

Hawkinge Town Council

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Town Mayor: Councillor Philip Martin



Meeting: Finance and General Purposes Committee
Date: 19 January 2022
Time: 19:00
Place: Hawkinge Community Centre

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members of the Committee 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 consider and approve as a correct record the minutes of the meeting held on 3 November 2021.

4. BUDGET MONITORING REPORT FC/21/18

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.

5. HAVEN DRIVE HEDGEROW REPORT FC/21/16

Sets out a proposal for work to be carried out on the newly acquired hedgerow along the right and side of Haven Drive with the junction at Aerodrome Road.

6. QUEEN'S JUBILEE GREEN CANOPY REPORT FC/21/17

This report encloses the briefing note from the Lord Lieutenant of Kent for participation in the Queen's Jubilee 2022 Green Canopy Project.

7. ARMED FORCES COVENANT REPORT

Armed Forces Covenant document attached.

RECOMMENDATION TO COUNCIL:

1. To approve the Armed Forces Covenant between the Hawkinge Town Council and the Armed Forces Community in Hawkinge.

- 2. To invite a guest from the Armed Forces Community to sign the Covenant on their behalf.**

- 8. HAWKINGE COMMUNITY CENTRE CARPARK**
An update will be provided at the meeting.

- 9. HAWKINGE COMMUNITY CENTRE REPORT:** The Clerk will give an update at the meeting.

- 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. LAND AT AERODROME ROAD, HAWKINGE REPORT FC/21/15** sets out the current position regarding the acquisition of the land at Aerodrome Road.

- 13. HAWKINGE COMMUNITY CENTRE TRUST REPORT FC/21/19** encloses correspondence received from the Hawkinge Baptist Church requesting support for the Hawkinge Community Centre Trust.

- 14. FOLKESTONE SPORTS CENTRE TRUST REPORT FC/21/20** encloses a request from FSCT for funding in support of work to be carried out to improve the facilities at Hawkinge Community Centre.

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.

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Report Number **FC/21/18**

To: Finance and General Purposes Committee
Date: 19 January 2022
Status: For Decision

Subject; **HAWKINGE TOWN COUNCIL BUDGET MONITORING STATEMENT**

SUMMARY: This monitoring report provides the latest budget monitoring information.

REASON FOR RECOMMENDATION:

The Finance and General Purposes Committee is asked to agree the recommendations set out below because it needs to be kept informed of the budget position and take appropriate action to deal with any variance from the approved budget.

RECOMMENDATION:

- 1. To receive and note Report FC/21/18.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements.**

1. INTRODUCTION

REPORT FC/21/18 gives the latest budget monitoring information and bank reconciliation and recommends the Chairman of the Committee to sign the bank statements in accordance with good practice.

2. 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:

The following background information has been used in the preparation of this report. Budget monitoring working papers held by the Town Clerk and Responsible Finance Officer.

	Budget 2021/22	Actuals @ 31 December 2021	Remaining Budget	% spent against budget	Quarterly Figure April - June	Quarterly Figure July - Sept	Quarterly Figure Oct - Dec	Quarterly Figure Jan - Mar	
Administration									
G1	Salaries,Pensions & NI - HTC	137,048.73	88,361.31	48,687.42	64%	25103.31	23875.90	39382.10	0.00
G1b	Salaries - Overtime	-	-	-					
Total Balances as per									
	Payroll Services	3,090.00	540.00	2,550.00	17%	420.00	120.00	0.00	0.00
G3	Civic Events	3,824.54	792.60	3,031.94	21%	70.00	242.60	480.00	0.00
G3a	Charity Events	-	922.50	-			852.50	70.00	0.00
G4	Expenses	1,000.00	287.37	712.63	29%	94.07	69.30	124.00	0.00
G5	Bank Fees	-	-	-					
G6	Kent Assoc Local Councils	1,910.65	1,620.00	290.65	85%	1620.00	0.00	0.00	0.00
G7	Soc of Local Council Clerks	381.74	626.00	-	164%	349.00			
G8	Office Rent	-	-	-					
G9	Photocopying	1,545.00	548.35	996.65	35%	134.40	204.31	209.64	0.00
G10	Telephone	2,380.60	790.86	1,589.74	33%	534.65	117.53	138.68	0.00
G11	Office Stationery	2,164.00	156.86	2,007.14	7%	27.86	81.93	47.07	0.00
G12	Training	2,543.00	96.97	2,446.03	4%	0.00	12.97	84.00	0.00
G13	Hire of Halls	2,839.00	347.50	2,491.50	12%	0.00	105.00	242.50	0.00
G14	Donations/RBL wreaths	880.00	89.95	790.05	10%	0.00	0.00	89.95	0.00
G14a	Mayors Charity Donations	-	-	-		0.00	0.00	0.00	
G15	Electricity	2,060.00	-	2,060.00	0%	0.00	0.00	0.00	0.00
Siskin Close	Postage	150.00	-	150.00	0%	0.00	0.00	0.00	0.00
G17	Office Repairs / Renewals.	1,751.00	1,904.44	-	109%	239.21	1323.65	341.58	0.00
Total Administration Costs		163,568.26	97,084.71	66,483.55	59%	28592.50	27005.69	41209.52	0.00
to service the budget									
Democratic Services									
G18	Election costs	5,150.00	4,621.86	528.14	90%	0.00	4621.86	0.00	0.00
G19	Audit Fees	2,251.01	1,900.00	351.01	84%	1100.00	800.00	0.00	0.00
G20	Town Council review	1,141.24	-	1,141.24	0%	0.00	0.00	0.00	0.00
Total Democratic Services Costs		8,542.25	6,521.86	2,020.39	76%	1100	5421.86	0	0
Services									
G21	Insurance	4,054.02	-	4,054.02	0%	0.00	0.00	0.00	0.00
G22	Miscellaneous expenditure	1,236.00	101.00	1,135.00	8%	101.00	0.00	0.00	0.00
G23	Quality Town Council	2,249.52	-	2,249.52	0%	0.00	0.00	0.00	0.00
G24	Town Plan	-	-	-					
G25	Maintenance Contracted	43,061.26	21,310.00	21,751.26	49%	5327.50	7991.25	7991.25	0.00
G25a	Maintenance Miscellaneous	9,270.00	7,390.99	1,879.01	80%	967.50	1032.74	5390.75	0.00
G26	Allotments	942.48	980.00	-	104%	980.00	0.00	0.00	0.00
G27	Town Council Initiatives.	3,444.05	1,968.80	1,475.25	57%	294.80	0.00	1674.00	0.00
G28	Youth Project (worker & hire of hall)	5,611.44	-	5,611.44	0%	0.00	0.00	0.00	0.00
G29	PWLB Loan Repayments	15,450.00	7,914.82	7,535.18	51%	0.00	7914.82	0.00	0.00
G29a	PWLB Loan Repayments 2nd Loan	4,612.34	2,015.90	2,596.44	44%	0.00	2015.90	0.00	0.00
G30	Legal Costs	5,150.00	-	5,150.00	0%	0.00	0.00	0.00	2015.90
Total Services Costs		95,081.11	41,681.51	48,249.60	44%	7670.80	18954.71	15056.00	0.00

	Budget 2021/22	Actuals @ 31 December 2021	Remaining Budget	% spent against budget	Quarterly Figure April - June	Quarterly Figure July - Sept	Quarterly Figure Oct - Dec	Quarterly Figure Jan - Mar	
Capital Expenditure									
C1	Repairs and renewals	15,656.00	-	15,656.00	0%	0.00	0.00	0.00	0.00
	Total Capital Expenditure	15,656.00	-	15,656.00	0%	0	0	0	0
Project Expenditure									
P1	Project and facilities management	34,196.00	16,716.13	17,479.87	49%	0.00	0.00	16716.13	0.00
P2	Hawkinge Community Football & Sports Trust		-	-		0.00	0.00	0.00	0.00
P4	Landlord Costs - HCC	23,175.00	8,515.93	14,659.07	37%	1,450.67	4,057.04	3,008.22	-
P5	Landlord Costs - Retail Unit		1,230.00	1,230.00		-	-	1,230.00	-
P6	Canterbury Road Flower Beds		-	-					
P7	Noticeboards	2,060.00	0.00	2,060.00					
P8	Master Planning		-	-					
P9	Expenditure against Grants	0.00	-	-					
P10	New Growth Items	7,500.00	-	7,500.00					
	Total Project Expenditure	66,931.00	26,462.06	40,468.94		1450.67	4057.04	20954.35	0
Reserves									
R1	General Reserve	10,300.00	-	10,300.00	0%	0.00	0.00	0.00	0.00
R2	S 106 Grounds Maintenance		-	-				0.00	0.00
	Total Reserve Expenditure	10,300.00	-	10,300.00		0	0	0	0
	Total Expenditure	360,078.62	171,750.14	183,178.48	48%	38813.97	55439.30	77219.87	0.00

NB: Vat expenditure incurred against Vat income 11,472.31
183,222.45

		Income Rec'd	O/S Income						
Income									
I1	Precept	370,123.00	370,123.00	-	100%	185,061.50	185,061.50	0.00	0.00
I2	SDC grants		-	-					
I3	KCC grants		-	-		0.00	0.00	0.00	
I4	Grant funding for projects		-	-		0.00	0.00	0.00	0.00
I5	Bank Interest	-	16.78	16.78		5.56	5.61	5.61	0.00
I6	Allotments		912.50	912.50		0.00			
I7	Vat Refund		10,658.49	10,658.49		5,643.16	0.00	5,015.33	0.00
I8	Miscellaneous income		-	-		0.00	0.00	0.00	0.00
I9	Hawkinge Community Football & Sports Trust		4,718.10	4,718.10		0.00	4,718.10	0.00	0.00
I10	Hawkinge Under 5's		-	-					
I11	S 106 Grounds Maintenance (FHDC)		-	-		0.00			
I12	PWLB Loan - HCC Roof Repair		-	-			0.00	0.00	
I13	Town Mayors Charity		1,740.00	1,740.00		0.00	1,680.00	60.00	0.00
I14	FSCT - BT Repayment of charges		-	-		0.00	0.00		
I15	Rent from Retail Unit	6,600.00	3,250.00	3,350.00		825.00	1,100.00	1,325.00	0.00
I16	Linches field		-	-		0.00	0.00		
	Total General Income	376,723.00	391,418.87	14,695.87	104%	191535.22	192565.21	6405.94	0

	Budget 2021/22	Actuals @ 31 December 2021	Remaining Budget	% spent against budget	Quarterly Figure April - June	Quarterly Figure July - Sept	Quarterly Figure Oct - Dec	Quarterly Figure Jan - Mar
Summary (excludes vat)_								
Total General Income	376,723.00	391,418.87	- 14,695.87	104%	191535.22	192565.21	6405.94	0
Total General Expenditure	360,078.62	171,750.14	183,178.48	48%	38,813.97	55,439.30	77,219.87	-
Net Total	16,644.38	219,668.73	- 197,874.35		152,721.25	137,125.91	- 70,813.93	-

BANK RECONCILIATION STATEMENT**31 December 2021****Total Balances as per the bank reconciliation 31 December 2021**

Balances brought forward 1st April 2021	401,027.22
LESS Expenditure to date	183,222.45
PLUS Income to date	391,418.87
BALANCES CARRIED FORWARD:	<u><u>609,223.64</u></u>

Bank Reconciliation:**Bank Accounts:**

Current Account	371,224.88	
Staff costs current account	24,713.94	
Bonus saver Account	155,635.48	
Reserve Account	<u>67,155.08</u>	618,729.38

Costs uncleared

HMRC & Pension		-9,505.74
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to service the budget for 2021/22

609,223.64-
-

Appendix 3**HAWKINGE TOWN COUNCIL
ALLOCATED RESERVES**

Total Balances as per the bank reconciliation
31 December 2021 **609,223.64**

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)	98128.70
Total of allocated reserves	351,809.30

Total Funds remaining **257,414.34**
to service the budget for 2021/22

if spending in accordance with budget 183,178.48

**Total unallocated reserves in this financial
year 74,235.86**

74,235.86

Hawkinge Town Council

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Report Number **FC/21/16**

To: Finance and General Purposes Committee
Date: 19 January 2022
Status: Public report for Decision

Subject: HAVEN DRIVE HEDGEROW REPORT

SUMMARY: This report lays out the proposal for work to be carried out on the newly acquired hedgerow along the right and side of Haven Drive with the junction at Aerodrome Road.

REASON FOR RECOMMENDATION:

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

- a) The Council is committed to providing high quality services to the local community, and best value for money.
- b) The Council is committed to prioritising its work to reflect the needs of the local community.
- c) The Council is committed to keeping its assets in good order.
(Open Spaces Act 1906 sch 10)

RECOMMENDATIONS:

- 1. To receive and note report FC/21/16.**
- 2. To conduct a consultation of the neighbours to the hedgerow**
- 3. To acquire a specification and quote for the necessary work.**
- 4. To assess the feasibility of removing and replacing the dead ash trees.**

1. INTRODUCTION:

At the Finance & General Purposes committee meeting on 22 September 2021 (minute 812) the committee resolved to obtain a quote for the clearance/maintenance of land owned by a developer and to write for a commitment to the maintenance of that land. During this work it came to light that the hedgerow area as shown in the hatched area of attached plan, requires considerable work.

Where the hedgerow has been allowed to overgrow it has become a substantial screen to the road for the housing on Lysander Walk and the residents will need to be consulted before the vegetation is cut back.

The ash trees along the verge have suffered from ash die back disease and will at some point need to be replaced.

2.0 CONTACT OFFICER AND BACKGROUND DOCUMENTS

If you have any queries about this report please contact;

The Responsible Finance Officer of the Council email: Clerk@Hawkinge-tc.gov.uk prior to the meeting.

Background Documents: Council files held by the Clerk.

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Report Number **FC/21/17**

To: Finance and General Purposes Committee
Date: 19 January 2022
Status: Public report for Decision

Subject: QUEEN'S JUBILEE GREEN CANOPY REPORT

SUMMARY: This report encloses the briefing note from the Lord Lieutenant of Kent for participation in the Queen's Jubilee 2022 Green Canopy Project.

REASON FOR RECOMMENDATION:

The Committee is asked to consider the recommendations set out below because the Town Council is committed to projects that improve the environment and combat climate change.

RECOMMENDATIONS:

1. To receive and note the report FC/21/17.
2. To determine a location for the planting of trees.
3. To procure saplings for the project.
4. To determine if the Council wishes to install a physical commemorative plaque.

1. **INTRODUCTION:**

2022 marks the Queen's 70th Jubilee and to mark the occasion the Queen has launched a unique tree planting campaign across the UK. The attached briefing note lays out the details of the Queen's celebrations throughout the year and provides additional information regarding the green canopy project. Appendix 1.

As a Town Council initiative, it is proposed the Council participate in the project by allocating a small piece of land for the planting of a copse of trees, saplings procured from Woodland Trust, Copse starter pack which includes 30 mixed saplings of Rowan, Silver Birch and Wild Cherry for £54.95.

Official commemorative plaques are available from the Royal British Legion Industries shop if the Council is minded to install one. Design below for the price of £119.99.



2.0 CONTACT OFFICER AND BACKGROUND DOCUMENTS

If you have any queries about this report please contact;
The Responsible Finance Officer of the Council email: Clerk@Hawkinge-tc.gov.uk
prior to the meeting.

Background Documents: Council files held by the Clerk.



August 2021

Briefing Note for Parish and Town Councils

The Queen's Green Canopy

www.queensgreencanopy.org

On Sunday 6 February 2022 we will see the seventieth anniversary of The Queen's Accession, marking the first Platinum Jubilee in the long history of British Monarchs. Although the Platinum Jubilee year begins in February 2022, many of the celebrations will take place around the special Bank Holiday weekend from Thursday 2nd to Sunday 5th June.

Thursday 2nd June – The Queen's Birthday Parade (Trooping the Colour)

Across the UK, Channel Islands, Isle of Man and UK Overseas Territories, Beacons will be lit in the evening to mark the Platinum Jubilee

Friday 3rd June – A Service of Thanksgiving for The Queen's reign will be held at St Paul's Cathedral

Saturday 4th June – Her Majesty and other members of the Royal Family will attend The Derby at Epsom Downs.

There will be a Platinum Party at the Palace which the BBC will stage with a live concert from Buckingham Palace. Members of the public will be invited to apply to attend this special event and details of the ballot for UK residents will be released in due course.

Sunday 5th June – The Big Jubilee Lunch where communities can come together at a street party, picnic, BBQ or something similar. 'The Big Lunch' provides tips and ideas for hosting an event
www.edenprojectcommunities.com

The Platinum Jubilee Pageant – A pageant featuring over 5000 people from across the UK and the Commonwealth will take place with Buckingham Palace as the backdrop. It will combine street acts, music, theatre with a carnival atmosphere.

In addition to the above activities to mark this momentous occasion, there will be a unique tree planting campaign across the UK which will be known as The Queen's Green Canopy (QGC). It has been created to mark The Queen's Platinum Jubilee in 2022. It will be an opportunity to thank Her Majesty for her exceptional service and promote the importance of trees to the environment, through the encouragement of tree planting and tree preservation across the nation.

Lord-Lieutenants have been asked to help promote the Project within their respective counties and it is hoped that this project will be seen as a positive opportunity for us all to encourage

communities and businesses to coalesce around a national project that will hopefully provide a lasting legacy for many generations.

The dual impact of the climate emergency and the COVID-19 pandemic will be an important component of any planning and a particular focus of the campaign will be planting in urban and disadvantaged areas alongside intergenerational initiatives.

How to get involved:

With a focus on planting sustainably, the QGC will encourage the planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations. As well as inviting the planting of new trees, the QGC will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.

The planting of new trees across the UK may take the form of:

- **Individuals** planting trees on their private land
- **Corporates and Businesses** planting trees on their land and creating tree planting projects with employees
- **Platinum Jubilee Community Planting** projects for youth groups, Parishes, Residents' Associations
- **A Platinum Jubilee Avenue** of medium-sized or large trees ideal for cities, large estates, new housing developments and parishes
- **A Platinum Jubilee Copse** on private land or land allocated by the County Council or Borough/District Council
- **A Platinum School Tree** on school grounds involving students and teachers

Individuals:

Everyone can get involved in the 'Planting a Tree for the Platinum Jubilee'. Whether you are a seasoned gardener or complete novice the QGC team will be able to guide people through the process of planting trees so that survive and flourish. People can plant a tree in their own garden and the QGC recommend that trees are ordered from a certified Plant Healthy nursery in the local area.

Schools:

All schools are encouraged to engage with the QGC and schools may apply for **free** saplings through **The Woodland Trust** from June 2021. These are available on a first come-first services basis. In addition to this, the QGC will make contact with as many state schools in the UK as possible to arrange free trees through their partner agencies. The number of free trees available will depend on donations received.

Communities and Groups:

Again, as part of the QGC, their Partner, The Woodland Trust will be giving away **3 million saplings free of charge to community groups** on a first come-first served basis. Information on how to apply for these free saplings will be available through the Woodland Trust website from June 2021 <https://shop.woodlandtrust.org.uk/trees>

Counties and Cities:

Villages, parishes, towns and counties are all encouraged to get involved by raising funds locally to plant significant trees, avenues or copses.

Advice on major planting projects should be directed through the Lord-Lieutenant's office lord.lieutenant@kent.gov.uk

Corporates:

All UK companies and businesses can get involved. They are invited to either plant trees on their sites across the UK to benefit employees and the wider community, or support proposed community forest planting projects that have been earmarked by the QGC partner, the Department for Environment, Food and Rural Affairs.

Tree planting season - October to March

The QGC will encourage everyone to learn more about the best way to plant trees so that they survive and flourish for years to come. Trees and hedgerows must be planted with care, at the right time of year, in the right place and with species that are not prone to prevailing tree diseases. The QGC initiative will encourage planting during the official planting season, October to March, to optimise the chance of trees surviving and flourishing. People are encouraged to use this summer to plan their Jubilee tree planting projects and be ready for October.

Clear instructions on how and when to plant trees can be found on their website along with steps to put in place to ensure the trees remain protected and flourish

<https://queensgreencanopy.org/get-involved/plant/> <https://queensgreencanopy.org/get-involved/protect/>

Official Plaques:

You may also wish to order an official plaque to mark the occasion for generations to come. Templates for QGC plaques with suggested wording and recommended suppliers will be available on the QGC website from September 2021 ready for when the tree planting season begins in October.

The Queen's Green Canopy Map:

From October, all planting projects can be uploaded onto an interactive map on the new QGC website so that everyone can share and inspire others, as well as creating a green canopy of projects to cover the country. The map is embedded within the QGC website

<https://queensgreencanopy.org/map-education-hub/>

Lasting Benefits:

This initiative is not just for areas where there are already green open spaces. The aim is to see new planting everywhere: within crowded and congested inner cities as well as in suburbs and rural settings and in ways that involve people of all ages, from every faith and embrace all parts of every community.

The Canopy Project seeks to promote a model of stewardship through which local communities can bring more trees into public spaces. The act of planting and caring for a tree can be an effective way of increasing awareness of the environment around it.

A lot more information about the project will be forthcoming in the weeks and months ahead. However, now is the time begin thinking about what we can all do to make this initiative a success in our own communities.

I hope that this note provides you with sufficient detail to enable you to actively encourage those in your area to start making their own plans to be part of this wonderful project. The QGC website is incredibly informative and will provide you with all the necessary details going forward.

If you might be very kind and let my office know of any plans you are putting in place, specifically around The Queen's Green Canopy initiative, that would be incredibly helpful as it will enable me to see what is happening around the County. If you can email details through to lord.lieutenant@kent.gov.uk it would be much appreciated.

With warmest best wishes.



The Lady Colgrain
Lord-Lieutenant of Kent



AN ARMED FORCES COVENANT

BETWEEN

HAWKINGE TOWN COUNCIL

AND

THE ARMED FORCES COMMUNITY IN HAWKINGE

**We, the undersigned, agree to work and act together to
honour the Armed Forces Covenant.**

Signatories

Signed:

Signed:

Name:

Name:

Position Held:

Position Held:

**Signed on behalf of the Armed Forces
Community**

**Signed on behalf of Hawkinge Town
Council**

Date:

Date:

SECTION 1: PARTICIPANTS

1.1 This Armed Forces Covenant is made between:

The serving and former members of the Armed Forces and their families working and residing in Hawkinge

And

Hawkinge Town Council

SECTION 2: PRINCIPLES OF THE ARMED FORCES COVENANT

2.1 The Armed Forces Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. This Covenant encompasses the moral obligation between the Nation, the Government and the Armed Forces, at the local level.

2.1 The Armed Forces Covenant is based upon two key principles:

- The Armed Forces community should not face disadvantage compared to other citizens in the provision of public and commercial services.
- Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

2.3 The purpose of this Covenant is to encourage support for the Armed Forces Community working and residing in Hawkinge and to recognise and remember the sacrifices made by members of this Armed Forces Community, particularly those who have given the most. This includes in-Service and ex-Service personnel their families and widow(er)s in Hawkinge.

2.4 For Hawkinge Town Council and partner organisations, the Community Covenant presents an opportunity to bring their knowledge, experience and expertise to bear on the provision of help and advice to members of the Armed Forces Community. It also presents an opportunity to build upon existing good work on other initiatives such as the Welfare Pathway.

2.5 For the Armed Forces community, the Covenant encourages the integration of Service life into civilian life and encourages members of the Armed Forces community to help their local community.

SECTION 3: OBJECTIVES AND GENERAL INTENTIONS

Aims of the Covenant

3.1 The Armed Forces Covenant defines the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces community

3.2 It aims to encourage all parties within a community to offer support to the local Armed Forces community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the Charitable and Voluntary Sector. These organisations already work together in partnership at local level.

3.3 The scheme is intended to be a two-way arrangement and the Armed Forces community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life.

CONTACT PERSONNEL AND TELEPHONE NUMBERS

MOD Armed Forces Covenant Team

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Hawkinge Town Council

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Title: Town Clerk & RFO
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Hawkinge Community Centre
Heron Forstal Avenue
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Kent
CT18 7FP

THE ARMED FORCES COVENANT

An Enduring Covenant Between

The People of the United Kingdom
Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of
the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.