

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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27th January 2005

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on Wednesday 2nd February 2005 commencing at 10.00 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

To approve as a correct record the minutes of the meeting of the Finance and General Purposes Committee held on 24th November 2004 (Annexed).

4. Bus Services

At the December Council meeting the proposal to withdraw bus services to Hartley was considered and it was agreed that the matter be referred to the next meeting of the Finance and General Purposes Committee for further consideration. The Committee is requested to consider a report, prepared by Cllr Harris, outlining concerns over local bus services (to follow). Cllr Harris will be invited to attend the meeting, in order that he may put forward his views on the subject to Members of the Finance and General Purposes Committee.

5. Parish Office

(a) To consider the tenders returned in respect of the relocation of the Parish Office in Hartley Library. (Returned tenders will be available for inspection at the meeting).

(b) To consider the purchase of a laser printer.

6. Income and Expenditure

To review the Council's income and expenditure from 1st April 2004 to 27th January 2005 (Annexed – Financial report indicating the Council's net position at 27th January 2005)

7. Internal Audit

To consider the internal auditor's report in respect of the half year internal audit from 1st April to 30th September 2004 (annexed).

8. Risk Assessments

(a) To consider the risk assessment undertaken in respect of cash handling and transport (annexed).

(b) To consider a risk assessment undertaken in respect of lone working and violence at work (annexed).

9. Purchase of land at Manor Field

To receive a progress report on the purchase of two strips of land at Manor Field (annexed).

10. Donations

To consider requests for donations from organisations as set below:

(a) Victim Support, North Kent and Medway. The organisation offers emotional support and practical help to crime victims, witnesses, their families and friends.

(b) Open Spaces Society. In April the Society took the Secretary of State for Environment, Food and Rural Affairs to court for failing to hold a public inquiry into fencing on Wisley Common in Surrey. The case was lost and the Society has a shortfall of £32,000 to meet its legal costs.

11. Conditions of service

To consider the details of the new Terms and Conditions of Service for Clerks of Local Councils and attached report (annexed).

12. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 24th November 2004
2. Financial report indicating the Council's net position at 27th January 2005
3. Interim internal audit 1st April to 30th September 2004
4. Risk assessment on cash handling and transport
5. Risk assessment on lone working and violence at work
6. Report on the purchase of land at Manor Field
7. Terms and conditions of service for Clerks of Local Councils
8. Report on conditions of service

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

Cllr Alford
Cllr Gaywood (ex officio)