

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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8th September 2004

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on Tuesday 14th September 2004 commencing at 11.00 a.m. at the Pavilion, Manor Field.

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of interest

To receive Members declarations of interest.

3. Minutes

(WHITE)

To approve as a correct record the minutes of the meeting of the Finance and General Purposes Committee held on 7th July 2004 (Annexed – See attached report).

4. Audit 2003/04

(ORANGE)

To consider an e mail dated 9th August 2004 from a local government elector in respect of last year's accounts and to note the Clerk's response (Report annexed).

5. Income and Expenditure

(WHITE)

To review the Council's income and expenditure from 1st April to 8th September 2004 (Annexed – Financial report indicating the Council's net position at 8th September 2004)

6. Budget 2005/06

(BLUE)

The Council's Committees will shortly be considering their budgets for the financial year 2005/06. The Amenities and Open Spaces Committee recommended at its meeting held on 1st September 2004 that the draft budget, as attached with agenda papers, be presented to the Finance and General Purposes Committee for consideration.

The Committee is invited to consider the draft budget received from the Amenities and Open Spaces Committee and to give its initial thoughts on the full budget for the forthcoming year.

7. Fidelity Guarantee Indemnity Limit

(YELLOW)

At its meeting held on 12th July 2004, the Council approved the Committee's recommendation that enquiries be made with the Council's insurers to increase the fidelity guarantee indemnity limit to £144,000. The Council's insurers have informed the Council that in order to consider increasing the limit to £144,000, the Council is required to complete a fidelity guarantee proposal form and that a declaration form must be signed by the Chairman of the Council.

A copy of the fidelity guarantee proposal form, minimum standards of control, references and declaration are enclosed for members attention (See attached appendices and report).

8. Interest bearing accounts (RED)

To consider a report on the current interest rates on the Council's interest bearing accounts (Annexed).

9. Office Accommodation (GREEN)

To receive a progress report on the relocation of the Parish Office (Annexed).

10. Donations

To consider requests for a donation from BTCV as a contribution to the running costs of the Kent Tree Warden Scheme (a sum of £100 is suggested) and from the Winged Fellowship Trust.

Background document

Letter from the BTCV dated 13th August 2004

Letter from Winged Fellowship Trust dated July 2004

11. Dog bins (PINK)

To consider a report on the newly installed dog bin located at the junction of Hawthorns and Brambledown (Annexed).

12. Sale of land at Manor Field

To consider any information received from the land owner in respect of the sale of two strips of land at Manor Field and if necessary agree a course of action.

13. Code of Conduct for Local Government Employees

To consider a consultation on a draft code of conduct for local government employees. The closing date for comments is 19th November 2004 (Copy of the draft code to follow).

14. Review of Political Restrictions

To consider a consultation on a review of restrictions on the political activities of local authorities employees and pay of political assistants. The closing date for comments is 19th November 2004 (Copy of the review to follow).

15. Dartford, Gravesham & Swanley Primary Health Care Trust (CREAM)

(a) To consider a consultation document on a draft food and health strategy for Dartford, Gravesham, Swanley locality entitled "Building Better Health Together."

(b) The Trust is currently undertaking a health needs assessment of the northern parishes in the Sevenoaks District and the Clerks in each of the Districts in the northern parishes (Ash-cum-Ridley, Eynsford, Farningham, Hartley, Horton Kirby and South Darenth and West Kingsdown), have been invited to join the Steering Group. The work of the Steering Group involves the compilation of a survey that will be distributed to a selected sample of residents with the parishes. Ethical clearance of the survey is anticipated in early September and subject to satisfactory clearance, the survey will be distributed sometime during October. A total of 2,500 surveys will be distributed and each of parishes involved have been asked to distribute the surveys relevant to their particular area, which will be in the region of 400 – 500.

The Committee is requested to endorse work of this Steering Group.

16. Office equipment (WHITE)

At a recent meeting of the Amenities and Open Spaces Committee the issue relating to the safety of VDU operators was briefly considered.

The Health and Safety (Display Screen Equipment) Regulations 1992 requires employers to provide, at the employees request, an appropriate eye and eyesight test. For the purpose of the Regulations an employee is someone who habitually uses display screen equipment as a significant part of his/her normal work. The Regulation also requires employers to perform a suitable and sufficient analysis of workstations for the purpose of assessing the health and safety risks to which those persons are exposed in consequence of that use.

A copy of the “Working with VDU’s” published by the H.S.E. and the Health and Safety (Display Screen Equipment) Regulations 1992 are enclosed for Members attention.

The Committee is requested to consider these documents and agree a course of action.

17. Date of the next meeting

List of circulated documents

1. Report on the minutes of the previous meeting and minutes of the meeting of the Finance and General Purposes Committee held on 7th July 2004 (WHITE)
2. Report on enquiries from a local government elector on the accounts for 2003/04 (ORANGE)
3. Financial report indicating the Council’s current financial position as at 8th September 2004 (WHITE)
4. Draft budget recommended by the Amenities and Open Spaces Committee (BLUE)
5. Fidelity guarantee proposal form, minimum standards of control, references, declarations and report on the Council’s request to increase the fidelity guarantee limit (YELLOW)
6. Report on the Council’s interest bearing accounts (RED)
7. Progress report on the relocation of the Parish Office (GREEN)
8. Report on the new dog bin located at the junction of Hawthorns and Bramledown (PINK)
9. A model code of conduct for local government employees dated August 2004 from OPDM (to follow)
10. Review of the Regulatory Framework governing the political activities of local government employees (to follow)
11. Building a Better Health Together (CREAM)
12. Working with VDU’s and Health and Safety (Display Screen Equipment) Regulations 1992 (WHITE)

Committee membership
Cllr Abraham
Cllr Barnett (ex officio)
Cllr Ramsay

Cllr Alford
Cllr Gaywood (ex officio)

