

# Hawkinge Town Council

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

Town Mayor: Councillor Philip Martin



**Meeting: Finance and General Purposes Committee**  
**Date: 3 November 2021**  
**Time: 19:00**  
**Place: Hawkinge Community Centre**

The Public should note that questions are to be placed in writing with three days' notice and are to be limited to items on the Agenda. The Chairman of the meeting shall determine whether questions put at the meeting can be answered at the meeting or be reserved for future written reply. Addresses from the public are limited to three minutes per individual. The public session to be limited to a maximum of nine minutes.

## **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 22 September 2021.

### **4. BUDGET MONITORING 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.

### **5. 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.

### **6. FUTURE PROJECTS AND MAJOR WORKS**

**REPORT** To discuss the proposal by Councillor Les Palliser for the committee to establish a protocol for the procurement of major works for the future. It was suggested that the committee sets up a working group when a project is identified

Finance and General Purposes Committee – 3 November 2020

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.

**RECOMMENDATION: To consider the report and make recommendations.**

# Minutes of a meeting of the Finance and General Purposes Committee

Held on 22 September 2021

Present: Councillor David Monk (Chairman), Chris Johnson, Philip Martin, Les Palliser, Dick Pascoe, Richard Moffatt, Peter Roy and Nabin Siwa

Officer Present: Mrs Sam Wills, Finance & Projects Officer

804. **APOLOGIES FOR ABSENCE**

Councillor David Godfrey

805. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

806. **MINUTES**

The minutes of the meeting held on 28 July 2021 were approved as a correct record and signed by the Chairman.

Proposed by Councillor Dick Pascoe

Seconded by Councillor Les Palliser and

(Voting: For 8, Against 0, Abstentions 0)

807. **BUDGET MONITORING REPORT**

**REPORT FC/21/09** 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 Philip Martin and

**RESOLVED:**

**1. To receive and note Report FC/21/09.**

**2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements detailed in the report.**

(Voting: For 8, Against 0, Abstentions 0,)

808. **REVIEW OF LANDLORD CERTIFICATES**

**REPORT FC/21/10** encloses the document summarising the position regarding the certificates.

Proposed by Councillor Les Palliser

Seconded by Councillor Chris Johnson and

**RESOLVED: To receive and note Report HTC/21/10.**

(Voting: For 8, Against 0, Abstentions 0)

809. **PROVISION OF LAND FOR A COMMUNITY GARDEN**

**REPORT:** A request has been received from a local resident for a community garden on land at Blenheim Drive, part of the green running along the rear gardens of Canterbury Road and/or Kettle Drive, to the right as you turn into Kettle Drive from The Street. At HTC Meeting dated 28 July 2021 minute no. 2234 refers it was resolved to refer the matter to the F&GP Committee.

A verbal report was expected from Councillor David Godfrey, in his absence it was agreed to table this item for a future meeting.

810. **KETTLE DRIVE PLAY AREA MAINTENANCE REPORT.**

**REPORT FC/21/11** encloses a report produced by Cllr Peter Roy for consideration.

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Richard Moffatt and

**RESOLVED:**

- 1. To receive and note the Report.**
- 2. To ask KCC if they are responsible for the upkeep and maintenance of the Winter Drive footpath.**
- 3. Councillors Peter Roy and Les Palliser to establish what areas are maintained by the grounds maintenance contractor as part of the contract and report back to the committee.**

(Voting: For 8, Against 0, Abstentions 0)

811. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Philip Martin 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 8, Against 0, Abstentions 0)

812. **LAND AT AERODROME ROAD – HAWKINGE**

**REPORT:** At a meeting on 20<sup>th</sup> July 2021 the Planning and Development Committee considered a request for maintenance of land at Aerodrome Road, in addition to the land included within the current ground's maintenance contract. Part of the land referred to is subject to negotiations between the Town Council and the landowner. The land is shown on the attached plan. At HTC Meeting dated 28 July 2021 minute no. 2243 refers it was resolved to refer the matter to the F&GP Committee.

Proposed by Councillor David Monk  
Seconded by Councillor Dick Pascoe and

**RESOLVED:**

- 1. To receive and note the Report.**
- 2. To obtain a quote from the grounds maintenance contractor for a one off clearance/maintenance of the land illustrated on the plan.**

(Voting: For 8, Against 0, Abstentions 0)

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Richard Moffatt and

**RESOLVED TO RECOMMEND TOWN COUNCIL TO**

- 3. Write to the landowner for a commitment in writing for an annual maintenance schedule for the land. Offer the alternative that we will maintain the land and invoice for the costs.**
- 4. Contact KALC for advice on enforcement.**

(Voting: For 8, Against 0, Abstentions 0)

**813. TOWN COUNCIL WEBSITE**

**REPORT FC/21/12** At the Town Council meeting on the 28 July 2021 (minute 2233 refers) it was resolved to appoint a panel of Councillors made up of Councillors Dick Pascoe, Steve Cook and Ross Clark to make recommendations to the Council regarding improvements to the Town Council website.

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Philip Martin and

**RESOLVED:**

- 1. To receive and note the Report HTC/21/12.**
- RESOLVED TO RECOMMEND TOWN COUNCIL**
- 2. To appoint Aubergine to design and set up HTC website.**
  - 3. To cancel HTC contract with VisionICT.**

(Voting: For 8, Against 0, Abstentions 0)

**814. SALON ON THE GREEN**

The attached is an email correspondence received by the Council from the owner of Salon on the Green for your consideration.

Proposed by Councillor Richard Moffatt  
Seconded by Councillor Peter Roy and

**RESOLVED:**

- 1. To receive and note correspondence.**
- RESOLVED TO RECOMMEND TOWN COUNCIL**
- 2. To agree to 6 months half rent on the condition the lease is signed. To be reviewed at the end of the 6 months.**

(Voting: For 8, Against 0, Abstentions 0)

815. **VILLAGE HALL FENCING**

The attached is a quote from Harmer & Sons for fixing the fencing along the carpark at the Village Hall for your consideration.

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Richard Moffatt and

**RESOLVED:**

**1. To receive and note correspondence.**

**RESOLVED TO RECOMMEND TOWN COUNCIL TO**

**2. To accept the quote.**

(Voting: For 8, Against 0, Abstentions 0)

# Hawkinge Town Council

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

Report Number **FC/21/14**

**To:** Finance and General Purposes Committee  
**Date:** 3 November 2021  
**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/21/14.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements.**

## **1. INTRODUCTION**

**REPORT FC/21/14** 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](mailto: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 @ 30 September 2021	Remaining Budget	% spent against budget	Quarterly Figure April - June	Quarterly Figure July - Sept	Quarterly Figure Oct - Dec	Quarterly Figure Jan - Mar	
<b>Administration</b>									
G1	Salaries,Pensions & NI - HTC	137,048.73	48,979.21	88,069.52	36%	25103.31	23875.90	0.00	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	312.60	3,511.94	8%	70.00	242.60	0.00	0.00
G3a	Charity Events		852.50	- 852.50			852.50	0.00	0.00
G4	Expenses	1,000.00	69.30	930.70	7%	0.00	69.30	0.00	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	-	381.74	0%	0.00			
G8	Office Rent		-	-					
G9	Photocopying	1,545.00	338.71	1,206.29	22%	134.40	204.31	0.00	0.00
G10	Telephone	2,380.60	608.88	1,771.72	26%	491.35	117.53	0.00	0.00
G11	Office Stationery	2,164.00	91.72	2,072.28	4%	27.86	63.86	0.00	0.00
G12	Training	2,543.00	12.97	2,530.03	1%	0.00	12.97	0.00	0.00
G13	Hire of Halls	2,839.00	105.00	2,734.00	4%	0.00	105.00	0.00	0.00
G14	Donations/RBL wreaths	880.00	-	880.00	0%	0.00	0.00	0.00	0.00
G14a	Mayors Charity Donations		-	-		0.00	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	2,163.80	- 412.80	124%	822.08	1341.72	0.00	0.00
<b>Total Administration Costs</b>		<b>163,568.26</b>	<b>55,694.69</b>	<b>107,873.57</b>	<b>34%</b>	<b>28689.00</b>	<b>27005.69</b>	<b>0.00</b>	<b>0.00</b>
to service the budget <b>Democratic Services</b>									
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
<b>Total Democratic Services</b>		<b>8,542.25</b>	<b>6,521.86</b>	<b>2,020.39</b>	<b>76%</b>	<b>1100</b>	<b>5421.86</b>	<b>0</b>	<b>0</b>
<b>Services</b>									
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	13,318.75	29,742.51	31%	5327.50	7991.25	0.00	0.00
G25a	Maintenance Miscellaneous	9,270.00	2,000.24	7,269.76	22%	967.50	1032.74	0.00	0.00
G26	Allotments	942.48	980.00	- 37.52	104%	980.00	0.00	0.00	0.00
G27	Town Council Initiatives.	3,444.05	155.00	3,289.05	5%	155.00	0.00	0.00	0.00
G28	Youth Project (worker & hire of	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	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
<b>Total Services Costs</b>		<b>95,081.11</b>	<b>26,485.71</b>	<b>63,445.40</b>	<b>28%</b>	<b>7531.00</b>	<b>18954.71</b>	<b>0.00</b>	<b>0.00</b>



	Budget 2021/22	Actuals @ 30 September 2021	Remaining Budget	% spent against budget	Quarterly Figure April - June	Quarterly Figure July - Sept	Quarterly Figure Oct - Dec	Quarterly Figure Jan - Mar
<b>Capital Expenditure</b>								
C1	Repairs and renewals	15,656.00	-	15,656.00	0%	0.00	0.00	0.00
	<b>Total Capital Expenditure</b>	<b>15,656.00</b>	<b>-</b>	<b>15,656.00</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Project Expenditure</b>								
P1	Project and facilities manager	34,196.00	0.00	34,196.00	0%	0.00	0.00	0.00
P2	Hawkinge Community Football & Sports Trust	-	-	-		0.00	0.00	0.00
P4	Landlord Costs - HCC	23,175.00	5,343.43	17,831.57	23%	1,290.67	4,052.76	-
P5	Landlord Costs - Retail Unit	-	-	-		-	-	-
P6	Canterbury Road Flower Beds	-	-	-		-	-	-
P7	Noticeboards	2,060.00	0.00	2,060.00				
P8	Community Projects	32,500.00	-	32,500.00				
P9	Expenditure against Grants	0.00	-	-				
	<b>Total Project Expenditure</b>	<b>91,931.00</b>	<b>5,343.43</b>	<b>86,587.57</b>		<b>1290.67</b>	<b>4052.76</b>	<b>0</b>
<b>Reserves</b>								
R1	General Reserve	10,300.00	-	10,300.00	0%	0.00	0.00	0.00
R2	S 106 Grounds Maintenance	-	-	-			0.00	0.00
	<b>Total Reserve Expenditure</b>	<b>10,300.00</b>	<b>-</b>	<b>10,300.00</b>		<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditure</b>	<b>385,078.62</b>	<b>94,045.69</b>	<b>285,882.93</b>	<b>24%</b>	<b>38610.67</b>	<b>55435.02</b>	<b>0.00</b>

NB; Vat expenditure incurred against Vat income 4,182.67  
98,228.36

		Income Rec'd	O/S Income					
<b>Income</b>								
I1	Precept	345,123.63	370,123.00	- 24,999.37	107%	185,061.50	185,061.50	0.00
I2	SDC grants	-	-	-				0.00
I3	KCC grants	-	-	-		0.00	0.00	0.00
I4	Grant funding for projects	-	-	-		0.00	0.00	0.00
I5	Bank Interest	-	11.17	- 11.17		5.56	5.61	0.00
I6	Allotments	-	912.50	- 912.50		0.00		
I7	Vat Refund	-	5,643.16	- 5,643.16		5,643.16	0.00	0.00
I8	Miscellaneous income	-	-	-		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
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	-	1,680.00	- 1,680.00		0.00	1,680.00	0.00
I14	FSCT - BT Repayment of charges	-	-	-		0.00	0.00	
I15	Rent from Retail Unit	6,600.00	1,925.00	4,675.00		825.00	1,100.00	0.00
I16	Linches field	-	-	-		0.00	0.00	
	<b>Total General Income</b>	<b>351,723.63</b>	<b>385,012.93</b>	<b>- 33,289.30</b>	<b>109%</b>	<b>191535.22</b>	<b>192565.21</b>	<b>0</b>

BUDGET MONITORING REPORT

SEPTEMBER 2021

	Budget 2021/22	Actuals @ 30 September 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	351,723.63	385,012.93	- 33,289.30	109%	191535.22	192565.21	0	0
Total General Expenditure	385,078.62	94,045.69	285,882.93	24%	38,610.67	55,435.02	-	-
Net Total	- <b>33,354.99</b>	290,967.24	- <b>319,172.23</b>		152,924.55	137,130.19	-	-

**BANK RECONCILIATION STATEMENT****30 September 2021****Total Balances as per the bank reconciliation 30 September 2021**

Balances brought forward 1st April 2021	401,027.22
LESS Expenditure to date	98,228.36
PLUS Income to date	385,012.93
<b>BALANCES CARRIED FORWARD:</b>	<b><u>687,811.79</u></b>

**Bank Reconciliation:****Bank Accounts:**

Current Account	451,711.74	
Staff costs current account	16,885.75	
Bonus saver Account	155,631.56	
Reserve Account	<u>67,153.39</u>	691,382.44

**Costs uncleared**

HMRC & Pension		-3,570.65
----------------	--	-----------

to service the budget for 2021/22

**687,811.79**

-

-

-

**Appendix 3****HAWKINGE TOWN COUNCIL  
ALLOCATED RESERVES**

Total Balances as per the bank reconciliation  
30 September 2021 **687,811.79**

**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
<b>Total of allocated reserves</b>	<b>351,809.30</b>

Total Funds remaining  
to service the budget for 2021/22 **336,002.49**

if spending in accordance with budget 285,882.93

**Total unallocated reserves in this financial  
year 50,119.56**

**50,119.56**

**To:** Finance and General Purposes Committee  
**Date:** 3 November 2021  
**Status:** For Decision  
**From:** Finance & Projects Officer

**Subject:** BUDGET AND PRECEPT 2022/23

**SUMMARY:** This report sets out a draft proposed budget including both expenditure and savings for 2022/23.

**REASON FOR RECOMMENDATION:**

The Finance and General Purposes Committee is asked to consider the recommendations set out below because:

- i. The Council will need to consider the recommendations at its meeting on 10 November 2021.
- ii. The Council needs to identify a revenue budget, including growth and savings items for 2022/23 and beyond.
- iii. The Committee closely monitors actual expenditure against approved budgets.

**RECOMMENDATION:**

1. To receive and note Report FC/21/13.
2. To determine the list of growth and savings items to be included in the budget 2022/23.
3. To approve a draft budget including growth and savings items for submission to the Town Council.

1. **INTRODUCTION AND BACKGROUND**

The Council agreed a financial timetable to ensure that the precept is confirmed and notified to the principal Council, Shepway District Council in accordance with statutory dates.

The draft budget and precept and explanatory notes **attached** includes an overall expenditure of 3% across budget headings or actual increases where known and savings identified.

2. **PROPOSED GROWTH AND SAVINGS ITEMS:**

The report includes proposed growth and savings items which have already been identified during the course of the Council's work. A list of the growth and savings items is included at **Appendix 1** to this report. These are either recurring or non-recurring (one-off) expenditure.

In the case of some budget items these are funded from grant monies held or from Section 106 funds which have been transferred to the Town Council and held for specific purposes.

### 3. FINANCIAL COMMENTS:

Explanatory notes for the calculations:

- The precept required to fund any proposed growth and savings has been calculated and presented in **Appendix 2**
- The impact of the proposed budget for 2022/23 **Appendix 2** on the precept is a 13% decrease, from £120.45 to £104.79 (£15.66 per annum or decrease of .30 pence per week)

#### AS AN EXAMPLE:

- In the current year the precept is £370,123 which divided by the property tax base of 3072.80 (last year's figure) equals £120.45 per year (£2.31 pence per week).
- Folkestone and Hythe District Council will confirm the PTB for 2022/23 after the Town Council December meeting.
- The Town Council's balances and analysis of reserves are shown in **Appendix 3**. The projected overall expenditure for the remaining part of 2021/22 is expected to remain within budget and the reserves are likely to remain stable at 31 March 2022.

### 4. RISK MANAGEMENT

A summary of the perceived risk follows:

Perceived Risk	Seriousness	Likelihood	Preventative Action
The Council does not set a robust budget.	High	Low	Town Clerk/Responsible Financial Officer to draw up and monitor performance against the budget.

### 5. 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@Hawkingepc.org.uk](mailto:Clerk@Hawkingepc.org.uk) prior to the meeting.

Background Documents:  
Budget working papers.

## **DRAFT BUDGET & PRECEPT 2022/23**

### **Proposed New Growth and Savings for the Budget 2022/23**

#### **Savings**

Budget item G1 (Salaries, Pensions & NI).  
Proposed £30,900 saving due to changes in staff.

Budget items G9, 10 & 11 (Photocopying, Telephone & Office Stationery)  
Combined saving of over £1,500 due to changes in suppliers and contracts.

Budget item P10 (Community Projects)  
Funded from 2021/22 budget.

#### **Growth**

Budget item P4 (Landlord Costs – HCC)  
Proposed growth of £20,000 to cover potential works to be done following the Electrical Certification review conducted by PJC Electrical on 4<sup>th</sup> & 5<sup>th</sup> October 2021. (Report not yet received). To be funded from the savings from the Salaries

Budget item P11 (Volunteer works fund)  
Proposed new item for reimbursing volunteers for costs incurred for materials whilst working on small projects to support the town. Ie: Varnish, paint, wood, nails etc. To be funded from the savings to Budget items G9, G10 & G11.

		Budget 2021/22	Actuals @ 18/10/2021	Remaining Budget	% spent against budget	Projected spend to year end	Total expenditure for the year	Proposed Budget 2022/23	Increase	Saving
<b>Administration</b>										
G1	Salaries,Pensions & NI - HTC	137,048.73	49,002.84	88,045.89	36%	37,735.61	86,738.45	106,140.99		30,907.74
G2	Payroll Services	3,090.00	540.00	2,550.00	17%	1,080.00	1,620.00	3,090.00	0%	
G3	Civic Events	3,824.54	497.60	3,326.94	13%			3,824.54	0%	
G3a	Host Charity Events		922.50	922.50						
G4	Expenses	1,000.00	69.30	930.70	7%	390.00	£459	1,000.00	0%	
G5	Bank Fees		-	-						
G6	Kent Assoc Local Councils	1,910.65	1,620.00	290.65	85%			1,910.65	0%	
G7	Soc of Local Council Clerks	381.74	349.00	32.74	91%			393.19	3%	
G8	Office Rent		-	-						
G9	Photocopying	1,545.00	349.74	1,195.26	23%	125.00	474.74	1,500.00		45.00
G10	Telephone	2,380.60	608.88	1,771.72	26%	250.00	858.88	1,500.00		880.60
G11	Office Stationery	2,164.00	138.79	2,025.21	6%			1,500.00		664.00
G12	Training	2,543.00	12.97	2,530.03	1%			2,543.00	0%	
G13	Hire of Halls	2,839.00	105.00	2,734.00	4%			2,839.00	0%	
G14	Donations/RBL wreaths	880.00	-	880.00	0%				0%	
G14a	Mayors Charity Donations		-	-						
G15	Electricity	2,060.00	-	2,060.00	0%			2,060.00	0%	
G16	Postage	150.00	-	150.00	0%			150.00	0%	
G17	Office Repairs / Renewals.	1,751.00	1,224.00	527.00	70%			1,751.00	0%	
	<b>Total Administration Costs</b>	<b>163,568.26</b>	<b>56,191.71</b>	<b>108,127.64</b>	<b>34%</b>			<b>130,202.37</b>		<b>32,497.34</b>
<b>Democratic Services</b>										
G18	Election costs	5,150.00	4,621.86	528.14	90%			5,150.00	0%	
G19	Audit Fees	2,251.01	1,900.00	351.01	84%			2,251.01	0%	
G20	Town Council review	1,141.24	-	1,141.24	0%			1,141.24	0%	
	<b>Total Democratic Services Costs</b>	<b>8,542.25</b>	<b>6,521.86</b>	<b>2,020.39</b>	<b>76%</b>			<b>8,542.25</b>		
<b>Services</b>										
G21	Insurance	4,054.02	-	4,054.02	0%			4,175.64	3%	
G22	Miscellaneous expenditure	1,236.00	101.00	1,135.00	8%			1,236.00	0%	
G23	Quality Town Council	2,249.52	-	2,249.52	0%			2,249.52	0%	
G25	Maintenance Contracted	43,061.26	15,982.50	27,078.76	37%	15,982.50	31,965.00	44,353.10	3%	
G25a	Maintenance Miscellaneous	9,270.00	2,113.24	7,156.76	23%			9,548.10	3%	
G26	Allotments	942.48	980.00	37.52	104%			1,009.40	3%	
G27	Town Council Initiatives.	3,444.05	155.00	3,289.05	5%			3,444.05	0%	
G28	Youth Project (worker & hire of hall)	5,611.44	-	5,611.44	0%			5,611.44	0%	
G29	PWLB Loan Repayments	15,450.00	7,914.82	7,535.18	51%			15,450.00	0%	
G29a	PWLB Loan Repayments 2nd Loan	4,612.34	2,015.90	2,596.44	44%			4,612.34	0%	
G30	Legal Costs	5,150.00	-	5,150.00	0%			5,150.00	0%	
	<b>Total Services Costs</b>	<b>95,081.11</b>	<b>29,262.46</b>	<b>60,668.65</b>	<b>31%</b>			<b>96,839.59</b>		



	Budget 2021/22	Actuals @ 18/10/2021	Remaining Budget	% spent against budget	Projected spend to year end	Total expenditure for the year	Proposed Budget 2022/23	Increase	Saving
C1	<b>Capital Expenditure</b>								
	Repairs and renewals	15,656.00	-	15,656.00	0%		16,125.68	3%	
	<b>Total Capital Expenditure</b>	<b>15,656.00</b>	<b>-</b>	<b>15,656.00</b>	<b>0%</b>		<b>16,125.68</b>		
	<b>Project Expenditure</b>								
P1	Project and facilities management	34,196.00	0.00	34,196.00	0%		34,196.00	0%	
P4	Landlord Costs - HCC	23,175.00	5,369.11	17,805.89	23%		43,870.25	Growth	
P7	Noticeboards	2,060.00	0.00	2,060.00	0%		2,060.00	0%	
P10	Community Projects	32,500.00	-	32,500.00	0%		32,500.00	0%	
P11	Volunteer works fund						500.00	Growth	
	<b>Total Project Expenditure</b>	<b>91,931.00</b>	<b>5,369.11</b>	<b>86,561.89</b>			<b>112,626.25</b>		
	<b>Reserves</b>								
R1	General Reserve	10,300.00	-	10,300.00	0%		10,300.00	0%	
	<b>Total Reserve Expenditure</b>	<b>10,300.00</b>	<b>-</b>	<b>10,300.00</b>			<b>10,300.00</b>		
	<b>Total Expenditure</b>	<b>385,078.62</b>	<b>97,345.14</b>	<b>283,334.57</b>	<b>25%</b>		<b>374,636.14</b>		

14,955.00

Total to cover proposed Budget - remaining £14955 to be funded from funds held from S106 monies from FHDC

359,681.14

		Income Rec'd	O/S Income			
I1	Precept	-	-	-		359,681.14
I2	SDC grants	-	-	-		
I3	KCC grants	-	-	-		
I4	Grant funding for projects	-	-	-		
I5	Bank Interest	-	-	-		
I6	Allotments	-	-	-		
I7	Vat Refund	-	-	-		
I8	Miscellaneous income	-	-	-		
I9	Hawkinge Community Football & Sports Trust	-	-	-		
I10	Hawkinge Under 5's	-	-	-		
I11	S 106 Grounds Maintenance (FHDC)	-	-	-		
I12	PWLB Loan - HCC Roof Repair	-	-	-		
I13	Town Mayors Charity	-	-	-		
I14	FSCT - BT Repayment of charges	-	-	-		
I15	Rent from Retail Unit	6,600.00	-	6,600.00		6,600.00
I16	Linches field	-	-	-		
	<b>Total General Income</b>	<b>6,600.00</b>	<b>195,021.50</b>	<b>- 188,421.50</b>		<b>366,281.14</b>

Cost of Proposed Budget 2022/23	<b>359,681.14</b>	
P10	- 32,500.00	less income received 2021/22, one off project costs
<b>Precept to be requested from FHDC for 2022/23</b>	<b>327,181.14</b>	

**Appendix 3****HAWKINGE TOWN COUNCIL  
ALLOCATED RESERVES**

Total Balances as per the bank reconciliation  
30 September 2021

**687,811.79****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)	83,173.00	reduced by £14,955 in anticipation of the 2022/23 budget
<b>Total of allocated reserves</b>	<b>336,853.60</b>	

Total Funds remaining  
to service the budget for 2021/22

**350,958.19**

if spending in accordance with budget

283,334.57

**Total unallocated reserves in this financial  
year**

**67,623.62****67,623.62**

HAWKINGE TOWN COUNCIL  
Explanatory notes for the Budget 2022/23

	<b>Administration</b>		
G1	Salaries, Pension & NI - HTC	Staff Costs	Provision as advised by Kemp Carr Brown
G2	Payroll Services	The Town Council's staff payroll is administered by Kemp Carr Brown & Co	No increase.
G3	Mayor's Expenses	Purchase of tickets for the Town Mayor to attend charity events organised by other local Town Councils	Within budget.  Civic events were cancelled due to the Covid-19 pandemic.  No increase.
G4	Expenses	Out of pocket expenses such as mileage and travel expenses	No increase.
G5	Bank fees	Bank charges	None.
G6	Kent Assoc. of Local Councils	The Town Council's Annual Membership	No increase.
G7	Soc. of Local Council Clerks	The Town Council's Annual Membership	Increase in line with inflation.
G8	Office Rent	Rental of Offices in Hawkinge Community Centre	None
G9	Photocopying	Cost of photocopying and printer costs	Reduced due to lower usage.
G10	Telephone	The Town Council's broadband together with the mobile phone contract and Voipstudio.	Reduced due to 1: New broadband contract reducing costs. 2. Mobile phone contract Sim only.
G11	Office Stationery	Purchase of office supplies and sundries.	Reduced due to change in supplier.
G12	Training	Staff and Councillor training	No increase.
G13	Hire of Halls	Hire of accommodation for all Council and Committee Meetings	No increase.

HAWKINGE TOWN COUNCIL  
Explanatory notes for the Budget 2022/23

G14	Donations/RBL Wreaths	To enable the Town Council to fulfil its obligations for wreath laying at Remembrance Sunday and other sundry donations to local groups and charities	No increase.
G14a	Mayors Charity Donations 2018/19	Donations from previous years charitable income distributed at the Annual Town Meeting.	No increase.
G15	Electricity	Contribution towards electricity used in the Town Council Offices (metered) and the business unit.	No increase.
G16	Postage	Cost of stamps to send out agendas and other correspondence from the Town Council	No increase.
G17	Office repairs / renewals		No increase.
	<b>Democratic Services</b>		
G18	Election Costs		Within budget, no increase.
G19	Audit Fees		Within budget, no increase.
G20	Community Governance Review		Within budget, no increase.

HAWKINGE TOWN COUNCIL  
Explanatory notes for the Budget 2022/23

	<b>Services</b>		
G21	Insurance	The cost of the Town Council's Statutory insurance cover	Increase in line with inflation.
G22	Miscellaneous expenditure	Sundry items of one off expenditure	Within budget, no increase.
G23	Quality Town Council	Publicity allowance in accordance with the Quality Town Council scheme.	Within budget, no increase.
G24	Grounds Maintenance Contracted	Maintenance of the open spaces undertaken by the Town Council	Increase to reflect changes in contract.
G25	Uncontracted Grounds Maintenance	Adhoc maintenance outside of the contract.	Increase in line with inflation.
G26	Allotments	Annual rent for the allotment site in Stombers Lane payable to Shepway District Council	Increase against actual expenditure as cost was higher than anticipated in 2021/22.
G27	Town Council Initiatives	Provision for the Town Council to stage events such as the Christmas Concert	No increase.
G28	Youth Project (worker & hire of hall)	Provision in the event of no other youth club in Hawkinge.	No increase.
G29	PWLB Loan Repayments	Purchase of land adjoining HCC.	
G29a	PWLB Loan Repayments	Loan to cover costs of installation of a new roof at HCC.	
G30	Legal Costs		No increase.
	<b>Capital Expenditure</b>		
C1	Repairs and Renewals	Provision for any repairs to the Town Council's assets not covered by maintenance contracts.	Increase in line with inflation.

HAWKINGE TOWN COUNCIL  
Explanatory notes for the Budget 2022/23

	<b>Project Expenditure</b>		
P1	Project and Facilities Management	Project costs.	Increase in line with inflation.
P4	Landlord Costs – HCC	Landlords liability for repairs and renewals of building	Increase in line with inflation. Additional £20K included to cover any costs arising from the Electrical Certification report.
P7	Noticeboards	Replace/Maintenance of the village hall notice board	No increase.
P8	Community Projects		No increase.
P9	Expenditure against Grants		No increase.
	<b>Reserves</b>		
R1	General Reserve		No increase.