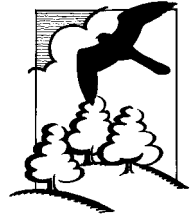


HAWKHURST PARISH COUNCIL



STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE

Copt Hall and Zoom meeting

Monday 11th October 2021

MINUTES

Present: Cllr Taylor-Smith, Cllr Weeden, Cllr Pyne, Cllr Green, and Cllr Anderson.

1. Welcome

2. ADJOURNMENT FOR PUBLIC SPEAKING

3. APOLOGIES FOR ABSENCE Cllr Faulkner, reason accepted

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. NA*

5. MINUTES FROM LAST MEETING

Cllr Green proposed and Cllr Weeden seconded approval of the minutes of the 2nd August 2021 – Agreed majority 4, Against 0 and 1 Abstained (Cllr Anderson as not present at the last meeting)

6. OUTSTANDING ITEMS FROM LAST MEETING

Cllr Green noted that Personnel Committee Draft Mobile Phone Policy to go to next Council meeting, includes Parish Council office mobile.

7. MATTERS FOR DISCUSSION

- 1) Update report on Audit of Council land and registration** – Clerk introduced the discussion, so far the cost is £612 plus VAT. The next steps are to register the unregistered Cemetery and War Memorial with Land Registry, the costs are up to £750 per registration depending on the various documents associated with the land. Awaiting costs for searches and Clerk will update at Council.

2) **Review of Communications Plan** – Cllr Pyne introduced the discussion and the key points being;

- Amend magazine / newsletter in Communications Policy
- the social media and email updates should be appendices
- need to enhance the website
- Place hard copy file of Parish Council minutes in Library

Cllr Anderson proposed and Cllr Pyne seconded to recommend the above amendments to Council

Agreed unanimously

3) **Review of Freedom of Information Policy** – Cllr Taylor-Smith introduced the discussion and the key points are;

A standard policy, but need to linked to Publication scheme – which is being reviewed and introduce a Schedule of Fees we would charge for printing off the various documents – currently liaising with the Data Processing Officer – aim to complete in November 2021.

Cllr Taylor-Smith proposed and Cllr Pyne seconded to recommend the draft to the Data Processing Officer for comment and then onto Council.

Agreed unanimously

4) **Update on Review of Financial Regulations, Standing Orders and Terms of Reference** – Clerk note the first meeting focused on Financial Regulations and the next meeting is on the 21st October 2021.

5) **Review structure of “trusts”** – accounting and implications of potential changes – Clerk noted the Council has two trusts- one operates the KGV and one operates the Copt Hall. Following a discussion

Cllr Taylor-Smith proposed and Cllr Pyne seconded to recommend to Council to seek advice on the appropriate management of the Trusts including governance, accounting, insurance etc. and report back to SAP and then onto Council.

Agreed unanimously

6) **Review processing payments**

A number of payments have slipped through the current system, so it is appropriate to review the process to improve the system.

Cllr Anderson proposed and Cllr Pyne seconded to recommend to Council to review payment process and report back to SAP and then onto Council

Agreed unanimously

7) **Grant applications**

The s137 budget is £5,000 in 2021/22, so far we have spent £600. Following a discussion;

Cllr Green proposed and Cllr Pyne seconded to recommend to Council to support

- Up to £300 towards “slow down signs” for the Parish area and work with Community Speedwatch

Agreed unanimously

Cllr Pyne proposed and Cllr Weeden seconded to recommend to Council to

- Up to £350 towards Christmas trees for the colonnade and work with the local businesses – late night shopping and turning on lights 5pm 2nd December 2021

Agreed unanimously

- 8) **Update on Cemetery Restoration Project** – Cllr Green updated the Committee that the second phase of 11 sets of kerb stones should be completed by the end of this year. However, due to supply problems it is likely the project will stretch into next year. The Clerk noted that any underspend goes into reserves for reallocation.

Cllr Green proposed and Cllr Taylor-Smith seconded to recommend to Council that any underspend from Cemetery Restoration project be carried over and earmarked for the Cemetery Restoration project in reserves

Agreed unanimously

- 9) **SAP Committee Budget bids 2022/23** – Cllr Taylor –Smith introduced the discussion which included and debate about increasing energy cost at 15% (a FAS item) and concluded;

Cllr Green proposed and Cllr Pyne seconded to recommend to Council for consideration

- Purchase new consultation / engagement equipment from 2021/22 administration capital budget rather than a bid for next financial year
- To use energy, underspend from 2021/22 for start to scan and archive Council documents

For 2022/23 budgetary purposes

- a bid to increase staff salaries by 3%, subject to the national agreed increase for Local Authority staff, plus general administration costs 3% increase
- Historic Hawkhurst bid – to work with the community to scan / archive documents

Agreed unanimously

- 10) **HIP** following a debate the following was proposed

Cllr Pyne proposed and Cllr Taylor-Smith seconded that

- Focus on lobbying for the delivering of Heartenoak Rd / Cranbrook junction plus the Lillesden speed sign

- Seek improvements to the efficiency of the Highgate traffic lights (Puffin / MOV technology)
- Seek installation of a pedestrian crossing near Tesco / potential new medical centre
- For the Planning Committee to consider, as delivery linked to developer contributions and then forward to Council

Agreed unanimously

8. UPDATED SAP ACTION PLAN – attached need to consider reviewing list of contracts and arranging a meeting regarding Broadband to the home.

9. QUESTIONS AND COMMENTS FROM COUNCILLORS: - None

CLOSURE: 9:05

Signed

Date.....