

# Hawkinge Town Council

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Town Mayor: Councillor Philip Martin



**Meeting:** Finance and General Purposes Committee  
**Date:** 7 September 2022  
**Time:** 7pm  
**Place:** Hawkinge Community Centre

## AGENDA

### 1. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

### 2. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN

### 3. APOLOGIES FOR ABSENCE

### 4. 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.

### 5. MINUTES

To consider and approve as a correct record the minutes of the meeting held on 6 July 2022.

### 6. BUDGET MONITORING REPORT

**REPORT FC/22/10** 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.

### 7. CONCLUSION OF THE ANNUAL AUDIT 2022

**REPORT:** PKF Littlejohn, the Council's External Auditor has completed its work on the Council's Annual Audit and has forwarded the Certified Annual Return. The Notice of Conclusion has been posted on the noticeboards and on the website in accordance with the Local Government Transparency Code 2015. **A copy** of Section 3 of the Annual Return is attached. **Appendix 3**

The certificate confirms there were no matters arising.

**8. CORRESPONDENCE**

No correspondence received.

**9. 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.

**10. REQUEST FOR FINANCIAL ASSISTANCE**

**REPORT:** A request for financial assistance has been received from Hawkinge Community Centre Trust. Attached at **Appendix 1**.

The Finance and General Purposes Committee is asked to consider the information and make recommendations to the Council.

**RECOMMENDATIONS:**

**1. To receive and note the Report.**

**RESOLVE TO MAKE RECOMMENDATIONS TO THE COUNCIL:**

**2. To consider the application for financial assistance.**

**11. MAYORAL HONOURS BOARD**

**REPORT FC/22/11:** Sets out information regarding the purchase of a Mayoral Honours Board for the Hawkinge Town Council.

**12. RETAIL UNIT CONVERSION TENDER EVALUATION**

**REPORT FC/22/12** sets out the results of the tendering exercise for the retail unit conversion at the Hawkinge Community Centre.

**13. TREES ON HAVEN DRIVE MAINTENANCE**

**REPORT FC/22/13** – sets out the quotes for the replacement of the trees on the junction of Aerodrome Road/Haven Drive.

**14. ATKINSON ROAD OPEN SPACE – TARGET HARDENING**

**REPORT FC/22/14** sets out a quote for the work to replace the damaged knee rail fencing around the Atkinson Road open space.

**15. HAWKINGE COMMUNITY CENTRE – MAINTENANCE**

**REPORT FC/22/15** sets out a quote for repairs to the guttering. **TO FOLLOW**