



# HAWKHURST PARISH COUNCIL

## STRATEGY, ADMINISTRATION AND POLICY COMMITTEE

Meeting at the Copt Hall, Copt Hall Avenue, Hawkhurst, Monday 12th December 2022 at 7.15pm. In attendance: Cllr Anderson, Cllr Blake, Cllr Eccles, Cllr Faulkner, Cllr Green and Cllr Veal.

### Minutes

1. **ADJOURNMENT FOR PUBLIC SPEAKING:** None
2. **APOLOGIES FOR ABSENCE:** Cllr Blake
3. **DECLARATION OF INTERESTS:** None
4. **MINUTES** from meeting of 24<sup>th</sup> October 2022: approved unanimously.
5. **OUTSTANDING ITEMS FROM LAST MEETING:** noted appointment of Roger Taylor as internal auditor, opening of savings account with Unity Trust Bank and increase in insurance cover to £500k.

#### MATTERS FOR DISCUSSION

6. **Investment Strategy:** Resolved unanimously to recommend that the Full Council adopt the Investment Strategy.
7. **Corporate Risk Register:** Resolved unanimously to add IT risk to the draft Corporate Risk Register and recommend that the Full Council adopt the emended Corporate Risk Register.
8. **Street lights and general insurance:** Resolved unanimously to use a broker to source a competitive price and appropriate cover from 1<sup>st</sup> April 2023.
9. **Asset valuation:** Resolved unanimously to appoint Barrett Corp & Harrington Ltd to value council assets; and a revaluation is commissioned every three years. It was further resolved to ask the Full Council to add the valuer to the approved supplier list. The Committee noted that this survey needs to be completed by the end of January to enable updated data to be used in our insurance renewal.

- 10. Victoria Hall lease and rental:** The Committee noted that the rent will change from 1<sup>st</sup> January 2024 and the uplift will be based on CPI between 1<sup>st</sup> January 2019 and the 31<sup>st</sup> December 2023. It is then fixed at that rate for five years. A review of the lease by Cllrs Faulkner and Lloyd-Owen did not indicate anything that out of the ordinary.
- 11. Temporary extension of SAP responsibilities:** Resolved unanimously to agree to assist the FAS Committee by taking on responsibility for the Hanging Baskets and the notice boards, and noted that the change in responsibilities would be put to the Full Council
- 12. Model Councillor-Officer Protocol:** Resolved unanimously to propose that the Full Council endorse the protocol and that it thenceforth be published on our website.

#### **FUTURE MATTERS**

- 13. Parish Office:** Cllr Anderson provided update - need to clarify condition of the beam at the front and explore definitive listing of the 'shop' element of the office before any further matters can be considered.
- 14. Openreach / fibre:** Cllr Eccles to provide update in the New Year.
- 15. Grants Policy:** Cllr Faulkner to provide update in the New Year.
- 16. Roads:** Cllr Faulkner to provide update in the New Year.
- 17. Transparency:** Cllr Green to provide update in the New Year.
- 18. Community Centre:** Cllrs Green & Faulkner to provide update in the New Year.
- 19. Triangles of land:** Cllr Green to provide update in the New Year.
- 20. Registration of land:** Cllr Green to provide update in the New Year.

#### **BUDGET**

- 21. Reserves & budget position:** verbal report from Clerk

#### **OTHER MATTERS**

- 22. Questions and Comments from Councillors:** None
- 23. Next meeting listed for the 27<sup>th</sup> of February followed by the 24<sup>th</sup> April.**
- 24. Close:** The meeting closed at 8.20pm