



Meeting: Finance and General Purposes Committee
Date: 16 December 2020
Time: 6pm
Place: Virtual Meeting

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 4 November 2020.

4. BUDGET MONITORING REPORT

REPORT FC/20/17 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.

5. 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.

6. CONTRACTED PAYMENT

REPORT FC/20/16 sets out a breakdown of the contract payment made by the Council.

7. GROUNDS MAINTENANCE CONTRACT

REPORT FC/20/18 sets out details of the grounds maintenance tender.

8. **KETTLE DRIVE TENDER EVALUATION FC/20/19** sets of the results of the re-tendering exercise at Kettle Drive (**TO FOLLOW**)

Minutes of a meeting of the Finance and General Purposes Committee

Held virtually on 4 November 2020

Present: Councillors David Monk (in the Chair) David Godfrey, Glyn Hibbert, Chris Johnson, Richard Moffatt, Philip Martin, Les Palliser and Peter Roy.

Officer Present: Mrs Tina Wiles (Clerk and RFO)

NOTE: The Chairman asked for permission to move item 6 – (Report FC/20/15 – Section 106 monies) to the confidential part of the meeting, this was agreed)

742. **APOLOGIES FOR ABSENCE** - None

743. **DECLARATIONS OF INTEREST**

Councillor Glyn Hibbert declared an other significant interest in minute 749. Councillor Hibbert remained in the meeting to give advice and answer questions from councillors but did not take part in the voting on this item.

Councillor Philip Martin proposed the voting be recorded for the meeting this was seconded by Councillor Les Palliser.

Recorded vote;

David Godfrey – For	Glyn Hibbert - For,	Chris Johnson – For,
Philip Martin – For	Richard Moffatt – For	David Monk - For
Les Palliser – For	Peter Roy – For	

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

744. **MINUTES**

The minutes of the meeting held on 30 September 2020 were submitted and subject to an amendment to minute 741 (Budget Monitoring Report) to include an additional resolution regarding annual leave policy after leaving the EU, were approved as a correct record and signed by the Chairman.

Recorded vote;

David Godfrey – For	Glyn Hibbert - For,	Chris Johnson – For,
Philip Martin – Abstain	Richard Moffatt – For	David Monk - For
Les Palliser – For	Peter Roy – For	

(Voting: For 7 , Against, 0; Abstentions, 1;)

745. **DRAFT BUDGET & PRECEPT 2021/22**

REPORT FC/20/08 sets out a draft proposed budget for 2021/2022 together with a schedule of proposed growth items.

Proposed by Councillor Les Palliser
Seconded by Councillor Glyn Hibbert and

RESOLVED:

1. To receive and note Report FC/20/08.

RESOLVE TO RECOMMEND TOWN COUNCIL TO;

2. Approve a budget with a total spend of £385,078 and a precept of £370,123 balance to be funded from S106 monies held for the purpose and a band D equivalent of £120 per annum.

Recorded vote;

David Godfrey – For	Glyn Hibbert - For,	Chris Johnson – For,
Philip Martin – For	Richard Moffatt – For	David Monk - For
Les Palliser – For	Peter Roy – For	

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

746. BUS SHELTERS

REPORT FC/20/09 sets out a proposal to provide bus shelters in Hawkinge.

The Committee noted the report and agreed to consider the proposals during 2021/22.

747. SPEEDWATCH PROJECT REPORT:

Councillor Glyn Hibbert has requested that Hawkinge operate a volunteer Group for Speedwatch. Swingfield Parish Council own speedwatch equipment and have a registered speedwatch group. It is intended that the Town Council will have use of the Swingfield equipment and form its own group.

The Committee asked Councillor Glyn Hibbert to head up the project and liaise with the Clerk regarding joint working with Swingfield Parish Council. If necessary, the Committee would recommend the Council to purchase its own equipment.

The Committee noted the report and agreed to progress this course of action.

748. EXCLUSION OF THE PUBLIC

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser 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.

Recorded vote;

David Godfrey – For	Glyn Hibbert - For,	Chris Johnson – For,
Philip Martin – For	Richard Moffatt – For	David Monk - For
Les Palliser – For	Peter Roy – For	

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

749. **HAWKINGE COMMUNITY CENTRE**

REPORT FC/20/10 encloses information relating to the maintenance and lease arrangements at the Centre

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED:

1. To receive and note Report FC/20/10.

RESOLVED TO RECOMMEND TOWN COUNCIL;

- 2. To prepare a list of repairs/maintenance and certificates required at the Centre and to undertake these in a timely manner utilising remaining funding in the current budget item P4 for this year and forward fund provision in the 21/22 budget if required to facilitate the repairs.**
- 3. Enter a dialogue with Folkestone Sports Centre Trust for them to take over the maintenance items and agree in principle to make a grant to cover the repairs costs.**

Recorded vote;

David Godfrey – For	Glyn Hibbert - OSI,	Chris Johnson – For,
Philip Martin – For	Richard Moffatt – For	David Monk - For
Les Palliser – For	Peter Roy – For	

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

Proposed by Councillor Peter Roy
Seconded by Councillor Les Palliser and

RESOLVED TO RECOMMEND TOWN COUNCIL:

- 4. To prepare a lease for 30 years, with a break clause for 12 months after the start of the lease with standard rent review periods and provision for the Centre to automatically revert back to the Town Council in the event of the termination of the lease.**

Recorded vote;

David Godfrey – For	Glyn Hibbert - OSI,	Chris Johnson – For,
Philip Martin – For	Richard Moffatt – For	David Monk - For
Les Palliser – For	Peter Roy – For	

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

750. LEASE ARRANGEMENTS

REPORT FC/20/11 sets out an update on leases being progressed.

The Committee noted the report and costs.

751. LAND AT HAWKINGE COMMUNITY CENTRE – FEASIBILITY STUDY – ADDITIONAL INFORMATION REPORT FC/20/12 sets out the outcome of recent enquiries regarding the feasibility study and a revised scheme.

Proposed by Councillor Glyn Hibbert

Seconded by Councillor Philip Martin and

RESOLVED

1. To receive and note Report FC/20/12.

RESOLVED TO RECOMMEND TOWN COUNCIL;

2. To prepare a specification for a scheme based on the drainage requirement specified in the feasibility study and surface based on the lower cost quotation.

Recorded vote;

David Godfrey – Abstain

Philip Martin – For

Les Palliser – For

Glyn Hibbert - For,

Richard Moffatt – For

Peter Roy – For

Chris Johnson – For,

David Monk - For

(Voting: For 7, Against,0; Abstentions, 1)

752. TARGET HARDENING

REPORT FC/20/13 provides information regarding the Pannell Drive Project and contract to be let at Kettle Drive.

The Committee noted the report and agreed to re-tender the contract, the specification to include Jackcure posts. The Committee did not agree any action regarding the on-going complaint at Pannell Drive.

753. GROUNDS MAINTENANCE CONTRACT

REPORT FC/20/14 sets out details of the grounds maintenance contract.

Proposed by Councillor David Monk

Seconded by Councillor David Godfrey and

RESOLVED:

1. To receive and note Report FC/20/14.

TO RESOLVE TO RECOMMEND TOWN COUNCIL

2. To continue the maintenance out of contract for one year 2021/22.

Recorded vote;

David Godfrey – For

Glyn Hibbert - For,

Chris Johnson – For,

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Philip Martin – For
Les Palliser – For

Richard Moffatt – For
Peter Roy – For

David Monk - For

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

754. **SECTION 106 MONIES AND CIL FUNDS**
REPORT FC/20/15 provides an update on the current position.

The Committee noted the report and agreed to wait for the response from FHDC to its enquiries regarding future maintenance of open spaces and the impact on the dowry.

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Report Number **FC/20/17**

NB: This report is printed on Green paper

To: Finance and General Purposes Committee
Date: 16 December 2020
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/20/17.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements.**

1. INTRODUCTION

REPORT FC/20/17 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 MONITORING REPORT

DECEMBER 2020

	Precept 2010/21	Actuals @ 7 December	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	133,057.02	65,827.77	67,229.25	49%	21686.40	23727.81	20413.56	0.00
G1b	Salaries - Overtime		-	-					
Total Balances as per Payroll Services		3,090.00	300.00	2,790.00	10%	0.00	300.00	0.00	0.00
G3	Civic Events	3,713.15	47.43	3,665.72	1%	0.00	47.43	0.00	0.00
G3a	Charity Events		-	-			0.00	0.00	0.00
G4	Expenses	1,000.00	167.98	832.02	17%	0.00	0.00	167.98	0.00
G5	Bank Fees		-	-					
G6	Kent Assoc Local Councils	1,363.47	1,855.00	491.53	136%	340.00	1515.00	0.00	0.00
G7	Soc of Local Council Clerks	370.62	-	370.62	0%	0.00			
G8	Office Rent		-	-					
G9	Photocopying	1,545.00	451.20	1,093.80	29%	134.40	182.40	134.40	0.00
G10	Telephone	2,311.26	1,634.04	677.22	71%	592.08	556.27	485.69	0.00
G11	Office Stationery	2,164.24	338.26	1,825.98	16%	0.00	298.93	39.33	0.00
G12	Training	2,543.00	-	2,543.00	0%	0.00	0.00	0.00	0.00
G13	Hire of Halls	2,839.00	126.50	2,712.50	4%	107.00	0.00	19.50	0.00
G14	Donations/RBL wreaths	880.00	179.90	700.10	20%	0.00	0.00	179.90	0.00
G14a	Mayors Charity Donations		900.00	900.00		0.00	750.00	150.00	
G15	Electricity	2,000.00	28.60	1,971.40	1%	28.60	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.	1,700.00	3,136.39	1,436.39	184%	149.56	692.96	2293.87	0.00
Total Administration Costs		158,726.76	74,993.07	83,733.69	47%	23038.04	28070.80	23884.23	0.00
to service the budget Democratic Services									
G18	Election costs	5,000.00	-	5,000.00	0%	0.00	0.00	0.00	0.00
G19	Audit Fees	2,185.45	1,877.90	307.55	86%	0.00	877.90	1000.00	0.00
G20	Town Council review	1,108.00	-	1,108.00	0%	0.00	0.00	0.00	0.00
Total Democratic Services Costs		8,293.45	1,877.90	6,415.55	23%	0	877.9	1000	0
Services									
G21	Insurance	3,935.94	-	3,935.94	0%	0.00	0.00	0.00	0.00
G22	Miscellaneous expenditure	1,200.00	62.71	1,137.29	5%	62.71	0.00	0.00	0.00
G23	Quality Town Council	2,184.00	-	2,184.00	0%	0.00	0.00	0.00	0.00
G24	Town Plan		-	-					
G25	Maintenance Contracted	41,807.05	21,647.04	20,160.01	52%	5440.76	8132.64	8073.64	0.00
G25a	Maintenance Miscellaneous	9,000.00	2,263.40	6,736.60	25%	205.00	351.00	1707.40	0.00
G26	Allotments	915.00	862.50	52.50	94%	0.00	0.00	0.00	0.00
G27	Town Council Initiatives.	3,343.74	1,936.00	1,407.74	58%	0.00	1936.00	0.00	0.00
G28	Youth Project (worker & hire of hall)	5,448.00	-	5,448.00	0%	0.00	0.00	0.00	0.00
G29	PWLB Loan Repayments	15,000.00	7,914.82	7,085.18	53%	0.00	7914.82	0.00	0.00
G29a	PWLB Loan Repayments 2nd Loan	4,478.00	2,015.90	2,462.10	45%	0.00	2015.90	0.00	0.00
G30	Legal Costs	5,000.00	2,035.00	2,965.00	41%	0.00	0.00	0.00	2015.90
Total Services Costs		92,311.73	38,737.37	50,609.36	42%	5708.47	20350.36	9781.04	0.00

	Precept 2010/21	Actuals @ 7 December	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	15,200.00	-	15,200.00	0%	0.00	0.00	0.00
	Total Capital Expenditure	15,200.00	-	15,200.00	0%	0	0	0
Project Expenditure								
P1	Project and facilities management	38,800.00	5,732.50	33,067.50	15%	0.00	5602.50	130.00
P2	Hawkinge Community Football & Sports Trust		-	-		0.00	0.00	0.00
P4	Landlord Costs - HCC	22,500.00	2,836.43	19,663.57	13%	536.05	337.89	1,962.49
P5	Landlord Costs - Retail Unit		28.60	28.60		28.60	-	-
P6	Canterbury Road Flower Beds		-	-				
P7	Noticeboards	2,000.00	0.00	2,000.00				
P8	Master Planning		-	-				
P9	Expenditure against Grants		-	-				
	Total Project Expenditure	63,300.00	8,597.53	54,702.47		564.65	5940.39	2092.49
Reserves								
R1	General Reserve	10,000.00	730.00	9,270.00	7%	0.00	0.00	730.00
R2	S 106 Grounds Maintenance		-	-			0.00	0.00
	Total Reserve Expenditure	10,000.00	730.00	9,270.00		0	0	730
	Total Expenditure	347,831.94	124,935.87	219,931.07	36%	29311.16	55239.45	37487.76

NB: Vat expenditure incurred against Vat income

7,669.59
132,605.46

		Income Rec'd	O/S Income					
Income								
I1	Precept	327,276.94	327,276.00	0.94	100%	163,638.00	163,638.00	0.00
I2	SDC grants		-	-				
I3	KCC grants		3,000.00	3,000.00		3,000.00	0.00	0.00
I4	Grant funding for projects		-	-		0.00	0.00	0.00
I5	Bank Interest	-	88.65	88.65		79.32	5.61	3.72
I6	Allotments		912.50	912.50		0.00		
I7	Vat Refund		5,561.37	5,561.37		0.00	0.00	5,561.37
I8	Miscellaneous income		166.68	166.68		62.71	0.00	103.97
I9	Hawkinge Community Football & Sports Trust		-	-		0.00	0.00	0.00
I10	Hawkinge Under 5's		-	-		0.00		
I11	S 106 Grounds Maintenance (FHDC)		-	-		0.00		
I12	PWLB Loan - HCC Roof Repair		-	-			0.00	0.00
I13	Town Mayors Charity		-	-		0.00	0.00	0.00
I14	FSCT - BT Repayment of charges		526.90	526.90		0.00	0.00	
I15	Rent from Retail Unit	6,600.00	1,650.00	4,950.00		0.00	1,100.00	550.00
I16	Linches field		-	-		0.00	0.00	
	Total General Income	333,876.94	339,182.10	5,305.16	102%	166780.03	164743.61	6219.06

BUDGET MONITORING REPORT

DECEMBER 2020

Summary (excludes vat)_	Precept 2010/21	Actuals @ 7 December	Remaining Budget	% spent against budget	Quarterly Figure April - June	Quarterly Figure July - Sept	Quarterly Figure Oct - Dec	Quarterly Figure Jan - Mar
Total General Income	333,876.94	339,182.10	- 5,305.16	102%	166780.03	164743.61	6219.06	0
Total General Expenditure	347,831.94	124,935.87	219,931.07	36%	29,311.16	55,239.45	37,487.76	-
Net Total	- 13,955.00	214,246.23	- 225,236.23		137,468.87	109,504.16	- 31,268.70	-

BANK RECONCILIATION STATEMENT

07 December 2020

Total Balances as per the bank reconciliation 7 December 2020

Balances brought forward 1st April 2020	282,194.00	
LESS Expenditure to date	133,776.50	
PLUS Income to date	339,182.10	
BALANCES CARRIED FORWARD:	<u>487,599.60</u>	

Bank Reconciliation:**Bank Accounts:**

Current Account	251,867.31	
Staff costs current account	16,502.65	
Bonus saver Account	155,618.60	
Reserve Account	<u>67,147.80</u>	491,136.36

Costs uncleared

HMRC & Pension		-3,536.76
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to service the budget for 2020/21

487,599.60

Appendix 3

**HAWKINGE TOWN COUNCIL
ALLOCATED RESERVES**

Total Balances as per the bank reconciliation 7
December 2020 **487,599.60**

ALLOCATED RESERVES

Capital Reserve	48,300.00
Admin Reserves	22,628.00
Services Reserves	16,000.00
Landlord Fund - HCC	6,500.00
Defibrillator Project	0.00
Election Reserve	7,502.00
Grants	1,331.20
Mayors Charity Fund	923.50
Maintenance Fund recreation equipment	14,046.94
Master Planning	3,400.00
Regalia	406.00
Siskin Close	32,554.00
S106 Open Spaces (Atkinson, Campbell, Corbett)	98,128.70
Total of allocated reserves	251,720.34

Total Funds remaining **235,879.26**
to service the budget for 2020/21

if spending in accordance with budget 219,931.07

**Total unallocated reserves in this financial
year****15,948.19**

Hawkinge Community Centre debts

15,948.19