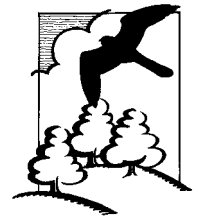


HAWKHURST PARISH COUNCIL



STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE

Monday 14th June 2021, Minutes

Present: Cllr Taylor-Smith, Cllr Weeden, Cllr Pyne, Cllr Green and Cllr Faulkner

Also present Cllr Paish and Cllr Escombe plus Cllr Cory part

1. **Welcome**
2. **ADJOURNMENT FOR PUBLIC SPEAKING - none**
3. **APOLOGIES FOR ABSENCE - none**
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. **none***
5. **MINUTES FROM LAST MEETING** – had been approved by Council
6. **OUTSTANDING ITEMS FROM LAST MEETING - none**
7. **MATTERS FOR DISCUSSION**

- 1) **Audit of Council land and registration –**

The Council agreed the following

- a) Check that the land in the asset register has a title number and is registered – print off and save title number and document title
- b) Note any discrepancies and register the title deeds - print and save copy title number document title
- c) To do a Parish area search in the name of “Hawkhurst Parish Council” of all titles to see if there is any other land held in HPC’s name that is registered but has been missed from the asset register / office documents
- d) If appropriate clarify HPC ownership

The initial research has shown that land is held under three different names that has complicated the matter the clerk is aiming to bring forward a report soon.

- 2) **Update on internal audit report, Allocation of Reserves, Asset Register**

The RFO explained we had sent everything off but are still awaiting the internal Audit report and will circulate as soon as we get it. The cut-off date is the end of July 2021 when we have complete the external audit report.

3) Clarification of cash flow

The RFO explained that the internal audit report will confirm issues as of 31st march 2201 so difficult to confirm at the moment.

Cllr Taylor-Smith was worried about reduction in income impacting on the cash flow of the Council.

Agreed Cllr green would liaise with the RFO on a monitoring report

4) Review of Council representations

Following a discussion, the following is recommended to Council.

Group	Function	Role	Proposed Cllr
Kent Association Local Councils	Forum for Parish Council to meet and discuss matters	Active participant, meet quarterly	Cllr Escombe – regular report back to Council
Action with Communities in Rural Kent	Support group for community groups in Kent	Active member	Seek Councillor nomination at Council
TWBC Public Transport Forum	Update on transport in the TWBC area – trains, buses etc	Clarify	Cllr Faulkner
Tree & Pond Liaison	Local group	Liaison	Cllr Hunt
Age Concern (Cranbrook)	Support and advice for older people	Clarify	
Youth Services	Support and provide services for young people	Clarify	
Transport Accessibility Group	Local bus forum	Clarify	Cllr Faulkner
Campaign for the Protection of Rural England	Campaign / lobbying especially on planning matters	Receive information	
Weald of Kent Protection Society	Campaign / Lobbying especially on planning matters	Receive information	
Hawkhurst Community Partnership	Partnership to promote local business – folded 2015 but still closing down	Nominated trustee – x 3 Cllrs Active participant in winding up	Cancel participation

5) Review of Communications Policy

Following a discussion, it was agreed that Cllr Pyne, Cllr Faulkner and the Clerk will report back to SAP

6) Review of Freedom of Information Policy

Following a discussion, it was agreed that Cllr Taylor-Smith and Clerk will report back to SAP – based on KALC guidance

8. UPDATED SAP ACTION PLAN

Note – focus on items moving forward

9. QUESTIONS AND COMMENTS FROM COUNCILLORS:

Confidential

10. Parish Office – a discussion took place about the Parish Office

11. Draft Corporate Risk Register – the draft risk register was discussed and recommended to Council

CLOSURE:

Signed Chairman.....

Date.....