettle Drive. The grant has been approved and the tender process will be undertaken.

RECOMMENDATIONS:
 1. To receive and note the Report.
 2. To ask the Finance and General Purposes Committee to identify funds within the budget once the cost is known.