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To Hythe Town Council  
Date 9 October 2020  
Status **Non Exempt**  
Responsible officer Responsible Financial Officer

Subject **PROJECT REVIEW REPORT F&GP/18/20**

**SUMMARY:** This report sets out the options for consideration on projects supported by the budget 2020.21 and asks the committee to review in accordance with good practice.

**REASON FOR RECOMMENDATION:**

The Committee is asked to agree the recommendations set out below because:-

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

**RECOMMENDATIONS:**

1. To receive and note the report F&GP/18/20
2. To note the RFO/ Cllr D Wade will liaise with Kent Wildlife Trust and The Bumble Conservation Trust to complete project items 12,13,14 and 15.
3. To defer the remaining larger projects already authorised and include in next years' budget.

**INTRODUCTION**

The projects submitted to the 2020.21 budget were approved at Council when the budget was set at the Town Council meeting on 11 December 2019 min no.230/19. The attached addendum (Appendix 1) lists the projects that were resolved to be completed in the year 2020.21.

Some of the smaller projects have been completed:

- Project no.11 – Two Air Quality Monitoring Stations and
- no.17 - Purchase of a Defibrillator which has already been reviewed through the F&GP Committee min no 110/20 and ordered.

The projects that are now in progress are listed below;

- 12. Plants for pollinators
- 13 Commemorative Plaque
- 14 Bug/Bee hotels
- 15 Bird boxes & Bat boxes

## **12. Plants for pollinators – Budgeted cost £900**

The Bumblebee Conservation Trust have been contacted to advise exactly what Pollinator plants can be purchased and where to place them. These will be purchased for the South Rd site and woodlands flowers for Eaton Lands old quarry.

## **13 Commemorative Plaque – Budgeted cost £700**

The Commemorative Plaque for Jamie Janson, Hythe's 2019 Guest of Honour at Hythe Veterans Day, will cost £480 for an engraved stone plaque of 60cm x 45cm. Quotes are generated automatically on the RusticStone website & other similar sites. Also included is £220 for its installation in the Undercroft beneath the notice to "Boys & Other Persons."

## **14 Bug/Bee hotels – Budgeted cost £600**

The Bumblebee Conservation Trust have been contacted to advise exactly what Bug & Bee Hotels can be purchased and where to place them. These will be situated at Oaklands park and Eaton Lands.

## **15 Bird boxes & Bat boxes – Budgeted cost £900**

Kent Wildlife Trust have been contacted to advise exactly what bird & bat boxes to purchased and where to place them around Hythe. Councillor D Wade has contacted a number of local schools in the hope that they will be interested in planned educational activities with the Kent Wildlife Trust for building some of the birdboxes whilst also purchasing some of the boxes which are constructed from sustainably grown wood from Forest Stewardship Council approved suppliers.

## **SUMMARY**

The Committee is asked to review the remaining larger projects; HTC Metal Souvenir bottles £2,250 and Hythe Skate Park shelter £5,500 and it is recommended to transfer these into the 2021.22 budget. (Please note; These projects have already been agreed by Council and will still be completed ergo it is just the cost that is being recommended to be deferred to a later date due to loss of income because of the Covid19 pandemic) .

## **RISK MANAGEMENT**

A summary of the perceived risk follows;

<b>Perceived Risk</b>	<b>Seriousness</b>	<b>Likelihood</b>	<b>Preventative Action</b>
The Council continues expenditure against the current budget but still suffers loss of income from the Town Councils assets leading to expenditure exceeding income.	High	High	The Council defers the projects until a later date when reserves have replenished.

## **CONTACT OFFICER**

If you have any queries about this report please contact The Responsible Financial Officer of the Council

Tel: 01303 266152 or email [RFO@hythe-tc.gov.uk](mailto:RFO@hythe-tc.gov.uk) prior to the meeting.