

# Hawkinge Town Council

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

Town Mayor: Councillor Glyn Hibbert



**Meeting:** Finance and General Purposes Committee  
**Date:** 8 January 2020  
**Time:** 6pm - PLEASE NOTE CHANGE OF START TIME  
**Place:** Hawkinge Community Centre

## AGENDA

### 1. APOLOGIES FOR ABSENCE

### 2. DECLARATIONS OF INTEREST

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

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

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

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

### 3. MINUTES

To consider and approve as a correct record the minutes of the meeting held on 6 November 2019.

### 4. BUDGET MONITORING

**REPORT FC/19/15** 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. MASTER PLANNING WORKING GROUP

**REPORT** The working Group met on 30 October and 27 November 2019. Since these meetings FHDC has published its Play Area Strategy, which outlines plans to encourage the handover of plays areas to local parish and town councils.

The Master Planning Working Group will consider the FHDC Strategy at its meeting on 15 January 2020, with a view to it answering some of the questions raised in the minutes of 30 October and identifying any further actions and recommendations.

**RECOMMENDATION: To receive and note the Report.**

6. **MEMORANDUM OF UNDERSTANDING -**

**REPORT:** Correspondence has been received from the Ambassador of Nepal inviting Hawkinge to twin with a small town in Nepal. Councillor Nabin Siwa was asked to respond to the Ambassador, the Ambassador has produced guidelines, **copy attached at appendix 1** in the form of a Memorandum of Understanding and has invited delegates to the Embassy to discuss the process for taking this idea further.

The Council is asked if it wishes to progress the MOU to the next stage.

**RECOMMENDATION: To determine if to proceed to the next stage.**

7. **EXCLUSION TO 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.

8. **LAND AT AERODROME ROAD**

**REPORT FC/19/16** sets out an option to procure land at Aerodrome Road, Hawkinge.

9. **LAND AT HAWKINGE COMMUNITY CENTRE**

**REPORT FC/19/17** sets out progress made to date. **(TO FOLLOW)**

# 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;)

# Hawkinge Town Council

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

Report Number **FC/19/15**

NB: This report is printed on Green paper

**To:** Finance and General Purposes Committee  
**Date:** 8 January 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/19/15.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements.**

## **1. INTRODUCTION**

**REPORT FC/19/15** 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.

**BANK RECONCILIATION STATEMENT****11 December 2019****CASHBOOK:**

Balances brought forward 1st April 2018	281,460.20
LESS Expenditure to date	269,331.73
PLUS Income to date	340,657.34
<b>BALANCES CARRIED FORWARD:</b>	<b><u>352,785.81</u></b>

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

Current Account	11/12/2019	43,350.79	
Staff costs current account	11/12/2019	11,004.53	
Bonus saver Account	11/12/2019	235,419.35	
Reserve Account	11/12/2019	<u>67,077.48</u>	356,852.15

**Costs uncleared**

November Pension & HMRC	-4,066.34
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Total Balances: **352,785.81**

BUDGET MONITORING REPORT

DECEMBER 2019

	Precept 2019/20	Actuals	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	128,201.01	80,196.79	48,004.22	63%	32626.01	29637.80	17932.98	0.00	80196.79	
G1b	Salaries - Overtime		677.16	-	677.16					0.00	
G2	Payroll Services	3,090.00	1,220.00	1,870.00	39%	1060.00	0.00	160.00	0.00	1220.00	
G3	Civic Events	3,605.00	1,939.54	1,665.46	54%	444.99	340.00	1154.55	0.00	1939.54	
G3a	Charity Events		1,266.50	-	1,266.50		1266.50	0.00	0.00	1266.50	
G4	Expenses	1,000.00	284.78	715.22	28%	71.56	123.12	90.10	0.00	284.78	
G5	Bank Fees		-	-						0.00	
G6	Kent Assoc Local Councils	1,298.54	1,632.00	-	333.46	126%	332.00	1300.00	0.00	1632.00	
G7	Soc of Local Council Clerks	359.83	-	359.83	0%	0.00				0.00	
G8	Office Rent		-	-						0.00	
G9	Photocopying	1,545.00	704.33	840.67	46%	411.94	157.99	134.40	0.00	704.33	
G10	Telephone	2,243.94	2,210.16	33.78	98%	759.20	734.15	716.81	0.00	2210.16	
G11	Office Stationery	2,164.24	505.91	1,658.33	23%	206.33	201.81	97.77	0.00	505.91	
G12	Training	2,543.00	371.00	2,172.00	15%	272.00	0.00	99.00	0.00	371.00	
G13	Hire of Halls	2,839.00	1,211.75	1,627.25	43%	309.30	511.95	390.50	0.00	1211.75	
G14	Donations/RBL wreaths	880.00	226.42	653.58	26%	0.00	196.42	30.00	0.00	226.42	
G14a	Mayors Charity Donations		2,148.40	-	2,148.40		200.00	300.00		2148.40	
G15	Electricity	998.07	328.56	669.51	33%	126.21	0.00	202.35	0.00	328.56	
G16	Postage	150.00	32.93	117.07	22%	29.38	3.55	0.00	0.00	32.93	
G17	Office Repairs / Renewals.	1,050.00	1,508.47	-	458.47	144%	133.75	1193.58	181.14	0.00	1508.47
	<b>Total Administration Costs</b>	<b>151,967.63</b>	<b>96,464.70</b>	<b>55,502.93</b>	<b>63%</b>	<b>38431.07</b>	<b>35866.87</b>	<b>21489.60</b>	<b>0.00</b>	<b>95787.54</b>	
<b>Democratic Services</b>											
G18	Election costs	10,575.90	10,166.96	408.94	96%	6061.82	0.00	4105.14	0.00	10166.96	
G19	Audit Fees	2,121.80	1,905.80	216.00	90%	905.80	1000.00	0.00	0.00	1905.80	
G20	Town Council review	1,108.18	-	1,108.18	0%	0.00	0.00	0.00	0.00	0.00	
	<b>Total Democratic Services Costs</b>	<b>13,805.88</b>	<b>12,072.76</b>	<b>1,733.12</b>	<b>87%</b>	<b>6967.62</b>	<b>1000</b>	<b>4105.14</b>	<b>0</b>	<b>12072.76</b>	
<b>Services</b>											
G21	Insurance	3,713.15	-	3,713.15	0%	0.00	0.00	0.00	0.00	0.00	
G22	Miscellaneous expenditure	1,200.90	55.96	1,144.94	5%	20.00	0.00	35.96	0.00	55.96	
G23	Quality Town Council	3,184.74	-	3,184.74	0%	0.00	0.00	0.00	0.00	0.00	
G24	Town Plan		-	-						0.00	
G25	Maintenance Contracted	40,589.37	21,168.88	19,420.49	52%	7833.33	7993.33	5342.22	0.00	21168.88	
G25a	Maintenance Miscellaneous	3,090.00	6,094.40	-	3,004.40	197%	1003.80	3174.34	1916.26	0.00	6094.40
G26	Allotments	915.03	862.50	52.53	94%	862.50	0.00	0.00	0.00	862.50	
G27	Town Council Initiatives.	3,246.35	857.24	2,389.11	26%	0.00	408.48	448.76	0.00	857.24	
G28	Youth Project (worker & hire of hall)	5,448.70	-	5,448.70	0%	0.00	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	7914.82	
G29a	PWLB Loan Repayments 2nd Loan	4,478.00	2,015.90	2,462.10	45%	0.00	2015.90	0.00	0.00	2015.90	
G30	Legal Costs	5,000.00	10,632.56	-	5,632.56	213%	0.00	0.00	0.00	2015.90	2015.90
	<b>Total Services Costs</b>	<b>85,866.24</b>	<b>49,602.26</b>	<b>41,896.54</b>	<b>58%</b>	<b>9719.63</b>	<b>21506.87</b>	<b>7743.20</b>	<b>0.00</b>	<b>38969.70</b>	

BUDGET MONITORING REPORT

DECEMBER 2019

	Precept 2019/20	Actuals	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	15,200.00	-	15,200.00	0%	0.00	0.00	0.00	0.00	0.00
									0.00
									0.00
									0.00
	<b>15,200.00</b>	<b>-</b>	<b>15,200.00</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Project Expenditure</b>									
P1	69,596.00	69,911.71	-315.71	100%	42060.94	27648.48	202.29	0.00	69911.71
P2		-	-		0.00	0.00	0.00	0.00	0.00
P4	22,226.29	3,554.21	18,672.08	16%	414.33	2,161.01	978.87	-	3554.21
P5		-	-		-	-	-	-	0.00
P6	10,000.00	10,000.00	-						0.00
P7	2,000.00	0.00	2,000.00						
P8									
P9		13,377.60							
	<b>103,822.29</b>	<b>96,843.52</b>	<b>20,356.37</b>		<b>42475.27</b>	<b>29809.49</b>	<b>1181.16</b>	<b>0</b>	<b>73465.92</b>
<b>Reserves</b>									
R1	8,700.00	-	8,700.00	0%	0.00	0.00	0.00	0.00	0.00
R2		-	-				0.00	0.00	
	<b>8,700.00</b>	<b>-</b>	<b>8,700.00</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
	<b>379,362.04</b>	<b>254,983.24</b>	<b>143,388.96</b>	<b>67%</b>	<b>97593.59</b>	<b>88183.23</b>	<b>34519.10</b>	<b>0.00</b>	

NB; Vat expenditure incurred against Vat income

14,348.49  
269,331.73

220,295.92

220295.92

		Income Rec'd	O/S Income						
<b>Income</b>									
I1	295,707.04	295,707.00	0.04	100%	147,853.50	147,853.50	0.00	0.00	295707.00
I2		10,000.00	- 10,000.00						0.00
I3		3,000.00	- 3,000.00		0.00	3,000.00	0.00		3000.00
I4			-		0.00	0.00	0.00	0.00	0.00
I5	31.83	320.69	- 288.86	1008%	113.84	117.55	89.30	0.00	320.69
I6	51.50	912.50	- 861.00		0.00				0.00
I7		22,058.44	- 22,058.44		11,617.49	0.00	10,440.95	0.00	22058.44
I8		268.20	- 268.20		156.24	0.00	111.96	0.00	268.20
I9			-		0.00	0.00	0.00	0.00	0.00
I10			-						0.00
I11			-		0.00				0.00
I12			-			0.00	0.00		0.00
I13		2,115.00	- 2,115.00		410.00	1,662.50	42.50	0.00	2115.00
I14		2,975.51	- 2,975.51		2,379.65	595.86			2975.51
I15	6,180.00	3,300.00	2,880.00		550.00	1,650.00	1,100.00	0.00	3300.00
I16			-		0.00	0.00			0.00
	<b>301,970.37</b>	<b>340,657.34</b>	<b>- 38,686.97</b>	<b>113%</b>	<b>163080.72</b>	<b>154879.41</b>	<b>11784.71</b>	<b>0</b>	<b>329744.84</b>



BUDGET MONITORING REPORT

DECEMBER 2019

	Precept 2019/20	Actuals	Remaining Budget	% spent against budget	Quarterly Figure April - June	Quarterly Figure July - Sept	Quarterly Figure Oct - Dec	Quarterly Figure Jan - Mar	
Summary ( excludes vat)_									0.00
Total General Income	301,970.37	340,657.34	- 38,686.97	113%	163080.72	154879.41	11784.71	0	329744.84
Total General Expenditure	379,362.04	254,983.24	143,388.96	67%	97,593.59	88,183.23	34,519.10	-	220295.92
Net Total	- 77,391.67	85,674.10	- 182,075.93		65,487.13	66,696.18	- 22,734.39	-	109448.92

Expenditure to be referenced against income

GRANTS

Notes these figures come from previous years grants received

Expenditure against grants received | 13,377.60

71,325.61

### Appendix 3

## HAWKINGE TOWN COUNCIL ALLOCATED RESERVES

Total Balances as per the bank reconciliation December 2019

**352,785.81**

### ALLOCATED RESERVES

Capital Reserve	39,040.03
Defibrillator Project	378.30
Election Reserve	1,269.02
Grants	1,331.20
Mayors Charity Fund	848.50
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**

**158,970.36**

Total Funds remaining

**193,815.45**

to service the budget for 2019/20

if spending in accordance with budget

143,388.96

**Total unallocated reserves in this financial year**

**50,426.49**

HCC Overdraft

-6,450.00

**43,976.49**

# 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  
Hawkinge Community Centre  
Heron Forstal Avenue  
Hawkinge Kent CT18 7FP  
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07528188675  
Email: [clerk@hawkinge-tc.gov.uk](mailto:clerk@hawkinge-tc.gov.uk)

## **MEMORANDUM OF UNDERSTANDING AGREEMENT FOR A SISTER CITY RELATIONSHIP BETWEEN THE HAWKINGE TOWN AND RESUNGA MUNICIPALITY**

WHEREAS, both Hawkinge Town Council and Resunga Municipality seek to enrich cultural understanding, create adult and student exchange opportunities and broaden cooperation to encourage goodwill between the Cities, and;

WHEREAS, the Hawkinge Town Council and Resunga Municipality support the promotion of mutual understanding, expansion of official and non-governmental exchanges, and friendship through the promotion of peace, stability and prosperity, and;

WHEREAS, in order to develop a Sister City Relationship with cooperation between the Hawkinge Town Council and Resunga Municipality, both Cities agree to support a Sister City Relationship on the following terms:

1. To promote common prosperity and development, both Cities will organise, on the basis of equality, mutual benefit and goodwill, cultural exchanges, contacts to support an electronic “pen pal” program for students, and other information sharing that may include art, culture, sports interests, history, science, technology and other information sharing.
2. Citizens and civic groups of each city are recognised as ambassadors of goodwill to organise cultural exchanges that may include the above topics.
3. Each City shall organise cultural exchanges, to the extent possible, involving adults and students within the duration of this Memorandum of Understanding. Each exchange and or visit shall be reviewed in advance between the Hawkinge Town Council and Resunga Municipality.
4. Each City agrees to bear by themselves all costs of a visit to the Sister City including accommodations, meals and tours unless home stays and other accommodations are agreed upon in advance.

5. Cultural exchange visit details and activities shall be cooperatively agreed upon by organising citizens and civic groups. Activities shall be provided with the objective to deepen cultural awareness and friendship between citizens and government officials.
6. The leaders and top-level department administrators of both Cities shall maintain and facilitate open channels of communication to expedite consultation, exchange and cooperation on questions of issues and common concern.
7. Both Cities agree that all elements of the Sister City Relationship are to remain noncontroversial and will maintain that any historically controversial political issues play no part in this Sister City Relationship.
8. The effective term for this Memorandum of Understanding shall be for two years following the date of execution of the Memorandum. Prior to expiration of the Memorandum of Understanding, the Sister City Relationship shall be reviewed by the representatives Hawkinge Town Council and representatives of Resunga Municipality to evaluate the progress of the relationship, as well as recommend whether the relationship shall continue.
9. This Memorandum of Understanding represents the entire agreement between the Cities. It may not be changed or modified without a resolution signed by the leaders of both cities.

These two Cities hereby execute this Memorandum of Understanding to expire within two years from the noted date(s).

Hawkinge Town Council

Resunga Municipality

On its behalf

On its behalf

Date:

Date: