

**THE PARISH COUNCIL OF HARTLEY**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN**  
**THE PAVILION, MANOR FIELD, CHURCH ROAD**  
**ON MONDAY 13<sup>th</sup> SEPTEMBER 2004 COMMENCING AT 7.30 P.M.**

**Present:** Cllr Mr C Alford  
Cllr Mr A Barnett  
Cllr Mrs J Burns (*arrived 7.42 p.m.*)  
Cllr Mrs Y Coutts  
Cllr Mr J Gaywood (Chairman)  
Cllr Mr M Harris  
Cllr Mrs A Oxtoby  
Cllr Mr B Ramsay  
Cllr Mr V Sewell  
Cllr Mrs M Solman  
Cllr Mr A Tremain  
Cllr Mr C Ward.

**In attendance:** Mrs J Hoad (Proper Officer)  
8 members of the public

**1. Apologies:**

Apologies had been received from Cllr Mr L Abraham and County Councillor Mr K Tucker.

**2. Declarations of Interest**

Cllr Mr J Gaywood declared a personal interest under minute item 10, in respect of the recommendation of the Amenities and Open Spaces Committee contained in the minutes of the meeting held on 1<sup>st</sup> September 2004 (page 7, minute item 18 (a)), as his private residence overlooks Hartley Green and although there was no need to withdraw from the meeting, he took no part on the discussions or voting on the matter.

Cllr Mrs A Oxtoby declared a personal and prejudicial interest under minute item 10, in respect of the recommendation of the Amenities and Open Spaces Committee contained in the minutes of the meeting held on 1<sup>st</sup> September 2004 (page 7, minute item 17), as her private residence is immediately adjacent to Hartley Wood and withdrew from the meeting during discussion and voting on the matter.

**3. Register of Interests**

Members were reminded of their duty to update the Register of Interests within 28 days of their interest changing.

**4. Minutes**

RESOLVED: That, the minutes of the meeting of the Parish Council held on 12<sup>th</sup> July 2004 be approved and signed by the Chairman as a correct record.

**5. Sale of land at Manor Field**

The Chairman updated Members of the recent correspondence received from agents acting on behalf of the landowner of the two strips of land at Manor Field. Members were informed that the land agent had questioned the extent of land the Council wished to purchase and after receiving clarification that it wished to purchase two strips of land bordering the

southern and western boundaries at Manor Field, the agent was now questioning why the Council required the strip of land bordering the western boundary of the field.

The Council expressed its disappointment and frustration over the lack of progress in negotiations over the sale of land at Manor Field, particularly as the landowner had agreed, in principle, to the sale at a meeting with representatives of the Council in March 2004. The landowner had agreed to come back to the Council with a price they would be willing to accept for the land, which would then be sent to the District Valuer for the necessary approvals.

RESOLVED: That,

(1) the Burial Ground and Garden of Remembrance Committee be requested to make an assessment of when the existing burial ground is likely to run out of space and to seek professional advice as to how long it would take to establish a new burial ground and if possible, to report back its findings at the next Council meeting

(2) a letter be written to the landowner of the two strips of land expressing the Council's concerns over the lack of progress with negotiations to purchase two strips of land at Manor Field.

The meeting was adjourned at 8.06 p.m. to receive reports from the District Councillors.

The meeting resumed at 8.12 p.m.

## **6. Local Boards in Kent**

The Council received details of a new initiative by Kent County Council to set up a network of Local Boards in Kent. Each County Councillor can recommend approval for financial support for local projects upto a value of £10,000 a year per councillor. The County Councillor for Sevenoaks North East has informed the Council that his allocation would be distributed on proportionate basis to the parishes within his division and that the share for Hartley would be £4,000. A larger sum upto a value of £10,000 could be given to a single project provided it would benefit each parish within his division.

RESOLVED: That, (1) each of the Council's Committees, including the Northfield Management Committee, be requested to consider a suitable project to apply for funding from Kent County Council's Local Boards initiative and to report back to the Council with proposals at the next meeting of the Council and, (2) further information be sought from the County Councillor as to the time frame for the consideration of applications for funding under the Local Board scheme.

## **7. Sevenoaks District Community Safety Partnership – Audit 2004**

The District Council is required under the Crime and Disorder Act 1998 to conduct an audit of crime and disorder across the District and as part of this process the Parish Council was invited to complete a questionnaire.

RESOLVED: That, the completed questionnaire, attached as appendix 1 to these minutes, be returned to the Kent Criminal Justice Centre.

## **8. PCSO's and Community Warden**

The Council considered a report on the current position regarding the Council's applications for the provision of a PCSO and Community Warden in Hartley.

RESOLVED: That, (1) the report be noted and, (2) the Council reaffirms its commitment to secure a Community Warden for Hartley.

## **9. Planning Committee**

An amendment to the recommendation contained in the minutes of the meeting of the Planning Committee held on 1<sup>st</sup> September 2004 (page 4 minute item 6(b)) to delete the words "One or more" and to insert the words "Upto three" was CARRIED.

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 28<sup>th</sup> July, 11<sup>th</sup> August and 1<sup>st</sup> September and the amended recommendation contained therein be received and, where necessary, approved and adopted.

#### **10. Amenities and Open Spaces Committee**

An amendment to the recommendation contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 1<sup>st</sup> September 2004, (page 7, minute item 18 (a)), so that the words “upto a sum of £500 for the supply and installation” be inserted after “.....General Fund” was CARRIED.

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 1<sup>st</sup> September 2004 and the recommendations contained therein, including the amended recommendation be received and, where necessary, approved and adopted.

#### **11. Northfield Management Committee**

(a) The Council considered minutes of the meeting of the Northfield Management Committee.

RESOVLED: That, the minutes of the meeting of the Northfield Management Committee held on 29<sup>th</sup> July 2004 be noted.

(b) The Council considered draft financial regulations recommended by the Northfield Management Committee for adoption.

RESOLVED: That, the financial regulations, attached as appendix 2 to these minutes, be adopted by the Northfield Management Committee.

(c) The Council considered the provision of a trim trail on Northfield to enhance the utilisation of the field.

RESOLVED: That, the Northfield Management Committee be requested to consider the provision of a trim trail on Northfield and that Cllr Sewell be invited to attend the next meeting of the Committee to explain these proposals.

#### **12. KAPC**

RESOLVED: That, the Parish News 302 and 303 be received and noted.

#### **13. Payments**

RESOLVED: That, the payment of the accounts for September 2004, attached as appendix 3 to these minutes, be approved.

The meeting closed at 9.15 p.m.

Signed:..... Chairman

Date:.....



**DRAFT2 020604**

**Hartley and Ash-cum-Ridley Parish Councils**  
**Northfield Management Committee**  
**Financial Regulations**

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**HARTLEY AND ASH-CUM-RIDLEY PARISH COUNCILS**  
**NORTHFIELD MANAGEMENT COMMITTEE**  
**FINANCIAL REGULATIONS**

These Financial Regulations were adopted by Hartley Parish Council at its Meeting held on  
and by Ash-cum-Ridley Parish Council at its Meeting held on .

**1. GENERAL**

- 1.1 These financial regulations govern the conduct of the financial transactions of the Committee and may only be amended or varied by resolution of both Councils.
- 1.2 The Secretary and Treasurer, under the policy direction of the Committee, shall be responsible for the proper administration of the Committee's affairs, and shall co-operate with each other in complying with these Financial Regulations.
- 1.3 The Treasurer shall be responsible for the production of financial management information.

**2. ANNUAL ESTIMATES**

- 2.1 The Committee shall formulate and submit proposals to the Councils in respect of revenue and capital costs for the following financial year not later than the end of October each year.
- 2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the Treasurer.
- 2.3 The Councils shall review the estimates not later than the end of January each year and shall fix the Committee's budget for the ensuing financial year. The Treasurer shall supply each member with a copy of the approved estimates.
- 2.4 Each Council shall pay to the Committee its share of the Committee's budgeted expenditure each year in two equal instalments, to be paid not later than 30 April and 31 October in each year.
- 2.5 The annual budgets shall form the basis of financial control for the ensuing year.

**3. BUDGETARY CONTROL**

- 3.1 Except with the approval of the Councils, the Committee may only incur expenditure up to the amounts included in the approved budget.
- 3.2 The Treasurer shall regularly provide the Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.
- 3.3 The Secretary may incur expenditure on behalf of the Committee which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. This limit may be exceeded if necessary following consultation with the Chairmen. The Secretary shall report the action to the Committee as soon as practicable thereafter. Where there was no budgetary provision, the Secretary shall also report the action to both Councils as soon as practicable.
- 3.4 Unspent provisions in the budget shall be carried forward to the subsequent year unless the Councils require unspent balances to be returned to them.
- 3.5 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Committee is satisfied that the necessary funds are available.
- 3.6 All capital works shall be administered in accordance with the Committee's standing orders and financial regulations relating to contracts.

#### **4. ACCOUNTING AND AUDIT**

- 4.1 All accounting procedures and financial records of the council shall be determined by the Treasurer as required by the Accounts and Audit Regulations 2003.
- 4.2 The Treasurer shall be responsible for completing the annual financial statements of the Committee as soon as practicable after the end of the financial year and shall submit them and report thereon to the Committee and both Councils.
- 4.3 The Treasurer shall be responsible for completing the Accounts of the Committee contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Committee within the timescales set by the Accounts and Audit Regulations 1996 as amended, or set by the Auditor.
- 4.4 The Treasurer shall be responsible for ensuring that there is adequate and effective system of internal audit of the Committee's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 1996 as amended. Any officer or member of either Council shall, if the Treasurer or Internal Auditor requires, make available such documents of the Committee which appear to the Treasurer or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the Treasurer or Internal Auditor with such information and explanation as the Treasurer or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall carry out the work required by the Treasurer, or by the Committee, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as supplied annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of either Council (provided that the Internal Auditor of either Council may be appointed as Internal Auditor to the Committee), shall report to the Committee in writing on a regular basis with a minimum of one annual report in respect of each financial year.
- 4.6 The Treasurer shall make arrangements for the opportunity for inspection of the accounts, books and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 1996 as amended.
- 4.7 The Treasurer shall, as soon as practicable, bring to the attention of all members of the Committee any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

#### **5. BANKING ARRANGEMENTS AND CHEQUES**

- 5.1 The Committee's banking arrangements shall be made by the Treasurer and approved by the Committee. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting shall be prepared by the Treasurer and, together with the relevant invoices, be presented to the Committee. If the schedule is in order it shall be authorised by a resolution of the Committee and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed by two members of the Committee.
- 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

#### **6. PAYMENT OF ACCOUNTS**

- 6.1 All payments shall be effected by cheque or other order drawn on the Committee's bankers.

- 6.2 All invoices for payment shall be examined, verified and certified by the Treasurer. The Treasurer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The Treasurer shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Treasurer shall take all steps to settle all invoices submitted, and which are in order, at the next available Committee Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the Committee, where the Treasurer certifies that there is no dispute or other reason to delay payment, the Treasurer may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of the Committee.
- 6.5 The Treasurer may provide petty cash for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Treasurer with a claim for reimbursement:
- a) The Treasurer shall maintain a petty cash float not exceeding £25.00 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Committee under 5.2 above.
- 7. (not used)**
- 8. INVESTMENTS**
- 8.1 The Committee's investment policy shall be in accordance with the Trustee Act 2000 as amended or re-enacted and shall be reviewed on a regular basis (at least annually).
- 8.2 All investments of money under the control of the Committee shall be in the name of the Committee.
- 8.3 All investment certificates and other documents relating thereto shall be retained in the custody of the Treasurer.
- 9. INCOME**
- 9.1 The collection of all sums due to the Committee shall be the responsibility of and under the supervision of the Treasurer.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Committee, notified to the Treasurer and the Treasurer shall be responsible for the collection of all accounts due to the Committee.
- 9.3 The Committee will review all fees and charges annually, following a report of the Treasurer.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Committee and shall be written off in the year.
- 9.5 All sums received on behalf of the Committee shall be banked intact as directed by the Treasurer. In all cases, all receipts shall be deposited with the Committee's bankers with such frequency as the Treasurer considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Committee.

**APPENDIX 2**

- 9.8 The Treasurer shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Committee, the Treasurer shall take such steps as are agreed by the Committee to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

**10 ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the Secretary or the Treasurer, whichever is the most appropriate.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. The officer issuing an official order must ensure as far as reasonable and practicable the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4 The Secretary or Treasurer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Secretary or Treasurer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

**11 CONTRACTS**

- 11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Committee;

(v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Treasurer shall act after consultation with the Chairmen of the Committee);

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract for the supply to the Committee of Goods, Works or Services up to a value of £6,000, the Secretary shall seek the appropriate number of quotations, as follows:-

|                         |                      |
|-------------------------|----------------------|
| Up to a value of £250   | 1 oral quotation     |
| £250 and up to £1,000   | 2 written quotations |
| £1,000 and up to £6,000 | 3 written quotations |

**APPENDIX 2**

(c) Where the value of the contract is likely to exceed £6,000, the Secretary shall seek 3 written quotations and shall also give three weeks public notice of such intention by displaying the invitation to quote on the Councils' official notice boards.

(d) Quotations and tenders exceeding £1,000 shall be opened by the Secretary or Treasurer in the presence of a Member of the Committee on or as soon as possible after the date specified for their return. Both the Secretary or Treasurer and the Member shall initial and date the quotation and tender documents. The result shall be reported to the Committee.

(e) All invitations to quote or tender for contracts exceeding £6,000 shall state the closing date and time for the submission of such quote or tender. All such quotes and tenders must be returned to the Secretary. Any quotation or tender received after the closing date shall not be opened unless the Secretary is satisfied that there is evidence that the quote or tender was dispatched in time for delivery on the due date.

(f) The Committee is not bound to accept the lowest or any other quotation or tender.

(g) If following the quotation or public open tender process, no such quotations or tenders are received, an insufficient number of quotations are received, or if all such quotations and tenders are identical then the Committee may make such arrangements as it thinks fit for procuring the goods, works or services.

(h) All documents issued for contracts shall contain a statement to the effect that any person submitting a quotation or tender for the supply of goods, works or services to the Committee shall be disqualified from quoting/tendering if s/he (a) is related to any Member or Officer of either Council and fails to disclose that relationship or (b) approaches any Member of either Council to canvass in support of any quotation/tender.

(i) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Committee.

**12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the Treasurer upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the Treasurer shall maintain a record of all such payments. In any case where it is estimated that the total cost of work to be carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Committee.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Committee and Treasurer to the Contractor in writing, the Committee being informed where final cost is likely to exceed the financial provision.

**13 STORES AND EQUIPMENT**

- 13.1 The Treasurer and Secretary shall be responsible for the care and custody of stores and equipment.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Treasurer and Secretary shall be responsible for periodic checks of stocks and stores at least annually.

## **14 PROPERTIES AND ESTATES**

- 14.1 The Secretary and Treasurer shall make appropriate arrangements for the custody of all title deeds of properties owned by the Committee. The Secretary and Treasurer shall ensure a record is maintained of all properties owned by the Committee, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4 (3)(b) of the Accounts and Audit Regulations 1996 as amended.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Councils, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

## **15 INSURANCE**

- 15.1 Following an annual risk assessment, the Secretary and the Treasurer shall effect all insurances and negotiate all claims on the Committee's insurers.
- 15.2 The Secretary and the Treasurer shall give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The Secretary shall keep a record of all insurances effected by the Committee and the property and risks covered thereby and annually review it.
- 15.4 The Secretary shall notify any loss liability or damage or of any event likely to lead to a claim to the Committee at the next available meeting.
- 15.5 All appropriate employees of the Committee shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Committee.

## **16 RISK MANAGEMENT**

- 16.1 The Secretary shall prepare and promote risk management policy statements in respect of all activities of the Committee.
- 16.2 When considering any new activity the Secretary shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to the Committee for consideration and, if thought appropriate, adoption.

## **17 REVISION OF FINANCIAL REGULATIONS**

- 17.1 It shall be the duty of the Councils to review the Financial Regulations of the Committee from time to time.



**Schedule of Payments September 2004**

| Chq<br>No  | Payment to                     | Particulars   | Net      | VAT   | Total           |
|------------|--------------------------------|---|----------|-------|-----------------|
| 10360<br>3 | British Telecommunications PLC | Broadband charges 01/07/04-30/09/04 (paid 29/07/04)                                 | 89.97    | 15.74 | 105.71          |
| 10360<br>4 | British Telecommunications PLC | Calls 27 Apr - 23Jul and service charges 1 Jul - 30 Sept (paid 29/07/04)            | 103.47   | 18.10 | 121.57          |
| 10360<br>5 | J Hoad                         | Salary 01/09/2004-30/09/2004 (prev approved) + backdated pay increase from 01/04/04 | 1,336.68 | -     | -               |
|            |                                | Renewal of Norton antivirus for Parish Office computer 14/07/04                     | 16.71    | -     | -               |
|            |                                | 100 2nd class stamps purchased 09/09/04   | 21.00    | -     | <u>1,374.39</u> |
| 10360<br>6 | H Gilder                       | Salary 01/09/2004-30/09/2004 (prev approved) + backdated pay increase from 01/04/04 | 746.47   | -     | 746.47          |
| 10360<br>7 | Inland Revenue                 | Month 6   | 753.86   | -     | 753.86          |
| 10360<br>8 | D Cunningham                   | Cleaning services to Pavilion September 2004  | 80.00    | -     | 80.00           |
| 10360<br>9 | Supplies Team                  | Ink cartridge x 2 Inv 6291743   | 21.08    | 3.69  | -               |
|            |                                | Ink cartridge inv 6272758   | 10.54    | 1.84  | -               |
|            |                                | Ink cartridge tri colour inv 6273144  | 35.64    | 6.24  | -               |
|            |                                | Ink cartridges x 2 Inv 6374962  | 21.08    | 3.69  | <u>103.80</u>   |
| 10361<br>0 | Calor Gas Limited              | Standing charge Inv 12122291  | 18.33    | 0.92  | 19.25           |
| 10361<br>1 | Kent County Council (KCS)      | Stationery Inv S1584333   | 0.69     | 0.12  | -               |
|            |                                | Stationery Inv S1584800   | 26.30    | 4.60  | -               |
|            |                                | Stationery Inv S1582425   | 19.95    | 3.49  | -               |
|            |                                | Stationery Inv S1582614   | 29.95    | 5.24  | -               |
|            |                                | Stationery Inv S1587383   | 11.70    | -     | -               |

|       |                               |   |  |  |          |        |               |
|-------|-------------------------------|---|--|--|----------|--------|---------------|
|       |                               |   |  |  | 2.05     |        |               |
|       |                               | Stationery Inv S1589971   |  |  | 7.95     | 1.39   | <u>113.43</u> |
| 10361 | Kent County Council (KCS)     | Stationery Inv S1595439   |  |  | 1.60     | 0.28   | -             |
| 2     |                               | Stationery Inv S1599358   |  |  | 1.85     | 0.32   | -             |
|       |                               | Heavyweight steel goal posts Inv TS797273                                     |  |  | 363.63   | 63.64  | -             |
|       |                               | Stationery Inv S1589493   |  |  | 19.50    | 3.41   | -             |
|       |                               | 60mm plastic cap (goal socket cover) Inv TS799177                             |  |  | 20.08    | 3.51   | <u>477.82</u> |
| 10361 | Playground Management Limited | Annual playground inspections Inv 595459                                      |  |  | 177.00   | 30.98  | 207.98        |
| 3     |                               |   |  |  |          |        |               |
| 10361 | Sevenoaks District Council    | 80 rolls of garden waste sacks Inv 37553                                      |  |  | 280.00   |        | -             |
| 4     |                               | 4 bundles of 25 paper sacks Inv 37640   |  |  | 20.00    | 3.50   | -             |
|       |                               | 2000 gallons from cesspool Inv 38368  |  |  | 95.00    |        | <u>398.50</u> |
| 10361 | Sevenoaks District Council    | 4 packs recycling sacks Inv 2009673   |  |  | 32.00    |        | 32.00         |
| 5     |                               |   |  |  |          |        |               |
| 10361 | Audit Commission              | Audit fee 2003 Inv 6093839  |  |  | 350.00   | 61.25  | 411.25        |
| 6     |                               |   |  |  |          |        |               |
| 10361 | J B Westwood                  | Grass cuts and Fertilizing re grounds maintenance Inv 2356                    |  |  | 1,760.00 | 308.00 | 2,068.00      |
| 7     |                               |   |  |  |          |        |               |
| 10361 | Castle Marquees               | Hire of portable toilet for SDC Youth Zone 06/08/04 Inv 7441                  |  |  | 60.00    | 10.50  | 70.50         |
| 8     |                               |   |  |  |          |        |               |
| 10361 | T D Munday                    | Repair electrical cupboard at Pavilion. Inv 80                                |  |  | 25.00    |        | 25.00         |
| 9     |                               |   |  |  |          |        |               |
| 10362 | T D Munday                    | Routine maintenance work. Manor Field pick up litter, sweep paths etc. Inv 75 |  |  | 60.00    |        | -             |
| 0     |                               | RMW. Strim around entrance to field. Inv 75                                   |  |  | 10.00    |        | -             |
|       |                               | RMW Inspect playground equipment. Inv 75                                      |  |  | 200.00   |        | -             |
|       |                               | RMW Hartley Green. Litter pick. Inv 75  |  |  | 30.00    |        | -             |
|       |                               | RMW Pond litter pick. Inv 75  |  |  | 25.00    |        | -             |

**Parish Council Meeting**  
Minutes –13<sup>th</sup> September 2004  
**APPENDIX 3**

|            |  |   |          |        |               |
|------------|--|---|----------|--------|---------------|
|            |  | RMW Gorse Wood pick up litter Inv 75  | 20.00    | -      | <u>345.00</u> |
| 10362<br>1 | T D Munday                                 | Grass cutting in Burial Ground Inv 78   | 100.00   | -      | -             |
|            |  | Strim grass at Burial Ground, verge & duck pond Inv 78                              | 16.00    | -      | -             |
|            |  | Grass cutting All Saints Inv 77   | 80.00    | -      | -             |
|            |  | RMW visual inspection Burial Ground Inv 76  | 22.50    | -      | -             |
|            |  | Garden maintenance at Burial Ground Inv 74  | 119.00   | -      | -             |
|            |  | Grass cutting Hartley memorial green Inv 79   | 60.00    | -      | <u>397.50</u> |
| 10362<br>2 | Cash                                       | 100 x 1st & 2nd class stamps 19/07/04 08/04   | 49.00    | -      | -             |
|            |  | Underpaid postage x 2 (incoming) 27/07/04 09/04                                     | 2.42     | -      | -             |
|            |  | Keys cut for pavilion 03/09/04 10/04  | 6.25     | -      | <u>57.67</u>  |
| 10362<br>3 | Kent County Council                        | Pension contributions April - September 2004  | 1,685.39 | -      | 1,685.39      |
| 10362<br>4 | South Eastern Plumbers                     | To re set kitchen boiler & check correct operation. Pavilion, Manor Field 17/08/04. | 30.00    | -      | 30.00         |
| 10362<br>5 | BHMtech                                    | Call out charge 30/07/04 Inv 1592   | 25.52    | 4.47   | 29.99         |
| 10362<br>6 | Park Leisure Ltd                           | Woodlands Avenue recreation ground. Wet pour under slide. Invoice no 4846/2402      | 4,250.00 | 743.75 | 4,993.75      |
| 10362<br>7 | Sevenoaks District Council                 | Filling holes and removal of associated rubbish Gorse Wood. Inv 38409               | 450.00   | 78.75  | 528.75        |
| 10362<br>8 | A.K.S Pest Control Limited                 | Treatment and destruction of wasps nest in Hartley Burial Ground. Inv 2280          | 38.00    | -      | 38.00         |
| 10362<br>9 | Konica Minolta Business Solutions (UK) Ltd | Rental 22/08/04 - 21/11/04 and copy charges 21/05/04 - 21/08/04 Inv 699049          | 275.03   | 48.13  | 323.16        |
| 10363<br>0 | Scribe 2000 Ltd                            | Scribe 2000 annual licence renewal Inv 0411/14/3                                    | 245.00   | -      | 245.00        |
| 10363<br>1 | RBL Poppy Appeal                           | 3 poppy wreaths re Remembrance Sunday   | 49.50    | -      | 49.50         |
| 10363<br>2 | Zurich Municipal                           | Purchase of CD Rom 'A Practical Guide to Risk Assessment for Local Councils.        | 95.00    | 16.62  | 111.62        |
| 10363<br>3 | Hillarys                                   | Vertical blinds for Pavilion  | 254.47   | 44.53  | 299.00        |

**TOTAL**

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|                  |                 |                  |
|------------------|-----------------|------------------|
| <b>14,755.11</b> | <b>1,488.75</b> | <b>16,243.86</b> |
|------------------|-----------------|------------------|

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