

Hawkinge Town Council

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Town Mayor: Councillor Philip Martin



Meeting: Finance and General Purposes Committee
Date: 28 July 2021
Time: 17.30
Place: Hawkinge Community Centre

AGENDA

1. **APPOINTMENT OF CHAIRMAN**
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**
3. **APPOINTMENT OF VICE-CHAIRMAN**
4. **DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN**
5. **APOLOGIES FOR ABSENCE**
6. **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.
7. **MINUTES**

To consider and approve as a correct record the minutes of the meeting held on 4 May 2021.
8. **SCHEDULE OF MEETING DATES**

REPORT: To receive and adopt the schedule of meeting dates for 2021/22.
9. **BUDGET MONITORING REPORT**

REPORT FC/21/02 encloses 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. **(TO FOLLOW)**

10. **ANNUAL INDEPENDENT INTERNAL AUDITOR REPORT FC/21/03** Encloses the report of the Independent Internal Auditor.

11. **REVIEW OF THE BANK MANDATE REPORT:** The Clerk will report on the current signatories, the Committee will be asked to review.

12. **REQUEST FOR FINANCIAL ASSISTANCE REPORT:** A request for financial assistance has been received from St Luke's Church. **Appendix 1.**

The supporting financial information is **attached as exempt Appendix 2.**

The Finance and General Purposes Committee is asked to consider the information and make recommendations to the Council.

RECOMMENDATIONS:

1. **To receive and note the Report.**
- RESOLVE TO MAKE RECOMMENDATIONS TO THE COUNCIL;**
2. **To consider the application for financial assistance.**

13. **USE OF THE GREEN AND OTHER OPEN SPACES OF THE TOWN COUNCIL**

REPORT: The Committee is asked to note there have been a number of unauthorised uses of various open spaces in the Council's control during lock-down. Current policy is that use of the open spaces is permitted on request for charitable and community purposes. Any requests for commercial use are requested in writing with a business plan for the Council to consider.

RECOMMENDATION

The Committee is asked to recommend the Town Council to confirm these policies.

14. **CONDITION SURVEY – OPEN SPACES AND RAILINGS**

REPORT: Councillor Chris Johnson has asked the Committee to consider a review of the open spaces in the Council's control with a view to target hardening and condition of the railings.

The Committee is asked if it wishes to;

- i) undertake a formal review of the open spaces for target hardening planning and allocation of funds in future budgets and determine who

- should undertake the review and allocate funds from within the current budget; and
- ii) note the current policy is that damaged railings are replaced as and when required and costs to the maintenance budget item, if the Committee is minded to go forward with the review it is asked to determine who will undertake the review and allocate funds from within the current budget.

RECOMMENDATION

The committee is asked to make recommendations to the Council regarding the above.

15. **EV CHARGING POINTS**

REPORT FC/21/05 sets out information on the KCC run scheme to provide local EV Charging points.

16. **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.

17. **CHRISTMAS TREE**

REPORT HTC/20/17: Re-submitted. On 10 March 2021, minute 2193 refers, to HTC considered the attached report and resolved to defer consideration of the report to allow Councillors to independently inspect the site.

RECOMMENDATIONS:

1. To receive and note the Report.

RESOLVE TO MAKE RECOMMENDATIONS TO THE COUNCIL;

2. To consider which tree the Council wishes to install and to determine it's location.

3. To award the work.

18. **EVALUATION OF TENDERS - AWARD OF CONTRACT FOR FRONT CANOPY AT HAWKINGE COMMUNITY CENTRE**

REPORT FC/21/06 sets of the results of the tendering exercise for the removal of the pigeons at the Hawkinge Community Centre.

19. **PHOTOCOPIER**

REPORT FC/21/07 sets out information regarding the status of the photocopier.

20. **FHDC – PLAY AREA STRATEGY**

REPORT FC/21/08 This report sets out additional information received form FHDC relating to the proposed transfer of the open spaces as part of the FHDC Play Strategy.

21. **LAND AT HAWKINGE COMMUNITY CENTRE**
REPORT On 3 March 2021 minute 771 the committee received an update from Cllr Les Palliser regarding his involvement with the project and asked him to make enquiries and provide the information to the Committee. An update will be given at the meeting.

Minutes of a meeting of the Finance and General Purposes Committee

Held virtually on 4 May 2021

Present: Councillor David Monk (in the Chair), David Godfrey, Chris Johnson, Philip Martin, Dick Pascoe, Peter Roy and Nabin Siwa.

Officer Present: Mrs Tina Wiles Town Clerk and RFO and Mrs Sam Wills Finance and Projects Officer.

Apologies for absence were received from Councillor Les Palliser

775. **DECLARATIONS OF INTEREST**

There were no declaration of interest.

776. **MINUTES**

The minutes of the meeting held on 3 March 2021 were approved as a correct record and signed by the Chairman.

777. **REPORT ON INTERNAL CONTROL YEAR ENDED 31 MARCH 2021**

REPORT HTC/20/22 Sets out the Town Council's Statement of Internal Control for the year ending 31 March 2021 to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2021.

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.

Proposed by Councillor Chris Johnson
Seconded by Councillor Nabin Siwa and

RESOLVED:

- 1. To receive and note Report FC/20/22.
RESOLVE TO RECOMMEND TOWN COUNCIL TO;**
- 2. To approve and endorse the Statement on Internal Control for the year ended 31 March 2021.**
- 3. To authorise the Chairman of the Town Council to sign the Statement of Internal Control for the Year Ended 31 March 2021.**
- 4. To respond Yes in boxes 1 to 8 of the Annual Governance Statement at Section 1 of the Annual Return.**

(Voting: For 7, Against, 0; Abstentions, 0;)

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

REPORT HTC/20/21 encloses the report of the Independent Internal Auditor at Section 4 of the Annual Return to the Audit Commission which has been signed by the Independent Internal Auditor.

Proposed by Councillor Dick Pascoe

Seconded by Councillor Peter Roy and

RESOLVED:

1. To receive and note Report FC/20/21.

RESOLVE TO RECOMMEND TOWN COUNCIL TO;

2. To receive and endorse the report of the Independent Internal Auditor for submission with the Annual Return.

(Voting: For 7, Against, 0; Abstentions, 0;)

779. **ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2021**

REPORT HTC/20/23 attaches the Annual Governance Statement and the Accounting Statements for 2020/21 and asks the Council to adopt them for submission to PKF Littlejohn, the external auditor.

Proposed by Councillor Philip Martin

Seconded by Councillor David Godfrey and

RESOLVED:

1. To receive and note Report HTC/20/23.

RESOLVE TO RECOMMEND TOWN COUNCIL TO;

2. To approve and endorse the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2021.

3. To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2021.

4. To authorise the Town Mayor to sign the Accounts contained within the Annual Return for 2020/21 and the Annual Governance Statement.

(Voting: For 7, Against, 0; Abstentions, 0;)

780. **REQUEST FOR FINANCIAL ASSISTANCE**

REPORT: On 14 April 2021, minute 2203, the Council considered a request for financial assistance from the Hawkinge Village Hall Management Committee. The Council resolved to agree in principle subject to further financial information being requested.

Appendix 4 setting out financial information was circulated with the agenda. The District Councillors advised they could consider a ward grant.

Proposed by Councillor Dick Pascoe

Seconded by Councillor David Monk and

RESOLVED:

1. To receive and note the Report.

2. To **RESOLVE TO RECOMMEND TOWN COUNCIL;**

to not advance financial assistance and advise the VHMC to contact the Town Council should the position worsen and advise the Committee it could make an application for a District Councillor Ward Grant.

(Voting: For 7, Against, 0; Abstentions, 0;)

781. **ANNUAL WORK PROGRAMME**

REPORT FC/21/01 encloses a draft Annual Work Programme for the Council.

Proposed by Councillor Chris Johnson
Seconded by Councillor Philip Martin and

RESOLVED:

1. **To receive and note the Report.**
2. **To adopt the schedule and maintain an on-going review of projects and add others to the schedule as appropriate.**

(Voting: For 7, Against, 0; Abstentions, 0;)

782. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor David Monk
Seconded by Councillor Peter Roy 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 7, Against, 0; Abstentions, 0;)

783. **AWARD OF CONTRACT FOR LIGHTING AT HAWKINGE COMMUNITY CENTRE AND CAR PARK**

REPORT: On 10 March 2021, minute 2195, the Council resolved to allocate funds for phase two of the works at Hawkinge Community Centre and requested further information regarding items 3, 7 and 8 on the schedule circulated with the agenda.

Appendix 6 circulated with the agenda sets out details of estimates to progress items 7 and 8 on the schedule – lighting at the Centre and Car Park and asks the Council to award the contract from the funds allocated.

Proposed by Councillor Peter Roy
Seconded by Councillor Nabin Siwa and

RESOLVED:

1. **To receive and note report.**
- RESOLVED TO RECOMMEND TOWN COUNCIL TO;**
2. **To award the contract for items 7 and 8 on the schedule - lighting at Hawkinge Community Centre to contractor 2.**

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



Hawkinge Town Council

Schedule of meeting dates 2021/22

Finance & General Purposes Committee 7PM (Bi-monthly)
28 July 2021
22 September 2021
3 November 2021
15 December 2021*
23 February 2022**
6 April 2022

* FHDC Cabinet 5pm

** FHDC Cabinet 5pm, Council 7pm

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Report Number **FC/21/03**

Printed on blue paper.

To: Finance and General Purposes Committee
Date: 28 July 2021
Status: Public report for Decision

Subject: ANNUAL INDEPENDENT INTERNAL AUDITOR REPORT

SUMMARY: This report encloses the report of the Independent Internal Auditor.

REASON FOR RECOMMENDATION:

The Town Council is asked to agree the recommendations set out below because:
a) The Council is required by law to carry out an annual internal audit.

RECOMMENDATIONS:

- 1. To receive and note report FC/21/03**
- 2. To receive and endorse the report of the Independent Internal Auditor.**

1. INTRODUCTION:

- 1.1 This report attaches the Auditor's completed Annual Independent Internal Auditor Report as required under the Accounts and Audit Regulations 2003 (as amended).

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.

<p>Risk Assessment</p> <p>HIGH 0</p> <p>MEDIUM 1</p> <p>LOW 15</p>	<p style="text-align: center;">Hawkinge Town Council</p> <p style="text-align: center;">INTERNAL AUDIT 2020-2021</p> <p style="text-align: center;">AUDIT PLAN WITH COMMENTS / FINDINGS</p> <p>I am pleased to report to Members of the Hawkinge Town Council (the “Council”), that I have completed my year-end internal audit of the Council’s records for the twelve month period to 31 March 2021, following my (virtual) pre-audit visit on 8 March 2021 and follow-up remote correspondence 6-7 April 2021.</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Town Clerk, Mrs Tina Wiles and Mrs Sam Wills Finance & Project Officer for their assistance given to me during my audit meetings.</p>	
<p style="text-align: center;">Area</p>	<p style="text-align: center;">Item</p>	<p style="text-align: center;">Comments / Findings</p> <p style="text-align: center;">Year-end Audit 31 March 2021</p>
<p>Previous Audits</p>	<ul style="list-style-type: none"> • Date of last External Audit Certificate or Exemption Certificate for 2019-20 • Comments if any • Publication on website. • Date of last Internal Audit • Comments if any • Review of any items outstanding from previous internal / external audit reports. 	<p>The AGAR was signed off by PKF Littlejohn on 19 Sept 2020 with one “other matter” relating to the evidence of the 2018-19 AGAR Public Inspection Period being published on the website in June/July 2019.</p> <p>This is not an issue for the 2019-20 AGAR etc published in June 2020 see later in this Report.</p> <p>Yes</p> <p>Last Internal Audit was April 2020, Report received by Cllrs on 10 June 2020 Min 2090 and F&GP 30 Sept 2020 Min 735 (recommended seeking advice from FHDC on investments)</p>

<p>Minutes</p>	<ul style="list-style-type: none"> • Scan of the minutes of the Council's meetings and the Finance Committee. • Virtual Meetings ? • General Power of Competence (GPC) ? • Dispensations • S.40 LA&A Act 2014 filming/recording 	<p>Zoom subscription upgraded – annual licence July 2020 to June 2021.</p> <p>No meetings held in April & May 2020, first virtual meeting held on 10 June 2020</p> <p>GPC not adopted during 2020-21</p>
<p>Code of Conduct/ Acceptance of Office</p>	<ul style="list-style-type: none"> • Date adopted • Any changes in elected/co-opted members since last Audit ? • DPI's complete • DPI's on website or weblink • New Governance Compliance • NEXT ELECTION ? 	<p>13 Cllrs in post – April 2020</p> <p>Cllrs Hibbert and Ward resigned in January and February 2021</p> <p>Cllr DPI info available on the Town Councillors webpage</p> <p>By-election 6 May 2021 for 2 seats in - Hawkinge Churchill Ward & Hawkinge Uphill Ward</p>
<p>Standing Orders and Financial Regulations</p>	<ul style="list-style-type: none"> • Have they been formally adopted and applied? • Have any changes been made since they were adopted or the last audit? • Have any changes been formally adopted by the Council? • Virtual Meetings / Delegation to Clerk/RFO re Covid -19 ? • Updated re New NALC Models SO's 2018, Fin Regs 2019 ? • Two signature rule still in place? 	<p>Standing Orders and Financial Regulations were reviewed by Council 10 Feb 2021 Mins 2175 & 2176</p> <p>During the April and May 2020 the Town Clerk and Finance & Project Officer distributed the schedule of payments electronically to Councillors who confirmed via email approval of the schedule. The payments were then processed in accordance with the adopted procedure. Regular meetings then resumed via zoom in June 2020. No specific scheme of delegation was felt necessary during this short period.</p>

Risk Management

- **Risk Assessments** – Are they:
 - Carried out regularly?
 - Adequate?
 - Reported in the minutes?
 - **ANNUAL REVIEW ?**

- Insurance cover – is it:
 - Appropriate/Adequate?
 - LTA in place?
 - Reviewed regularly?
 - Fidelity Guarantee Cover £ (Balances + ½ Precept)

- Internal controls – are they:
 - Documented?
 - Adequate?
 - Reviewed regularly?
 - **Statement of Internal Control (SIC)?**

- Systems and Procedures – are they:
 - Documented?
 - Adequate?
 - Followed?
 - Reviewed regularly?

Individual risk reviews are considered by the relevant sub-committee as appropriate.

Annual Review of Risk Assessments by Council 10 Feb 2021 Min 2177

LTA with Zurich Municipal due to expire 31 March 2021, Council considered an Asset Register & Insurance report on 10 Feb 2021 Min 2178 delegating authority to F&GP to determine the outcome of the insurance renewal quotes being sought.
F&GP 3 Mar 2021 Min 773 – approved a 5-year contract with Zurich Municipal from 1 April 2021 to 31 March 2026.
Fidelity Guarantee limit is £500,000

Statement of Internal Control to 31 March 2020 signed off by Council 10 June 2020 Min 2089. A similar Statement will be considered for 2020-21 prior to approval of the AGAR 2020-21.

There is a Policies & Procedures webpage with most of the approved policies and procedures available to view.

<p>Budgetary Controls</p>	<ul style="list-style-type: none"> • Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> ○ Budget/Precept amounts minuted? • Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> ○ Compare with Fin Regs? • Are significant variances explained in sufficient detail? • Covid-19 implications ? 	<p>Budget Monitoring done by F&GP Committee</p> <p>Draft Budget for 2021-22 discussed by F&GP Min 745 – 4 Nov 2020. Draft proposals Budget £385,078 (£342,231 - 2020-21) and Precept £370,123 (£327,276 - 2020-21) for 2021-22 a Band D equiv of £120pa</p> <p>The Budget & Precept for 2021-22 was subsequently approved by Council on 11 November 2020 Min 2139</p> <p>Reduced spend on several budget headings due to cancelled events and delayed works etc.</p>
<p>Section 137 expenditure</p> <p>£8.32 FOR 2020-21 (£8.12 FOR 2019-20)</p>	<ul style="list-style-type: none"> • What is the cash limit for the year? • Is a separate account/analysis kept? • Has the cash limit been exceeded? • Have the spending powers been properly used and Minuted? 	<p>Not used in 2020-21</p>
<p>Book-keeping</p>	<ul style="list-style-type: none"> • Cashbook - is it: <ul style="list-style-type: none"> ○ Fit for purpose? ○ Up to date? ○ Arithmetically correct? ○ Balanced regularly? 	<p>Excel spreadsheets used to manage the Budget and book-keeping</p>

<p>Petty Cash</p>	<ul style="list-style-type: none"> • Has the amount of petty cash float been agreed? • Are all petty cash entries recorded? • Are payments made from petty cash fully supported by receipts / VAT invoices? • Are petty cash reimbursements signed for? • Date of last petty cash reimbursement ? • Is petty cash balance independently checked regularly 	<p>N/A</p>
<p>Payroll</p>	<ul style="list-style-type: none"> • Who is on the payroll and are contracts of employment in place? • Who is the RFO? • Annual Appraisal in place ? • Have there been any changes to the establishment during the year? • Have there been any changes to individual contracts during the year? • Have new appointments and changes to contracts been approved and minuted? • Do salaries paid agree with those approved by the Council? • Have PAYE/NIC requirements been properly applied and accounted for? • Payroll outsourced? • WORKPLACE PENSION IN PLACE 	<p>No changes to staff contracts or personnel during the year.</p> <p>Tina Wiles (f/t) – Town Clerk & RFO Sam Wills (f/t) – Finance & Project Officer</p> <p>The payroll calculations were reviewed and the P60's for 2020-21 inspected.</p> <p>Kemp Carr Brown & Co – Payroll management</p> <p>LGPS in place for Town Clerk and Finance & Project Officer</p>

<p>Payments</p>	<ul style="list-style-type: none"> • Are all payments recorded and supported by appropriate documentation? • Are payments minuted? • Review of DD's and SO's ? • STAFF costs definition for inclusion in Box 4 for 2020-21, check parity for 2019-20 ? Currently includes salary, tax, NIC & Pension (employee & ers) + taxable benefits (home working allowance, broadband & phone allowance etc NOT incl. • Has VAT been identified, recorded and reclaimed? • Have internal control procedures been adhered to? • Contracts: <ul style="list-style-type: none"> ○ What contracts exist? ○ Compliance with SO's ○ Have any new contracts or contract variations/extensions been awarded in the year? ○ Procedures adopted for letting of contracts ○ Have contract payments been made in accordance with the contract document? 	<p>The payments are circulated in an Appendix to the Agenda, which is also published on the website. The approved payments are not listed within the Minutes or added as an appendix. There is no easy access to the detailed information on payments made. Consideration should be given to making this schedule more accessible.</p> <p>DD and SO payment arrangements are reviewed as part of the regular budget monitoring reports and more recently as part of the contracted services report HTC/20/18 – Council 10 March 2021 Min 2194</p> <p>VAT reclaim – April 2020 to Oct 2020 - £5,561 VAT amount outstanding in 2020-21 to claim = £5,643</p> <p>Sample contracts in place- Harmer & Sons – grounds maintenance for various sites (contract extended by 12 months to 31 March 2022 Council 10 June 2020 Min 2099) (NB a new 5-year contract was awarded by F&GP 3 Mar 2021 Min 774 – Harmer & Sons Grounds Mtce. Ltd were awarded the contract) Harmer & Sons – go-to contractor for emergency and health & safety works such as the Sink Hole in Siskin Close, smashed glass debris EPS Design Ltd – Feasibility Study re Community Centre and Village Hall car parks Kemp Carr Brown & Co – Payroll management CopierKing – photocopier charges</p>
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Receipts	<ul style="list-style-type: none"> • Are all receipts recorded correctly? • Are all receipts promptly banked? • Precept, CTSG and Sect 136 payments • Are internal controls of cash adequate? • Are invoicing arrangements adequate? • Covid-19 implications? 	<p>Rental for allotment land paid to FHDC = £862.50 re-invoiced to The Hawkinge Allotments Society Inv No. 2020/02 Aug 2020. Other invoices raised for recharges to The Community Centre eg BT broadband & phone line Inv 2020/03 Sept 2020.</p> <p>Refund of legal cost fee advance from HCFaST re lease of Linch's Field Nov 2020 £1k</p> <p>Rental holidays have been applied to the rental of the retail unit due to Coronavirus lockdowns.</p>																								
Bank reconciliation & PWLB Loans	<ul style="list-style-type: none"> • What current/deposit accounts exist? • FSCS aware and compliant? • Are bank reconciliations regularly carried out for each account? • Level of Balances to Precept ratio • Are the cheque counterfoils, paying-in books and bank statements adequately referenced? • When was the last review of the banking arrangements? • Internet Banking/Corporate Card and if in place Financial Regs updated ? • Signature review (Two signatures required?) • Any PWLB loans ? 	<p>Four bank accounts with NatWest Bank balances as at 31 March –</p> <table border="1" data-bbox="813 547 1496 794"> <thead> <tr> <th></th> <th style="text-align: right;"><u>2020</u></th> <th style="text-align: right;"><u>2021</u></th> </tr> </thead> <tbody> <tr> <td>NatWest c/a (3327)</td> <td style="text-align: right;">- £29,585</td> <td style="text-align: right;">£175,959</td> </tr> <tr> <td>NatWest c/a staff costs (4663)</td> <td style="text-align: right;">- £11,238</td> <td style="text-align: right;">£5,814</td> </tr> <tr> <td>NatWest Bus Res (7441)</td> <td style="text-align: right;">- £175,555</td> <td style="text-align: right;">£155,622</td> </tr> <tr> <td>NatWest Bus Res (5890)</td> <td style="text-align: right;">- £67,122</td> <td style="text-align: right;">£67,149</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">£283,500</td> <td style="text-align: right;">£404,544</td> </tr> <tr> <td>less uncleared payments of</td> <td style="text-align: right;">£2,445</td> <td></td> </tr> <tr> <td>BOX 8 balances 31 Mar</td> <td style="text-align: right;">£281,055</td> <td style="text-align: right;">£404,544</td> </tr> </tbody> </table> <p>Not FSCS compliant, the F&GP Committee sought advice from FHDC without success. All that needs to be done is tranches of money up to £85k be transferred to other FSCS registered Financial Institutions so not difficult to reduce the risk.</p> <p>There has been on change in the bank signatories since my last audit and the Town Clerk advised that the banking arrangements are reviewed as part of the regular budget monitoring reports.</p> <p>Two PWLB loans = £307,850 outstanding as at 31 March 2021</p>		<u>2020</u>	<u>2021</u>	NatWest c/a (3327)	- £29,585	£175,959	NatWest c/a staff costs (4663)	- £11,238	£5,814	NatWest Bus Res (7441)	- £175,555	£155,622	NatWest Bus Res (5890)	- £67,122	£67,149	TOTAL	£283,500	£404,544	less uncleared payments of	£2,445		BOX 8 balances 31 Mar	£281,055	£404,544
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<p>Assets and Asset Register (AR)</p>	<ul style="list-style-type: none"> • Are all the material assets owned by the Council recorded in an AR ? • Is the AR up to date? • Basis of Asset Values? • Are investments recorded? • Are the valuations regularly reviewed? • Does the AR show the insurance values ? • Digital Photographic evidence? • Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ? 	<p>2 x Lenovo IdeaPad 3i 15.6in laptops to assist staff working from home purchased Oct 2020. - £1,100 1 x Asus DSL – AC68 router to enable home-working - £149</p> <p>2 Bespoke Breast Jewels £360 each Mayors Regalia ?</p> <p>Review of the Asset Register – Council 10 Feb 2021 Min 2178</p> <p>NB Council approved the transfer of the management of the Hawkinge Community Centre to Folkestone Sports Centre Trust as discussed Council 11 Nov 2020 (Min 2143 suggests a possible 30 year lease)</p>
<p>Year-end procedures Inc. AGAR</p>	<ul style="list-style-type: none"> • Does the 2020-21 AGAR Statement of Accounts agree with the cashbook? • Is there an audit trail from the financial records to the accounts? • Have debtors and creditors been properly recorded? • Date of approval of 2019-20 AGAR & Certificate of Exemption if applied • PROOF of public rights provision during summer 2020 & website– AIAR ICO L • New governance compliance regime - refer to new Practitioners' Guide 2020 	<p>Draft AGAR figures for the Statement of Accounts were audited and compared to the Excel spreadsheets provided.</p> <p>The 2019-20 AGAR was approved by Council on 10 June 2020 Min No 2091 (2 & 3)</p> <p>Date of Announcement – 23 June 2020 Public Inspection period – 29 June to 7 August 2020 Evidence – Published on 23 June 2020 evidenced by website posting record</p>

<p>Additional tests – (as necessary)</p>	<ul style="list-style-type: none"> • Computer systems: <ul style="list-style-type: none"> ○ The procedures for the backing up of computerised records ○ Council owned PC/laptop ? ○ Email security ○ Encryption of data? • Record keeping and the arrangements in place to store previous year's accounts etc. • Annual review of the effectiveness of Internal Audit inc. Appointment of IIA • Website host and Webmaster and any changes? • Website functionality & accessibility (23 Sept 2020 deadline) NALC L09-18 • TRANSPARENCY CODE compliant ? • Post GDPR (25 May 2018) <ul style="list-style-type: none"> ○ Privacy Notice ○ Cllr email addresses? ○ Email disclaimer ○ Other matters inc DPO arrangements 	<p>No change the IT support, back-up of Council files etc is managed by Geoff March of "March IT".</p> <p>Microsoft 365 Business basic 12/9/20 to 11/9/2021 – 13 licences</p> <p>Microsoft 365 Business standard 24/9/20 to 23/8/2021 – 3 licences</p> <p>Syncbackpro software to synchronise OneDrive accounts.</p> <p>2 x Lenovo IdeaPad 3i 15.6in laptops to assist staff working from home purchased Oct 2020.</p> <p>1 x Asus DSL – AC68 router to enable home-working</p> <p>Domain name .gov.uk secured for 2 years Jan 2021 to Dec 2022</p> <p>Vision ICT host the website – fee paid to Jan 2022</p> <p>Vision ICT Ltd designed and hosts the Council's website</p> <p>The use of an Accessibility widget like the one designed by "www.UserWay.org " would enhance the Accessibility of the website. See it in use on the Folkestone TC website another Vision ICT website Home - Folkestone Town Council (folkestone-tc.gov.uk)</p> <p>Cllrs have a generic style email address eg joebloggs@hawkinge-tc.gov.uk</p>
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St Luke's Lighthouse Church

Request for assistance

This appendix enclosed a copy of the email request received at the Council for consideration by the Committee. The amount requested is to be confirmed.

From: Robert Grinsell <robgrinsell@gmail.com>
Sent: 14 May 2021 11:19
To: Tina Wiles <TinaWiles@hawkinge-tc.gov.uk>
Subject: St Luke's Church hall

Dear Tina,

I am writing to the Hawkinge Council to ask if there is any possibility of funding help with the church hall. We currently have three community groups using the hall, Girl Guides, Rainbows and Premier Performing Arts. The disability ramp giving access to the hall is in need of repair. Could you inform me if it is possible to apply to the council for help with funding this essential repair and how I make the application?

I look forward to hearing from you.

Kindest regards

Revd Rob Grinsell

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Report Number **FC/21/05**

Printed on blue paper.

To: Finance and General Purposes Committee
Date: 28 July 2021
Status: Public report for Decision

Subject: EV CHARGING POINTS REPORT

SUMMARY: This report sets out information on the KCC run scheme to provide local EV Charging points.

REASON FOR RECOMMENDATION:

The Committee is asked to consider the recommendations set out below because it is responsible for the Town Council assets.

RECOMMENDATIONS:

- 1. To receive and note report FC/21/05.**
- 2. To note the application with KCC has been completed for the installation of two EV charge points on the carpark at HCC.**

1. INTRODUCTION:

- 1.1 On Tuesday 15 June 2021 the Clerk and the Finance & Projects Officer attended a webinar held by KCC introducing their EV Charge Point Funding Scheme 2021-22. KCC have funding to provide EV charging points across the County, they will install and own the kit and look after it as a whole network providing a consistent user experience for electric car owners.
- 1.2 The scheme is available to anyone who owns land for the benefit of the local community and any funds provided by the chargers is re-invested into the local community.
- 1.3 KCC will install 7 kwh chargers which are the standard chargers available providing a charge time of 2 to 4 hours with a vehicle range added in 15 minutes of 6 to 20 miles. KCC consider this to be the most appropriate speed for communities looking to serve visitors and local residents. There are no cables at the site, users will provide their own, the charging point will be compatible with all electric vehicles.
- 1.4 There is no cost to the Council although they would welcome a contribution to the project. KCC consider all the costs associated with the installation at the application stage, including any upgrades to the electricity supply if required. If they deem the costs acceptable they will proceed with the installation.

1.5 End users will be charged 25p per kwh used, this includes the electricity cost. Maintenance and back office costs are then deducted, any remaining profit is split 70/30. KCC will ringfence the 70% profit share for maintaining the network. If electricity is taken from the building KCC will repay the Council for the units used.

1.6 HTC will be expected to sign a 5 year legal agreement.

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.