

# Hawkinge Town Council

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## Minutes of a Meeting of Hawkinge Town Council

Held at:	Hawkinge Community Centre
Date:	10 April 2019
Present:	Councillor Glyn Hibbert (in the Chair), Councillors David Callahan, Andy Csiszar, John Heasman, Tony Hutt, Stephen Manion, Philip Martin, David Monk, Les Palliser, Dick Pascoe, Stuart Peall, and Grahame Ward.
Apologies for Absence:	Councillor David Godfrey.
Officer Present:	Mrs Tina Wiles, Town Clerk & Responsible Financial Officer.

### 1968. **DECLARATIONS OF INTEREST**

Councillor Glyn Hibbert declared an other significant interest in minute 1979 (Hawkinge Community Centre), by virtue of his voluntary position as a Director of Folkestone Sports Centre Trust. Councillor G Hibbert, provide evidence to the report and answered from Councillors. Councillor G Hibbert remained in the room did not take part in the discussion or voting on the item.

### 1969. **MINUTES**

The minutes of the meeting held on 13 March 2019 were submitted and approved as a correct record and signed by the Town Mayor.

### 1970. **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.

### 1971. **FINANCIAL MATTERS**

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

Proposed by Councillor David Monk  
Seconded by Councillor Stuart Peall and

### **RESOLVED:**

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

(Voting: For 12, Against 0; Abstentions 0)

1972. **MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

**REPORT:** The minutes of the Finance and General Purposes Committee of 8 April 2019 were submitted and with the exception of minutes 655, 656, 657 and 658 which are referred to the Council were approved.

Proposed by Councillor David Monk  
Seconded by Councillor Phillip Martin and

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

1973. **REPORT ON INTERNAL CONTROL FOR THE YEAR ENDED 31 MARCH 2019**

**REPORT HTC/18/13** report sets out the Town Council's Statement of Internal Control for the year ending 31 March 2019, to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2019.

The Statement of Internal Control supports box 6 of the Annual Governance Statement made by the Council at Section 2 of the Annual Return to the Council's External Auditor, PKF Littlejohn LLP.

The Report was considered by the Finance and General Purposes Committee on 8 April 2019. The Committee;

**RESOLVED TO RECOMMEND TOWN COUNCIL TO:**

1. To receive and note report HTC/18/13.
2. To approve and endorse the Statement on Internal Control for the year ended 31 March 2019.
3. To authorise the Chairman of the Town Council to sign the Statement of Internal Control for the Year Ended 31 March 2019.
4. To respond Yes in boxes 1 to 8 of the Annual Governance Statement at Section 1 of the Annual Return.

Proposed by Councillor Dave Callahan  
Seconded by Councillor Les Palliser and

**RESOLVED:**

1. To receive and note report HTC/18/13.
2. To approve and endorse the Statement on Internal Control for the year ended 31 March 2019.
3. To authorise the Chairman of the Town Council to sign the Statement of Internal Control for the Year Ended 31 March 2019.
4. To respond Yes in boxes 1 to 8 of the Annual Governance Statement at Section 1 of the Annual Return.

(Voting: For 12, Against 0, Abstentions 0)

1974. **REPORT OF THE INDEPENDENT INTERNAL AUDITOR**

**REPORT HTC/18/12** encloses the report of the Independent Internal Auditor at Section 4 of the Annual Return to the Audit Commission which has been signed by the Independent Internal Auditor.

The Report was considered by the Finance and General Purposes Committee on 8 April 2019. The Committee;

RESOLVED TO RECOMMEND TOWN COUNCIL TO:

1. To receive and note Report HTC/18/12.
2. To receive and endorse the report of the Independent Internal Auditor at Section 4 of the Annual Return.

Proposed by Councillor Les Palliser

Seconded by Councillor Dave Callahan and

**RESOLVED:**

1. To receive and note report HTC/18/12.
2. To receive and endorse the report of the Independent Internal Auditor at Section 4 of the Annual Return.

(Voting: For 12, against 0; Abstentions 0)

1975. **ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2019**

**REPORT HTC/18/11** attaches the Annual Governance Statement and the Accounting Statements for 2018/19 and asks the Council to approve them for submission to the external auditor.

The report was considered by the Finance and General Purposes Committee on 8 April 2019. The Committee;

RESOLVED TO RECOMMEND TOWN COUNCIL TO:

1. To receive and note report HTC/18/11.
2. To approve and endorse the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2019.
3. To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2019.
4. To authorise the Town Mayor to sign the Accounts contained within the Annual Return for 2018/19 and the Annual Governance Statement.

Proposed by Councillor David Monk

Seconded by Councillor Grahame Ward and

**RESOLVED:**

1. To receive and note report HTC/18/11.
2. To approve and endorse the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2019.
3. To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2019.
4. To authorise the Town Mayor to sign the Accounts contained within the Annual Return for 2018/19 and the Annual Governance Statement.

(Voting: For 12, against 0; Abstentions 0)

1976. **MINUTES OF THE PLANNING & DEVELOPMENT COMMITTEE HELD ON 12 FEBRUARY 2019**

Proposed by Councillor Dick Pascoe  
Seconded by Councillor John Heasman and

**RESOLVED: To receive and note the minutes of the Planning and Development Committee held on 12 February 2019.**

(Voting: For 11, against 0; Abstentions 1)

1977. **CORRESPONDENCE**

No items were reported.

1978. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor David Monk  
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 12, Against 0; Abstentions 0)

1979. **HAWKINGE COMMUNITY CENTRE**

**REPORT:** The Council considered exempt information Report FC/18/22 and recommendations from the Finance and General Purposes Committee of 8 April 2019 relating to Hawkinge Community Centre.

Proposed by Councillor David Monk  
Seconded by Councillor Stuart Peall and

**RESOLVED:**

**To receive and adopt recommendations 1-5 from the Finance and General Purposes Committee of 8 April 2019.**

(Voting: For 10, Against 0; Abstentions 1)