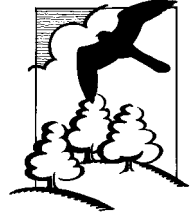


HAWKHURST PARISH COUNCIL



STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE

Minutes

Monday 14th February 2022

Present: Cllr Taylor-Smith, Cllr Weeden, Cllr Pyne, Cllr Green and Cllr Anderson plus Cllr Faulkner via zoom, non-voting

Plus, Cllr Hunt

1. Welcome

2. ADJOURNMENT FOR PUBLIC SPEAKING - NA

3. APOLOGIES FOR ABSENCE – Cllr Faulkner

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.*

Cllr Taylor-Smith, item 7.3 grant aid in relation to Hawkhurst in Bloom application

5. MINUTES FROM LAST MEETING

Cllr Taylor-Smith proposed and Cllr Weeden seconded to approve the minutes of the 20th October 2021

6. OUTSTANDING ITEMS FROM LAST MEETING

- I. Review structure of "Trusts" – accounting and implications of potential changes – Clerk part of Internal Audit 2021/22.
- II. Review processing payments – reviewed as part of Financial Regulations review
- III. Note Speedwatch signs £300, to be chased up – needs to be deducted from s137 funding available.

7. MATTERS FOR DISCUSSION

- 1) **Any outstanding items from Audit Report 2020/22** – Clerk is still chasing TWBC to upload DPI's of Cllr Anderson and Ridley.
- 2) **Review of Freedom of Information Policy** – Cllr Taylor-Smith led a discussion the main point that the website will need updating and this is the first time we will have charged for hard copies

Cllr Taylor-Smith proposed and Cllr Pyne seconded to recommend the reported Freedom of Information Policy and Publication Scheme to Council

Agreed unanimously

- 3) **Section 137 grant applications** – Clerk led a discussion, note the available s137 funding is £1,715. The discussion included a proposal to grant aid to PCC St Lawrence church £400, this was not approved

Cllr Weeden proposed and Cllr Pyne seconded to recommend the following grants to Council

- Hi Kent Hearing Aid Support Group - £480 grant award from S137 budget
- Hawkhurst in Bloom - £835 grant award from s137 budget plus a further £165 from General Reserves (total grant £1,000)
- CATWD: £400 grant award from s137 budget
- PCC of St Lawrence Church, Hawkhurst £200 from General Reserves

- 4) **Hawkhurst Broadband verbal update** – Clerk still waiting for an update from Open reach / KCC – expected spring 2022
- 5) **Verbal Update on Cemetery Restoration Project** – Cllr Green noted that a further 10 graves were having kerbs reinstated in the next few weeks. They would then take stock for next stage, as we have to start ordering kerbs to match the final incomplete sets to make a full set and then re-instate the kerbs.

Cllr Green will report in due course

- 6) **Discuss Newsletter** – Village Newsletter or Parish Newsletter – Cllr Taylor-Smith led a discussion which included the following points
 - We inherited a village magazine,
 - Magazine needs to be either 4, 8 or 12 pages
 - Sometimes fill with village articles
 - Need better pictures – more attractive articles
 - Consider an e-news – which offers more flexibility, relevant / timely, is less staff time and less costly after set up costs
 - It can be printed and distributed in supermarkets / library as we increase online membership of e-news

Agreed to set up Task and Finish Group of Cllr Pyne, Cllr Hunt and Clerk to investigate and report back

7) **List of Strategies and Policies** – Clerk noted the list and need to review Corporate Risk Register at next meeting

8. UPDATED SAP ACTION PLAN – on plan

9. QUESTIONS AND COMMENTS FROM COUNCILLORS: - none

10. Confidential

10.1 Council Insurance Policy – Clerk led a discussion

10.2 Update report on Audit of Council land and registration – Cllr Green led a discussion

CLOSURE: 9:15pm

Signed.....

Date.....