

MINUTES
OF THE MEETING OF
HYTHE TOWN COUNCIL'S
FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 22ND MARCH 2007

Present: Councillor J A Schoner (In the Chair)

Councillors R H Carroll, A J Ewart-James, A H Farmer,
Mrs W D Harris, S W Hayward, N A Matthews, Mrs C Moran
and Mrs J M Nolan

Also Present: The Town Clerk

Apologies: Councillor R L Bryan

**358/06 MINUTES OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE MEETING HELD ON THE 15TH FEBRUARY 2007**

It was

PROPOSED BY: Councillor R H Carroll
SECONDED BY: Councillor Mrs W D Harris and

RESOLVED – That the Minutes of the meeting held on the 15th February 2007, having been circulated, be confirmed as a correct record and signed by the Chairman.

359/06 DECLARATION OF INTERESTS

Councillors S W Hayward, Mrs W D Harris and J A Schoner declared Personal Interests in Minute No. 377/6 – Private Members of Age Concern.

**360/06 ADJOURNMENT OF MEETING FOR PUBLIC INCLUSION IN
ACCORDANCE WITH STANDING ORDER NO. 70**

It was

PROPOSED BY: Councillor S W Hayward
SECONDED BY: Councillor N A Matthews and

RESOLVED – That the meeting stand adjourned.

Miss D Rayner 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 N A Matthews
SECONDED BY: Councillor S W Hayward and

RESOLVED – That the Meeting be reconvened.

361/06 APPROVAL OF PAYMENTS FOR THE PERIOD 1ST – 28TH FEBRUARY 2007

It was

PROPOSED BY: Councillor R H Carroll
SECONDED BY: Councillor Mrs W D Harris and

RESOLVED – That the payments for the period 1st – 28th February 2007, covering cheque numbers 010378 to 010407 be authorised, as appended to these Minutes.

362/06 APPROVAL OF BUDGET STATEMENT TO 28TH FEBRUARY 2007

It was

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

RESOLVED – That the Budget Statement to 28th February 2007 be approved.

363/06 APPROVAL OF BALANCE SHEET & INCOME & EXPENDITURE ACCOUNT TO 28TH FEBRUARY 2007

It was

PROPOSED BY: Councillor N A Matthews
SECONDED BY: Councillor S W Hayward and

RESOLVED – That the Balance Sheet and Income & Expenditure Account to 28th February 2007 be approved.

364/06 REPORT OF RECEIPTS FOR PERIOD FROM 1ST – 28TH FEBRUARY 2007

It was

PROPOSED BY: Councillor Mrs W D Harris
SECONDED BY: Councillor R H Carroll and

RESOLVED - That the Receipts for the period from 1st – 28th February 2007 be accepted.

365/06 TO AUTHORISE THE TRANSFER FROM CAPITAL TO REVENUE – RESOLVED MIN. NO. 168/06 REFERS

It was

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

RESOLVED – That:

1. The transfer of approx £1,513.80 in respect of works undertaken at Eaton Lands throughout the course of the year be approved.

2. It was further recommended that an outstanding amount of £550.00 be authorised for transfer during the course of the next financial year.

366/06 TO AUTHORISE THE TRANSFER FROM CAPITAL TO REVENUE – RESOLVED MIN. NO. 326/06 REFERS

It was

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

RESOLVED – That the transfer of £15,053.00 (and advertising costs of £840.96) in respect of legal and advertising costs regarding the South Road (Hythe) Conservation Area Association be approved.

367/06 TO AUTHORISE THE TRANSFER FROM CAPITAL TO REVENUE – RESOLVED MIN. NO. 244/06 REFERS

It was

PROPOSED BY: Councillor Mrs W D Harris
SECONDED BY: Councillor N A Matthews and

RESOLVED – That the transfer of £10,000.00 from the Playground Repair & Renewal Fund and the balance from Capital Contingency in respect of the dry rot works at Hythe Town Hall be approved.

368/06 7 FISHER CLOSE, HYTHE

Members discussed the correspondence from Robson & Co regarding building works at No. 7 Fisher Close, Hythe.

It was

PROPOSED BY: Councillor N A Matthews
SECONDED BY: Councillor Mrs C Moran and

RESOLVED – That no authority be granted by this Council in respect of the breach of covenant.

369/06 ARTS, CULTURE & LEISURE FUND ALLOCATION FOR 2006/2007 & 2007/2008

The Hythe Twinning Association application for funding had been withdrawn at the request of the Applicant.

Members discussed the previously circulated applications from:

1. Hythe & Saltwood Sailing Club

It was

PROPOSED BY: Councillor Mrs W D Harris
SECONDED BY: Councillor A J Ewart-James and

RECOMMENDED – That a grant of £200.00 be made to the Hythe & Saltwood Sailing Club for 2007/8, subject to the usual conditions' being met.

2. Hythe Art Society

It was

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

RECOMMENDED – That a grant of £200.00 be made to the Hythe Art Society, subject to the usual conditions' being met.

370/06 5TH NOVEMBER CELEBRATIONS

The Town Clerk reported on correspondence received to date in answer to a meeting with local organisations, as put forward by the Town Council.

It was

PROPOSED BY: Councillor N A Matthews
SECONDED BY: Councillor S W Hayward and

RECOMMENDED – That:

1. The correspondence be noted and the Town Clerk and Deputy Town Clerk be thanked for their work in this matter.
2. The proposal to form a Bonfire Society be placed before the new administration.

It was further

PROPOSED BY: Councillor N A Matthews
SECONDED BY: Councillor S W Hayward and

RECOMMENDED – That:

1. The 3rd November 2007 be designated as the date for the fireworks display.
2. £1,000 be allocated to the firework display from the 5th November Celebration budget heading.

It was then

PROPOSED BY: Councillor N A Matthews
SECONDED BY: Councillor R H Carroll and

RECOMMENDED – That the Price Funfair be invited to conjoin with the above event, subject to suitable financial arrangements, being in place.

It was further

PROPOSED BY: Councillor N A Matthews
SECONDED BY: Councillor S W Hayward and

RECOMMENDED – That additional sponsorship for this event be sought by the Town Clerk.

It was then

PROPOSED BY: Councillor N A Matthews
SECONDED BY: Councillor Mrs J M Nolan and

RECOMMENDED – That the entire issue and organisation of a bonfire be deferred until the June meeting of the Finance & General Purposes Committee in the new Civic Year.

371/06 STOCKS OF THE CINQUE PORTS TOURIST LEAFLET

The Town Clerk reported on the outcome from the Special Cinque Ports Confederation Committee Meeting in respect of the above leaflet's reproduction. A copy of the leaflet had been previously circulated to Members.

It was

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

RECOMMENDED – That no funding be made available for the Cinque Ports Tourist leaflet's reproduction.

Councillor Mrs C Moran left the Committee Room at this juncture.

372/06 HYTHE BAY CHURCH OF ENGLAND PRIMARY SCHOOL

Members discussed the previously circulated correspondence regarding Hythe Bay School's request for permission to place a gate in the boundary hedge adjacent to the school building which abuts the Green.

It was

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

RECOMMENDED – That permission for Hythe Bay School to position a gate in the boundary hedge adjacent to the school building which abuts the Green be refused.

373/06 RISK ASSESSMENTS

Members discussed the previously electronically circulated risk assessments for Hythe Town Council properties and operations. Hard copies had been made available in the Office for inspection. The following reviews were undertaken:-

- (i) Finance – including a review of internal audit controls
- (ii) Town Hall
- (iii) Allotments
- (iv) Car Parks
- (v) Seasonal Decorations
- (vi) Playing Fields
- (vii) Skatepark

It was

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

RECOMMENDED – That:

1. The Risk Assessment Reviews (including that for Internal Financial Controls) to date be approved.
2. Grateful thanks be given to the Town Clerk for her work in preparing the Risk Assessments.

374/06 PUBLIC BOWLING GREEN/TENNIS COURTS FENCING

The Town Clerk reported on quotations received to date for the replacement fencing around the Public Bowling Green/Tennis Courts at South Road Recreation Ground.

It was

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

RECOMMENDED – That:

1. This matter be deferred until the outcome of the Town Green application.
2. Any emergency repairs be carried out in the meantime.

375/06 HYTHE SPORTS FACILITY/PAVILION

1. The Chairman updated Members on the Town Green status, fees and the state of the Pavilion.
2. Members considered the Proposed Notice of Motion No. 64 as follows:

Proposed by: Councillor J A Schoner

“In view of the failure of the proposed new Sports Centre project, Hythe Town Council requests Shepway District Council to fulfil its commitment to provide improved sports facilities for Hythe by immediately committing £750,000 towards the proposed new sports pavilion on South Road Recreation Ground.”

It was

RESOLVED – That the above motion be forwarded to Shepway District Council.

The above motion was carried unanimously.

376/06 PICTURE FRAME

Members discussed the disposal of this artefact. The frame was available for inspection in the Town Hall.

It was

PROPOSED BY: Councillor Mrs W D Harris
SECONDED BY: Councillor R H Carroll and

RESOLVED – That the frame be put out for sale at a local auction.

377/06 AGE CONCERN

(i) Replacement of an Outer Door

Members discussed the request from Age Concern to replace an outer door at Age Concern premises. The Town Clerk reported on quotations received to date as follows:

Quotation 1 £1,800.00 + VAT
 Quotation 2 £2,025.00 + VAT
 Quotation 3 £2,099.38 + VAT (to include top window)
 Quotation 4 £1,685.00 + VAT (to include top window)
 Quotation 5 £1,537.00 + VAT

It was

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

RESOLVED – That the lowest quote of £1,685.60, to include the replacement of the window above the door, be accepted.

(ii) Concreting the Front External Apron

Members discussed the previously circulated request from Age Concern in respect of concreting the front external apron at its premises.

It was

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

RESOLVED – That a specification of the above works be assessed by the Town Council's surveyor prior to the commencement of the works.

(iii) Payment of Rent

Members discussed the previously circulated correspondence from Age Concern regarding a change in interval of the payment of rent.

It was

PROPOSED BY: Councillor J A Schoner
SECONDED BY: Councillor N A Matthews and

RESOLVED – That the request to alter the current arrangements for Age Concern's payment of rent not be agreed.

378/06 LICENCES

(i) Fisher Close, Hythe

Members discussed the previously circulated licence arrangement in respect of x 3 no. properties in Fisher Close, Hythe.

It was

PROPOSED BY: Councillor R H Carroll
SECONDED BY: Councillor A H Farmer and

RECOMMENDED – That the licence agreement in respect of x 3 no. properties in Fisher Close be agreed.

(ii) 13 Sturdy Close

Members discussed the previously circulated licence agreement in respect of No. 13 Sturdy Close.

It was

PROPOSED BY: Councillor R H Carroll
SECONDED BY: Councillor A H Farmer and

RECOMMENDED – That the licence agreement in respect of 13 Sturdy Close be agreed.

It was then

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

AGREED – That the Chairman be thanked for his Chairmanship over the past Civic Year.

The Chairman responded by wishing all the candidates the best of luck in the forthcoming elections.

The Meeting closed at 9.03 pm.

Dated the Day of 2007

.....CHAIRMAN

Miss D Rayner

Miss Rayner addressed the meeting outlining her concerns regarding Hythe Bay School's request to install a gate in the boundary hedge adjacent to the school building which abuts the Green. Miss Rayner suggested that there would be no point in having a gate which would inevitably create a "mud patch" and that there were perfectly good paths sensibly situated on the Green already. The corner of Cinque Ports Avenue was well lit and therefore existing security was not a problem. Miss Rayner further suggested that the schoolchildren should be encouraged to make proper use of the Green, as in previous times.