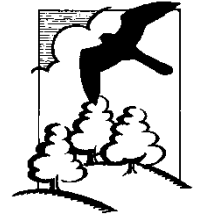


## HAWKHURST PARISH COUNCIL

MINUTES of the STRAGERY, ADMINISTRATION and POLICY COMMITTEE  
held at Copt Hall on Monday 24th October 2022 at 7.15pm.



### Committee Members Present:

Cllr Anderson, Cllr Blake, Cllr Eccles, Cllr Faulkner, Cllr Green and Cllr Veal.

**Staff Present;** Deputy Clerk, Ms A Maxwell

**Public:** none

### 1. ADJOURNMENT FOR PUBLIC SPEAKING – None.

### 2. APOLOGIES FOR ABSENCE – None.

### 3. DECLARATION OF INTERESTS – None.

### 4. MINUTES of 22nd August 2022 – Approved 3 votes, 3 Abstentions.

### 5. Outstanding items / matters arising from previous minutes

**5.2 Scribe** – outstanding queries to be resolved by the Clerk this week.

**5.2 Financial authorisations** - forms to authorise additional signatories are being prepared.

**5.4 Insurance update** - verbal update from Cllr Faulkner and a further report would come back to the Committee once the 'task & finish' review had concluded. It was accepted that a broker would be a good approach. In the interim, the Committee resolved that the cash loss sum be increased to £500,000 as soon as practicable. Agreed unanimously.

**5.5 Victoria Hall** - a report will be produced once Cllr Lloyd-Owen and Cllr Faulkner have met after his return from holiday. Noted

**5.6 Openreach / Fibre** – the Committee resolved that Cllr Eccles will investigate and report back. Agreed unanimously.

**5.9. KCC Highways Improvement Plan** –the Committee resolve that Cllr Faulkner will lead on road issues and will report back. Agreed unanimously.

### 6. Matters for discussion and decision

**6.1 Appointment of internal auditor** - the Committee resolved to recommend the Full Council appointment Roger Taylor from Popplett Taylor Consulting be appointed as the Council's internal auditor for an initial one-year period, and upon appointment he be invited to conduct an interim audit. Agreed unanimously.

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**6.2 Office restoration** - The Committee noted the contents of the survey report and that some emergency matters were being addressed; and, resolved that Cllr Anderson to work with the Clerk to engage appropriate professional advisers, with the objective of drawing up a scheme of works and costed proposals to put options to the Committee and, if agreed, thenceforth to the Full Council. Agreed unanimously.

The Committee resolved to apply any unspent monies in the 2022/23 Parish Office budget for the purposes of the emergency repairs and the creation of costed options. Agreed unanimously.

**6.3 Council accounts** – the Committee resolved to open an account with Clydesdale Bank and for further suggestion to be provided by Cllr Blake. Agreed unanimously.

**6.4 Council budget setting** – the Committee discussed the budget setting process for the 2023/24 financial year.

**7. Questions and Comments from Councillors**

**8. Date of next meeting 12th December.**

**9. Closure – the meeting closed at 9.15pm**

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

Initialed.....