

**MINUTES**  
**OF THE MEETING OF**  
**HYTHE TOWN COUNCIL'S**  
**FINANCE & GENERAL PURPOSES COMMITTEE**  
**HELD ON THURSDAY 17<sup>TH</sup> SEPTEMBER 2009**

- Present: Councillor J A Schoner (In the Chair)
- Councillors Mrs K T Belcourt, D Briddock, R H Carroll, S W Hayward, S Matthews, A Mayne, Mrs A Mayne, and A Smith
- Also Present: The Town Clerk and Mr S Way (Employer's Agent of Hythe Sports Pavilion)
- Apologies: Councillors A J Ewart-James, M J Lyons, D Owen and R Watson

**163/09 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETINGS HELD ON 30<sup>TH</sup> JULY & 6<sup>TH</sup> AUGUST 2009**

It was

**PROPOSED BY:** Councillor A Smith  
**SECONDED BY:** Councillor Mrs K T Belcourt and

**RESOLVED** that the Minutes of the Meetings held on the 30<sup>th</sup> July and 6<sup>th</sup> August 2009, having been circulated, be confirmed as correct records of the meetings and signed by the Chairman.

**164/09 DECLARATION OF INTERESTS**

Councillor R H Carroll declared a personal interest in Min No 166/09 of Approval of Payments, Salvation Army Payment of Member of the Salvation Army Band.

**165/09 ADJOURNMENT OF MEETING FOR PUBLIC INCLUSION IN ACCORDANCE WITH STANDING ORDER NO. 70**

There was no adjournment.

**166/09 APPROVAL OF PAYMENTS FOR THE PERIOD TO 31<sup>ST</sup> JULY 2009**

It was

**PROPOSED BY:** Councillor A Smith  
**SECONDED BY:** Councillor S W Hayward and

**RESOLVED** that the payments for the period to 31<sup>st</sup> July 2009, covering cheque numbers 011471 - 011519 be authorised, as appended to these Minutes.

**167/09 APPROVAL OF BUDGET STATEMENT TO 31<sup>ST</sup> JULY 2009**

It was

**PROPOSED BY:** Councillor A Smith  
**SECONDED BY:** Councillor R H Carroll and

**RESOLVED** that the Budget Statement to 31<sup>st</sup> July 2009 be approved.

**168/09 APPROVAL OF BALANCE SHEET & INCOME & EXPENDITURE ACCOUNT TO 31<sup>ST</sup> JULY 2009**

It was

**PROPOSED BY:** Councillor R H Carroll  
**SECONDED BY:** Councillor S W Hayward and

**RESOLVED** ó That the Balance Sheet and Income & Expenditure Account to 31<sup>st</sup> July 2009 be approved.

**169/09 REPORT OF RECEIPTS TO 31<sup>ST</sup> JULY 2009**

It was

**PROPOSED BY:** Councillor R H Carroll  
**SECONDED BY:** Councillor Mrs K T Belcourt and

**RESOLVED** - That the Receipts for the period to 31<sup>st</sup> July 2009 be accepted.

**170/09 BREATHING PLACES – CAPITAL RESERVE**

It was

**PROPOSED BY:** Councillor Mrs K T Belcourt  
**SECONDED BY:** Councillor A Smith and

**RESOLVED** ó That the transfer of the balance of the Breathing Places Lottery funds of £1,617.00 to Revenue, be approved.

**171/09 HYPHE SPORTS PAVILION & NEW PITCH**

(i) Minutes of the Design Team Meeting held on the 5<sup>th</sup> August 2009

The Minutes had been previously circulated and reflected the verbal report presented to the meeting of the 6<sup>th</sup> August 2009.

It was

**PROPOSED BY:** Councillor R H Carroll  
**SECONDED BY:** Councillor A Smith and

**RECOMMENDED** – That the Minutes of the Design Team Meeting held on the 5<sup>th</sup> August 2009 be received.

(ii) Progress on Site

Mr S Way gave a verbal update of progress on site. The work had commenced on time but a query had emerged in respect of the footings. The Structural Engineer had queried the standard of workmanship. There had been a two day suspension of works whilst the outcome of an independent engineer was awaited. A meeting had been held this morning to appraise the report with a third engineer in attendance. Remedial work had been undertaken on the footings and there was to be an exposition on one area so as to verify that everything underneath was satisfactory. There were no contractual delays or cost implications and the project was on target for completion by the 23<sup>rd</sup> April 2010. Mr Way further reported that the new football pitch was progressing well.

(ii) CCTV

The Chairman updated Members on the current CCTV situation. Eight cameras both externally and within the building could be transmitted internally and sent via a PC to Oaklands for an indicative cost of £5.5k. With an upgrade of the Skatepark camera for c£3.5k, the total cost would be in the region of £7k (excluding lighting) and would be derived from within the CCTV Budget. He advised Members that it would be cost effective to include the CCTV Pavilion system into the construction phase of the new building.

It was

**PROPOSED BY:** Councillor D Briddock  
**SECONDED BY:** Councillor S Matthews and

**RECOMMENDED** ó That:

- 1 To proceed with programming the CCTV cameras both externally and within the building and to request the M & E Consultant to incorporate these additions into the construction of the Pavilion.
- 2 The Skatepark camera was to be subsequently dealt with via the CCTV Committee.

**172/09 EXTERNAL AUDIT 2008/2009 – TOWN CLERKS’ REPORT 04/09 REFERS**

It was

**PROPOSED BY:** Councillor R H Carroll  
**SECONDED BY:** Councillor S W Hayward and

**RECOMMENDED** – That the Town Clerk’s report 4/09 be received and the recommendations contained therein be adopted as follows:

- (i) The Standing Orders Committee reviews all the Standing Orders of the Council and its Financial Regulations in accordance with the Committee’s terms of reference and in compliance with statute.
- (ii) An Internal Audit and Assets Review Sub-Committee of the Finance and General Purposes Committee be established to produce a document covering the overall internal audit review, taking into account the findings from (i) above and to report back to the F&GP Committee accordingly.

**173/09 HYPHE FIREWORKS & BONFIRE REPORT**

Councillor D Owen had submitted a written report prior to the meeting and in his absence the Chairman read his report to Members. The event was due to take place on the 4<sup>th</sup> November 2009 on the Green at 7.30 pm. Formal permission to use the Green was about to be sought from Hythe Town Council and discussions on risk assessments and insurance arrangements still needed to be finalised. Mr N Ciccone of Universal Fireworks had been engaged to arrange the display. Some funding had been received and/or identified and the full cost of the event had been underwritten in the event of any shortfall. The next meeting of the Organising Committee was scheduled for the 2<sup>nd</sup> October 2009 and further information would be finalised at that stage.

**174/09 HYPHE CRICKET CLUB MOUND**

Members discussed the previously circulated correspondence from the Hythe Cricket Club in respect of the removal of the bund at Hythe Cricket Club.

It was

**PROPOSED BY:** Councillor R H Carroll  
**SECONDED BY:** Councillor A Smith and

**RESOLVED** ó That:

- 1 Hythe Cricket Club be granted permission to distribute the bund, as per Mr Peter Goddard's correspondence of the 3<sup>rd</sup> September 2009.
- 2 The Cricket Club be informed that the sealing off of any prescriptive rights of way on a permanent basis to be prohibited.

**175/09 HYTHE SKATEPARK**

Members considered the previously circulated email from Councillor A Mayne.

It was

**PROPOSED BY:** Councillor Mrs K T Belcourt  
**SECONDED BY:** Councillor A Mayne and

**RECOMMENDED** ó That:

- 1 Notices be placed at the Skatepark, on the website, notice boards and at Schools, requesting views on what additional equipment would enhance the facility.
- 2 Expert advice be sought on the spatial arrangement of any new equipment.

**176/09 USE OF SOUTH ROAD RECREATION GROUND**

Members discussed the previously circulated email from the Hythe Active Retirement Association in respect of the use of South Road Recreation Ground for the pursuit of the game of ðBat and Trapö.

It was

**PROPOSED BY:** Councillor D Briddock  
**SECONDED BY:** Councillor R H Carroll and

**RECOMMENDED** ó That an area at the eastern end of South Road Recreation Ground be made available to HARA in respect of the pursuit of Bat and Trap, subject to insurance provisionsöbeing met.

**177/09 CONSULTATION ON CONSOLIDATION OF COUNCIL TAX DEMAND NOTICE REGULATIONS INCLUDING EFFICIENCY INFORMATION**

Members considered the previously circulated Policy and Parliamentary Briefing from NALC and the making of an appropriate response.

It was

**PROPOSED BY:** Councillor J A Schoner  
**SECONDED BY:** Councillor R H Carroll and

**RECOMMENDED** ó That all questions to be answered in the affirmative and with both gross and net figures to be shown in respect of Band D equivalents.

**178/09 AGE CONCERN**

Members discussed the previously circulated correspondence and plans for a proposed extension at Sanford House.

It was

**PROPOSED BY:** Councillor Mrs K T Belcourt  
**SECONDED BY:** Councillor J A Schoner and

**RECOMMENDED** ó That the plans for a proposed extension at Sanford House be approved, with Age Concern being advised of the market value conditions attached to the lease renewal arrangements.

**179/09 HORN STREET RECREATION GROUND**

Members discussed the previously circulated correspondence from Mr Kenny-Levick in respect of the play equipment at Horn Street Recreation Ground, together with an email from Kent County Council Landscape Service which also related.

It was

**PROPOSED BY:** Councillor R H Carroll  
**SECONDED BY:** Councillor D Briddock and

**RECOMMENDED** ó That Mr Kenny-Levick's comments be noted, with no further action to be taken.

**180/09 GROUNDS MAINTENANCE CONTRACT – RESOLVED MIN NO 410/08 & THE TOWN CLERK'S REPORTS 13/08 & 05/09 REFER**

Members considered the Town Clerk's report 05/09 and the recommendations contained therein.

It was

**PROPOSED BY:** Councillor Mrs K T Belcourt  
**SECONDED BY:** Councillor R H Carroll and

**RECOMMENDED** ó That the Town Clerk's report 05/09 be accepted and the recommendations contained therein be adopted as follows:

- (i) KCC Landscape Services be offered a further extension of two years for the generic grounds maintenance contract, on the basis of the annual CPI rise on the current contract price of £43,387.84 and current condition as specified in the schedules as previously agreed.
- (ii) The above agreement be dependent upon the certification that KCC Landscape Services complies comprehensively with the Football Foundation's final 5% conditions as laid out in Paragraph 7 above.
- (iii) The above agreement does not include the maintenance of the new football pitch at this stage.

**181/09 SECURITY FOR LOAN – DAVIS OAKLAND TRUST – TOWN CLERK'S REPORT 06/09 REFERS**

Members discussed the previously circulated Town Clerk's report 06/09 and the financial and legal implications of the above.

It was

**PROPOSED BY:** Councillor A Smith  
**SECONDED BY:** Councillor R H Carroll and

**RECOMMENDED** ó That any security on the proposed loan was neither required nor desirable.

Meeting closed at 7.57 p.m.

Dated the                      Day of    2009

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