

Item 7.3

Hawkhurst Parish Council

Record of Actions / Decisions from 18th March 2020

On the 9th March 2020 the Council resolved, under the terms of the Scheme of Delegation S101;

“If Council / Committee meetings are cancelled due to COVID-19 that delegated authority should be given to the Proper Officer (the Clerk) in consultation with the Chairman and/ or Vice Chairman and /or Chairman of the relevant Committees.

- We keep the residents informed with links to national guidance
- Be vigilant with the venues and keep groups informed
- That we support staff – Personnel Committee to agree detail
- Review community events and keep the public informed
- Review digital communications
- Review insurance for losses

On the 18th March 2020 all Council meetings were cancelled until further notice due to National Guidance on public gatherings.

This is a report of the actions and decisions taken by the Proper Officer (Clerk) in consultation with the Chairman and Vice Chairman. In addition, other Councillors having been engaged in “zoom” meetings as a sounding board.

The Clerk has circulated regular updates to all councillors to keep them inform.

Action number	Date	Cllr's sounded out	Detail of Action taken
1	18.3.20		We are developing the community emergency plan with partners
2	18.3.2020		Have updated the website and JP has also updated social media This is ongoing
3	18.3.2020		The Virus kindness cards are at Tesco's, The Green Shop and Tesco's
4	18.3.2020		We are working with volunteers seeking to register volunteers' / community groups to help so we can develop a “registered scheme for Hawkhurst” and attempt to avoid fraud – which has occurred elsewhere. This will feed into the community action plan
5	18.3.2020		Progress White House Planning application to High Court – date to be set
6	18.3.2020		The Cemetery Restoration contractor is planning to start just after Easter.
7	18.3.2020		A number of Cemetery Restoration letters have been returned as “no one known at this address” as we suspected.
8	18.3.2020		MUGA contractors started on site
9	18.3.2020		The venues are closed and the regular groups informed. We are offering credit for when they start up again and have reserved their slot.

10	18.3.20		As we are the landlord of the Kino, decided to defer the next six months' rent to help their business survive COVID 19
11	24.3.2020		Added Cllr Green to sounding board
12	24.3.2020	PG	Paul is checking the office / post (on his daily piece of exercise)
13	24.3.2020	PG	Agreed that the funding set aside for the election and members allowances (£7,000) has been allocated to support Hawkhurst Community Support Group to help cover costs such as printing, posters, badges, leaflets, flyers. A lot is been done on line etc. but we need hard copies in case vulnerable people cannot access the internet etc.
14	24.3.2020	PG	offered co-option to the Council (without voting powers) to two of the key HCSG drivers – Adrian Cory and Richard Tyrie
15	24.3.2020	PG	Clare has a conference call with other Parish Chairs and TWBC tomorrow to clarify the community hub issue – we are suggesting KGV due to access, parking, Wi-Fi, toilets, showers
16	24.3.2020	PG	We have closed KGV and Heartenoak Playgrounds. However, both are fairly open and accessible, so Phil is putting a sign up and taking a photo.
17	24.3.2020	PG	The MUGA contractors cleared up and made safe as possible today. They will be back as soon as practicable to complete.
18	24.3.2020	PG	Community Centre published Consultation Feedback Report
19	24.3.2020	PG / RC / PW	We are liaising with Mark and Patrick to clarify what we can do to progress to the Community Centre to planning application
20	24.3.2020	PG / RC / PW	Clarify financial disruption insurance – policy does not cover pandemic
21	24.3.2020	PG / RC / PW	KCC share HPC office during emergency
22	30.3.2020	PG / RC / PW	Set up new Council mobile phone
23	30.3.2020	PG / RC / PW	End of March finance – second week of April
24	30.3.2020	PG / RC / PW	Cheque run 1 st April – Mid April 2020
25	30.3.2020	PG / RC / PW	End of year figures for May Council meeting
26	30.3.2020	PG / RC / PW	Clarify Audit process with internal auditor
27	30.3.2020	PG / RC / PW	Cancel events on Moor / KGV until 1 st August 2020 – but keep under review
28	30.3.2020	PG / RC / PW	Community centre design revisions
29	30.3.2020	PG / RC / PW	Furloughed staff under the Coronavirus Job Retention Scheme
30	2.4.2020	PG / RC / PW	Set up “pilot” remote Council meeting, drafted guidance for Cllrs based on NALC guidance
31	2.4.2020	PG / RC / PW	Agreed staff pay rise of budgeted 3%, subject to national review

32	2.4.2020	PG / RC / PW	Allocate spare allotments ASAP to waiting list
33	4.4.2020	PG / RC / PW	Pilot remote council meetings
34	4.4.2020	PG / RC / PW	Monthly subscription to Zoom pro to assist with the above.
35	6.4.2020	PG / RC / PW	Hawkhurst Cemetery restoration project on hold
36	6.4.2020	PG / RC / PW	Pilot Zoom meeting – 6 th and 8 th April
37	7.4.2020	PG / RC / PW	Move May Council meeting back to 11 th May 2020 – previously moved due to Parish Council election
38	7.4.2020	PG / RC / PW	Agree Council meeting dates until AGM can take place – second Monday of the month – no committee meetings until then
39	7.4.2020	PG / RC / PW	Research into long term “remote working” – report to SAP and then Council
40	7.4.2020	PG / RC / PW	Seek Southern Water to investigate spillage on boundary of KGV and HOH land
41	7.4.2020	PG / RC / PW	Investigate street light damaged on Cranbrook Road