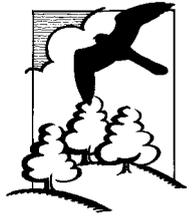


HAWKHURST PARISH COUNCIL

STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE



MINUTES

17th August 2020

Present: Cllr Taylor-Smith, Cllr Weeden, Cllr Pyne, Cllr Lusty, Cllr Green and Cllr Blake

1. ADJOURNMENT FOR PUBLIC SPEAKING NA

2. APOLOGIES FOR ABSENCE:

3. DECLARATION OF INTERESTS: *To receive notice of personal interests, whether of a prejudicial nature or otherwise, in respect of items on this agenda, in accordance with the Council's Code of Conduct.NA*

4. MINUTES FROM LAST MEETING – Cllr Green proposed and Cllr Lusty seconded –agreed majority 4 – 0 (Cllr Weeden abstained as she was not present at last meeting)

5. OUTSTANDING ITEMS FROM LAST MEETING –

Agreed that the website work was complete and without the need to change “read more” on media releases as this is required for mobile use.
Tree and Hedgerow Policy updated.

6. Update on VAT Position of the Council

The Deputy Clerk updated the Committee that a named person was required for the VAT registration = agreed that The Deputy Clerk as RFO would be named person.

The Deputy Clerk to finalise details with the Consultants on Wednesday and ensure Council is VAT Registered for 1st September 2020

7. Review Standing Orders

The Clerk updated the Committee that only a few minor changes – allowing virtual meetings, electronic notices etc Clerk will forward final draft with amendments highlighted to Cllr Taylor-Smith for final check before circulation and adoption at a Council meeting.

(need to clarify tendering arrangements after we have left the EU in January 2021- update next meeting maybe Standing Orders or Financial Regulations)

8. Allocation of Reserves

The Clerk led the discussion, the allocation of funding for the community centre needed some clarity – Deputy Clerk to report back with revised allocation of reserves at next SAP meeting.

9. Review of 2020/21 budget – up to July 2020

The Deputy Clerk led the discussion extra income via government grants but some large costs going out.

KGV 10,000 grant towards MUGA costs

Should costs of community centre be in “council costs”?

Deputy Clerk felt that we were responsibly health position but would do a report to next SAP – 5-month actual / 5-month budget.

10. Review of 2020/21 budget (COVID 19) and re-align if required – The Clerk led the discussion –

- Reduced income due to COVID 19 – especially Kino, KGV and Copt Hall
- New Covid 19 code
- Cllr Allowances saving use as community benefit – cover cost of business for flower displays / COVID 19 etc
- Staff recharges – required to illustrate full cost and help people understand increase in fees
- Copt Hall grant as income
- New grant for the office – income in office budget
- Remove youth budget as now included in increased S137 grants budget

Clerk and Deputy Clerk amend, finalise with Cllr Taylor-Smith and report to Council

11. UPDATED SAP ACTION PLAN

Cllr Taylor-Smith led the discussion all actions are on track.

It was agreed that the Clerk should write to the Hawkhurst Branch of the Royal British Legion to clarify what was happening on Remembrance Sunday (8th November 2020) as the Council have to request temporary road closures and incur cost in the region of £1,000. We will need a confirmed answer by Friday 11th September 2020 to give us time to place orders etc.

12. QUESTIONS AND COMMENTS FROM COUNCILLORS:

Cllr Green requested that we write to the last known address of those we have yet to write to in section C of the Cemetery and give the required notice period – 6 weeks - aim for 8th November 2020

Cllr Green proposed and Cllr Taylor-Smith seconded – agreed unanimously.

The Clerk updated the Committee regarding Heartenoak Recreation Ground wayleave - The legal advice is to appoint a Building Surveyor to oversee the work – at Millwood Homes cost. Agree submit the names of 3 local building surveyors for Cripps to choose from.

13. CLOSURE:

Signed Chairman.....Date.....