

# Hawkinge Town Council

[www.hawkinge-tc.gov.uk](http://www.hawkinge-tc.gov.uk)

Town Mayor: Councillor Chris Johnson



Sam Wills, Town Clerk  
Town Council Offices  
Hawkinge Community Centre  
Heron Forstal Avenue  
Hawkinge Kent CT18 7FP  
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TO: MEMBERS OF HAWKINGE TOWN COUNCIL

**YOU ARE HEREBY SUMMONED** to attend a Meeting of HAWKINGE TOWN COUNCIL to be held on **WEDNESDAY 14 JUNE 2023 at 7.00pm** in Hawkinge Community Centre, Heron Forstal Avenue, Hawkinge.

A handwritten signature in black ink that reads 'S Wills'.

Sam Wills  
Town Clerk

The Chairman will take questions from members of the public before the meeting commences. (Time limit 30 minutes). A member of the public shall not speak for more than 3 minutes.

## **A G E N D A**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

Members of the Council 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.

### **3. MINUTES**

To approve and sign the minutes of the meeting held on 10 May 2023.

### **4. TOWN MAYOR'S COMMUNICATIONS**

To receive and note the report from the Town Mayor.

5. **CLERKS REPORT** To receive and note the report from the Town Clerk updating progress of ongoing projects.

6. **FINANCIAL MATTERS**

A copy of the schedule of payments made on the Council's behalf is attached at **appendix 1**.

***Please contact the Town Clerk before the meeting if you have any queries on the items listed.***

**RECOMMENDATION: To authorise the schedule of payments attached at Appendix 1.**

7. **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

To receive and note the minutes of the meeting held on 31 May 2023.

8. **HARVEST WAY OPEN SPACE WILDFLOWER MEADOW**

**REPORT HTC/23/07** encloses report FC/23/04 considered by the Finance & General Purposes committee on 31 May 2023, which provided the quotes received for the creation of a wildflower meadow in the Harvest Way open space.

9. **HAWKINGE COMMUNITY CENTRE GUTTER REPAIRS**

**REPORT HTC/23/08** encloses report FC/23/05 considered by the Finance & General Purposes committee on 31 May 2023, which provides a recommendation for decision.

10. **GRANT APPLICATION**

**REPORT:** A grant application has been received from the Hawkinge Brownies Rangers, Guides and Rainbows. Attached at **Appendix 2**.

The Finance and General Purposes Committee considered the application and made the following recommendation.

**RECOMMENDATION:**

- 1. To receive and note the Report.**
- 2. To donate £600 to the Hawkinge Brownies, Rangers, Guides and Rainbows.**

11. **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.

12. **HAWKINGE COMMUNITY CENTRE CARPARK POTHOLE**

**REPORT HTC/23/09** encloses report FC/23/07 considered by the Finance & General Purposes committee on 31 May 2023, which provides quotes for the permanent repair of the potholes at the community centre carpark.

13. **INVESTMENTS AND RESERVES**  
**REPORT HTC/23/10** encloses report FC/23/08 considered by the Finance & General Purposes committee on 31 May 2023, which attaches two policies for the committee's consideration. An Investment Policy and a Financial Reserves Policy. It also contains recommendations for investment of the Council's reserves.
14. **ELECTRIC VEHICLES CHARGE POINTS AGREEMENT**  
**REPORT HTC/23/11** attaches a copy of the agreement for approval.
15. **COUNCILLOR VACANCY** to review the applications for the vacant position of Councillor for the Uphill ward. Attached at **Appendix 3**.  
  
**RECOMMENDATION:** To determine who to appoint to the vacant position.
16. **CORRESPONDENCE**

# Hawkinge Town Council

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## Minutes of a Meeting of Hawkinge Town Council

Held at: Hawkinge Community Centre, Heron Forstal Avenue,  
Hawkinge, Kent, CT20 7FP

Date: 10 May 2023

Present: Councillor Philip Martin (In the Chair to open the meeting), Councillors Ross Clark, Steve Cook, Zoe Cutting, David Godfrey, Glyn Hibbert, Chris Johnson, Malcolm MacKenny, Louise McGettrick, Richard Moffatt, Don Valente and James Valente

Officer Present: Mrs Sam Wills, Town Clerk & RFO

The Chairman took questions from the public before the commencement of the meeting. These are set out on the attached schedule.

### 2468. **APPOINTMENT OF TOWN MAYOR**

Proposed by Councillor Malcolm MacKenny  
Seconded by Councillor Ross Clark

To appoint Councillor Chris Johnson as Town Mayor.

Councillor Glyn Hibbert proposed to appoint Councillor David Godfrey as Town Mayor, Councillor David Godfrey asked Councillor Chris Johnson to clarify how he proposed to fulfil the role. Councillor David Godfrey accepted the explanation and deferred to Councillor Chris Johnson.

**RESOLVED: To appoint Councillor Chris Johnson as Town Mayor and Chairman of the Council for 2023/24.**

(Voting: For 9; Against, 3; Abstentions, 0;)

### 2469. **DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR**

Councillor Chris Johnson signed the declaration of acceptance of office and took the Chair for the rest of the meeting.

### 2470. **APPOINTMENT OF DEPUTY TOWN MAYOR**

Proposed by Councillor Ross Clark  
Seconded by Councillor Richard Moffatt

**RESOLVED: To appoint Councillor Steve Cook as Deputy Town Mayor for 2023/24.**

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

2471. **DECLARATION OF ACCEPTANCE OF OFFICE OF DEPUTY TOWN MAYOR**

Councillor Steve Cook signed the declaration of acceptance of office

2472. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2473. **MINUTES**

The minutes of the meeting held on 12 April 2023 were submitted and approved as a correct record and signed by the Chairman.

Proposed by Councillor Ross Clark  
Seconded by Councillor David Godfrey and

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

2474. **FINANCIAL MATTERS**

The schedule of payments made as circulated with the agenda as Appendix 1.

Proposed by Councillor Philip Martin  
Seconded by Councillor Richard Moffatt and

**RESOLVED: To receive and adopt the schedule of payments.**

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

2475. **MINUTES OF THE PLANNING COMMITTEE**

The minutes of the Planning Committee of 25 April 2023 were submitted.

Proposed by Councillor Ross Clark  
Seconded by Councillor Philip Martin and

**RESOLVED: To receive and note the minutes of the Planning Committee of 25 April 2023.**

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

2476. **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

The minutes of the Finance and General Purposed Committee of 3 May 2023 were submitted.

Proposed by Councillor David Godfrey  
Seconded by Councillor Richard Moffatt and

**RESOLVED: To receive and note the minutes of the Finance & General Purposes Committee of 3 May 2023.**

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

2477. **REPORT ON INTERNAL CONTROL YEAR ENDED 31 MARCH 2023**  
**REPORT HTC/23/01** Sets out the Town Council's Statement of Internal Control for the year ending 31 March 2023 to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2023.

The Statement of Internal Control supports box 6 of the Annual Governance Statement made by the Council at Section 1 of the Annual Return to the Council's External Auditor, PKF Littlejohn LLP.

Proposed by Councillor Philip Martin  
Seconded by Councillor Ross Clark and

**RESOLVED:**

1. **To receive and note Report HTC/23/01**
2. **To approve and endorse the Statement on Internal Control for the year ended 31 March 2023.**
3. **To authorise the Chairman of the Town Council to sign the Statement of Internal Control for the Year Ended 31 March 2023.**
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;)

2478. **REPORT OF THE INDEPENDENT INTERNAL AUDITOR**  
**REPORT HTC/23/02** encloses the report of the Independent Internal Auditor and Section 4 of the Annual Return to the Audit Commission which has been signed by the Independent Internal Auditor

Proposed by Councillor David Godfrey  
Seconded by Councillor Malcolm MacKenny and

**RESOLVED:**

1. **To receive and note Report HTC/23/02.**
2. **To receive and endorse the report of the Independent Internal Auditor and the Annual Return.**

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

2479. **ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2023**  
**REPORT HTC/23/03** attaches the Annual Governance Statement and the Accounting Statements for 2022/23 and asks the Council to adopt them for submission to Mazars, the external auditor.

Proposed by Councillor Steve Cook  
Seconded by Councillor Philip Martin and

**RESOLVED:**

1. **To receive and note Report FC/23/03.**
2. **To approve and endorse the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2023.**

3. To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2023.
4. To authorise the Town Mayor to sign the Accounts contained within the Annual Return for 2022/23 and the Annual Governance Statement.
5. To note the period for the Exercise of Public Rights from Monday 12 June to Friday 21 July 2023.

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

2480. **POWER OF GENERAL COMPETENCE**

**REPORT HTC/23/04** provides detail on the power of general competence legislation and asks the Council to confirm it meets the conditions to qualify and use the power.

Proposed by Councillor Chris Johnson  
Seconded by Councillor David Godfrey and

**RESOLVED: To confirm the Council meets the conditions to qualify and to continue to use the Power of General Competence.**

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

2481. **APPOINTMENTS TO COMMITTEES 2023/24**

**REPORT HTC/23/05** asks the Council to make appointments to Committees for 2023/24.

Proposed by Councillor Steve Cook  
Seconded by Councillor Ross Clark and

**RESOLVED:**

1. To receive and note Report HTC/23/05.
2. To appoint Councillors:
  1. Ross Clark
  2. David Godfrey
  3. Chris Johnson
  4. Philip Martin
  5. Richard Moffatt
  6. Malcolm MacKenny
  7. Glyn Hibbert
  8. Zoe CuttingAs members of the Finance and General Purposes Committee.
3. To note the next meeting to be held on 31 May 2023, the schedule of meetings for 2023/24 to be confirmed then.

**RESOLVED:**

4. To appoint Councillors:
  1. Steve Cook
  2. Philip Martin
  3. Richard Moffatt

4. James Valente

5. Don Valente

6. Chris Johnson

As members of the Planning Committee.

5. To note the next meeting to be held on 27 June 2023, the schedule of meetings 2023/24 to be confirmed then.

**RESOLVED:**

6. To appoint Councillors:

1. Chris Johnson

2. Philip Martin

3. James Valente

4. Don Valente

5. Malcolm MacKenny

6. Ross Clark

As members of the Personnel Committee.

**RESOLVED:**

7. To appoint Councillors:

1. Ross Clark

2. Steve Cook

3. David Godfrey

4. Richard Moffatt

5. Philip Martin

6. Glyn Hibbert

7. James Valente

8. Don Valente

As members of the Master Planning Working Group.

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

**2482. APPOINTMENTS TO OUTSIDE BODIES 2023/24**

**REPORT HTC/23/06** details the Town Council representatives serving on outside bodies and recommends the appointment of representatives to serve for the following municipal year 2023/24.

**THE COUNCIL AGREED:**

1. To receive and note the Report HTC/23/06

2. To appoint Councillors Louise McGettrick and Zoe Cutting, to represent the Town Council at the Village Hall Committee.

3. To appoint Councillors Philip Martin and Richard Moffatt to represent the Town Council at the Kent Association of Local Councils.

**2483. SCHEDULE OF MEETING DATES**

**REPORT:** The Town Council meets on the second Wednesday of the month with the exception of August. **Appendix 2** provides a schedule of the dates.

Proposed by Councillor Chris Johnson

Seconded by Councillor Malcolm MacKenny and



**RESOLVED:**

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

2. To adopt schedule of meeting dates for 2023/24, two dates to be reviewed.

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

2484. **CORRESPONDENCE**

Email correspondence received from young resident regarding provision of a skatepark in Hawkinge.



**CLERK'S REPORT**  
**HAWKINGE TOWN COUNCIL MEETING**  
**14 June 2023**

- Planning permission for the overflow carpark at the Community Centre has been awarded with conditions.
- The consultant has been given instructions to complete a work specification to satisfy these conditions, which the council can then put out to tender using the government website.
- 3 cars parked in the village hall carpark have been identified by the PCSO as having no keeper, the council is working with the district council to have them removed.
- Corbett Road and Atkinson Road play park surfaces repairs to be carried out week commencing 12 June 2023.
- Planning permission for the removal and replacement of the Whitebeam Trees and reduction of the Poplar on Pannell Drive has been awarded. Work to commence shortly.

## Hawkinge Town Council

### PAYMENTS LIST

| Voucher      | Code                         | Date       | Minute | Bank            | Cheque No | Description                    | Supplier                    | VAT Type | Net              | VAT             | Total            |
|--------------|------------------------------|------------|--------|-----------------|-----------|--------------------------------|-----------------------------|----------|------------------|-----------------|------------------|
| 17           | Salaries                     | 19/05/2023 |        | Staff Costs     |           | Staff Costs                    | HMRC                        | Z        | 1,060.91         |                 | 1,060.91         |
| 19           | Salaries                     | 19/05/2023 |        | Staff Costs     |           | Staff Costs                    | KCC Pension Fund            | Z        | 1,194.47         |                 | 1,194.47         |
| 28           | Mayors Charity Donations (la | 19/05/2023 |        | Current Account |           | Donation                       | Hope for Tomorrow           | Z        | 1,500.00         |                 | 1,500.00         |
| 27           | Mayors Charity Donations (la | 19/05/2023 |        | Current Account |           | Donation                       | East Kent Hospitals Charity | Z        | 1,500.00         |                 | 1,500.00         |
| 29           | Legal Costs                  | 19/05/2023 |        | Current Account |           | Legal Fees                     | Kingsfords Solicitors       | S        | 250.00           | 50.00           | 300.00           |
| 30           | Town Council Initiatives     | 19/05/2023 |        | Current Account |           | Refreshments                   | Buttys Takeaway Ltd         | S        | 114.00           | 22.80           | 136.80           |
| 31           | Town Council Initiatives     | 19/05/2023 |        | Current Account |           | Refreshments                   | Buttys Takeaway Ltd         | S        | 76.00            | 15.20           | 91.20            |
| 32           | Town Council Initiatives     | 19/05/2023 |        | Current Account |           | Refreshments                   | Buttys Takeaway Ltd         | S        | 76.00            | 15.20           | 91.20            |
| 41           | Salaries                     | 25/05/2023 |        | Staff Costs     |           | Staff Costs                    | Salaries                    | Z        | 3,088.69         |                 | 3,088.69         |
| 44           | Maintenance Contracted       | 05/06/2023 |        | Current Account |           | Monthly Maintenance Contract   | Harmer & Sons               | S        | 3,653.21         | 730.64          | 4,383.85         |
| 45           | Additional Grounds Maintena  | 05/06/2023 |        | Current Account |           | Removal of fallen tree - Panne | Harmer & Sons               | S        | 280.00           | 56.00           | 336.00           |
| 46           | Play Equip, & Maint.         | 05/06/2023 |        | Current Account |           | Miscellaneous Maintenance      | Harmer & Sons               | S        | 104.00           | 20.80           | 124.80           |
| 47           | Office Cleaning & Supplies   | 05/06/2023 |        | Current Account |           | Cleaning Services              | Office Cleaner              | Z        | 24.00            |                 | 24.00            |
| 43           | Office Repairs/Renewals      | 05/06/2023 |        | Current Account |           | Scribe Subscription            | Scribe Accounts             | S        | 856.00           | 171.20          | 1,027.20         |
| <b>Total</b> |                              |            |        |                 |           |                                |                             |          | <b>13,777.28</b> | <b>1,081.84</b> | <b>14,859.12</b> |

# Hawkinge Town Council

[www.hawkinge-tc.gov.uk](http://www.hawkinge-tc.gov.uk)

Report Number **HTC/23/07**

**To:** Town Council  
**Date:** 14 June 2023  
**Status:** For Decision  
**From:** Town Clerk

**Subject:** HARVEST WAY OPEN SPACE WILDFLOWER MEADOW REPORT

**SUMMARY:** This report encloses Report FC/23/04 which was considered by the Finance & General Purposes committee at the meeting on 31 May 2023 (minute 955).

## **REASON FOR RECOMMENDATION:**

The Council is asked to consider the recommendations set out below because:

- (a) The Council is committed to providing high quality services to the local community, and best value for money.
- (b) The Council is committed to prioritising its work to reflect the needs of the local community.
- (c) The Council is committed to keeping its assets in good order.

## **RECOMMENDATIONS:**

- 1. To receive and note Report HTC/23/07.**
- 2. To sow wildflowers on the area designated 'Bee Kind' on the Harvest Way open space.**
- 3. To recommend awarding the work to contractor C.**

## **BACKGROUND**

The Finance and General Purposes Committee considered the enclosed report at its meeting on 31 May 2023 and resolved to make the recommendations laid out above.

## **CONTACT OFFICER AND BACKGROUND DOCUMENTS**

If you have any queries about this report please contact The Town Clerk.

Tel: 01303 893928 or email: [Clerk@Hawkinge-tc.gov.uk](mailto:Clerk@Hawkinge-tc.gov.uk) prior to the meeting.

# Hawkinge Town Council

[www.hawkinge-tc.gov.uk](http://www.hawkinge-tc.gov.uk)

Report Number **FC/23/04**

**To:** Finance and General Purposes Committee  
**Date:** 31 May 2023  
**Status:** For Decision

**Subject;** HARVEST WAY OPEN SPACE WILDFLOWER MEADOW REPORT

**SUMMARY:** This report details quotes received for the creation of a wildflower meadow in the Harvest Way open space known as the 'Bee Kind' area.

## **REASON FOR RECOMMENDATION:**

The Committee is asked to consider the recommendations set out below because the Town Council is obligated to maintain its land, improve the environment and provide the best value for money.

## **RECOMMENDATIONS:**

1. To receive and note report FC/23/04

### **RESOLVE TO RECOMMEND TOWN COUNCIL:**

2. To sow wildflowers on the area designated 'Bee Kind' on the Harvest Way open space.
3. To recommend awarding the work to contractor B.

## 1. **INTRODUCTION:**

At the Master Planning meeting on the 22 March 2023 it was resolved to propose to F&GP a scheme to re-wild a designated area of the open space at Harvest Way. The area had previously been marked as a 'Bee Kind' area by FHDC and the grass left unmown. (Site shown below).

When the site was to be transferred to the Hawkinge Town Council, FHDC agreed to cut back the grass as it was deemed the attempt to re-wild had not been that successful and would need more work.

Costs have been obtained to assess the feasibility of sowing a wildflower meadow in the area.

The cost of the work to come from budget 34 Project and Facilities Management.

Three quotes from different contractors have been obtained as follows:

**Contractor A**

| <b>Description</b>   | <b>Cost</b>   |
|--|---------------|
| To cut grass short and remove as much as possible off site |               |
| To break the surface in preparation for the seed           |               |
| To supply a wild flower seed mix                           |               |
| To sow seed, rake and cover                                |               |
| <b>Total exc. VAT</b>                                      | <b>£6,400</b> |

**Contractor B**

| <b>Description</b>   | <b>Cost</b>   |
|--|---------------|
| To cut grass short and remove as much as possible off site |               |
| To break the surface in preparation for the seed           |               |
| To supply a wild flower seed mix                           |               |
| To sow seed, rake and cover                                |               |
| <b>Total exc. VAT</b>                                      | <b>£5,030</b> |

**Contractor C**

| <b>Description</b>   | <b>Cost</b>   |
|--|---------------|
| To cut grass short and remove as much as possible off site |               |
| To break the surface in preparation for the seed           |               |
| To supply a wild flower seed mix                           |               |
| To sow seed, rake and cover                                |               |
| <b>Total exc. VAT</b>                                      | <b>£2,250</b> |



## 2. **CONTACT OFFICER AND BACKGROUND DOCUMENTS**

If you have any queries about this report please contact;  
The Responsible Finance Officer of the Council email: [Clerk@Hawkinge-tc.gov.uk](mailto:Clerk@Hawkinge-tc.gov.uk)  
prior to the meeting.

Background Documents: Council files held by the Clerk.

# Hawkinge Town Council

[www.hawkinge-tc.gov.uk](http://www.hawkinge-tc.gov.uk)

Report Number **HTC/23/08**

**To:** Town Council  
**Date:** 14 June 2023  
**Status:** For Decision  
**From:** Town Clerk

**Subject:** HAWKINGE COMMUNITY CENTRE GUTTER REPAIRS REPORT

**SUMMARY:** This report encloses Report FC/23/05 which was considered by the Finance & General Purposes committee at the meeting on 31 May 2023 (minute 956).

## **REASON FOR RECOMMENDATION:**

The Council is asked to consider the recommendations set out below because:

- (a) The Council is committed to providing high quality services to the local community, and best value for money.
- (b) The Council is committed to prioritising its work to reflect the needs of the local community.
- (c) The Council is committed to keeping its assets in good order.

## **RECOMMENDATIONS:**

- 1. To receive and note Report HTC/23/08.**
- 2. To approve the quote and award the work to contractor A.**
- 3. To vire £11,000 from the general fund to budget 33 to cover the costs of the repairs.**

## **BACKGROUND**

The Finance and General Purposes Committee considered the enclosed report at its meeting on 31 May 2023 and resolved to make the recommendations laid out above.

## **CONTACT OFFICER AND BACKGROUND DOCUMENTS**

If you have any queries about this report please contact The Town Clerk.

Tel: 01303 893928 or email: [Clerk@Hawkinge-tc.gov.uk](mailto:Clerk@Hawkinge-tc.gov.uk) prior to the meeting.



# Hawkinge Town Council

[www.hawkinge-tc.gov.uk](http://www.hawkinge-tc.gov.uk)

Report Number **FC/23/05**

**To:** Finance and General Purposes Committee  
**Date:** 31 May 2023  
**Status:** For Decision

**Subject:** HAWKINGE COMMUNITY CENTRE GUTTER REPAIRS REPORT

**SUMMARY:** This report provides information on the work carried out to find a solution to the leaking guttering at the Hawkinge Community Centre and a recommendation.

## **REASON FOR RECOMMENDATION:**

The Committee is asked to consider the recommendations set out below because the Town Council is obligated to maintain its property and provide the best value for money.

## **RECOMMENDATIONS:**

**1. To receive and note report FC/23/05**

## **RESOLVE TO RECOMMEND TOWN COUNCIL:**

- 2. To approve the quote and award the work to contractor A.**
- 3. To vire £11,000 from the general fund to budget 33 to cover the costs of the repairs.**

## **1. INTRODUCTION:**

Hawkinge Community Centre suffers from water leaking from the box gutters around the foyer where the metal roof meets the glass roofing. Over the last 4 years the Clerk has contacted numerous contractors to find a solution to the problem. Because of the difficulty of access to the problem areas (primarily over the pyramid roof of the atrium) contractors have either declined to quote or been unable to come up with a cost effective, guaranteed solution.

Prices to fully line the guttering with a rubber membrane which included a bespoke scaffolding solution proved to be too high to be a practical solution.

A proposal to cover the joints in the gutters with a membrane was tested at one location but proved ineffective, with no further options to offer the proposal was abandoned by the contractor.

Below are details of a contractors solution to the problem which seems economically feasible and viable as they will provide a 10 year guarantee.

After seeking advice from the internal auditor concerning the need for 3 quotes it has been advised that in view of the technical difficulties and that every effort has

been made, the committee can waive the standing orders in this instance and make a recommendation to award the work if they are minded to do so.

The cost of the work to come from budget 33 Capital Repairs and Renewals. To vire £11,000 from the general fund to budget 33 to cover the costs of the repairs.

**Contractor A**

| <b>Description</b>   | <b>Cost</b>    |
|--|----------------|
| To supply suitable scaffolding structure to access the necessary area.   | <b>£18,000</b> |
| To cover the internal box gutters on the front of the property with Flexi Grip GRP (glass reinforced plastic). | <b>£5,000</b>  |
| Area worked on to be guaranteed for 10 years.  |                |
|  |                |
| <b>Total exc. VAT</b>  | <b>£23,000</b> |

**2. CONTACT OFFICER AND BACKGROUND DOCUMENTS**

If you have any queries about this report please contact;

The Responsible Finance Officer of the Council email: [Clerk@Hawkinge-tc.gov.uk](mailto:Clerk@Hawkinge-tc.gov.uk) prior to the meeting.

Background Documents: Council files held by the Clerk.

# Hawkinge Town Council

[www.hawkinge-tc.gov.uk](http://www.hawkinge-tc.gov.uk)



## Application for Grant for Voluntary Organisations

Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

|     |   |  |
|-----|---|--|
| 1.  | Name of Organisation  | HAWKINGE RAINBOWS, BROWNIES<br>GUIDES AND RANGERS  |
| 2.  | Name, Address and Status of Contact   | ROBYN POWNEY<br>[REDACTED]<br>BROWNIE + RANGER LEADER IN<br>CHARGE   |
| 3.  | Telephone Number of Contact   | [REDACTED]   |
| 4.  | Is the Organisation a Registered Charity?   | Yes <input checked="" type="radio"/> No <input type="radio"/>  |
| 5.  | Amount of grant requested   | £ 600 (£150 per unit)  |
| 6.  | For what purpose or project is the grant requested?   | EXTEND PROVISION OF GUIDING TO<br>EXPAND AGE RANGE WITH UPDATED<br>RESOURCES AND TO AID ADVENTUROUS<br>ACTIVITIES FOR FAMILIES IN NEED |
| 7.  | What will be the total cost of the above project?   | £ 800 - 1000 INCLUDING REBRAND   |
| 8.  | If the total cost of the project is more than the grant, how will the residue be financed?                            | FUNDRAISING EVENTS   |
| 9.  | Have you applied for a grant for the same project to another organisation?<br>If so, which organisation and how much? | N/A  |
| 10. | Who will benefit from the project?  | GIRLS LIVING IN HAWKINGE AGED<br>4 - 18  |
| 11. | Approximately how many of those will benefit are parishioners?  | P  |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....*[Signature]*.....Date 21.4.23

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Sent: Monday, May 22, 2023 10:11 AM  
To: Clerk @ Hawkinge Town Council <clerk@hawkinge-tc.gov.uk>  
Subject: Additional information for town council grant (Hawkinge Girlguiding)

Dear Sam,

Thank you for your call asking us to explain our project more fully.

Girlguiding is an organisation that empowers girls to find their voice, discover their best and make a positive difference in the community. It is a girl-led and safe space just for them, they choose what they do from activities, sitting on panels and councils and campaigning. It is also a place where all girls can have an equal sense of belonging, all through the work of a team of amazing volunteers.

In Hawkinge, we run as a "family unit" this means that all the groups meet on the same night in the same place. This helps us retain members and keep a secure transition. We have had some girls who started at 5 in rainbows just become rangers at 14!

Recently there has been some changes in Girlguiding that has allowed us to expand and reach more girls in the Hawkinge community. Rainbows are now allowed to start from 4, which has meant that some are not at school, and have different needs to before. We have also been able to open up and expand a ranger unit for girls aged 14-18. This is an important time in their lives and we are grateful for the leaders we have been able to recruit to take us further on our journey. Recently the guide unit has doubled in size – a massive achievement and the brownies have expanded to help with the flow from rainbows to guides. All of this has happened alongside a national rebranding!

This has meant that there needs to be some changes to what we do and the resources we need to run the units effectively, this is where the funding request comes in. The project we would like some help with is to help us expand and keep up with the demands that this entails.

The money will be used in different ways depending on the group within the family. For example, the rainbows now need equipment that fits smaller, less developed hands, for example spring-loaded scissors, chunky pencils and grippers as well as extra kit and health first aid for non-school aged children.

The brownies has had to add an extra six (group) to accommodate extra girls and requires additional sets of pens/pencils/glues and resources from the Girlguiding shop such as skill-builder cards at £3.25

a pack. (This is due to girls having an extra year to complete more in rainbows, so we have a different level of skill when they reach us at the age of 7 for example).

This has also had a knock on effect with the guides who are in a similar position, expanding so quickly means they are short of general resources like pens, scissors, pencils and paper as well as the Girlguiding programme books £8 each. The unit is also lacking enough camp equipment and funds to be able to offer all the girls the opportunity to go away.

The ranger unit, as a newly opened entity in April has nothing of its own yet, aside from a few of the free unit meeting activity cards. Overall this is not a problem yet as the numbers are small, and we can increase the programme over time, by being able to buy additional cards and resources like the UMAs for meetings that cost £3.85 a pack (there are currently 10 packs) and additional skill builders. The programme for rangers also requires some more specialist equipment like tools and machinery that is a step up from the brownies and guides, for example different types of knives, we have embarked on the commonwealth award, this is a precursor to things like DofE, and encourages the girls to learn about the commonwealth, themselves and do at least 12 hours of community service which can be ticked off in special booklets. These cost of each book is £3 a girl and we would like to get them one each (there are 5 in the unit completing so far) so that they can use their time wisely and become members of the Hawkinge community that give back with a sense of purpose, and self-esteem in a time when, with exams and other pressures makes them vulnerable to the pressures of the outside world.

If you would like to see some of the prices of items that are Girlguiding resources or for more information about the changes you will be able to see on the Girlguiding website.

We would all be most grateful for any funding that you are able to help us with in any way you can.

Kind regards

Robyn (Snowy Owl) Leader of Hawkinge brownies and rangers, assistant leader guides and rainbows

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Do you shop online? Do it through [easyfundraising.org.uk](https://www.easyfundraising.org.uk) and raise a free donation for 1st Hawkinge Brownie Unit every time you shop!

<https://www.easyfundraising.org.uk/causes/girlguidinglaser1sthawkingebrownieunit/>