

**MINUTES**

**OF THE MEETING OF**

**HYTHE TOWN COUNCIL'S**

**FINANCE & GENERAL PURPOSES COMMITTEE**

**HELD ON THURSDAY 19<sup>TH</sup> NOVEMBER 2009**

**Present:** Councillor J A Schoner (In the Chair)  
  
Councillors Mrs K T Belcourt, D Briddock, A J Ewart-James,  
S W Hayward, S Matthews, A Mayne, Mrs A Mayne, D Owen and  
A Smith

**Also Present:** The Town Clerk

**Apologies:** Councillors M J Lyons and R Watson

**242/09 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
MEETING HELD ON 15<sup>TH</sup> OCTOBER 2009**

It was

**PROPOSED BY:** Councillor A Smith  
**SECONDED BY:** Councillor D Briddock and

**RESOLVED** – That the Minutes of the Meeting held on the 15<sup>th</sup> October 2009, having been circulated, be confirmed as a correct record of the meeting and signed by the Chairman.

**243/09 DECLARATION OF INTERESTS**

There were none declared.

**244/09 ADJOURNMENT OF MEETING FOR PUBLIC INCLUSION IN  
ACCORDANCE WITH STANDING ORDER NO. 70**

There was no adjournment.

**245/09 APPROVAL OF PAYMENTS FOR THE PERIODS TO 31<sup>ST</sup> OCTOBER 2009**

It was

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

**RESOLVED** – That the payments for the period to 31<sup>st</sup> October 2009, covering cheque numbers 011610 - 011648 be authorised, as appended to these Minutes.

**246/09 APPROVAL OF BUDGET STATEMENT TO 31<sup>ST</sup> OCTOBER 2009**

It was

**PROPOSED BY:** Councillor A Smith  
**SECONDED BY:** Councillor D Owen and

**RESOLVED** – That the Budget Statement to 31<sup>st</sup> October 2009 be approved.

**247/09 APPROVAL OF BALANCE SHEET & INCOME & EXPENDITURE ACCOUNT TO 31<sup>ST</sup> OCTOBER 2009**

It was

**PROPOSED BY:** Councillor A Smith  
**SECONDED BY:** Councillor D Owen and

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

**248/09 REPORT OF RECEIPTS TO 31<sup>ST</sup> OCTOBER 2009**

It was

**PROPOSED BY:** Councillor S W Hayward  
**SECONDED BY:** Councillor D Owen and

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

**249/09 TRANSFER FROM CAPITAL TO REVENUE**

(i) Big Lottery Fund Grant

It was

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

**RESOLVED** – That the transfer of £6,108.00 from Revenue to the Breathing Places Capital Fund in respect of the Big Lottery Fund Grant, be approved.

(ii) SIBA Account

It was

**PROPOSED BY:** Councillor S W Hayward  
**SECONDED BY:** Councillor A J Ewart-James and

**RESOLVED** – That the transfer of £150,000 from the SIBA account to Revenue in respect of the stage payments made to Contractors in regards to the Sports Pavilion, be approved.

**250/09 SEEDA STEERING GROUP MINUTES OF THE 21<sup>ST</sup> OCTOBER 2009**

Councillor A Ewart-James reported on the outcomes of the FA Charter Standard Working Group held on the 7<sup>th</sup> November 2009. Mr T Houlahan of the Sunday Morning League was to explain what was entailed to members of interested clubs. Standard Charter status was hoped to be acquired within the next 3-4 months which was an essential component to the Football Foundation grant.

It was then

**PROPOSED BY:** Councillor Mrs K T Belcourt  
**SECONDED BY:** Councillor A J Ewart-James and

**RECOMMENDED** – That the Minutes of the SEEDA Steering Group Minutes of the 21<sup>st</sup> October 2009 be received and the decisions taken therein be endorsed.

**251/09 CHAIRS & TABLES FOR THE PAVILION**

The Chairman reported on the award from the Hythe Institute Fund of £1,640.00 for the purchase of x 100 chairs for the new Pavilion and the quotations for the tables were also discussed. The chairs had been specified by the Fund as “Royal Economy” steel frame, supplied by Specialised Panel Products.

It was

**PROPOSED BY:** Councillor Mrs K T Belcourt  
**SECONDED BY:** Councillor S W Hayward and

**RECOMMENDED** – That:

- 1 The Town Clerk order x 100 Royal Economy Chairs for the cost of £1,640.00 which was tantamount to the grant funded by the Hythe Institute Fund.
- 2 The Town Clerk to request an alternative layout for the tables involving rectangular tables and this item was, therefore, to be held in abeyance, pending the reception of the alternative table plan.

**252/09 HYTHE SPORTS PAVILION & NEW PITCH**

(i) Progress

The Chairman referred to the progress report submitted by Mr S Way which had been circulated by email to Members. The Town Clerk also referred to the new Football Pitch and issues relating to payment requests and works undertaken which were currently under query. A report on this item was to be presented to Members when received from Mr S Way. The Chairman also gave a verbal report on the Site Progress Meeting held on the 19<sup>th</sup> November 2009. Eight days had been lost to date because of bad weather. The brick block-work was to be completed by the end of next week and the steel roof structure was all now in place. The roof works were to commence during the following week.

(ii) Minutes of the Site Progress Meeting held on the 22<sup>nd</sup> October 2009

The Minutes had been previously circulated to Members.

It was

**PROPOSED BY:** Councillor A J Ewart-James  
**SECONDED BY:** Councillor J A Schoner and

**RECOMMENDED** – That the Minutes of the Site Progress Meeting held on the 22<sup>nd</sup> October 2009 be received.

(iii) Hythe Sports Pavilion Income & Expenditure Statement – To Date

The statement had been previously circulated to Members.

It was

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

**RECOMMENDED** – That the Hythe Sports Pavilion Income & Expenditure Statement be received.

**253/09 INTERNAL AUDIT – REPORT – HALF-YEAR 2009/2010**

The Chairman read out an excerpt from the Internal Auditor's letter in which Mr Funnell had stated that he had now seen a whole year of how the Town Council operated and he had been impressed by the accuracy and robustness of the systems and processes being used. The Town Clerk and her staff were to be congratulated, as were the Members.

It was

**PROPOSED BY:** Councillor S W Hayward  
**SECONDED BY:** Councillor D Owen and

**RECOMMENDED** – That the 2009/2010 Interim Audit Report from the Internal Auditor be received.

**254/09 CINQUE PORTS AVENUE GATE – RESOLVED MIN NO 137/09 REFERS**

The Town Clerk reported on the proposal to install a gallows gate rather than bollards on the Cinque Ports Avenue entrance to the Green and she gave an account as to the cost which was in the region of £900.00 + VAT.

It was

**PROPOSED BY:** Councillor J A Schoner  
**SECONDED BY:** Councillor A J Ewart-James and

**RECOMMENDED** – That:

- 1 Bollards be installed at the St Nicholas Road entrance to the Green.
- 2 A gallows gate be installed at the Cinque Ports Avenue gate entrance to the Green.

**255/09 FENCING AT SOUTH ROAD**

Members considered the replacement of the tennis/bowls fencing and South Road perimeter fencing.

It was

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

**RECOMMENDED** – That the Town Clerk be authorised to obtain alternative quotations for a fixed panel fencing system and also for a chain link replacement.

**256/09 HORN STREET SIGN**

Members considered the erection of a sign for the prohibition of horses at Horn Street Recreation Ground.

It was

**PROPOSED BY:** Councillor D Owen  
**SECONDED BY:** Councillor Mrs K T Belcourt and

**RECOMMENDED** – That this matter be deferred, pending the issue of horses on Horn Street Recreation Ground's being discussed at the next meeting of the Corporate Trustees in December.

**257/09 HYTHE SKATEPARK NEW EQUIPMENT – RESOLVED MIN NO 175/09 REFERS**

Members considered the previously circulated proposals put forward by Mr Ben Taylor on behalf of Skatepark users. The Chairman thanked Mr Taylor for his excellent work. He informed Members that GBH (the installers of the Hythe Skatepark) had been requested for a feasibility appraisal of the layout detail and for an idea of the cost. Lottery funding, etc was also mooted.

It was then

**PROPOSED BY:** Councillor A J Ewart-James  
**SECONDED BY:** Councillor Mrs K T Belcourt and

**RESOLVED** – That the meeting stand adjourned to allow Mr Taylor to address the meeting.

It was then

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

**RESOLVED** – That the meeting be re-convened.

It was then

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

**RECOMMENDED** – That the feedback from GBH on the submitted designed scheme be awaited, following which the Skatepark user group was to be contacted and a site meeting arranged between all parties - including all Councillors who were to be invited to attend - and thence report back to the next F&GP Committee meeting.

**258/09 SDC CUSTOMER SERVICES IMPROVING ACCESS TO PUBLIC SERVICES**

The Chairman reported on the meeting held on the 3<sup>rd</sup> November 2009. Members had been previously circulated with the notes of the meeting.

**259/09 TOWN & PARISH QUADRENNIAL REVIEW OF MEMBERS' REMUNERATION**

Members discussed the previously circulated East Kent Joint Parish Independent Remuneration Panel Review of Members' Remunerations. An expanded document of the Quadrennial Review 2009 had been made available in the Office for Members' perusal.

It was

**PROPOSED BY:** Councillor A J Ewart-James  
**SECONDED BY:** Councillor A Smith and

**RECOMMENDED** – That the status quo be maintained.

**260/09 CINQUE PORTS CYCLE CHALLENGE, 18<sup>TH</sup> APRIL 2009**

Members considered the previously circulated letter from Incontracts Limited in respect of its having free use of the Green and the implications of holding a charity cycle event on the Green.

It was

**PROPOSED BY:** Councillor Mrs K T Belcourt

**SECONDED BY:** Councillor D Owen and

**RECOMMENDED** – That Incontracts Limited be granted free use of the Green for its Cinque Ports Cycle Challenge on the 18<sup>th</sup> April 2010, subject to the usual conditions' being met.

Meeting closed at 7.40 p.m.

Dated the                      Day of    2009

.....CHAIRMAN