

MINUTES
OF THE MEETING OF
HYTHE TOWN COUNCIL'S
FINANCE & GENERAL PURPOSES COMMITTEE

HELD ON THURSDAY 5TH JUNE 2008

Present: Councillor J A Schoner (In the Chair)

Councillors Mrs K T Belcourt, R H Carroll, A J Ewart-James,
Mrs Z Harris, S W Hayward, A Mayne, Mrs A Mayne, A Smith
and R Watson

Also Present: The Town Clerk

Apologies: Councillor D Owen

**43/08 MINUTES OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE MEETINGS HELD ON 1ST MAY & 8TH MAY 2008**

It was

PROPOSED BY: Councillor S W Hayward

SECONDED BY: Councillor A Mayne and

RESOLVED – That the Minutes of the meetings held on the 1st May and 8th May 2008, having been circulated, be confirmed as a correct record and signed by the Chairman.

44/08 DECLARATION OF INTERESTS

Councillors A J Ewart-James, S W Hayward and Mrs K T Belcourt declared prejudicial interests in Min No 65/08 – Town Green Legal Costs – Shepway District Councillors.

Councillor A J Ewart-James and Mrs K T Belcourt declared prejudicial interests in Min No 59/08 – Members of Hythe Against Crime.

**45/08 ADJOURNMENT OF MEETING FOR PUBLIC INCLUSION IN
ACCORDANCE WITH STANDING ORDER NO. 70**

It was

PROPOSED BY: Councillor S W Hayward

SECONDED BY: Councillor A Smith and

RESOLVED – That the meeting stand adjourned.

Mr A Metherell addressed the Meeting. *

Please see attachment for public comments which are attached but do not constitute part of the Minutes.

It was then

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

RESOLVED – That the Meeting be reconvened.

46/08 APPROVAL OF PAYMENTS FOR THE PERIOD TO 27TH MAY 2008

It was

PROPOSED BY: Councillor A J Ewart-James
SECONDED BY: Councillor R H Carroll and

RESOLVED – That the payments for the period to 27th May 2008, covering cheque numbers 010908 – 010961 be authorised, as appended to these Minutes.

47/08 APPROVAL OF BUDGET STATEMENT TO 27TH MAY 2008

It was

PROPOSED BY: Councillor Mrs Z Harris
SECONDED BY: Councillor Mrs K T Belcourt and

RESOLVED – That the Budget Statement to 27th May 2008 be approved.

48/08 APPROVAL OF BALANCE SHEET & INCOME & EXPENDITURE ACCOUNT TO 27TH MAY 2008

It was

PROPOSED BY: Councillor R Watson
SECONDED BY: Councillor R H Carroll and

RESOLVED – That the Balance Sheet and Income & Expenditure Account to 27th May 2008 be approved.

49/08 REPORT OF RECEIPTS TO 27TH MAY 2008

It was

PROPOSED BY: Councillor R H Carroll
SECONDED BY: Councillor Mrs Z Harris and

RESOLVED - That the Receipts for the period to 27th May 2008 be accepted.

50/08 TO AUTHORISE THE TRANSFER FROM REVENUE TO CAPITAL – RESOLVED MIN NOS 253/07 & 290/07 REFERS

It was

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

RESOLVED – That the transfer of £5,000 from Revenue to Capital in respect of the CCTV Sinking Fund be approved.

51/08 NEW PLAQUE ON HYTHE WAR MEMORIAL

Members discussed the previously circulated request from the Royal British Legion to add R A Brabner's name to the War Memorial at The Grove. R A Brabner had been a serving officer and killed in action during the course of the second World War, as well as being the MP for Hythe at the time.

It was

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

RESOLVED – That the Royal British Legion's request to add R A Brabner's name to the War Memorial at The Grove be approved.

52/08 INCOME & EXPENDITURE ACCOUNTS FOR THE FINANCIAL YEAR 2007/8 – TOWN CLERK'S REPORT 01/08 REFERS

Members discussed the previously circulated relevant associated papers and the Town Clerk's report and recommendations contained therein.

It was

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

RECOMMENDED – That:

- 1 The Town Council accounts for the financial year 2007/8 be approved for submission to the External Auditor.
- 2 All related documents as identified below be approved and submitted.

- Completed Annual Return.
- Statement on Significant Differences on Income and Expenditure between successive years.
- Fixed Assets Register and Minute Extract of its approval of update.
- Movements between Capital and Revenue Accounts and SEEDA reconciliation.
- Insurance Schedule for the Year of Account, including Fidelity Guarantee.
- Income and Expenditure Accounts / Bank & Petty Cash Reconciliations.
- Balance Sheet which identifies general reserves and earmarked reserves.
- Bank Statements and other documentation relating to investments.
- Notice of Completion of Audit for 2006/7 and current year's Notice of Audit.
- Financial Risk Assessment.
- Internal Auditor's report and copies of Minutes which relate to the reporting on Audit matters.
- Explanation of differences between Box 7 & Box 8 on Section 1 of the Statement of Accounts.

53/08 APPOINTMENTS TO SUB-COMMITTEES

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

Sports Pavilion Sub-Committee

It was

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

AGREED – That Councillors R H Carroll, A Smith and R Watson be appointed to serve on the Sports Pavilion Sub-Committee for the ensuing Civic Year.

Personnel Sub-Committee

It was

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

AGREED – That Councillors A Mayne, D Owen and S W Hayward be appointed to serve on the Personnel Sub-Committee for the ensuing Civic Year.

Personnel (Appeals) Sub-Committee

It was

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

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

54/08 KCC LIBRARY/OAKLANDS WORKS TO THE JOINT FIRE ALARM SYSTEM & INTRUDER ALARM

The Town Clerk updated Members on the current position. It was mooted that a direct link to the Fire Service would be investigated. The Library staff were currently reviewing the alarm systems for both intruder and fire. The Town Clerk was awaiting further details, at which point referral would be made back to Committee.

55/08 THE GREEN, HYTHE

Members considered the refurbishment of an existing redundant cast iron Notice Board and the placing of it on Hythe Green. The Town Clerk referred to the fact that the notice board would refer to ownership and be available to give notice of events on the Green.

It was

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

RECOMMENDED – That the refurbishment of the Notice Board be approved up to a value of £300.00 and planning permission obtained as necessary.

56/08 SECOND HOMES FUNDING

Members discussed the previously circulated extract from Shepway District Council Report C08/05 in respect of promoting local organisations to apply for the above funding.

It was

PROPOSED BY: Councillor J A Schoner
SECONDED BY: Councillor S W Hayward and

RECOMMENDED – That:

1. The Town Clerk writes to the Panel at Shepway District Council regarding the fact that the Town Council disputed the reference in report C08/05 to the “low” numbers of applicants from Hythe Groups.
2. Application forms be made available from the Town Council Offices and promotion of the Second Homes Funding Scheme via the Notice Boards be undertaken.

57/08 HYTHE CRICKET CLUB & HYTHE TENNIS CLUB LEASES – MIN NOS 389/07 & 390/07 REFER

Written reports from the District Valuer as to his findings of rental levels for the ensuing lease periods had been previously circulated to Members.

(i) Cricket Club

It was **AGREED** that this item be deferred until the next Council Meeting on the 19th June to await the confirmation of the figures as contained in the Valuer’s report.

(ii) Tennis Club

(iii) Allotment Land

It was

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

RECOMMENDED – That:

1. The District Valuer’s valuations be approved for the Hythe Tennis Club as follows: £2,500 per annum for the ensuing five year period of the lease.
2. The Skatepark valuation of £350.00 per annum be accepted as per the current land use.

Councillors A J Ewart-James and Mrs K T Belcourt left the Chamber for the discussion and vote on the next item:

59/08 CCTV TENDERS – MIN NO 417/07 REFERS & TOWN CLERK’S REPORT 02/08 REFERS

The Town Clerk reported on Tenders received to date.

It was

PROPOSED BY: Councillor S W Hayward
SECONDED BY: Councillor Mrs Z Harris and

RECOMMENDED – That the Town Clerk’s report be accepted and the recommendations contained therein be approved as follows:

1. In the light of the CCTV Consultant’s recommendations, it is recommended that Company No 2 be selected, with a clause that the contract be reviewed towards the end of the first year, so as to ensure that the “emergency call out” provisions costs can be assessed.
2. It is further recommended that the spares as identified in the Consultant’s report, amounting to £3,950 be acquired, so as to aid any running repair issues.
3. That the £3,950.00 in respect of the acquisition of spares be taken from the CCTV Sinking Fund.

Councillors A J Ewart-James and Mrs K T Belcourt returned to the Chamber at this juncture.

60/08 APPOINTMENT OF INTERNAL AUDITOR – MIN NO 353/07 & THE TOWN CLERK’S REPORT 03/08 REFER

The Town Clerk reported on the three quotations received. The prices were as follows:

Auditor A - £350 per annum – all inclusive.

Auditor B - £520 per annum plus Charity & SEEDA work at an additional charge of £40 per hour.

Auditor C - £1,500, £1,575 and £1,650 for the three consecutive years.

It was

PROPOSED BY: Councillor S W Hayward

SECONDED BY: Councillor A Smith and

RECOMMENDED – That Auditor A be appointed as the Town Council’s Internal Auditor for the ensuing three year period.

61/08 HYTHE SPORTS PAVILION – WIRING – RESOLVED MIN NOS 419/07 & 10.08 REFER

Two quotes having been sought, the Town Clerk reported on the price (£183.50) received to date and updated Members on the current position in regard to related matters.

It was

PROPOSED BY: Councillor R H Carroll

SECONDED BY: Councillor A Smith and

RECOMMENDED – That on the eastern wing of the Pavilion, the wiring works be undertaken at a cost of £183.50 + VAT.

Councillor R Watson left the Chamber and returned during the above item.

62/08 LEGAL COSTS IN RESPECT OF THE INCURSION ON SOUTH ROAD RECREATION GROUND

The Town Clerk reported on the legal costs in respect of the incursion on South Road Recreation Ground which were in the order of £2,000.00.

It was

PROPOSED BY: Councillor S W Hayward
SECONDED BY: Councillor Mrs Z Harris and

RECOMMENDED – That:

1. All Council Staff, Hythe Town Councillors and Members of the Public be given grateful thanks for the action taken.
2. The legal costs be derived from the Legal Fund Revenue Reserves.

63/08 HEIGHT RESTRICTIONS, SOUTH ROAD RECREATION GROUND

Members considered the placement of height barriers on the gates to South Road Recreation Ground following the recent incursion on the Recreation Ground.

It was

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

That the Town Clerk investigate the cost of a height restriction barrier for South Road Recreation Ground.

This proposal was then withdrawn by the Proposer with the agreement of the Seconder.

The entire matter was to be dealt with at full Council.

64/08 TREE AUDIT

In the light of the recent problems at Eaton Lands, Members considered the undertaking of a tree audit on all Hythe Town Council controlled property. Members were referred to the previously circulated email from Mr D Sephton, the Aboricultural Officer at Shepway District Council, in respect of Eaton Lands and the Town Clerk's recommendation of the need to undertake a tree appraisal.

It was

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

RECOMMENDED – That Wye College be approached to carry out a tree audit on the Council's charity land as a project.

Councillors A J Ewart-James and Mrs K T Belcourt left the Chamber for the discussion and vote on the next item:

65/08 TOWN GREEN LEGAL FEES

Members discussed the previously circulated revised offer from Shepway District Council in respect of the Town Green legal fees. The Chairman referred to the negotiations.

It was

PROPOSED BY: Councillor Mrs Z Harris
SECONDED BY: Councillor R H Carroll and

RESOLVED – That the offer of £6,350.00 (which represented 50% of the costs) from Shepway District Council be accepted.

Councillors A J Ewart-James and Mrs K T Belcourt returned to the Chamber at this juncture.

Meeting closed at 8.28 p.m.

Dated the Day of 2008

.....CHAIRMAN

Mr A Metherell

Mr Metherell thanked the Council on behalf of the South Road residents for its efforts in removing the trespassers from the South Road Recreation Ground. He further thanked Councillor A Mayne for his non-confrontational attitude. Mr Metherell felt that the Police response had been wholly irresponsible, having come from Lydd. He stated that there was sufficient ambiguity in the Highways Acts to warrant action against the innumerable incidents of traffic movements which occurred further than 15 yards from the highway.