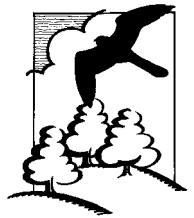


HAWKHURST PARISH COUNCIL

STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE



MINUTES

21st September 2020

Committee Members:

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

You are summoned to attend a meeting of the Strategy, Administration and Projects Committee to be held on Monday 21st September 2020 at 7.45 pm Zoom meeting to conduct the following business:

1. ADJOURNMENT FOR PUBLIC SPEAKING - NA
2. APOLOGIES FOR ABSENCE: NA
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 Taylor-Smith proposed and Cllr Lusty seconded - agreed unanimously
5. **OUTSTANDING ITEMS FROM LAST MEETING**
 - 5.1 VAT Registration complete on 1st September 2020 – **Council VAT registration number is 357 4639 64 added to financial forms and letter head**
 - 5.2 Council approved the revised budget for 2020/21 and a revised six month actual v budget monitoring report will come to the October 2020 SAP meeting and then on to Council
 - 5.3 The allocation of reserves will also come to the October 2020 meeting
 - 5.4 There was a discussion on an appendix to the Standing Orders regarding “protocol in zoom meetings” after a discussion the following was recommended to go to Council
 - All meetings are held in public and are recorded
 - Chairman of the meeting reads out short statement about recorded meetings at start of meeting **“Please note that this is a meeting held in public and is recorded. If any resident does not want to be “recorded” please inform the Chairman before you speak”**
 - The Council Standing Orders apply to virtual meetings
 - There should be no alcohol consumed

- The Clerk of the meeting should mute all participants, unmute as required when speaking then re-mute when finished
- Public Speakers should be given 3 minutes to make their point at the prior to the meeting formally starting
- Meeting to follow standing orders on Council meetings
- If a Councillor wishes to speak then they raise their hand and the Chairman calls them to speak and unmutes them
- Only use private chat function
- If there are broadband issues take time to get points across and votes must be registered correctly

6. Connecting with residents – a review of Communications Policy

Cllr Green introduced the report about a light touch review and the need for continuous improvement. Several points were raised

The outstanding work of Cllr Pyne on social media

Parish Newsletter Need to refine costs? (recent 12-page version quoted at £300) and adjust bid

Support for ongoing upgrade of website

Cllr Green proposed and Cllr Pyne seconded the recommendation to Council

- continue to update the Parish Website – via a bid to the 2021/22 budget setting process
- publish a Parish Newsletter in the autumn 2020 and spring 2021, the cost of production is estimated to be no more than £500 per edition. It is proposed that the cost for the remainder of the 2020/21 - estimated up to £1,000, to be met from the Parish Fund.
- publish a Parish Newsletter in 2021/22 with a new separate budget line of £3,000 be created for printed communication – via bid to the 2021/22 budget setting process

Agreed unanimously

7. SAP project bids for 2021/22 – Discuss

- **Remote working for Cllrs**

Discussion generally agreed that need equipment and a document management system required but concerns about spending money on Cllrs.

Cllr Taylor –Smith emphasised that Cllrs using their own equipment was breaking our own GDPR Policy and Data Protection. Individual Cllrs and the Council as a whole are at risk

Also Apple products being seen as a luxury, why not laptops if they are cheaper? Document Management System - Need demonstration by Mod Govt - operated by Civica a large supplier of government services.

Cllr Weeden concerned that Zoom meetings not as good as actual meetings – general agreement

Cllr Pyne concerned about effectiveness of virtual meetings – struggles with them prefers paper.

Cllr Escombe emphasised that moving forward we are advised to stay on virtual (Zoom) and may have hybrid meetings in the long term and would need IT / Zoom – but need business case

Ipads are very secure, can be locked down and have automatic updates. Also Apple replace broken / damaged equipment ASAP

Cllr Taylor-Smith proposed and Cllr Weeden seconded

- i) to put forward bid to Council up to £10,000 but need further works.
- ii) MTS refine equipment costs and consider after demo's.
- iii) RFO obtain third quotes for Document management system
- iv) RG arrange demo with Mod Govt – October 2020 and dummy meeting with Board Intelligence

Agreed unanimously

- **CCTV** – report to follow meeting on 17th Sept 2020.

Discussion – generally felt was needed and broadly supportive, can any grants be found to support capital cost? – Option of Mobile CCTV could be required (Talbot Road) but this would have ongoing revenue implications.

Await final costs but broadly supportive of putting forward to Council

- **Website upgrade**

Discussion – felt that ongoing improvements in the website were important SAP make recommendation to Council.

- **Parish Newsletter** –

Discussion – felt that ongoing communication both in print and online were important, in the absence of a Village Newsletter SAP make recommendation to Council.

(double check cost of Parish newsletter for Council bid?)

8. **Update on “Future working”** –

Cllr Taylor-Smith stated that we are awaiting further meeting with Apple (Thursday 24th) and will bring forward paper. Focus is on how the Parish office works and what is need moving forward.

Cllr Jones emphasised the views of the officers and what they feel comfortable with are important (officers explained that whatever is decided that support service and security is key to the workings of an office)

Cllr Weeden felt that an open book approach needed to be taken to purchase of IT, perception is often bad – especially if we purchase expensive equipment.

Deputy clerk noted that we have made considerable savings with Zoom by not printing Council reports (£2,000 previously identified – now £91 in six months – say £200 for year)

Important we compare like for like

Microshade service / back up / recover all HPC work on a Citrix server which is a managed environment

However, alternatives available and need further research – 24th September meeting – report back to Cllrs.

Cllr Taylor – Smith proposed and Cllr Weeden seconded

- Move to Scribe Online from 1st November – retain two months' with Microshade through transition.
- Reduce “Access Pro to Access standard” – from 1st November 2020 -
- Take up annual Zoom Pro subscription – ASAP
- Take up Microsoft 365 Family package – November 2020 (on hold as further meeting not appropriate for a Parish Council)
- Deputy Clerk obtains mobile phone – within the month
- Aim for report to October Council meeting

9. UPDATED SAP ACTION PLAN - attached

The actions are on track and the group emphasised the need for Cllrs to access “online banking” and then the Corporate Credit card.

Note, if officers use their card the Council covers the VAT – so it is 20% more on average.

Add Emergency Plan to action plan – Cllr Lusty to draft and report back with support from Cllr Green.

10. QUESTIONS AND COMMENTS FROM COUNCILLORS:

11. CLOSURE:

Signed Chairman.....

Date.....