

MINUTES

**OF THE ANNUAL STATUTORY MEETING OF**

**HYTHE TOWN COUNCIL**

**HELD ON THURSDAY 13<sup>TH</sup> MAY 2010**

**Present:** The Right Worshipful Mayor of Hythe  
Councillor Mrs K T Belcourt (In the Chair)

Councillors R Belcourt, D Briddock, M J Dearden, A J Ewart-James, R J Griffiths, S W Hayward, M J Lyons, S Matthews, Mrs A Mayne, A Mayne, D Owen, J A Schoner, A Smith and R Watson

**Also Present:** The Town Clerk and Reverend Tony Windross

**Apologies:** Councillor Ms Z Harris

The Mayor welcomed those civic dignitaries present, distinguished guests, Town Councillors and members of the public. The Mayor then called upon the Reverend Tony Windross to open the proceedings with prayers.

**01/10 ELECTION OF MAYOR – CIVIC YEAR 2010/2011**

The Mayor requested nominations for the appointment of Mayor for the ensuing Civic Year.

It was

**PROPOSED BY:** Councillor M J Dearden  
**SECONDED BY:** Councillor D Owen

That Councillor Mrs K T Belcourt be elected as Town Mayor for the ensuing Civic Year 2010/11.

It was further nominated

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

That Councillor S Matthews be elected as Town Mayor for the ensuing Civic Year 2010/11.

**By show of hands Councillor Mrs Keren Belcourt was duly elected as Town Mayor for the ensuing civic Year 2010/11.**

**Councillor Mrs K T Belcourt in the Chair.**

**02/10 DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Mayor signed her declaration of acceptance of office as Chairman of the Council for the ensuing year 2010/2011.

The Mayor then announced that Councillor R Belcourt had agreed to be her Escort and the Vicar of St Leonard's Church, Reverend Tony Windross, was to be the Town Council's and Mayor's Chaplain for the ensuing Civic Year. The Mayor then presented Councillor R Belcourt with his Escort's medallion.

The Mayor then made presentations to the staff.

**03/10 APPOINTMENT OF DEPUTY MAYOR – CIVIC YEAR 2010/2011**

It was

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

**RESOLVED** – That Councillor D Owen be elected Deputy Mayor of Hythe for the ensuing Civic Year 2010/11.

The Mayor then invested the Deputy Mayor with his Badge of Office.

It was then

**PROPOSED BY:** Councillor J A Schoner  
**SECONDED BY:** Councillor R Belcourt and

**RESOLVED** – That in accordance with resolved Min No 431/01 of Council that the meeting stand adjourned until 6.45 pm later that day.

It was later

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

**RESOLVED** – That the meeting be reconvened.

**04/10 MINUTES OF THE COUNCIL MEETINGS HELD ON 25<sup>TH</sup> AND 26<sup>TH</sup> MARCH 2010**

It was noted that Councillor D Briddock was not present at the Council Meeting of the 26<sup>th</sup> March 2010, as indicated in the circulated Minutes. With that amendment, it was then

**PROPOSED BY:** Councillor R Belcourt  
**SECONDED BY:** Councillor Mrs R J Griffiths and

**RESOLVED** – That the Minutes of the Town Council meetings held on the 25<sup>th</sup> and 26<sup>th</sup> March 2010, having been circulated, be confirmed as correct records and be signed by the Chairman.

**05/10 REGISTERING DECLARATIONS OF INTEREST**

Councillor Mrs K T Belcourt declared a prejudicial interest in Min No 11/10 – Civic Allowance for the ensuing Civic Year.

Councillor A J Ewart-James declared a prejudicial interest in Min No 12/10 – CCTV – HAC Treasurer.

Councillors R Belcourt and Mrs K T Belcourt declared prejudicial interests in Min No 12/10 – CCTV – Directors of HAC.

Councillor M J Dearden declared a prejudicial interest in Min No 26/10 – Appointment of HTC representative to Age Concern – Solicitor to Age Concern.

Councillor S W Hayward declared a personal interest Min No 26/10 – Appointment of HTC representative to the Hythe Twinning Association – Twinning Association Committee Member.

**06/10 ADJOURNMENT OF MEETING**

There were no written or verbal questions from the public.

**07/10 MAYOR'S COMMUNICATIONS**

The Mayor informed Members of the following:

1. Over the past year she had represented Hythe as far as Dartford, Hastings, Swanley and even the Isle of Sheppey and had formed a close alliance with many Kentish Towns. The Mayor's own charity functions had also been supported by Mayors from all over Kent.
2. That afternoon the Mayor had been invited by his Excellency, the Ambassador of Nepal, to represent Hythe at a reception at his Embassy in London on Wednesday 19<sup>th</sup> May 2010.
3. The Mayor was to present a cheque for £1,000 to the Padua Ward at the William Harvey Hospital on Monday 17<sup>th</sup> May 2010 (this amount has been raised at the Mayor's Quiz and Curry Evening).
4. Sadly, the Mayor's Boot Fair had to be cancelled due to torrential rain. A new date of the 29<sup>th</sup> August 2010 had been arranged on South Road Recreation Ground, where the Mayor's chosen charity would be the Hythe Scouts.
5. The Mayor referred to the new Sports Pavilion and how exciting it had been to see the first brick laid and watched the progress right up to its completion. She commented on the fact that a small Town could achieve so much.
6. The Mayor congratulated Councillor S W Hayward on his daughter's appointment to the position of Sheriff of Canterbury. She wished her a happy and fruitful year and very much looked forward to meeting her on the Mayor's travels.
7. Finally, the Mayor thanked all her colleagues for their support over the past year and looked forward to working closely together for the Ancient Cinque Port Town of Hythe in the year to come.

**08/10 QUESTIONS UNDER STANDING ORDER NO 24(2) B(2)**

There were none received.

**09/10 MINUTES OF THE PLANS & WORKS COMMITTEE MEETINGS HELD ON THE 30<sup>TH</sup> MARCH & 20<sup>TH</sup> APRIL 2010**

It was

**PROPOSED BY:** Councillor R Belcourt

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

**RESOLVED** – That the Minutes of the Plans & Works Committee Meetings held on the 30<sup>th</sup> March and 20<sup>th</sup> April 2010 be received and the recommendations contained therein be adopted.

**10/10 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 22<sup>ND</sup> APRIL 2010**

It was

**PROPOSED BY:** Councillor J A Schoner

**SECONDED BY:** Councillor A Smith and

**RESOLVED** – That the Minutes of the Finance & General Purposes Committee Meeting held on the 22<sup>nd</sup> April be received and the recommendations contained therein be adopted.

**The Mayor left the Chamber for the discussion and vote on the following two items:**

**11/10 CIVIC ANNUAL ALLOWANCE FOR 2010/2011**

**Deputy Mayor in the Chair**

Members were referred to the agreed budget provision of £3,200.00 Civic Allowance for the Civic Year 2010/2011.

It was

**PROPOSED BY:** Councillor J A Schoner

**SECONDED BY:** Councillor A Smith and

**RESOLVED** – That the Civic Allowance be set at £3,200.00 for the ensuing Civic Year 2010/2011.

**Councillor R Belcourt and A J Ewart-James left the Chamber for the discussion and vote on the following item:**

**12/10 CCTV**

The Chairman of the Finance & General Purposes Committee reported on the meeting held at Shepway District Council on the 29<sup>th</sup> April 2010, the Minutes for which had been previously circulated to Members. The Town Clerk also advised Members of the Resolved Min No 428/09 in respect of the Finance & General Purposes Minutes of the 22<sup>nd</sup> April 2010.

**Councillors R Belcourt and A J Ewart-James returned to the chamber.  
The Mayor returned to the Chamber and resumed the Chair.**

**13/10 APPOINTMENTS TO THE TWO STANDING COMMITTEES OF THE COUNCIL FOR THE ENSUING CIVIC YEAR**

It was

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

**RESOLVED** - That the following appointments be made:

**Finance & General Purposes Committee**

The Mayor and Deputy Mayor, together with Councillors D Briddock, A J Ewart-James, R G Griffiths, S W Hayward, M J Lyons, S Matthews, Mrs A Mayne, A Mayne, J A Schoner, A Smith and R Watson.

**Plans and Works Committee**

The Mayor and Deputy Mayor, together with Councillors R Belcourt, M J Dearden, A J Ewart-James, Mrs R J Griffiths, Ms Z Harris, S W Hayward and A Mayne.

It was then

**PROPOSED BY:** Councillor J A Schoner  
**SECONDED BY:** Councillor R Belcourt and

**RESOLVED** – That Council stand adjourned to permit the Principal Committees to carry out their business.

**MINUTES OF THE MEETING OF  
HYTHE TOWN COUNCIL'S  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON THURSDAY 13<sup>TH</sup> MAY 2010**

Present: The Right Worshipful Mayor of Hythe  
Councillor Mrs K T Belcourt (In the Chair)

The Deputy Mayor  
Councillor D Owen

Councillors D Briddock, A J Ewart-James, Mrs R J Griffiths,  
S W Hayward, M J Lyons, S Matthews, A Mayne, Mrs A Mayne,  
A Smith, J A Schoner and R Watson

Also Present: Councillors R Belcourt, M J Dearden

Apologies: There were none.

**14/10 ELECTION OF CHAIRMAN FOR THE ENSUING CIVIC YEAR 2010/11**

It was

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

**AGREED** – That Councillor J A Schoner be elected as Chairman of the Finance & General Purposes Committee for the ensuing Civic Year.

**Councillor J A Schoner in the Chair.**

**15/10 ELECTION OF VICE-CHAIRMAN FOR THE ENSUING CIVIC YEAR  
2010/11**

It was

**PROPOSED BY:** Councillor J A Schoner  
**SECONDED BY:** Councillor R Watson and

**AGREED** – That Councillor A Smith be elected as Vice-Chairman of the Finance & General Purposes Committee for the ensuing Civic Year.

**16/10 DECLARATIONS OF INTERESTS**

There were none declared.

**17/10 APPOINTMENTS TO THE AIMS & OBJECTIVES COMMITTEE**

It was

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

**AGREED** – That the Finance & General Purposes Committee representatives be as follows: Councillors J A Schoner, A Smith and Mrs A Mayne.

**18/10 ACCOUNTS FOR THE FINANCIAL YEAR 2009/2010 – TOWN CLERK'S REPORT 01/10 & ACCOMPANYING PAPERS REFER**

Members discussed the previously circulated end of year accounts and all accompanying statements for submission to the External Auditor.

It was

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

**RESOLVED** – That:

- 1 The Town Council accounts for the financial year 2009/10 be approved for submission to the External Auditor.
- 2 All related documents\* as identified below be approved and submitted.
- 3 The recommendations of the Internal Audit and Assets Review Sub-Committee meeting of 26<sup>th</sup> April 2010 be endorsed and the Assets Register be amended accordingly.
  - (a) Internal Auditor's report for financial year 2009/2010.
  - (b) Appendix to the Town Clerk's Report – 01/10.
  - (c) Income & Expenditure Accounts, Balance Sheet and Budget Statement for the financial year 2009/2010.
  - (d) Completed Annual Return.
  - (e) Statements on Significant Differences on Income and Expenditure between successive years.
  - (f) Explanation of differences between Box 7 & Box 8 on Section 1 of the Statement of Accounts.
  - (g) Copies of Internal Auditor reports for mid-year 2009/2010 and end of year 2009 in respect of the Davis Oaklands deficit.
  - (h) Statement on long-term loan liabilities as at 31<sup>st</sup> March 2010.
  - (i) Note on Income and Expenditure re Sports Pavilion.
  - (j) Note on Major Projects, including Sports Pavilion.
  - (k) Updated Financial Risk Assessment.

- (l) Insurance Schedule for the Year of Account, including Fidelity Guarantee details.
- (m) Updated Assets Register correlated to insurance schedule.
- (n) Accounts / Bank & Petty Cash Reconciliations.
- (o) Balance Sheet which identifies general reserves and earmarked reserves.
- (p) Bank Statements and other documentation relating to all accounts and investments.
- (q) Papers identifying evidence of the review of Internal Audit procedures during the course of 2009/2010
- (r) Copy of the Town Council's updated Financial Regulations and associated Minutes.
- (s) Copy of the updated Town Council Standing Orders (Issue No 8) and associated Minutes.
- (t) Evidence of analysis of reserves for both capital and revenue budgets.
- (u) Minutes of the Internal Audit and Assets Review Sub-Committee meeting of 26<sup>th</sup> April 2010.

#### **19/10 APPOINTMENT TO SUB-COMMITTEES/WORKING GROUPS**

(i) Pavilion User Steering Group

It was

**PROPOSED BY:** Councillor J A Schoner

**SECONDED BY:** Councillor A Smith and

**RESOLVED** – That the SEEDA Steering Group name be changed to the Sports Pavilion User Steering Group.

It was then

**PROPOSED BY:** Councillor R J Griffiths

**SECONDED BY:** Councillor A Mayne and

**RESOLVED** – That the existing Members of Councillors Mrs K T Belcourt, J A Schoner, A J Ewart-James, R Belcourt, M Lyons, D Owen, R Watson and A Smith be appointed to the Sports Pavilion User Steering Group for the ensuing Civic Year.

(ii) S106 Working Group

It was

**PROPOSED BY:** Councillor A Smith

**SECONDED BY:** Councillor R Watson and

**RESOLVED** – That Councillors J A Schoner, A J Ewart-James, R Belcourt and D Owen be appointed to the S106 Working Group for the ensuing Civic Year.



**MINUTES OF THE MEETING OF  
HYTHE TOWN COUNCIL'S  
PLANS & WORKS COMMITTEE  
HELD ON THURSDAY 13<sup>TH</sup> MAY 2010**

Present: The Right Worshipful Mayor of Hythe  
Councillor Mrs K T Belcourt (In the Chair)

The Deputy Mayor  
Councillor D Owen

Councillors R Belcourt, M J Dearden, Mrs R J Griffiths,  
A J Ewart-James, S W Hayward and A Mayne

Also Present: Councillors D Briddock, M J Lyons, S Matthews, Mrs A Mayne,  
J A Schoner, A Smith and R Watson

Apologies: Councillor Ms Z Harris

**22/10 ELECTION OF CHAIRMAN FOR THE ENSUING CIVIC YEAR**

It was

**PROPOSED BY:** Councillor A J Ewart-James

**SECONDED BY:** Councillor A Mayne and

**AGREED** – That Councillor R Belcourt be elected Chairman for the ensuing Civic Year.

**Councillor R Belcourt in the Chair.**

**ELECTION OF VICE-CHAIRMAN FOR THE ENSUING CIVIC YEAR**

It was

**PROPOSED BY:** Councillor R Belcourt

**SECONDED BY:** Councillor Mrs R J Griffiths and

**AGREED** – That Councillor A J Ewart-James be elected as Vice-Chairman for the ensuing Civic Year.

**23/10 DECLARATIONS OF INTERESTS**

There were none declared.



It was then

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

**RESOLVED – That the Council Meeting be reconvened.**

**25/10 APPOINTMENT OF MEMBERSHIP TO COMMITTEES OF COUNCIL**

**(i) Standing Orders Committee**

It was

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

**RESOLVED –** That the following Members be appointed to serve: Councillors J A Schoner, M J Dearden, R Belcourt and Mrs R J Griffiths.

**(ii) Aims & Objectives Committee**

It was

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

**RESOLVED –** That the following Members be appointed to serve: Councillors J A Schoner, M J Dearden, R Belcourt and Mrs R J Griffiths.

**(iii) CCTV Committee**

It was

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

**RESOLVED –** That the following Members be appointed to serve: Councillors J A Schoner, M J Lyons, A Mayne and Mrs A Mayne.

**(iv) Crime Reduction Committee**

It was

**PROPOSED BY:** Councillor Mrs A Mayne  
**SECONDED BY:** Councillor S W Hayward and

**RESOLVED** – That the following Councillors be appointed to serve: Mayor and Deputy Mayor together with Councillors R Belcourt, A J Ewart-James, Mrs R J Griffiths and J A Schoner.

(iv) **Civic Working Group**

It was

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

**RESOLVED** – That the following Members be appointed to serve: Councillors Mrs K T Belcourt, M J Dearden, S W Hayward, A J Ewart-James and J A Schoner.

**26/10 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

It was

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

**RESOLVED** – That the following representatives be appointed to serve on the outside bodies:

- (a) **Age Concern**  
Councillors Mrs K T Belcourt and D Owen.
- (b) **Hythe Chamber of Commerce & Tourism**  
Councillor D Owen.
- (c) **Hythe Twinning Association**  
Councillors R Watson and A Smith.
- (d) **Kent Association of Local Councils – Shepway Area Committee**  
Councillors R Watson and M J Lyons.  
The Secretary of the Shepway Area Committee was to be contacted, requesting that if the Thursday meeting date could not be changed then the Finance & General Purposes and Council meetings were to be avoided if possible so that Councillors R Watson and M J Lyons could attend the KALC meetings.
- (e) **Shepway Citizens Advice Bureau Management Committee**  
Councillor Mrs R J Griffiths.
- (f) **Shepway Tourism Action Group**  
Councillor M J Lyons.

**27/10 APPOINTMENT OF BANDSTAND CO-ORDINATOR**

It was

**PROPOSED BY:** Councillor A Smith  
**SECONDED BY:** Councillor M J Lyons and

**RESOLVED** – That Councillor J A Schoner be appointed as the Town Council's Bandstand Co-ordinator for the Civic Year 2010/2011.

**28/10 APPOINTMENT TO THE WAKEFIELD BEQUEST**

Members discussed the appointment of a Hythe Town Council representative to serve on the Wakefield Bequest following the 4 year term of Mrs W Peacock's term coming to an end on the 15<sup>th</sup> June 2010.

It was

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

That Councillor D Owen be appointed as Hythe Town Council representative to serve on the Wakefield Bequest.

It was then

**PROPOSED BY:** Councillor M J Dearden  
**SECONDED BY:** Councillor D Briddock

That Mrs W Peacock be appointed as Hythe Town Council representative to serve on the Wakefield Bequest.

By a show of hands, it was

**RESOLVED** – That Councillor D Owen be appointed as the Hythe Town Council representative to serve on the Wakefield Bequest for the ensuing four year term.

It was further

**PROPOSED BY:** Councillor J A Schoner  
**SECONDED BY:** Councillor M J Dearden and

**RESOLVED** – That a letter of thanks be written to Mrs Peacock thanking her for her work over the past four years and a request that her name be put forward when a Co-opted Trustee position became available.

**29/10 AUTHORISATION OF BANK SIGNATORIES**

It was

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

**RESOLVED** – That in line with good practice, all Hythe Town Councillors be authorised to sign cheques on behalf of the Town Council.

**30/10 SEALING OF ORDERS – STANDING ORDER NO 14 d**

To report that the following Orders had been duly sealed:

No 31 – Deed of Variation Counterpart re Underlease, Hythe Library – Min No 330/09 refers.

No 32 – Loan Agreement with the Davis Oakland Charity – Min No 330/09 refers.

No 33 – Freedom Scroll presented to Michael Howard QC MP – Min No 398/09 refers.

It was

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

**RESOLVED** – That it be noted the above Orders had been duly sealed.

**31/10 MINOR AMENDMENT TO THE TOWN COUNCIL’S STANDING ORDERS – ISSUE NO 8**

It was

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

**RESOLVED** – That Standing Order No 15 d be amended so as it complied with Standing Order No 17, ie in respect of the no (2) of Councillors’ requisitioning a meeting of Committees/Council.

**32/10 CHAIRS FOR THE SPORTS PAVILION – MIN NO 21/10 REFERS**

It was

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

**RESOLVED** – That the Emperor chair be selected at a unit cost price of £21.90.

Meeting closed at 7.54 pm.

Dated this Day of 2010

Chairman .....