

**MINUTES**  
**OF THE MEETING OF**  
**HYTHE TOWN COUNCIL'S**  
**FINANCE & GENERAL PURPOSES COMMITTEE**  
**HELD ON THURSDAY 28<sup>TH</sup> MAY 2009**

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

Also Present: The Town Clerk

Apologies: Councillors M J Lyons and A Smith

**25/09 MINUTES OF THE EXTRA-ORDINARY FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 7<sup>TH</sup> MAY 2009**

It was

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

**RESOLVED** – That the Minutes of the Extra-Ordinary Meeting held on the 7<sup>th</sup> May 2009, having been circulated, be confirmed as a correct record and signed by the Chairman.

**26/09 DECLARATION OF INTERESTS**

Councillors A J Ewart-James, D Owen, S W Hayward and Mrs K T Belcourt declared personal interests in Min No 41/09 – Heads of Terms Agreement – as Shepway District Councillors.

**27/09 ADJOURNMENT OF MEETING FOR PUBLIC INCLUSION IN ACCORDANCE WITH STANDING ORDER NO. 70**

There was no adjournment.

**28/09 APPROVAL OF PAYMENTS FOR THE PERIOD TO 30<sup>TH</sup> APRIL 2009**

It was

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

**RESOLVED** – That the payments for the period to 30<sup>th</sup> April 2009, covering cheque numbers 011336 - 011382 be authorised, as appended to these Minutes.

**29/09 APPROVAL OF BUDGET STATEMENT TO 30<sup>TH</sup> APRIL 2009**

It was

**PROPOSED BY:** Councillor D Owen  
**SECONDED BY:** Councillor Mrs A Mayne and

**RESOLVED** – That the Budget Statement to 30<sup>th</sup> April 2009 be approved.

**30/09 APPROVAL OF BALANCE SHEET & INCOME & EXPENDITURE ACCOUNT TO 30<sup>TH</sup> APRIL 2009**

It was

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

**RESOLVED** – That the Balance Sheet and Income & Expenditure Account to 30<sup>th</sup> April 2009 be approved.

**31/09 REPORT OF RECEIPTS TO 30<sup>TH</sup> APRIL 2009**

It was

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

**RESOLVED** - That the Receipts for the period to 30<sup>th</sup> April 2009 be accepted.

**32/09 AUTHORISATION OF TRANSFER OF FUNDS**

It was

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

**RESOLVED** – That the transfer of £330.00 from revenue to capital, in respect of Eaton Lands Allotment Lease Rent be authorised.

**33/09 INCOME & EXPENDITURE ACCOUNTS FOR THE FINANCIAL YEAR 2008/9 – TOWN CLERK'S REPORT 01/09 REFERS**

Members discussed the previously circulated accounts for the financial year, relevant associated papers and the Town Clerk's report 01/09, together with the Internal Auditor's Report and the Annual Statement and Return. All other associated papers referred to in the Town Clerk's report 01/09 had been made available in the Office for public and Members' inspection, including all Risk Assessments. The Town Clerk and Finance Clerk were congratulated on the production of the accounts and the associated papers.

It was

**PROPOSED BY:** Councillor D Owen  
**SECONDED BY:** Councillor R Watson and

**RESOLVED** – That:

- 1 The Town Council accounts and Audit Return for the financial year 2008/9 be approved as completed for submission to the External Auditor.
- 2 All related documents as identified in the Town Clerk's report 01/09 be approved and submitted.

**34/09 MINUTES OF THE SEEDA SPORTS PAVILION STEERING GROUP OF THE 20<sup>TH</sup> MAY 2009**

It was

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

**RECOMMENDED** – That the Minutes of the SEEDA Sports Pavilion Steering Group Meeting of the 20<sup>th</sup> May 2009 be received and the decisions taken therein be endorsed.

**35/09 APPOINTMENTS TO SUB-COMMITTEES**

Members were referred to the provisions of the Town Council's Functions of Committees document.

It was

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

**RESOLVED** – That the Sports Pavilion Sub-Committee not be appointed.

(i) SEEDA Steering Group

It was

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

**RESOLVED** – That the Mayor, Deputy Mayor, Chairman and Vice-Chairman of the Finance & General Purposes Committee, Chairman and Vice-Chairman of the Plans & Works Committee together with Councillors R Watson and M J Lyons be appointed to serve on the SEEDA Sports Pavilion Steering Group for the ensuing Civic Year.

It was further

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

**RESOLVED** – That the Mayor, Councillor A J Ewart-James and the Town Clerk attend technical meetings, as appropriate, and a deputy would be sent if not able to attend. (The Chairman of the Finance & General Purposes Committee was to attend as necessary).

(ii) Personnel Sub-Committee

It was

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

**RECOMMENDED** – That Councillors S W Hayward, D Owen and R Watson be appointed to serve on the Personnel Sub-Committee for the ensuing Civic Year.

(iii) Personnel (Appeals) Sub-Committee

It was

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

**RECOMMENDED** – That Councillors Mrs A Mayne, J A Schoner and A Smith be appointed to serve on the Personnel (Appeals) Sub-Committee for the ensuing Civic Year.

(iv) Assets Working Group

It was

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

**RECOMMENDED** – That Councillors J A Schoner, D Owen and A J Ewart-James be appointed to serve on the Assets Working Group for the ensuing Civic Year.

**36/09 HYTHE FIREWORKS & BONFIRE REPORT**

Councillor D Owen updated Members on the current position. He stated that firm action was needed to be taken and concrete proposals were required as soon as possible. The next meeting of the Society was due to take place during the week commencing 1<sup>st</sup> June 2009.

**37/09 EATON LANDS CAPITAL FUND**

The Town Clerk reported on the expenditure on the Breathing Places project and the implications to the Eaton Lands Capital Fund which had been depleted and which required assessment as part of the forthcoming budget round. Members had been previously circulated with an expenditure breakdown to date.

**38/09 ACCESS GATES, HYTHE GREEN**

Members discussed the previously circulated email received from Brigadier John Holman dated the 13<sup>th</sup> May 2009 in respect of the recent incursion on Hythe Green, together with a subsequent letter from Mr M O’Sullivan which had also been dispatched to Members.

It was

**PROPOSED BY:** Councillor J A Schoner  
**SECONDED BY:** Councillor D Owen and

**RECOMMENDED** – That:

1. The Police be requested to survey Hythe Town Council open lands so as to assess what proposals could be implemented for the improvement in entrance security and to report back to the Town Council with any recommendations.
2. The Town Clerk to write to the Hythe Civic Society and inform it of the above course of action.

**39/09 FENCING QUOTES, EATON LANDS NORTHERN MEADOW ALLOTMENT SITE**

Members noted that the approved revenue budget for this item was £2,500.00. The Chairman went through the received prices as follows:

£2,451.15 + VAT  
 £2,791.49 + VAT  
 £2,600.00 + VAT

It was

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

**RECOMMENDED** – That the lowest quote of £2,451.15 (Mr M Neudeck) be accepted.

**40/09 TOWN CLERK'S REPORT 15/08**

Members considered the recommendations on the Town Clerk's report 15/08 as referred by the Plans & Works Committee meeting of the 12<sup>th</sup> May 2009 as ratified by Council on the 22<sup>nd</sup> May 2009.

It was

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

**RECOMMENDED** – That:

1. If tenants wished to erect fencing between their plots, they do so at their own costs in accordance within the specification as approved by the local planning authority.
2. The Tenancy Agreement to state that "no polytunnels or greenhouses to be erected".

**41/09 HEADS OF TERMS AGREEMENT**

Members discussed the previously circulated letter from Shepway District Council's Chief Executive. Members also considered the previously circulated Version 4, in particular in regard to the revised financial profiling as submitted to Shepway District Council.

It was

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

**RESOLVED** – That:

1. Point 3 of the agreement be changed so as to reflect the revised financial profiling as previously supplied by the Town Clerk with her letter to the Chief Executive dated 11<sup>th</sup> May 2009.
2. The Heads of Terms of Agreement (Version 4) be accepted, subject to the inclusion of the above revised budget provisions.

**42/09 FREE USE OF THE GREEN**

Members considered the granting of free use of Hythe Green for car parking purposes in respect of the Armed Forces & Veterans Day to be held on Saturday 27<sup>th</sup> June 2009.

It was

**PROPOSED BY:** Councillor S W Hayward  
**SECONDED BY:** Councillor R Watson and

**RESOLVED** – That free use of the Green be granted for car parking purposes in respect of the Armed Forces & Veterans Day to be held on Saturday 27<sup>th</sup> June 2009, subject to the usual conditions' being met.

