

Minutes of a meeting of the Finance and General Purposes Committee

Held on 6 July 2022

Present: Councillor Les Palliser (In the Chair), Ross Clark, Chris Johnson, Richard Moffatt, Peter Roy and Nabin Siwa

Officer Present: Sam Wills, Town Clerk

NOTE: As the Chairman and Vice Chairman were absent, the Clerk called Councillor Les Palliser to the Chair as the Deputy Mayor to call for an election of a temporary Chairman for the evening.

Proposed by Councillor Les Palliser
Seconded by Councillor Peter Roy

Councillor Les Palliser was voted in as temporary chairman.

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

863. APPOINTMENT OF CHAIRMAN

Proposed by Councillor Les Palliser
Seconded by Councillor Nabin Siwa and there being no other nominations it was:

RESOLVED: To appoint Councillor David Monk as the Chairman of the Committee for 2022/23 in absentia.

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

864. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

The declaration of Acceptance of Office will be read and signed at the next meeting.

865. APPOINTMENT OF VICE-CHAIRMAN

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and there being no other nominations it was:

RESOLVED: To appoint Councillor David Godfrey as Vice-Chairman of the Committee for 2021/22 in absentia.

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

866. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN

The declaration of Acceptance of Office will be read and signed at the next meeting.

867. **APOLOGIES FOR ABSENCE**

Councillor David Godfrey (prior engagement)
Councillor David Monk (Abroad)
Councillor Philip Martin (prior appointment)

868. **DECLARATIONS OF INTEREST**

Councillor Les Palliser declared a non-pecuniary interest in minute item 872 as he is the Chairman of the governors at Churchill School. Councillor Palliser provided information but did not take part in the vote.

Councillor Chris Johnson declared a non-pecuniary interest in minute item 872 as he is the Deputy Chairman of the governors at Churchill School. Councillor Johnson provided information but did not take part in the vote.

869. **MINUTES**

The minutes of the meeting held on 11 May 2022 were approved as a correct record and signed by the Chairman.

Proposed by Councillor Peter Roy
Seconded by Councillor Chris Johnson and

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

870. **SCHEDULE OF MEETING DATES**

REPORT: The schedule of meeting dates for 2021/22 was submitted and adopted.

Proposed by Councillor Chris Johnson
Seconded by Councillor Peter Roy and

RESOLVED: To receive and adopt the schedule of meeting dates for 2022/23.

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

871. **BUDGET MONITORING REPORT**

REPORT FC/22/09 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 Ross Clark
Seconded by Councillor Peter Roy and

RESOLVED:

- 1. To receive and note Report FC/22/09.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements detailed in the report.**

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

872. **REQUEST FOR FINANCIAL ASSISTANCE**

REPORT: A request for financial assistance from Churchill School was considered.

Proposed by Councillor Richard Moffatt
Seconded by Councillor Peter Roy and

RESOLVED:

1. To receive and note the Report.

RESOLVED TO RECOMMEND TOWN COUNCIL:

2. To donate £1,000 from budget P10 Community Projects to the Churchill School for provision of a paediatric defibrillator.

(Voting: For 4, Against 0, Abstentions 2)

873. **REQUEST FOR FINANCIAL ASSISTANCE**

REPORT: A request for financial assistance from local Scouts was considered.

Proposed by Councillor Peter Roy
Seconded by Councillor Ross Clark and

RESOLVED:

1. To receive and note the Report.

RESOLVED TO RECOMMEND TOWN COUNCIL:

2. To donate £500 from budget G14 Donations/RBL Wreaths to Scout Group to support their trip to the 25th World Scout Jamboree.

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

874. **REQUEST FOR FINANCIAL ASSISTANCE**

REPORT: A request for financial assistance from The Lighthouse Café Project was considered.

Proposed by Councillor Ross Clark
Seconded by Councillor Richard Moffatt and

RESOLVED:

1. To receive and note the Report.

RESOLVED TO RECOMMEND TOWN COUNCIL:

2. To donate £2,000 from budget P10 Community Projects to The Lighthouse Café Project to contribute towards the provision of a disabled toilet and ramp.

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

875. **VILLAGE HALL CARPARK**

REPORT: Long term arrangements for the Village Hall car park were discussed.

Proposed by Councillor Ross Clark
Seconded by Councillor Chris Johnson and

RESOLVED:

1. To receive and note the Report.

RESOLVED TO RECOMMEND TOWN COUNCIL:

2. To write a letter to the Village Hall Management Committee providing an update on the project.

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

876. **CORRESPONDENCE**

The letter received from Councillor Tony Hutt was discussed.
The Community Volunteer Group agreed to assess the planters and report back to the F&GP Committee.

877. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Chris Johnson
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 6, Against 0, Abstentions 0)

NOTE: The meeting was adjourned at this point for 15 minutes for the committee to make an on-site inspection of the retail unit and council offices.

878. **RETAIL UNIT**

REPORT FC/22/02: information on the feasibility and costings of converting the current retail unit into office space for the Town Council was considered.

Proposed by Councillor Peter Roy
Seconded by Councillor Chris Johnson and

RESOLVED:

1. To receive and note Report FC/22/02.

RESOLVED TO RECOMMEND TOWN COUNCIL TO:

2. To approve the conversion of the retail unit into office space.
3. To go out to tender for the building work based on the attached specification.
4. To accept the quote for the electrical work.

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

879. **FINANCIAL SOFTWARE**

REPORT FC/22/03 a proposal for the provision of an accounting software package was considered.

Proposed by Councillor Chris Johnson
Seconded by Councillor Nabin Siwa and

RESOLVED:

1. To receive and note Report FC/22/03.

RESOLVED TO RECOMMEND TOWN COUNCIL TO:

2. To approve the purchase of the financial software package from Scribe.

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

880. **PLAY AREA TRANSFERS**

REPORT FC/22/04 the documentation received from Folkestone & Hythe District Council including and update was considered.

Proposed by Councillor Chris Johnson
Seconded by Councillor Ross Clark and

RESOLVED:

1. To receive and note Report FC/22/04.

RESOLVED TO RECOMMEND TOWN COUNCIL TO:

2. To accept the transfer of the five play areas, which include, Harvest Way, Heron Forstal Avenue, Millfield, Stomers Lane and Widgeon Walk as set out in the draft heads of terms.

3. To start the transfer process whilst the repairs to Heron Forstal Avenue/Uphill are proceeding.

4. To remove the broken and damaged fencing from Widgeon Walk and re-enforce the boundary with hedge planting as part of the Queens Green Canopy project.

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

881. **FOLKESTONE SPORTS CENTRE TRUST LEASE UPDATE**

REPORT FC/22/05 an update on the work to secure a lease between Hawkinge Town Council and the Folkestone Sports Centre Trust was provided.

Proposed by Councillor Ross Clark
Seconded by Councillor Chris Johnson and

RESOLVED:

1. To receive and note Report FC/22/05.

2. A further update to be provided at the next F&GP meeting

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

882. **LAND AT AERODROME ROAD MAINTENANCE**
REPORT FC/22/06 quotes for maintenance of the newly acquired land at Aerodrome Road/Haven Drive were considered.

Proposed by Councillor Peter Roy
Seconded by Councillor Chris Johnson and

RESOLVED:

1. To receive and note Report FC/22/06.

RESOLVED TO RECOMMEND TOWN COUNCIL TO:

2. To award the work to remove the trees to Spearpoint Tree Services.

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

883. **LEAKES WOOD MAINTENANCE**
REPORT FC/22/07 quotes for maintenance of Leakes Wood were considered.

Proposed by Councillor Chris Johnson
Seconded by Councillor Richard Moffatt and

RESOLVED:

1. To receive and note Report FC/22/07.

RESOLVED TO RECOMMEND TOWN COUNCIL TO:

2. To approve the quote for the work.

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

884. **STAFF MATTERS**
REPORT FC/22/08 provides information on the Local Government Pension Scheme.

Proposed by Councillor Nabin Siwa
Seconded by Councillor Peter Roy and

RESOLVED:

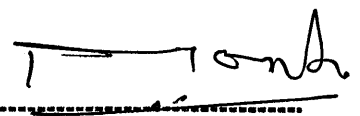
1. To receive and note Report FC/22/08.

RESOLVED TO RECOMMEND TOWN COUNCIL TO:

2. To offer all Council staff members the opportunity to join the KCC Local Government Pension Scheme.

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

Signed



CHAIRMAN

Date

7th Sept 2022