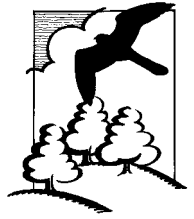


HAWKHURST PARISH COUNCIL

STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE



Minutes

16th November 2020

Present: Cllr Taylor-Smith, Cllr Weeden, Cllr Pyne, Cllr Lusty, Cllr Green and Cllr Blake

In addition – non-voting Cllr Escombe and Cllr Cory

1. **ADJOURNMENT FOR PUBLIC SPEAKING - NA**
2. **APOLOGIES FOR ABSENCE - NA**
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. NA*
4. **MINUTES FROM LAST MEETING**
5. **OUTSTANDING ITEMS FROM LAST MEETING**

Cllr Taylor-Smith updated the group on a zoom meeting with apple

- a. Apple do not take cheques
- b. We need to obtain a DUNS and Bradstreet number to register with Apple as a business and get the discount
- c. We need to pay with a card – if problems with the new arrived Council debit card Cllr Taylor-Smith
- d. 4-week delivery time – so aim to order this week and get before Christmas
- e. We need to then set up in business manager the “standard set of apps” – will circulate draft list for comment
- f. Several Cllrs requested covers – discounted quote £554
- g. Once set up will need a MDM provider ongoing

Following a discussion, the following was proposed

Cllr Taylor-Smith proposed and Cllr Weeden seconded the following

- To purchase the 14 Ipads
- Obtain a Duns and Bradstreet number – (done)
- To purchase 14 Ipads covers up to £514.36 plus VAT
- To use the Council debit card to purchase the Ipads and covers

Agreed unanimously

6. Draft Allocation of Council reserves for discussion

The RFO explained that since the audit we have spent reserves on the MUGA in July 2020 and we returned funding to HCT.

The Clerk explained that at CCWG meeting on the 7th December 2020 we can clarify how much we have spent or are committed to spend on the Community Centre planning application phase. We will need to allocate some funding for the “review of VAT and Legal questions”

So by the Council meeting on the 14th December 2020 we should know how much of the reserves we have to allocate to the Community Centre project or other projects.

7. Draft 2021/22 Budget for discussion

The RFO introduced the report and we went through it line by line; the main points were;

- Focus on core services – additional work required on salaries, contracted cleaning and utility costs.
- Add in new initiatives website upgrade and newsletter
- Add in budget for Bus Stops
- Put on hold Fowlers Park and Historical Hawkhurst projects
- Need to consider two projects – Cemetery Restoration and Community Centre Working Group?
- Tax base unlikely to change significantly – we receive it usually in December – can then calculate precept
- Important not to talk about percentage increase until we have full details

RFO - budget report to 14th December 2020 Council meeting for further discussion and then confirm Budget and precept at Council meeting 11th January 2020.

8. Revised Complaints Policy

Cllr Green explained that a light touch review has taken place and the revised complaints policy attached.

Cllr Escombe queried was it related to the NALC guidance.

Yes, but some years ago and amendments to current policy is a light touch.

Cllr Green proposed and Cllr Taylor-Smith seconded to recommend the revised complaints policy to Council for approval – agreed unanimously

9. UPDATED SAP ACTION PLAN - attached

Action plan on track –although TWBC still have not updated Cllr Blake DPO?

Agreed that RFO would report back to next meeting regarding “Online Banking Process” so all Cllrs understand what needs to happen.

10. QUESTIONS AND COMMENTS FROM COUNCILLORS:

Cllr Green asked about allocating the “Hardship fund” £2,650 to HCSG to support the community in the COVID 19 pandemic.

Cllr Green proposed and Cllr Pyne seconded the we recommend to Council to; allocating the “Hardship fund” £2,650 to HCSG to support the community in the COVID 19 pandemic.

11. CLOSURE: 10pm

Signed Chairman.....

Date