

# Hawkinge Town Council

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

Town Mayor: Councillor Glyn Hibbert



## **Town Clerk**

Mrs Tina Wiles  
Town Council Offices  
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TO: MEMBERS OF HAWKINGE TOWN COUNCIL

**YOU ARE HEREBY SUMMONED** to attend a meeting of the TOWN COUNCIL to be held on **WEDNESDAY 13 NOVEMBER 2019 at 7.00pm** in Hawkinge Community Centre, Heron Forstal Avenue, Hawkinge.

Tina Wiles  
Town Clerk

## A G E N D A

The Town Mayor will take questions from parishioners. The number of speakers will be limited to five (time limit 3 minutes).

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

Members of the Council should declare any disclosable pecuniary interest or any other significant interests in any items/s on this agenda.

Disclosable Pecuniary Interests (DPI) under the Localism Act 2011; the nature as well as the existence of any such interest must be declared.

Other Significant Interests (OSI) under the Kent Code of Conduct adopted by the Town Council on 12 September 2012; The nature as well as the existence must be declared.

Whenever possible, and if in doubt, advice should be sought from the Clerk prior to the meeting.

### **3. MINUTES**

To approve and sign the minutes of the meeting held on 9 October 2019 **attached**.

### **4. TOWN MAYOR'S COMMUNICATIONS**

To be reported at the meeting.

**5. FINANCIAL MATTERS**

The Clerk will report on the schedule of payments to be made following the meeting. A copy of the schedule is attached.

*Please contact the Clerk before the meeting if you have any queries on the items listed.*

**RECOMMENDATION:** To approve the schedule of payments attached at Appendix 1.

**6. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

To approve and sign the minutes of the meetings held on 6 November 2019

**7. BUDGET AND PRECEPT 2020/21**

**REPORT HTC/19/12** sets out a proposed budget for 2020/21.

**8. CHRISTMAS 2019: CHRISTMAS TREE LIGHTING AND COMMUNITY CAROL CONCERT**

**REPORT HTC/19/13** sets out the events for Christmas 2019 including the detailed arrangements for the Tree lighting and Community Carol Concert.

**9. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE**

To approve and sign the minutes of the meeting held on 15 October 2019.

**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. EVALUATION OF TENDERS – PANNELL DRIVE OPEN SPACE**

**REPORT:** On 6<sup>th</sup> November 2019, the Finance and General Purposes Committee considered REPORT FC/19/14, **copy attached**, which provided details of the outcome of the recent tender exercise. The Committee made recommendations to the Council which are set out in the minutes of the meeting.

# Hawkinge Town Council

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## Minutes of a Meeting of Hawkinge Town Council

Held at:	Hawkinge Community Centre
Date:	9 October 2019
Present:	Councillor Glyn Hibbert (in the Chair), Councillors David Godfrey, Chris Johnson, Philip Martin, Richard Moffatt, Les Palliser, Dick Pascoe, Stuart Peall, Peter Roy and Grahame Ward.
Apologies for Absence:	Councillor David Monk
Officer Present:	Mrs Tina Wiles, Town Clerk & Responsible Financial Officer.

There were no questions from the public.

### 2028. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 2029. **MINUTES**

The minutes of the meeting held on 10 July 2019 were submitted and approved as a correct record and signed by the Town Mayor.

### 2030. **TOWN MAYOR'S COMMUNICATIONS**

The Town Mayor gave an update on the events attended since the last meeting of the Council and the invitations received.

### 2031. **FINANCIAL MATTERS**

The schedule of payments to be made following the meeting had been circulated with the Agenda as Appendix 1.

Proposed by Councillor Les Palliser  
Seconded by Councillor Grahame Ward

### **RESOLVED:**

**1. To receive and adopt the schedule of payments attached as Appendix 1.**

(Voting: For 10, Against 0; Abstentions 0)

2032. **FINANCE AND GENERAL PURPOSES COMMITTEE**

Proposed by Councillor Les Palliser  
Seconded by Councillor Philip Martin and

**RESOLVED: To receive and note the minutes of the Finance and General Purposes Committee of 25 September and 8 October 2019.**

(Voting: For 10, Against 0; Abstentions 0)

2033. **PROVISION OF BUS SHELTER – CANTERBURY ROAD/CAMPBELL ROAD**

**REPORT:** The need for a bus shelter on the Canterbury Road at the junction with Campbell Road in the Canterbury direction has been identified. An application was made to KCC using the bus shelter 50/50 grant scheme and the Council has been awarded £1,590.00. Stagecoach are being consulted regarding the disability access.

The location of the bus stop is in an exposed position. The grant application was successful because it highlighted that waiting for a bus in cold weather can mean being subject to high winds and rain. It was decided the priority would be made for the bus stop going to Canterbury as people are more likely to be waiting for the bus going in that direction to go to work.

The cost and supply and installation of a three bay shelter is: £3,600.00 + VAT. The cost to the Council is: £2,010.00

Proposed by Councillor Stuart Peall  
Seconded by Councillor Peter Roy and

**RESOLVED:**

- 1. To receive and note the report.**
- 2. To approve the expenditure and authorise the installation of the bus shelter at Canterbury Road junction with Campbell Road subject to no adverse comments from Stagecoach and pursue grant funds for the 50/50 balance.**

(Voting: For 10, Against 0; Abstentions 0)

2034. **FINANCIAL REGULATIONS**

**REPORT:** On 13 March 2019, minute 1961, the Council reviewed its Financial Regulations. NALC has since published revised Financial Regulations. The Finance and General Purposes Committee on 25 September 2019 considered REPORT FC/19/09, copy attached enclosing the revised Financial Regulations.

The Committee **RESOLVED TO RECOMMEND TOWN COUNCIL:**

- To receive and note the report.
- To adopt the Financial Regulations.

Proposed by Councillor Les Palliser  
Seconded by Councillor Dick Pascoe and

**RESOLVED:**

1. To receive and note the report.
2. To adopt the Financial Regulations.

(Voting: For 10, Against 0; Abstentions 0)

2035. **REMEMBRANCE SUNDAY ARRANGEMENTS**

**REPORT:** The Town Mayor will attend services and lay wreaths at the Memorial Garden in Aerodrome Road, Parade to St Luke's Church and St Peters Church Swingfield on Sunday 10 November 2019. An itinerary setting out the detailed arrangements was circulated with the agenda.

Proposed by Councillor Dick Pascoe  
Seconded by Councillor Peter Roy and

**RESOLVED: To receive and note the report.**

(Voting: For 10, Against 0; Abstentions 0)

2036. **PLANNING MATTERS**

Proposed by Councillor Les Palliser  
Seconded by Councillor Peter Roy and

**RESOLVED: To receive and adopt the minutes of the Planning and Development Committee of 17 September 2019 giving details of the responses sent to the District Council by the Planning and Development Committee.**

(Voting: For 8, Against 0; Abstentions 2)

2037. **CORRESPONDENCE**

None presented.

2038. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Stuart Peall  
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 10, Against 0; Abstentions 0)

2039. **LAND ADJOINING HAWKINGE COMMUNITY CENTRE**

**REPORT HTC/19/11** sets out plans to progress the development of the land adjoining Hawkinge Community Centre. An addendum to the report was also considered.

The Finance and General Purposes Committee had considered the report at its meeting on 8<sup>th</sup> October 2019 and the Committee's recommendations were reported to the Council at its meeting.

Proposed by Councillor Stuart Peall  
Seconded by Councillor Les Palliser and

**RESOLVED:**

- 1. To receive and note Report FC/19/11.**

(Voting: For 10, Against 0; Abstentions 0)

Proposed by Councillor Stuart Peall  
Seconded by Councillor Peter Roy and

**RESOLVED:**

- 2. To undertake an initial feasibility study to determine a definitive cost of the proposed project.**
- 3. To undertake at the appropriate time a public consultation.**
- 4. To ask the Finance and General Purposes Committee to consider the information and confirm the way forward.**

(Voting: For 10, Against 0; Abstentions 0)

## Schedule of payments as at 31 October 2019

Date	Payment ID	Payee	Description	Amount
03/10/2019	DD	Voipstudio	Office Telephone - Monthly Rental	28.14
04/10/2019	DD	Adobe Pro subscription	Pro subscription	25.28
15/10/2019	E197	Harmer & Sons	Collard Place/Campbell Rd - Tidy bushes	54.00
15/10/2019	E199	Kemp Carr Brown	Payroll Services	192.00
15/10/2019	E200	Recognition Express	Staff ID's	30.60
15/10/2019	E201	Mayor of Hythe	Mayor's Charity Wildlife Trust Fundraiser	30.00
15/10/2019	E202	Worldpay	HCC - Final invoice	121.01
15/10/2019	E203	R Winstanley & Co	Supply and fit Shoot bolts to HCC front doors	297.60
15/10/2019	E204	Harmer & Sons	Grass Verges	96.00
15/10/2019	E205	Town Mayor	Materials for repairing bench on Canterbury Road	62.97
15/10/2019	E196	Hawkinge Allotments	Mayor's Charitable Donation	300.00
21/10/2019	DD	BNP Paribas	Photocopier lease	134.40
22/10/2019	card	Swingfield Recharge	ICT - renewal subscription	35.96
25/10/2019	E206	BOC UK	HCC - Final invoice	81.28
25/10/2019	E207	RB Print	Business Cards - Town Mayor	27.60
25/10/2019	E208	Harmer and Sons	Atkinson Rd Open Space - Straighten and stake leaning tree	98.40
25/10/2019	E209	Tenterden Town Council	Civic Event - Christmas Lights & Meal	140.00
25/10/2019	E210	Finance & Projects Officer	Expenses	6.90
25/10/2019	E211	Harmer & Sons	Fill in pot holes at HCC and Village Hall	216.00
25/10/2019	E212	Office Cleaner	Cleaning Services	44.00
25/10/2019	E213	Hawkinge Community Centre	Hire of Halls, refreshments & energy contribution	394.35
25/10/2019	E214	Ashford BC	Civic Event - Visit Curious Brewery & Designer Outlet	90.00
25/10/2019	E215	Tenterden Town Council	Civic Event - Charity Dinner & Dance	70.00
25/10/2019	E216	Swanley Town Council	Civic Event - Charity Ball	72.00
25/10/2019	E218	Kingsfords	Professional fees	660.00
25/10/2019	E219	Town Mayor	Expenses - Waterproofing guttering	32.00
25/10/2019	E220	Leas Cliff Hall	Youth Festival of Remembrance 2019	51.25
25/10/2019		Staff Costs	October 2019	9,173.86
28/10/2019	DD	BT Group plc	Broadband and phone line	471.60

**13,037.20**

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

Held at Hawkinge Community Centre on 6 November 2019

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

Officer Present: Mrs Tina Wiles (Clerk and RFO)

Apologies: Councillors David Monk and Grahame Ward

## 696. **DECLARATIONS OF INTEREST**

Councillor Richard Moffatt declared a pecuniary interest in minute 702 (Evaluation of Tenders - Pannell Drive Open Space) and was absent from the meeting during discussion and voting on this item.

## 697. **MINUTES**

The minutes of the meeting held on 8 October 2019 were approved as a correct record and signed by the Chairman.

## 698. **BUDGET MONITORING REPORT**

**REPORT FC/19/12** 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 David Godfrey  
Seconded by Councillor Philip Martin and

### **RESOLVED:**

- 1. To receive and note Report FC/19/12.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements detailed in the report.**
- 3. To note the Council's reserves are strained.**

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

## 699. **DRAFT BUDGET & PRECEPT 2020/21 REPORT FC/19/13** sets out a draft proposed budget including both expenditure and growth for 2020/21.

Proposed by Councillor Glyn Hibbert  
Seconded by Councillor Richard Moffatt and

### **RESOLVED:**

- 1. To receive and note report FC/19/13.**
- RESOLVED TO RECOMMEND TOWN COUNCIL TO:**
- 2. To adopt the budget and precept set out in Report FC/19/13.**



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

700. **PROJECT WORK**

To consider the recommendations from the Master Planning meeting on the 30 October 2019 and identify any further projects for which grant funding could be explored.

Proposed by Councillor Glyn Hibbert  
Seconded by Councillor Les Palliser and

**RESOLVED:**

1. To receive a detailed report on potential projects from the Master Planning Working Group at a future meeting.
2. To ensure risk assessments are in place for current and future projects undertaken by the Community Volunteer Group.
3. To adopt a project to replace the felled tree in the Canterbury Road Verge.

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

701. **EXCLUSION TO THE PUBLIC**

Proposed by Councillor David Godfrey  
Seconded by Councillor Chris Johnson 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, 6; Against, 0; Abstentions, 0;)

702. **EVALUATION OF TENDERS PANNELL DRIVE OPEN SPACE FENCING REPORT FC/19/14** provides details of the outcome of the recent tender exercise.

Proposed by Councillor David Godfrey  
Seconded by Councillor Philip Martin and

**RESOLVED:**

1. To receive and note the Report.
- RESOLVED TO RECOMMEND TOWN COUNCIL TO:**
2. To award the contract to Contractor 19.07 on the schedule.

(Voting: For, 5; Against, 0; Abstentions, 0;)

**NB This report is printed on blue paper**

**To: Town Council**  
**Date: 13 November 2019**  
**Status: For Decision**  
**From: Responsible Financial Officer**

**Subject: BUDGET AND PRECEPT 2020/21**

**SUMMARY:** This report sets out a draft proposed budget including expenditure for 2019/20.

**REASON FOR RECOMMENDATION:**

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

- i. The Council must approve its precept for 2020/21 and notify the principal tax collecting authority in accordance with the timetable set.
- ii. The Council needs to identify a revenue budget, including growth items for 2020/21 and beyond.
- iii. The Council closely monitors actual expenditure against approved budgets.

**RECOMMENDATIONS:**

- 1. To receive and note Report HTC/19/12.**
- 2. To approve the Town Council's budget for 2020/21 as set out in the Report.**
- 3. To confirm the precept of £327,276 for 2020/21 in accordance with the Local Government Finance Act 1992.**
- 4. To authorise the Chairman of the Council to sign the precept demand on the District Council.**

**1. INTRODUCTION AND BACKGROUND**

The Council agreed a financial timetable to ensure that the precept is confirmed and notified to the Principal Authority, Folkestone and Hythe 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.

On 6 November 2019, the Finance and General Purposes Committee considered report FC/19/12 which set out a draft budget for 2020/21.

The Committee **RESOLVED TO RECOMMEND THE TOWN COUNCIL TO;** To adopt the budget and precept set out in Report FC/19/13.

2. **PROPOSED GROWTH ITEMS:**

The report includes proposed growth items which have been included within the Budget for 2020/21 and are set out at **Appendix 1**. These have been identified during the Council's work over the last year.

3. **FINANCIAL COMMENTS:**

Explanatory notes for the calculations:

- The precept required to fund any proposed growth has been calculated and presented in **Appendix 2**
- The impact of the proposed budget for 2020/21 on the precept represents a 10.67% increase. The impact on the taxpayer (an average band D property) is an increase from £97.80 to £106.19 (£8.39 per annum or increase of 0.16 pence per week).
- The budget is set out in **Appendix 2**. The total budget spend is £342,231 and the precept is £327,276. The balance will be funded from £14,955 of section 106 monies held in the allocated reserves for specific purposes.
- In the current year the precept is £295,707 which divided by the property tax base of 3,023.45 (last year's figure, issued in December 2018) equals £97.80 per year, per band D property, and is increase of 11.53% or (£0.19 pence per week).
- Folkestone and Hythe District Council will confirm the PTB for 2020/21 after the Town Council December meeting. Last year the increase was 49.35 properties. The calculations above are based on an equivalent increase, therefore the % increase may vary slightly when the figure is published.
- It is predicted that there will be a minimal saving on the overall current budget at the year end.
- The Town Council's balances and analysis of reserves are shown in **Appendix 3** as at 25 October 2019. The projected overall expenditure for the remaining part of 2019/20 is expected to remain within budget and the reserves are likely to remain stable but strained at 31 March 2020.

4. **RISK MANAGEMENT**

A summary of the perceived risk follows:

<b>Perceived Risk</b>	<b>Seriousness</b>	<b>Likelihood</b>	<b>Preventative Action</b>
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@Hawkinge-tc.gov.uk](mailto:Clerk@Hawkinge-tc.gov.uk) prior to the meeting.

Background Documents: Budget working papers.

**HAWKINGE TOWN COUNCIL  
PROPOSED GROWTH 2020/21**

G25a	General Maintenance Additional £6,000 included (renamed: was Maintenance miscellaneous)	£6,000
P1	Project and Facilities Management Additional £20,000 included to fund major Projects	£20,000
R1	General Reserve Additional £5,000 included	£5,000
<b>Total</b>		<b><u>£31,000</u></b>

**HAWKINGE TOWN COUNCIL  
PROPOSED BUDGET 2020/21**

	Precept 2019/20	Actuals @ 30/09/19	Remaining Budget	% spent against budget	Proposed Budget 2020/21	Increase	
<b>Administration</b>							
G1	Salaries,Pensions & NI - HTC	128,201.01	62,263.81	65,937.20	49%	<b>133,057.02</b>	
G2	Payroll Services	3,090.00	1,060.00	2,030.00	34%	<b>3,090.00</b>	remains
G3	Civic Events	3,605.00	784.99	2,820.01	22%	<b>3,713.15</b>	3%
G3a	Host Charity Events		1,266.50				
G4	Expenses	1,000.00	194.68	805.32	19%	<b>1,000.00</b>	remains
G5	Bank Fees		-	-		-	
G6	Kent Assoc Local Councils	1,298.54	1,300.00	1.46	100%	<b>1,363.47</b>	5%
G7	Soc of Local Council Clerks	359.83	-	359.83	0%	<b>370.62</b>	3%
G8	Office Rent		-	-			
G9	Photocopying	1,545.00	569.93	975.07	37%	<b>1,545.00</b>	remains
G10	Telephone	2,243.94	1,508.25	735.69	67%	<b>2,311.26</b>	3%
G11	Office Stationery	2,164.24	408.14	1,756.10	19%	<b>2,164.24</b>	remains
G12	Training	2,543.00	272.00	2,271.00	11%	<b>2,543.00</b>	remains
G13	Hire of Halls	2,839.00	821.25	2,017.75	29%	<b>2,839.00</b>	remains
G14	Donations/RBL wreaths	880.00	196.42	683.58	22%	<b>880.00</b>	remains
G14a	Mayors Charity Donations 2017/18		1,848.40			-	
G15	Electricity	998.07	126.21	871.86	13%	<b>2,000.00</b>	Increased
G16	Postage	150.00	32.93	117.07	22%	<b>150.00</b>	remains
G17	Office Repairs / Renewals.	1,050.00	1,327.33	277.33	126%	<b>1,700.00</b>	Increased
			-	-		-	
	<b>Total Administration Costs</b>	<b>151,967.63</b>	<b>73,980.84</b>	<b>81,101.69</b>		<b>158,726.76</b>	
						-	
<b>Democratic Services</b>							
G18	Election costs	10,575.90	-	10,575.90	0%	<b>5,000.00</b>	
G19	Audit Fees	2,121.80	-	2,121.80	0%	<b>2,185.45</b>	3%
G20	Town Council review	1,108.18	-	1,108.18		<b>1,108.00</b>	remains
			-	-		-	
	<b>Total Democratic Services Costs</b>	<b>13,805.88</b>	<b>-</b>	<b>13,805.88</b>		<b>8,293.45</b>	
						-	

**HAWKINGE TOWN COUNCIL  
PROPOSED BUDGET 2020/21**

	Precept 2019/20	Actuals @ 30/09/19	Remaining Budget	% spent against budget	Proposed Budget 2020/21	Increase
<b>Services</b>						
G21	Insurance	3,713.15	-	3,713.15	0%	<b>3,935.94</b> 6%
G22	Miscellaneous expenditure	1,200.90	20.00	1,180.90	2%	<b>1,200.00</b> remains
G23	Quality Town Council	3,184.74	-	3,184.74	0%	<b>2,184.00</b> remains
G24	Grounds Maintenance Contracted	40,589.37	15,826.66	24,762.71	39%	<b>41,807.05</b> 3%
G25	Uncontracted Grounds Maintenance	3,090.00	4,178.14	- 1,088.14	135%	<b>9,000.00</b> Growth Item
G26	Allotments	915.03	862.50	52.53	94%	<b>915.00</b> remains
G27	Town Council Initiatives.	3,246.35	408.48	2,837.87	13%	<b>3,343.74</b> 3%
G28	Youth Project (worker & hire of hall)	5,448.70	-	5,448.70		<b>5,448.00</b> remains
G29	PWLB Loan - Land	15,000.00	7,914.82	7,085.18	53%	<b>15,000.00</b> remains
	PWLB Loan - Roof	4,478.00	2,015.90	2,462.10	45%	<b>4,478.00</b> remains
G30	Legal costs	5,000.00	8,676.56	- 3,676.56	174%	<b>5,000.00</b> remains
	<b>Total Services Costs</b>	<b>85,866.24</b>	<b>31,226.50</b>	<b>49,639.74</b>		<b>92,311.73</b>
<b>Capital Expenditure</b>						
C1	Repairs and renewals	15,200.00	-	15,200.00		<b>15,200.00</b> remains
	<b>Total Capital Expenditure</b>	<b>15,200.00</b>	<b>-</b>	<b>15,200.00</b>		<b>15,200.00</b>
<b>Project Expenditure</b>						
P1	Project and facilities management	69,596.00	69,709.42	-113.42		<b>33,200.00</b> Growth Item
P2	Landlord Costs - HCC	22,226.29	2,907.34	19318.95		<b>22,500.00</b> remains
P3	Noticeboards	2,000.00	0.00	2000.00		<b>2,000.00</b> remains
P4	Master Planning			0.00		<b>-</b>
P5	Expenditure against grants		9,590.10			<b>-</b>
	<b>Total Project Expenditure</b>	<b>93,822.29</b>	<b>82,206.86</b>	<b>21,205.53</b>		<b>57,700.00</b>
<b>Reserve Expenditure</b>						
R1	General reserve	8,700.00	-	8,700.00		<b>10,000.00</b> Growth Item
	<b>Total Reserve Expenditure</b>	<b>8,700.00</b>	<b>-</b>	<b>8,700.00</b>		<b>10,000.00</b>
				O/S Income		<b>-</b>

**HAWKINGE TOWN COUNCIL  
PROPOSED BUDGET 2020/21**

Appendix 2

	Precept 2019/20	Actuals @ 30/09/19	Remaining Budget	% spent against budget	Proposed Budget 2020/21	Increase
<b>Total Expenditure</b>	<b>369,362.04</b>	<b>187,414.20</b>	<b>189,652.84</b>		<b>342,231.94</b>	
					<b>14,955.00</b>	
To be precepted - remaining £14955 to be funded from funds held from S106 monies from FHDC					<b>327,276.94</b>	

11

	Income Rec'd		
<b>Income</b>			-
Precept	-	-	<b>327,276.94</b>
SDC grants		-	-
KCC grants		-	-
Grant funding for projects		-	-
Bank Interest	30.90	-	-
Allotments	50.00	-	-
Vat Refund	-	-	-
Miscellaneous income	-	-	-
Hawkinge Community Football & Spor	-	-	-
Hawkinge Under 5's		-	-
S 106 Grounds Maintenance (FHDC)	-	-	-
Town Mayors Charity		-	-
PWLB Loan - HCC Roof Repair		-	-
HCC Service level Agreement		-	-
Rent from Retail Unit	6,000.00	-	<b>6,600.00</b>
Linches field		-	-
<b>Total General Income</b>	<b>6,080.90</b>	-	<b>333,876.94</b>

### Appendix 3

## HAWKINGE TOWN COUNCIL ALLOCATED RESERVES

Total Balances as per the bank reconciliation September 2019

**382,222.96**

### ALLOCATED RESERVES

Capital Reserve	39,040.03
Defibrillator Project	378.30
Election Reserve	1,269.02
Grants	1,331.20
Mayors Charity Fund	799.10
Maintenance Fund recreation equipment	14,046.94
Master Planning	9,000.00
Regalia	406.00
Siskin Close	32,554.00

S106 Open Spaces (Atkinson, Campbell, Corbett)

60,096.37

2 x £14,955 = £29,910  
deducted

**Total of allocated reserves**

**158,920.96**

Total Funds remaining

**223,302.00**

to service the budget for 2019/20

if spending in accordance with budget

181,962.39

2nd half of Precept due 1 October 2019

**Total unallocated reserves in this financial year**

**41,339.61**

Vired to R1, General Reserve to cover Legal costs

-3,700.00

Vired to P1, HCC Management Project

-6,000.00

Vired to G18, Election costs to cover 2nd ward election

-4,500.00

**27,139.61**

HCC Overdraft

-5,378.23

**21,761.38**



HAWKINGE TOWN COUNCIL  
Explanatory notes for the Budget 2020/21

	<b>Administration</b>		
G1	Salaries, Pension & NI - HTC	Staff Costs It also includes an estimate of the proposed overtime required to service the evening meetings scheduled.	Provision as advised by Kemp Carr
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. This expenditure is offset by the income received by hosting charity events.
G4	Expenses	Out of pocket expenses such as mileage	No increase.
G5	Bank fees	Bank charges	None.
G6	Kent Assoc. of Local Councils	The Town Council's Annual Membership	Increase to budget due to notification from KALC stating they are increasing their staff and that will mean an increase in fees. No figures available currently.
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	No increase. New photocopier contract with reduced printing charges.
G10	Telephone	The Town Council's land line and broadband together with the mobile phone contract and Voipstudio.	Increase in line with inflation.
G11	Office Stationery	Purchase of office supplies and sundries.	No increase

HAWKINGE TOWN COUNCIL  
Explanatory notes for the Budget 2020/21

G12	Training	Staff and Councillor training	No increase.
G13	Hire of Halls	Hire of accommodation for all Council and Committee Meetings	No increase.
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 2017/18	Donations from previous years charitable income distributed at the Annual Town Meeting.	We aim to distribute within the municipal financial year for 2019/20.
G15	Electricity	Contribution towards electricity used in the Town Council Offices (metered) and the business unit.	Increased to reflect actual costs.
G16	Postage	Cost of stamps to send out agendas and other correspondence from the Town Council	No increase. Despatch of papers now done electronically.
G17	Office repairs / renewals		Increased to reflect the cost of providing the councillors email accounts.
	<b>Democratic Services</b>		
G18	Election Costs		Cost of a bye election.
G19	Audit Fees		Increase in line with inflation.
G20	Town Council Review		No increase.

HAWKINGE TOWN COUNCIL  
Explanatory notes for the Budget 2020/21

	<b>Services</b>		
G21	Insurance	The cost of the Town Council's Statutory insurance cover	Increased to reflect actual costs.
G22	Miscellaneous expenditure	Sundry items of one off expenditure	No increase.
G23	Quality Town Council	Publicity in Hawkinge Local each month in accordance with the Quality Town Council Scheme	No increase.
G24	Grounds Maintenance Contracted	Maintenance of the open spaces undertaken by the Town Council	Increase in accordance with Year 5 of the contract.
G25	Uncontracted Grounds Maintenance	Adhoc maintenance outside of the contract.	Growth item, please refer to Appendix 1. (To reflect actual costs).
G26	Allotments	Annual rent for the allotment site in Stombers Lane payable to Shepway District Council	No increase.
G27	Town Council Initiatives	Provision for the Town Council to stage events such as the Christmas Concert	Increase in line with inflation.
G28	Youth Project (worker & hire of hall)	This forms part of the HCC Contribution of £10800.	No increase.
G29	PWLB Loan Repayments	Purchase of land adjoining HCC.	No increase.
G29a	PWLB Loan Repayments	Loan to cover costs of installation of a new roof at HCC.	No increase.
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.	No expenditure to date

HAWKINGE TOWN COUNCIL  
Explanatory notes for the Budget 2020/21

	<b>Project Expenditure</b>		
P1	Project and Facilities Management	Project costs.	Growth item, please refer to Appendix 1.
P2	Landlord Costs – HCC	Landlords liability for repairs and renewals of building	No increase.
P3	Noticeboards	Replace/Maintenance of the village hall notice board	No increase.
P8	Master Planning		No increase.
P9	Expenditure against Grants		No increase.
	<b>Reserves</b>		
R1	General Reserve		Growth item, please refer to Appendix 1.

NB: This report is printed on Blue paper

**To: Town Council**  
**Date: 13 November 2019**  
**Status: Public Report**

**Subject: CHRISTMAS 2019: CHRISTMAS TREE LIGHT SWITCH ON AND THE COMMUNITY CAROL CONCERT.**

**SUMMARY:** This report sets out the events for Christmas 2019 including the details of the switch on of the Christmas Tree Lights on Friday 29 November 2019 and the Community Carol Concert on Sunday 1 December 2019.

### **INTRODUCTION:**

#### **Christmas Tree Light Switch On**

On Friday 29 November the Christmas Tree lights will be switched on at Hawkinge Community Centre. This is jointly organised by Hawkinge Town Council and Hawkinge Baptist Church. The lighting of the tree will start at 15:30 with refreshments in the Community Hall, a puppet show, Christmas singalong and games. At 16:40 once everyone is gathered around the tree, the community will sing 'We wish you a Merry Christmas', then a countdown for the Town Mayor to switch the on the Christmas Tree Lights.

#### **Community Carol Concert**

The annual Community Carol Concert will be held on Sunday 1 December 2019. This is a jointly organised by Hawkinge Town Council and Hawkinge Baptist Church. The Community Carol Concert will be held at Hawkinge Community Centre and will start at 15:00. All three local Primary Schools have confirmed their attendance to the Community Carol Concert. Refreshments will be served after the service has concluded.

All Councillors are welcome to attend both events.

### **RECOMMENDATION:**

- 1. To receive and note report HTC/19/13.**

### **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.

# Hawkinge Town Council

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

**Town Mayor: Councillor Glyn Hibbert**



Minutes of a meeting of the Planning and Development Committee held at Hawkinge Community Centre on Tuesday 15 October 2019.

Present: Councillors Dick Pascoe (Chairman), Glyn Hibbert, Chris Johnson, Richard Moffatt, Philip Martin, Les Palliser

Apologies: Councillor Peter Roy

Officer Present: Mrs Sam Wills, Finance & Projects Officer.

## 874. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 875. **MINUTES**

The minutes of the meeting held on Tuesday 17 September 2019 were submitted and approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser  
Seconded by Councillor Richard Moffatt

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

## 876. **Y19/1051/FH 107 CANTERBURY ROAD HAWKINGE FOLKESTONE KENT**

Proposed modular warehouse extension, steel canopy with corrugated plastic roof in open sided cage storage area. New infill timber gate and fence 2.4m high. New auto-swing entrance doors in a higher opening in grey.

Proposed by Councillor Glyn Hibbert  
Seconded by Councillor Chris Johnson and

**RESOLVED: To raise no objection to the application.**

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

**877. Y19/1066/FH UPPER DANE FARM, ELVINGTON LANE, HAWKINGE**

Erection of a first floor rear extension, ground floor front extension, front dormer extension and the installation of bi-fold doors to front elevation re-submission of Y18/1130.

Proposed by Councillor Glyn Hibbert  
Seconded by Councillor Philip Martin and

**RESOLVED: To raise no objection to the application.**

(Voting: For 5, Against 1, Abstentions 0)

**878. Y19/1042/FH WINERY, TERLINGHAM MANOR FARM, GIBRALTAR LANE, HAWKINGE**

Change of use from mixed use as B&B and Winery to residential.  
Resubmission of Y19/0265/FH

Proposed by Councillor Richard Moffatt  
Seconded by Councillor Chris Johnson and

**RESOLVED: To strongly support this application as the loss of one small B&B establishment is not detrimental to the holiday facilities in the area.**

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

**879. CORRESPONDENCE**

No correspondence submitted.