

# HAWKHURST PARISH COUNCIL



To all Members of the Strategy, Administration and Policy Committee  
Cllr Anderson, Cllr Blake, Cllr Eccles, Cllr Faulkner, Cllr Green and Cllr Veale.

You are hereby summoned to attend a meeting of the **STRATEGY, ADMINISTRATION AND POLICY COMMITTEE** at the Copt Hall, Copt hall Avenue, Hawkhurst on Monday 12th December 2022 at 7.15pm

Anita Maxwell, Clerk

Date of Issue: 7th December 2022

## Agenda

1. **ADJOURNMENT FOR PUBLIC SPEAKING**
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.*
4. **To approve MINUTES FROM LAST MEETING** of 24<sup>th</sup> October 2022.
5. **OUTSTANDING ITEMS FROM LAST MEETING**
  - **Internal auditor** – Roger Taylor appointed; an interim audit planned for New Year.
  - **Savings account** – an application to Unity Trust Bank
  - **Cash cover** – insurance cover held by the council has increased to £500k from £250k.

### MATTERS FOR DISCUSSION

6. **Investment Strategy – Cllr Green**  
The Council is required to adopt an Investment Strategy for each financial year. The Committee are asked to resolve to proposed that the attached paper be recommended for adoption by the Full Council.
7. **Corporate Risk Register – Cllr Green**  
The Council is required to maintain and public a corporate risk register. The Committee are asked to resolve to propose that the attached paper be adopted by the Full Council.

### **8. Street lights and general insurance matters – Cllr Faulkner**

A review of street light cover indicates that sums claimable are restricted and the incidents average one a year. The cost of repairing lampposts hit by cars and lorries has been between £1 and 4k depending on damage to the electric infrastructure. It appears what has been lacking hitherto has been an effective pursuit of those responsible. If we use a broker and obtain quotes, we will also ask about different cover as it may be possible to insure lampposts more effectively.

The Committee are asked to note that the current Council insurance terms ends on 31<sup>st</sup> resolve that rather than automatically renew with Zurich, we use the services of a broker, to source a competitive price and appropriate cover from 1<sup>st</sup> April 2023.

### **9. Asset valuation – Cllr Faulkner**

As recommended by the Insurance Task & Finish Group (Cllr Faulkner, Cllr Lloyd Owen), the Committee are asked to resolve to appoint Barrett Corp & Harrington Ltd to provide a valuation of council assets for insurance and other purposes. The Committee are asked to note that this survey needs to be completed by the end of January to enable updated data to be used in our insurance renewal and to include those details in our published asset register which is part of our annual audit return. The Committee further resolves that a valuation survey henceforth be commissioned triennially.

### **10. Victoria Hall lease and rental – Cllr Faulkner**

The Committee is asked to note that the next rent review will be for rental payments from 1<sup>st</sup> January 2024 and based on the CPI between 1<sup>st</sup> January 2019 and the 31<sup>st</sup> December 2023. It is then set for the following five years.

In terms of the lease, a review of the lease by Cllrs Faulkner and Lloyd-Owen did not indicate anything that was out of the ordinary.

The Kino have been asked to note our interest as freeholder on their insurance policy, which they indicated was not a problem, and they were going to raise with their insurer. This has yet to be confirmed, but as soon as it is the Committee will be informed.

### **11. Temporary extension of SAP responsibilities**

FAS indicated that despite moving to monthly meetings they were struggling finding time to discuss all the issues they face. Following discussion betwixt the Committee chairman the transfer of some of the smaller items from FAS to SAP until they were making progress on the major issues was considered. This is on the agenda for the FAS Cttee on Monday 5<sup>th</sup> December, SAP will consider the output of any FAS request, and then make a recommendation to the Full Council.

**Update from Clerk** - Following the FAS meeting SAP have been asked to take on responsibility for the Hanging Baskets and the notice boards.

### **12. Model Councillor-Officer Protocol**

The National Association of local Councils (NALC) under their Civility & Respect agenda have recently published a guide to member / officer interactions. The Committee are asked to resolve to propose that the Full Council endorse the protocol and that it be published on our website alongside our other policies.

## **FUTURE MATTERS**

### **13. Parish Office**

The full condition survey cost £1,200 under the estimate £1,500. As per the resolution of this Committee and the Full Council, Cllr Anderson is working with the Clerk on next steps to share with the Committee and Full Council in the New Year.

### **14. Openreach / fibre – Cllr Eccles**

An update will be presented in the New Year with the latest position and whether the Council has a locus to provide support.

### **15. Grants Policy - Cllr Faulkner**

A paper will be presented in the New Year that outlines the scope and application of the Council's s.137 grants policy.

### **16. Roads – Cllr Faulkner**

A strategy paper will be produced next year on our approach to reduce traffic through the village, in particular the potential for the lorry route to be moved.

### **17. Transparency – Cllr Green**

A paper on transparency and public access to documents on the website and elsewhere will be produced in the New Year.

### **18. Community Centre – Cllrs Green & Faulkner**

A proposal to deliver the resolution of the Full Council with respect to a public consultation about the new Community & Sports Centre will be presented to the Committee and thence recommended to the Full Council.

### **19. Triangles of land – Cllr Green**

Still awaiting response from KCC about the potential to adopt three triangles of land. A letter will be drafted to chase.

### **20. Registration of land – Cllr Green**

Still awaiting response from Cripps Pemberton Greenish (part of Cripps LLP – Tunbridge Wells) about their registration of land the Council owns with Land Registry. The clerk will chase.

## **BUDGET**

### **21. Reserves & budget position - report from Clerk**

## OTHER MATTERS

### 22. Questions and Comments from Councillors

### 23. Next meeting listed for the 27<sup>th</sup> of February followed by the 24<sup>th</sup> April.

### 24. Close

Anita Maxwell, Clerk

#### **Agenda Notes for Members:**

*Item 3 on the Agenda, Declaration of Interests. If a Member has a prejudicial interest, this should be declared at the start of the meeting. Personal interests may be declared at this point or alternatively can be declared at the time when the specific item is being discussed, if a Member wishes to speak on an item in which s/he has a personal interest. Members in doubt about such a declaration are advised to contact the Monitoring Officer before the date of the meeting. This may also be used by Members to advise the Council of any relevant changes that may have occurred since they first completed the register of interests.*