

MINUTES
OF THE MEETING OF
HYTHE TOWN COUNCIL'S
FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 24TH AUGUST 2006

- Present:** Councillor J A Schoner (In the Chair)
- Councillors R L Bryan, R H Carroll, A J Ewart-James, A H Farmer, S W Hayward, N A Matthews, Mrs C Moran and Mrs J M Nolan
- Also Present:** The Town Clerk
- Apologies:** Councillor Mrs W D Harris and Councillor Mrs C Moran (for lateness)

108/06 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 6TH JULY 2006

It was

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

RESOLVED – That the Minutes of the meeting held on the 6th July 2006, having been circulated, be confirmed as a correct record and signed by the Chairman.

109/06 DECLARATION OF INTERESTS

The Town Clerk declared a prejudicial interest in Minute No. 129/06 – Minutes of the Personnel Sub-Committee Meeting.

Councillor A J Ewart-James declared a prejudicial interest in Minute No. 117/6 – Hythe Youth Fund – Treasurer of Churches Together Youth Worker Project.

Councillor A J Ewart-James declared a prejudicial interest in Minute No. 123/06 – CCTV Radio Link Charge – Treasurer of Hythe Against Crime.

The Chairman advised that Agenda Item Nos. 11, 13, 22 and 23 were to be taken at the end of the Meeting.

110/06 ADJOURNMENT OF MEETING FOR PUBLIC INCLUSION IN ACCORDANCE WITH STANDING ORDER NO. 70

It was

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

RESOLVED – That the meeting stand adjourned.

Mr J Gammon 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.

111/06 APPROVAL OF PAYMENTS FOR THE PERIOD TO 1ST JUNE – 31ST JULY 2006

It was

PROPOSED BY: Councillor S W Hayward
SECONDED BY: Councillor Mrs J M Nolan and

RESOLVED – That the payments for the period to 1 June – 31st July 2006, covering cheque numbers 010052 to 000091 be authorised, as appended to these Minutes.

112/06 APPROVAL OF BUDGET STATEMENT TO 31ST JULY 2006

It was

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

RESOLVED – That the Budget Statement to 31st July 2006 be approved.

113/06 APPROVAL OF BALANCE SHEET & INCOME & EXPENDITURE ACCOUNT TO 31ST JULY 2006

It was

PROPOSED BY: Councillor Mrs J M Nolan
SECONDED BY: Councillor S W Hayward and

RESOLVED – That the Balance Sheet and Income & Expenditure Account to 31st July 2006 be approved.

114/06 REPORT OF RECEIPTS FOR PERIOD TO 31ST JULY 2006

It was

PROPOSED BY: Councillor A J Ewart-James
SECONDED BY: Councillor N A Matthews and

RESOLVED - That the Receipts for the period to 31st July 2006 be accepted.

115/06 TO AUTHORISE THE TRANSFER FROM THE SPORTS PAVILION SINKING FUND TO REVENUE – RESOLVED MINUTE NO. 406/05 REFERS

It was

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

RESOLVED – That the transfer of £5,000 from the Sports Pavilion Sinking Fund to Revenue – regarding the Hythe Festival Grant for 2006 be approved.

116/06 TO AUTHORISE THE TRANSFER FROM REVENUE TO EATON LANDS CAPITAL

It was

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

RESOLVED – That the transfer of £300 from Revenue to the Eaton Lands Capital Fund – Allotment Rent – be approved.

Councillor A J Ewart-James left the Committee Room for the discussion and vote on the following item:

117/06 HYTHE YOUTH FUND – TOWN CLERK’S REPORT 04/06 REFERS

Members considered the previously circulated correspondence from Reverend Martin in respect of a request for funding toward the Churches Together in Hythe & Saltwood’s Youth Project and the recommendations of the Town Clerk’s Report 04/06.

It was

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

RECOMMENDED – That the recommendations in the Town Clerk’s Report be accepted, except with regard to Recommendation 2, to leave a balance of £2,213, with a transfer of £4k as follows:

1. Reverend Martin be advised that the Town Council is unable to assist Churches Together with its Youth Work project, as its finances are fully committed at this present time.
2. In view of the financial provisions for the proposed replacement Sports Pavilion, to leave a balance of (£2,213) in the Youth Fund and transfer £4,000 to the Sports Pavilion Capital Fund, which currently stands at zero.

It was further

PROPOSED BY: Councillor R L Bryan
SECONDED BY: Councillor A H Farmer and

RECOMMENDED – That Reverend Martin be invited to a Finance & General Purposes Meeting to put the detail of a particular future project to the Committee, not to include a salaries element.

Councillor A J Ewart-James returned to the Committee Room.

118/06 FIREWORKS/BONFIRE EVENT – TOWN CLERK’S REPORT 03/06
REFERS

Members discussed the previously circulated Town Clerk’s Report in relation to the arrangements for the Fireworks/Bonfire Event 2006.

After lengthy discussions, no decision was made on this item.

119/06 SHEPWAY DISTRICT COUNCIL WAIVING OF FEES

Members discussed the previously circulated request from Shepway District Council to waive the Town Hall Fees in respect of the Hythe Town Poll held on the 29th June 2006.

It was

PROPOSED BY: Councillor A J Ewart-James
SECONDED BY: Councillor N A Matthews and

RESOLVED – That the Town Hall Fees not be waived in respect of the above Hythe Town Poll.

120/06 SHEPWAY COMMUNITY CHEST 2006/7

Members considered the previously circulated letter from Shepway District Council to put forward projects for consideration.

No projects were put forward by Members.

121/06 DISABLED ACCESS SIGNAGE & BELL – HYTHE TOWN HALL

Members discussed the placement of two notices and the installation of a bell in respect of disabled access, following difficulty encountered in accessing the Town Hall by a disabled user.

It was

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

RECOMMENDED – That:

1. Two notices and the installation of bell be agreed to be placed on the Town Hall.
2. The Town Clerk to be thanked for her work on this matter.

122/06 KENT TREE WARDEN SCHEME - HYTHE

Members considered the previously circulated request for financial assistance toward the running costs of the Kent Tree Warden Scheme in Hythe.

It was

PROPOSED BY: Councillor J A Schoner
SECONDED BY: Councillor R H Carroll and

RECOMMENDED – That a grant of £100 be made to the Tree Warden Scheme in Hythe for the financial year 2006/7.

Councillor A J Ewart-James left the Committee Room for the discussion and vote on the following item:

123/06 CCTV RADIO LINK CHARGE

Members discussed the previously circulated correspondence in respect of the request for the waiving of the 20% increase in fees for the Hythe Against Crime radio link.

It was

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

RECOMMENDED – That:

1. A period of grace be allowed in respect of raising the Hythe Against Crime agreement charge with the implementation of an increase to £1.25 per radio per month as from the 1st January 2007.
2. In the interim, the normal payment of £1.00 per radio per month be adhered to.

Councillor A J Ewart-James returned to the Committee Room.

124/06 APPOINTMENT OF TOWN CRIER

Members discussed the previously circulated correspondence from Mr D Murphy in respect of his request to be “adopted” as the Town Crier for Hythe so that he could represent Hythe in the “All England Town Crier Contest” in Hastings.

It was

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

RECOMMENDED – That:

1. Mr D Murphy be “adopted” as the Town Crier for Hythe.
2. No commitment from the Town Council be forthcoming in regard to this position.

125/06 HYTHE SPORTS CENTRE

The Chairman gave an update on progress since the last meeting. Members then considered the previously circulated Town Clerk's Report 05/06.

It was

PROPOSED BY: Councillor R H Carroll
SECONDED BY: Councillor C J Capon and

RESOLVED – That the Town Clerk's Report 05/06 be accepted and recommendations contained therein as follows:

- 1 The contents of this report be noted.
- 2 The contingency plan be progressed and the planning application based upon the preliminary drawings be submitted.

It was then

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

RESOLVED: That the Press and Public be excluded due to the confidential nature of the business under Section 1 Sub Section (2) of the Public Bodies (Admission to Meetings) Act 1960 from the following items:

Councillor Mrs C Moran entered the Committee Room.

126/06 APPOINTMENT OF INTERNAL AUDITOR – RESOLVED MIN. NO. 66/06 REFERS

The Town Clerk reported on the received quotations for the appointment of an Internal Auditor as follows:

Tender 1	£800.00 Year 1 – 3% inflation for Years 2 & 3
Tender 2	£390.00 Year 1 – 4% inflation for Years 2 & 3
Tender 3	£650.00 Year 1 – 3% inflation for Years 2 & 3
Tender 4	£2,000 – £2,250 – dependent on number of days required.

It was

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

RECOMMENDED – That the lowest tender (Tender 2) be agreed for the three years period commencing 2006/7.

127/06 22 FISHER CLOSE

Members discussed the previously circulated correspondence regarding 22 Fisher Close, with specific reference to the details of the estate's generic covenant.

It was

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

RECOMMENDED – That the covenant (paragraph 7) relating to 22 Fisher Close be enforced by Hythe Town Council.

128/06 HYTHE LIBRARY – LEASE – RENT REVIEW – TOWN CLERK’S REPORT 03/06 REFERS

Members discussed the Hythe Library’ Lease – Rent Review and the contents of the Town Clerk’s Report 03/06.

It was

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

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

- 1 In the first instance a meeting be set up as soon as possible, on a date to be determined between Hythe Town Council, Kent County Council and the District Valuer who assessed the rent. In any event this meeting to take place in time for report back to the Council meeting on 21st September 2006.
- 2 In the meantime, the Kent County Council be requested to pay the rent as per the level set by the District Valuer in accordance with the provisions of the lease agreement.

The Town Clerk left the Meeting at this juncture having declared a prejudicial interest in the following item:

129/06 MINUTES OF THE PERSONNEL SUB-COMMITTEE MEETING HELD ON THE 28TH JULY 2006
Proposed Amendment - Redress of Grievance

It was

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

That the wording “with a view to securing a public apology from Councillor C J Capon and a commitment to desist from further breaches of the Code of Conduct (Section 1 (b) and (c))” be deleted as follows:

That an opportunity for mediation or conciliation, in accordance with the Town Clerk’s Contract of Employment (20.1) be provided, ~~with a view to securing a public apology from Councillor C J Capon and a commitment to desist from further breaches of the Code of Conduct (Section 1 (b) and (c)).~~

The above amendment was carried

It was further

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

That the Mayor, endorsed by other Councillors who were present at the Charity Trustees Meeting on the 20th July 2006, report Councillor C J Capon to the Standards Board for England on the following grounds:

1. A Member must treat others with respect.
2. A Member must not, in his official capacity, or any other circumstances, conduct himself in a manner which could reasonably be regarded as bringing his office or authority into dispute.

The above amendment was carried

It was then

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

RECOMMENDED – That the Minutes of the Personnel Sub-Committee Meeting held on the 28th July 2006 be received, and the decisions made therein be endorsed, subject to the above amendments.

The Meeting closed at 9.15 pm.

Dated the Day of 2006

.....CHAIRMAN

Mr J Gammon

Mr Gammon hoped that all interested parties would be involved regarding the contingency plan and that Hythe Town Council would consult everyone. He expressed his concern regarding the short to medium term future of the Hythe Swimming Pool.