

# 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 Veal.

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 24th October 2022 at 7.15pm

Anita Maxwell Deputy Clerk  
Date of Issue: 19<sup>st</sup> October 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 22nd August 2022.
5. **Outstanding items / matters arising from previous minutes**
  - 5.1 **Scribe**  
To confirm that all councillors have been sent details about accessing scribe.
  - 5.2 **Financial authorisations**  
To confirm that a note was sent to all councillors and as a result a number of Councillors are to be added to the cheque signing facility and then some have agreed to become electronic signatories.
  - 5.4 **Insurance update** - verbal report from Cllr Faulkner.
  - 5.5 **Victoria Hall** lease verbal update Cllr Faulkner.
  - 5.6 **Openreach / Fibre** – to ask the Committee to resolve that Cllr Eccles will investigate and report back to the next meeting.

Initialled.....

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

## 6. Matters for discussion and decision

### 6.1 Appointment of internal auditor

On recommendation from the RFO to ask the Committee to resolve to appointment Roger Taylor from Popplett Taylor Consulting as our internal Auditor for a one year contract.

### 6.2 Office restoration - update Cllr Anderson

The Committee is invited to note the contents of the attached survey report and receive a verbal update on the office restoration project.

The Committee is asked to note that some of the urgent matters identified are being fixed where they relate to health and safety concerns, such as securing falling brick, or are relatively simple, such as clearing out gutters and removal of old aerials. However, a holistic approach is required for the proper restoration and renewal of the building.

The Committee is asked to resolve to invite Cllr Anderson to work with the Clerk to engage appropriate professional advisers, which may include chartered building surveyor, listed building consultant, and/or architect, 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.

The Committee agrees to authorise expenditure up to the current year 2022/23 budget of the Parish Office for the purposes of the emergency repairs and the creation of costed options.

6.3 **Council accounts** - verbal report from Clerk on progress on opening another savings account.

### 6.4 Council budget setting

The Committee is invited to discuss the Council's financial position and the budget setting process for the 2023/24 financial year.

To aid the discussion on a bottom-up and/or top down approach, a paper on the Council's relative position to be discussed.

## 7 Questions and Comments from Councillors

## 8 Date of next meeting 12th December.

## 9 Closure

Anita Maxwell, Deputy 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

Initialled.....

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.

**All relevant documents are available for inspection at the Parish Office  
please contact Anita Maxwell if any questions regarding the Agenda  
office @hawkhurst-pc.gov.uk or 01580 752058**