

Minutes of a meeting of the Finance and General Purposes Committee

Held virtually on 3 March 2021

Present: Councillors David Monk (in the Chair), Chris Johnson, Richard Moffatt (minute 764 to end), Philip Martin, Les Palliser, Dick Pascoe, Peter Roy and Nabin Siwa.

Officer Present: Mrs Tina Wiles (Clerk and RFO)

Apologies for absence were received from Councillor David Godfrey.

NOTE: Prior to the meeting starting the Chairman advised that the membership had been increased to 9 in error at the February 2021 meeting. The Chairman advised he would resolve this at the next meeting of the Council by asking it to formally note the membership had increased to 9.

762. **DECLARATIONS OF INTEREST**

There were no declaration of interest.

763. **MINUTES**

The minutes of the meeting held on 16 December 2020 were approved as a correct record and signed by the Chairman.

764. **BUDGET MONITORING REPORT**

REPORT FC/20/20 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 Philip Martin
Seconded by Councillor Peter Roy and

RESOLVED:

- 1. To receive and note Report FC/20/20.**
- 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;)

765. **YOUTH PROVISION**

This item was added at the request of Councillor Les Palliser. Information was circulated with the agenda.

Councillor Palliser advised that the document was intended to bring FYP and KCC as providers of youth facilities together with input from FHDC and this was not a Town Council project.

After a full debate The Clerk was asked to forward the document to Kent County Council asking for its comments on how the proposals could be taken forward and report this back to the Committee.

766. **CHRISTMAS TREE REPORT:**

On 9 December 2020, minute 2152, the Council asked the Committee to consider an option of planting a live Christmas Tree instead of the annual purchase and current arrangements.

The Committee supported the principle of planting a tree and asked that information regarding costs, type of tree and when planting should take place together with how the electricity could be laid in to light it be submitted to the Council.

767. **INTERNAL AND EXTERNAL AUDIT – PROCESS AND KEY DATES**

REPORT: The Clerk/Responsible Financial Officer reported on the procedure and key dates for the Annual Return to the External Auditor PKF Littlejohn.

768. **REVIEW OF RISK ASSESSMENT REPORT**

REPORT: At the meeting of the Hawkinge Town Council on 10 February 2021, Part Two of the risk assessment relating to the work of the Council was considered and referred to the Finance & General Purposes committee for its consideration. Revised Part Two of the risk assessment was attached at Appendix 2.

The Committee noted that part one relating to the strategic aims and objectives of the Town Council 2017-22 is currently being reviewed and will be placed before the Committee during 2021/22.

Proposed by Councillor Les Palliser
Seconded by Councillor Philip Martin and

RESOLVED: To receive and note Part Two of the Risk assessment.

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

769. **EXCLUSION OF THE PUBLIC**

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

770. **CONTRACTED PAYMENTS REPORT FC/20/21** On 16 December 2020, minute 759, the Committee asked for further information regarding an inclusive communications

package ie broadband and telephone provision and the cost of removal of the printer/photocopier.

Proposed by Councillor Philip Martin
Seconded by Councillor Dick Pascoe and

RESOLVED:

1.To receive and note report HTC/20/18.

RESOLVED TO RECOMMEND TOWN COUNCIL TO;

2. To retain a stand alone BT land line to host the building alarm at Hawkinge community Centre.

3. To transfer the broadband to Vodaphone.

4. To continue with Voipstudio as the telephone provider.

5. To retain the mobile contract with O2 until the end of the contract and renegotiate a sim only deal in June 2021.

6. To delegate authority to the Town Clerk in consultation with the Chairman of the Council to liaise with the printer/copier provider for termination of contract figure.

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

771. **LAND AT HAWKINGE COMMUNITY CENTRE REPORT:** On 13 January 2021, minute 2168, the Council considered the progress of the scheme and discussed how to take the matter forward. Councillor Les Palliser referred to information from Cornwall and this was circulated to the Committee with the agenda.

Councillor Palliser advised of the need for a specification and said he would make contact with several companies who could provide a specification based on the design survey the Council had commissioned.

The Committee asked for the information and that it be made available at a future meeting.

772. **HAWKINGE COMMUNITY CENTRE REPORT:** On 13 January 2021, the Council noted two grants had been made to the Centre to facilitate a schedule of refurbishment.

The Clerk was asked to liaise with the Manager of the Centre to bring forward a report on phase 2 of the repairs and determine the funds available in the 2021/22 budget to be granted, taking into consideration the annual costs to the Council as Landlord.

REPORT FC/20/22 sets out how this can be managed in 2021/22.

Proposed by Councillor Les Palliser
Seconded by Councillor Dick Pascoe and

RESOLVED

1.To receive and note report HTC/20/22.

RESOLVED TO RECOMMEND TOWN COUNCIL TO;

- 2. To make a grant of £24,973 to FSCT for 2021/22 utilising funds from the Capital Reserve to facilitate Phase 2 of the repairs schedule.**
- 3. To note the arrangements to replace the funds in the Capital Reserve from the 2022/23 Budget and Precept.**
- 4. To delegate authority to The Clerk in consultation with the Chairman of the Council to seek an alternative to item 3 and clarification regarding items 7 and 8 on the schedule.**

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

773. TOWN COUNCIL INSURANCE POLICY

REPORT: On 10 February 2021, the Council noted the insurance policy was due for renewal in April 2021 and resolved to delegate authority to the Committee to renew the contract/policy.

REPORT FC/20/23 sets out information and estimates for the Committee to consider and award the contract.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Chris Johnson and

RESOLVED

- 1. To receive and note Report FC/20/23.**
- 2. To enter into a contract with Zurich for 5 years from April 2021.**

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

774. GROUNDS MAINTENANCE CONTRACT – EVALUATION OF TENDERS

REPORT FC/20/24 sets out the outcome of the recent tender exercise.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Les Palliser and

RESOLVED

- 1. To receive and note Report FC/20/24.**

RESOLVED TO RECOMMEND TOWN COUNCIL TO;

- 2. Award the contract to contractor GMT/20/05 for a five year period from 1 April 2021.**

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