

Hawkinge Town Council

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Town Mayor: Councillor Chris Johnson



Meeting: Finance and General Purposes Committee
Date: 27 September 2023
Time: 19:00
Place: Town Council Offices, Hawkinge Community Centre

AGENDA

1. APOLOGIES FOR ABSENCE

2. 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.

3. MINUTES

To consider and approve as a correct record the minutes of the meeting held on 26 July 2023.

4. BUDGET MONITORING

REPORT FC/23/17 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.

5. 80TH ANNIVERSARY OF D-DAY – 6 JUNE 2024

REPORT FC/23/18 provides information and ideas for the celebration of the 80th anniversary of the D-Day landings.

6. PAST MAYORS BADGES

REPORT the council is purchasing two new past mayor's badges from Frame Regalia at a cost of £360.00 + VAT each.

RECOMMENATION: To receive and note the report.

7. CHURCHILL FIELD – QUEENS GREEN CANOPY

REPORT it has been brought to the council's attention that the whips planted on Churchill Field for the Queens green canopy project have not taken well and few have survived. It has been suggested that the remaining whips be removed and the area returned to grass.

RECOMMENDATION: To determine if the committee wishes to recommend to council to remove the remaining whips and return the area to grass.

8. **WILDFLOWER MEADOW**

REPORT a proposal has been put forward to name the new wildflower meadow being created on Harvest Way 'Kim's Meadow' in memory of Cllr David Godfrey's late wife Kim. A plaque to be installed in the Spring when the meadow will be at its best.

RECOMMENDATION:

1. To receive and note the report.

TO RECOMMEND TO TOWN COUNCIL:

2. To name the wildflower meadow on Harvest Way 'Kim's Meadow' in memory of Kim Godfrey, Cllr David Godfrey's late wife.

3. To install a plaque on-site in Spring 2024.

9. **CARPARK DISABLED BAYS** to discuss potential improvements to the provision of disabled parking bays.

10. **CORRESPONDENCE**

Letter received from resident regarding improvements to access of Churchill Field.

Minutes of meeting of the Finance and General Purposes Committee

Held on 26 July 2023

Present: Councillor Malcolm MacKenny (Chairman), Ross Clark, Zoe Cutting, Glyn Hibbert, Chris Johnson, Richard Moffatt

Officer Present: Sam Wills, Town Clerk

967. **APOLOGIES FOR ABSENCE**

Councillor David Godfrey, Philip Martin

968. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

969. **MINUTES**

The minutes of the meeting held on 31 May 2023 were approved as a correct record and signed by the Chairman.

Proposed by Councillor Richard Moffatt
Seconded by Councillor Ross Clark and

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

970. **BUDGET MONITORING**

REPORT FC/23/13 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 Chris Johnson
Seconded by Councillor Glyn Hibbert and

RESOLVED:

- 1. To receive and note Report FC/23/13.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements.**

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

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

REPORT FC/23/15 detailed quotes received for the target hardening of the open space at Atkinson Road.

Proposed by Councillor Chris Johnson
Seconded by Councillor Richard Moffatt and

RESOLVED:

- 1. To receive and note report FC/23/15**
- RESOLVE TO RECOMMEND TOWN COUNCIL:**
- 2. To approve the quote and award the work to contractor C.**

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

972. PLAY AREA MAINTENANCE

REPORT FC/23/14 provided a draft schedule of work for the maintenance and improvement of the play areas in Hawkinge for the consideration of the committee.

Proposed by Councillor Ross Clark
Seconded by Councillor Zoe Cutting and

RESOLVED:

1. To receive and note report FC/23/14

RESOLVE TO RECOMMEND TOWN COUNCIL:

2. To adopt the attached schedule of maintenance for the play parks.

3. To add the schedule to the business plan for the purposes of future budget setting.

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

973. REPLACEMENT SPRINGERS FOR PLAYPARKS

REPORT FC/23/16 detailed quotes received of the replacement of 2 springers at Heron Forstal Avenue play park and 2 springers at Harvest Way play park.

Proposed by Councillor Chris Johnson
Seconded by Councillor Ross Clark and

RESOLVED:

1. To receive and note report FC/23/16

RESOLVE TO RECOMMEND TOWN COUNCIL:

2. To approve the quote and award the work to contractor A.

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

974. CORRESPONDENCE

Kent County Council Local Transport Plan - Consultation.

NOTE: The carpark project was discussed in general terms before the meeting was closed to the public.

975. 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.

Proposed by Councillor Chris Johnson
Seconded by Councillor Ross Clark and

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

976. UPDATE ON PROGRESS OF THE CARPARK PROJECT

Proposed by Councillor Chris Johnson
Seconded by Councillor Richard Moffatt and

RESOLVED:

- 1. To instruct the Clerk to investigate with Martello Building Consultancy the re-surfacing of the Upper Carpark and the Village Hall Carpark.**
- 2. To bring the report to the Full Council meeting on 6 September for review.**

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

Hawkinge Town Council

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Report Number **FC/23/17**

To: Finance and General Purposes Committee
Date: 27 September 2023
Status: For Decision

Subject; HAWKINGE TOWN COUNCIL BUDGET MONITORING STATEMENT

SUMMARY: This monitoring report provides the latest budget monitoring information.

REASON FOR RECOMMENDATION:

The Finance and General Purposes Committee is asked to agree the recommendations set out below because it needs to be kept informed of the budget position and take appropriate action to deal with any variance from the approved budget.

RECOMMENDATION:

- 1. To receive and note Report FC/23/17.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements.**

1. INTRODUCTION

REPORT FC/23/17 gives the latest budget monitoring information and bank reconciliation and recommends the Chairman of the Committee to sign the bank statements in accordance with good practice.

2. CONTACT OFFICER AND BACKGROUND DOCUMENTS

If you have any queries about this report please contact The Responsible Finance Officer of the Council

Tel: 01303 893928 or email: Clerk@Hawkinge-tc.gov.uk prior to the meeting.

Background Documents:

The following background information has been used in the preparation of this report. Budget monitoring working papers held by the Town Clerk and Responsible Finance Officer.

Hawkinge Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

18 September 2023 (2023-2024)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				80,000.00	29,337.73	50,662.27	50,662.27 (63%)
2	Temporary Staff Costs							(N/A)
3	Payroll Services				3,182.70	360.00	2,822.70	2,822.70 (88%)
6	Expenses				800.00	327.50	472.50	472.50 (59%)
7	Kent Assoc Local Councils				1,968.33	1,695.00	273.33	273.33 (13%)
8	Soc of Local Council Clerks				404.79		404.79	404.79 (100%)
12	Training				2,543.00	446.00	2,097.00	2,097.00 (82%)
13	Hire of Halls				500.00	87.00	413.00	413.00 (82%)
14	Donations/RBL wreaths				3,500.00	600.00	2,900.00	2,900.00 (82%)
SUB TOTAL					92,898.82	32,853.23	60,045.59	60,045.59 (64%)

Capital

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	PWLB Loan - 504221				15,450.00	7,914.82	7,535.18	7,535.18 (48%)
31	PWLB Loan - 507795				4,612.34	2,015.90	2,596.44	2,596.44 (56%)
33	Repairs and Renewals				35,608.75	16,233.32	19,375.43	19,375.43 (54%)
SUB TOTAL					55,671.09	26,164.04	29,507.05	29,507.05 (53%)

Civic Duties

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Civic Events				3,824.54	179.00	3,645.54	3,645.54 (95%)
5	Charity Events		1,840.00	1,840.00		1,002.00	-1,002.00	838.00 (N/A)
15	Mayors Charity Donations (last y					3,000.00	-3,000.00	-3,000.00 (N/A)
SUB TOTAL			1,840.00	1,840.00	3,824.54	4,181.00	-356.46	1,483.54 (38%)

Democratic Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Election Costs				11,000.00	7,124.72	3,875.28	3,875.28 (35%)
20	Audit Fees				2,318.53	1,027.90	1,290.63	1,290.63 (55%)
SUB TOTAL					13,318.53	8,152.62	5,165.91	5,165.91 (38%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Precept	330,645.94	165,322.50	-165,323.44				-165,323.44 (-50%)
44	FHDC Grants							(N/A)
45	KCC Grants							(N/A)

Hawkinge Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

18 September 2023 (2023-2024)

46	Grant funding for Projects				(N/A)
47	Bank Interest		1,606.11	1,606.11	1,606.11 (N/A)
48	Allotments	912.00	980.00	68.00	68.00 (7%)
49	Miscellaneous Income		22.35	22.35	22.35 (N/A)
50	Hawkinge Community Football &	3,135.00	3,255.00	120.00	120.00 (3%)
51	S106 Grounds Maintenance				(N/A)
52	Town Mayors Charity				(N/A)
54	VAT Refund		7,474.18	7,474.18	7,474.18 (N/A)
58	Folkestone Sports Centre Trust	2,343.00		-2,343.00	-2,343.00 (-100%)
SUB TOTAL		337,035.94	178,660.14	-158,375.80	-158,375.80 (-46%)

Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Photocopying				1,000.00	348.90	651.10	651.10 (65%)
10	Telephone & Broadband				1,000.00	221.15	778.85	778.85 (77%)
11	Office Cleaning & Supplies				1,545.00	684.25	860.75	860.75 (55%)
16	Electricity				3,700.00	482.87	3,217.13	3,217.13 (86%)
17	Postage				150.00		150.00	150.00 (100%)
18	Office Repairs/Renewals				3,502.00	1,109.58	2,392.42	2,392.42 (68%)
55	Business Rates				1,500.00	800.42	699.58	699.58 (46%)
SUB TOTAL					12,397.00	3,647.17	8,749.83	8,749.83 (70%)

Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Project and Facilities Manageme				50,000.00	4,272.00	45,728.00	45,728.00 (91%)
35	Landlord Costs		59.95	59.95	25,000.00	1,026.39	23,973.61	24,033.56 (96%)
36	FSCT - Recharges							(N/A)
38	Expenditure against Grants							(N/A)
39	Community Projects				15,000.00	196.00	14,804.00	14,804.00 (98%)
40	Volunteer Works Fund				515.00	86.88	428.12	428.12 (83%)
56	Target Hardening-Atkinson Rd				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL			59.95	59.95	100,515.00	5,581.27	94,933.73	94,993.68 (94%)

Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Reserves				5,600.00		5,600.00	5,600.00 (100%)
42	S106 Grounds Maintenance							(N/A)
SUB TOTAL					5,600.00		5,600.00	5,600.00 (100%)

Hawkinge Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

18 September 2023 (2023-2024)

Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Insurance				4,301.28	4,954.25	-652.97	-652.97 (-15%)
23	Miscellaneous Expenditure				500.00		500.00	500.00 (100%)
25	Maintenance Contracted				45,683.59	21,939.26	23,744.33	23,744.33 (51%)
26	Additional Grounds Maintenance				10,000.00	4,734.50	5,265.50	5,265.50 (52%)
27	Allotments				1,039.27	980.00	59.27	59.27 (5%)
28	Town Council Initiatives				3,547.32	813.50	2,733.82	2,733.82 (77%)
32	Legal Costs				5,304.50	250.00	5,054.50	5,054.50 (95%)
57	Play Equip. & Maint.				10,000.00	3,770.28	6,229.72	6,229.72 (62%)
SUB TOTAL					80,375.96	37,441.79	42,934.17	42,934.17 (53%)

Summary

NET TOTAL	337,035.94	180,560.09	-156,475.85	364,600.94	118,021.12	246,579.82	90,103.97 (12%)
V.A.T.		11.99			11,668.21		
GROSS TOTAL		180,572.08			129,689.33		

Hawkinge Town Council

Reserves Balance

2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
CIL (Community Infrastructure L	8,489.70				8,489.70
S106 Open Spaces (RF)	83,173.00				83,173.00
Carpark improvements	195,000.00	55,000.00			250,000.00
Play Park maintenance and imp	19,951.94	21,000.00			40,951.94
Gibson Close	17,599.00	-17,599.00			0.00
Master Planning	3,400.00	-3,400.00			0.00
S106 Heron Harvest Stombers '		32,275.00			32,275.00
Total Capital	327,613.64	87,276.00			414,889.64
Earmarked					
Election	7,502.00				7,502.00
Total Earmarked	7,502.00				7,502.00
TOTAL RESERVE	335,115.64	87,276.00			422,391.64
GENERAL FUND					377,854.07
TOTAL FUNDS					800,245.71

Hawkinge Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2023		
	Cash in Hand 01/04/2023		730,232.56
	ADD Receipts 01/04/2023 - 31/08/2023		180,572.08
	SUBTRACT Payments 01/04/2023 - 31/08/2023		910,804.64
			111,825.41
	Cash in Hand 31/08/2023 (per Cash Book)		798,979.23
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2022	0.00	
	Reserve Account 23/08/2023	67,790.89	
	Bonus Saver Account 23/08/2023	357,589.23	
	Staff Costs 23/08/2023	12,540.76	
	Current Account 23/08/2023	261,058.35	
	Treasury Reserve Deposit NWB 04/07/2023	100,000.00	
			798,979.23
	Less unrepresented payments		
			798,979.23
	Plus unrepresented receipts		
	Adjusted Bank Balance		798,979.23
	A = B Checks out OK		

Hawkinge Town Council

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Report Number **FC/23/18**

To: Finance and General Purposes Committee
Date: 27 September 2023
Status: For Decision

Subject; 80th D-DAY ANNIVERSARY REPORT

SUMMARY: This report provides information for the 80th D-Day Celebrations in Hawkinge.

REASON FOR RECOMMENDATION:

The Committee is asked to consider the recommendations set out below because the Town Council is committed to providing events and amenities for the local community.

RECOMMENDATIONS:

1. To receive and note report FC/23/18
2. To determine a way forward.

1. INTRODUCTION:

The Town Council are looking for recommendations for the celebration of 80th D-Day Anniversary on Thursday 6th June 2024. To make some progress, the committee is asked to consider its thoughts on the ideas below:

As there will be a national lighting of beacons at 9:15pm on Thursday 6th June the committee is asked to consider if it wishes to purchase a beacon for the purpose, the price will be £549 + VAT (photo below).



Things to be considered regarding the Beacon:

- The beacon must be supervised by two people at all times when lit and a fire extinguisher must always be available.
- How long will the beacon be lit?
- Where would the beacon be located?
- What activities would be taking place around the beacon?

The committee may wish to consider an alternative approach and celebrate the anniversary by holding a picnic on the green at the weekend. The Council could contact the Hawkinge Community Events Group to see if they would be interested in providing the entertainment, with the support of the council to meet the costs.

- A Fish & Chip Van on the Green outside the Community Centre
- Fun & Games / Tombola, outside the Community Centre
- Music - Sound System / Band / Singer

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 prior to the meeting.

Background Documents: Council files held by the Clerk.