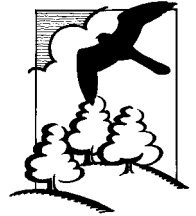


HAWKHURST PARISH COUNCIL



STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE

Monday 9th August 2021

Minutes

Present: Cllr Taylor-Smith, Cllr Weeden, Cllr Pyne, Cllr Green and Cllr Faulkner via Zoom (noted as abstaining in all votes)

1. Welcome

2. ADJOURNMENT FOR PUBLIC SPEAKING - NA

3. APOLOGIES FOR ABSENCE – Cllr Anderson away

4. 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.*

5. MINUTES FROM LAST MEETING

Cllr Taylor-Smith proposed and Cllr Pyne seconded the approval of the minutes – Agreed majority for 4, against 0 abstain 1 (Cllr Faulkner)

6. OUTSTANDING ITEMS FROM LAST MEETING

- 1) Review of Communications Policy – Deferred until next meeting Cllr Pyne, Cllr Faulkner and Clerk to bring back
- 2) Review of Freedom of Information Policy – Use the NALC template and report to next meeting

7. MATTERS FOR DISCUSSION

1) Update report on Audit of Council land and registration – Clerk
Due to holidays the Clerk is chasing Cripps for the update, will email everyone when confirmed but some key points

- Need to Register Hawkhurst Cemetery land with Land Registry
- Check Land Registry Title maps are the same as the ownership maps – report any anomalies with proposed actions / costs

- Land Registry search of Hawkhurst Parish area using; Parish Council of Hawkhurst and The Parish Council of Hawkhurst in the County of Kent and report with proposed actions
- Finally, Land Registry Search for un registered land within Hawkhurst Parish that the Parish Council may be entitled to register

2) Draft Allocation of Reserves

The Committee discussed the options and put forward the following allocation of the £183,973.92 reserves as of 1st July 2021 to Council.

Item	Project	Proposed August 2021
Ring Fenced		
War Memorial	War Memorial refurbishment	£3,375.00
KGV Trust	Work to KGV	£8,911.47
Allocated		
Community and Sports Centre building	Project costs	£86,687.45
Football pitches	Work to football pitches	£40,000.00
General Reserves		
General Reserves		£45,000.00
Total		£183,973.92

3) 1st April – 30th June 2021 quarter 1 budget monitoring report– RFO

The RFO could not be present, but a few observations;

- VH - Kino Q1 £1500 – (Q2 July received £2k (Q3 - £2,500; and Q4 - £3,300 due)
- Interest received from Cambridge & Counties Bank £1,088.00
- Election not held - £2,700.00 unused
- Staff Costs - HR Services – £4k line added as agreed after the budget set, please see extract from mins 25.01.21 circulated (should be able to net off with budget unused election costs, interest received etc.)
- Finally, I am looking to split the administration budget cost code into 2 parts, Part 1 Administration general costs
Part 2 Administration staff costs, (this will include wages, NI, pension, training, HR services)

This will make it easier to define staffing costs and help with the year-end calculations.

It won't make a difference to the figures but should tidy up reporting. This will be done in time for the next quarter reporting.

The Committee noted the report but felt a budget summary with comments on main variations would be preferred moving forward, the Councillors could drill into detail if required. – clerk to circulate a previous example.

RFO to clarify IT costs for Council meeting, SAP forwards the Budget report to Council.

4) Retention and Disposal Policy

The Committee discussed the draft and recommend it to Council – see attached

Cllr Taylor-Smith proposed and Cllr Weeden decided the above be recommend to Council - Agreed majority for 4, against 0 abstain 1 (Cllr Faulkner)

5) Hawkhurst Restoration Project update

Cllr Green updated the Committee that phase one was completed and that it was well received. The invoice is going to Council for payment. We are progressing slowly as we want to make sure it is correct – and the next phase is the most challenging. Will keep Council updated.

The Committee thanked Cllr Green for his work and felt that once complete we should promote the improvements to the Cemetery – environmental as well as this piece of work.

6) Office mobile phones

The Committee discussed the office mobile phones and agreed that it was wrong that two officers were still paying for Council phone calls on their own phones

Action Cllr Green to arrange a Personnel Committee meeting to resolve this issue ASAP

The Committee felt that the Clerks own mobile, which is on its last legs and is the Council Office mobile number should be replaced.

As the Council has a business account a reduced fee for a standard Apple phone is £325 plus vat rather than £399 plus VAT Other phones such as Nokia / Samsung are available @ £20 - £30 but it was felt that an I phone would have the advantages of linking to apple apps.

Cllr Green proposed and Cllr Weeden seconded to purchase a I phone SE for the Clerk and that the Personnel Committee should consider urgently the other two officers phones - Agreed majority for 4, against 0 abstain 1 (Cllr Faulkner)

7) Minor amendments to budget 2020/21

Cllr Green introduced the item

Employment Law obligations

The Council agreed to use up to £4,000 for Employment Law obligations (25.1.2021), but did not set up a budget line. It is suggested that we use savings from other areas, such as Election expenses, unused Basic Parish Allowance to cover the cost and set up a budget line. This will not increase the overall Council budget.

Village Fund - £65,000

Hawkhurst Golf Club planning appeal is using the Village Fund budget, for transparency we should set up a sub code, especially as we are also receiving donations as income. We also need to transfer £330 from the Basic Parish Allowance as Cllr Cory kindly donated her allowance to top up the Council fund for the Hawkhurst Golf Club planning appeal.

Budget £30,000 plus £330 = £30,330

The Hawkhurst Cemetery restoration project is also using the Village Fund, consider setting up either a sub code. Note first invoice due at next Council meeting- Budget £30,000.

Community Sports Community project

It was suggested that Community Sports Community project has the remained of the Village Fund 2021/22 set aside towards the football drainage pitch project, and set up a sub code.

Budget £5,000 - this will be allocated the Community Sports Centre Committee as their budget

Cllr Faulkner strongly supported this approach as a Village Fund without transparency is very confusing.

Cllr Weeden asked how the Hawkhurst Golf Club planning appeal fund raising is going – update at next Council meeting.

Cllr Green noted that the £5,000 for the football pitch drainage in the Village Fund is in addition to the £40,000 funding allocated in the reserves. (item 7.2)

However, Cllr Taylor-Smith noted that we will still need to raise funding, obtain grants etc to deliver the project as the initial estimate was £75,000.

Cllr Green proposed and Cllr Taylor- Smith recommended to Council the following

- Set up an Employment Law budget line, using saving from elsewhere within the budget
- Village Fund – set up the following sub codes
- Hawkhurst Golf Club planning appeal - £30,000 (Plus £330 from Basic Parish Allowance)
- Cemetery Restoration project - £30,000
- Community and Sports Centre project - £5,000 – (Plus £40,000 from reserves - item 7.2) - this becomes the budget for Community and Sports Centre Committee for the KGV pitch improvement and drainage project

Majority for 4, against 0 abstain 1 (Cllr Faulkner)

8) Grant application

The application by the Community Poppy Knitters for £600 towards Hawkfest was approved

Cllr Green proposed and Cllr Weeden seconded to grant aid Community Poppy Knitters £600 - Agreed majority for 4, against 0 abstain 1 (Cllr Faulkner)

8. UPDATED SAP ACTION PLAN – attached on track

9. QUESTIONS AND COMMENTS FROM COUNCILLORS: None

CLOSURE: 9pm

Signed chairman.....

Date.....