

# **Minutes of a meeting of the Finance and General Purposes Committee**

Held on 7 September 2022

Present: Councillor David Monk (Chairman), Ross Clark, Philip Martin, Les Palliser, Peter Roy

Officer Present: Sam Wills, Town Clerk

**885. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**

Councillor David Monk read out and signed the acceptance of office.

**886. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN**

The declaration of acceptance of office will be read and signed at the council offices at a later date.

**887. APOLOGIES FOR ABSENCE**

Councillor David Godfrey (prior engagement)  
Councillor Chris Johnson  
Councillor Richard Moffatt  
Councillor Nabin Siwa

**888. DECLARATIONS OF INTEREST**

Councillor Les Palliser declared a non-pecuniary interest in minute 894 as he is the Chairman of the Hawkinge Community Centre Trust, he provided information at the meeting but did not take part in the discussion or vote.

Councillor Philip Martin declared a non-pecuniary interest in minute 894 as he is the member of the Hawkinge Community Centre Trust, he remained in the room but did not take part in the discussion or vote.

**889. MINUTES**

The minutes of the meeting held on 6 July 2022 were approved as a correct record and signed by the Chairman.

Proposed by Councillor Peter Roy  
Seconded by Councillor Philip Martin and

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

**890. BUDGET MONITORING REPORT**

**REPORT FC/22/10** 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 Ross Clark and

**RESOLVED:**

1. To receive and note Report FC/22/10.
2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements.

**RESOLVE TO RECOMMEND TOWN COUNCIL TO:**

3. Bring £10,000 from the Services Reserves of £19,153 into budget G25a Miscellaneous Maintenance.

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

891. **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.

The certificate confirms there were no matters arising.

Proposed by Councillor Les Palliser  
Seconded by Councillor Peter Roy and

**RESOLVED:**

1. To receive and note the conclusion of the Annual Audit.

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

892. **CORRESPONDENCE**

Correspondence received from Pastor Ali Boddington of the Hawkinge Baptist Church was noted.

893. **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 5, Against 0, Abstentions 0)

894. **REQUEST FOR FINANCIAL ASSISTANCE**

**REPORT:** A request for financial assistance received from Hawkinge Community Centre Trust was considered.

Proposed by Councillor David Monk  
Seconded by Councillor Peter Roy and

**RESOLVED:**

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

**RESOLVED TO RECOMMEND TOWN COUNCIL TO:**

**2. Buy the assets from Hawkinge Community Centre Trust for £556.00**

(Voting: For 3, Against 0, Abstentions 2)

**895. MAYORAL HONOURS BOARD**

**REPORT FC/22/11:** Information regarding the purchase of a Mayoral Honours Board for the Hawkinge Town Council was considered.

Proposed by Councillor Philip Martin  
Seconded by Councillor Ross Clark and

**RESOLVED:**

**1. To accept the generous offer made by Councillor David Monk to make and donate an honours board for the Hawkinge Town Council Offices.**

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

**896. RETAIL UNIT CONVERSION TENDER EVALUATION**

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

Proposed by Councillor Les Palliser  
Seconded by Councillor Peter Roy and

**RESOLVED:**

**1. To receive and note Report FC/22/12.**

**RESOLVED TO RECOMMEND TOWN COUNCIL TO:**

**2. Award the contract to RUC.22.06**

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

**897. TREES ON HAVEN DRIVE MAINTENANCE**

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

Proposed by Councillor Les Palliser  
Seconded by Councillor Philip Martin and

**RESOLVED:**

**1. To receive and note Report FC/22/13.**

**RESOLVED TO RECOMMEND TOWN COUNCIL TO:**

**2. Award the contract for the planting of 9 Hornbeams as quoted in Appendix 2.**

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

898. **ATKINSON ROAD OPEN SPACE – TARGET HARDENING  
REPORT FC/22/14** A quote for the work to replace the damaged knee rail fencing around the Atkinson Road open space was considered.

Proposed by Councillor Ross Clark  
Seconded by Councillor Peter Roy and

**RESOLVED:**

1. To receive and note Report FC/22/14.

**RESOLVED TO RECOMMEND TOWN COUNCIL TO:**

2. Approve the tendering of work to replace the knee rail at Atkinson Road open space with bollards.
3. Delay the tendering process to the new year and fund from the 2023/24 budget.

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

899. **HAWKINGE COMMUNITY CENTRE – MAINTENANCE  
REPORT FC/22/15** A quote for repairs to the guttering was considered.

Proposed by Councillor Peter Roy  
Seconded by Councillor Ross Clark and

**RESOLVED:**

1. To receive and note Report FC/22/15.

**RESOLVED TO RECOMMEND TOWN COUNCIL TO:**

2. Approve the quote for the work.

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