

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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20th April 2005

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on Tuesday 26th April 2005 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 24th February 2005. (Annexed).

4. Accounts 2004/05

(WHITE)

To consider the accounts for the year ending 31st March 2005.

The Council has received notice from the Audit Commission that the Annual Return for the financial year ending 31st March 2005 should be returned by 13th June 2005 with the following documentation;

- (1) a completed annual return,
- (2) financial year end bank reconciliation
- (3) an explanation of any significant variances in the statement of accounts. A significant variance is where this years figure differs from the previous year by more than 15% in section 1 lines 3,4,5,6,9 and 10.

The Audit Commission has informed the Council that it will be undertaking a basic audit on the accounts. However, as the Council's annual income in the year 31st March 2005 was greater than £100,000, the following additional information will be required:

- (1) Copy of the budget for the year of audit year ended 31st March 2005, together with a copy of the minutes of the Council meeting where the budget was considered and approved
- (2) Copies of all approved minutes for June 2004, excluding any planning minutes.

The Council's internal auditor will be undertaking an internal audit of the Council's accounts on 20th and 21st June 2005 and therefore section 4 of the Annual Return which is due to be completed by the internal auditor will not be undertaken until after the date set by the Audit Commission. This being the case, the Audit Commission have agreed

that the date for the return of the above documentation may be extended to the end of June 2005.

The notice of appointment of date for the exercise of electors' rights was displayed on the Council's notice boards on 31st March 2005 advertising the date of 13th June 2005 as the date on or after which interested parties may exercise their rights under the Audit Commission Act 1998 and the Accounts and Audit Regulations 2003.

The Council will be required to complete and approve Section 2 of the Annual Return, which sets out a number of assurances relating to the preparation of the statement of accounts, systems of internal controls, assurance that the Council has not exceeded its legal powers, provision of proper opportunity for the exercise of electors rights, assessment of risks facing the Council, systems of internal audit, action taken on all matters raised in previous internal and external audit reports and whether any litigation, liabilities or commitments have a financial impact on the Council. A copy of Section 2 Statement of Assurance is circulated for Members information.

Background documents

Scribe: Statement of the receipts and payments, income and expenditure account, balance sheet, year end working documents, creditors and debtors, year end reconciliation

Section 1 Annual Return

Section 2 Statement of Assurance

- 5. Parish Office (BLUE)**
To receive a progress report on relocation of the Parish Office in Hartley Library.
- 6. Insurance (PINK)**
To receive a report on invitation to renew the Council's insurance policy from Allianz Cornhill (Annexed)
- 7. Assets Register (CREAM)**
To review the Council's Assets Register (Annexed).
- 8. Financial Risk Assessment (GREEN)**
To review the Council's Financial Risk Assessment (Annexed).
- 9. Purchase of land at Manor Field (YELLOW)**
To receive a report on recent correspondence in respect of the purchase of land at Manor Field (Annexed).
- 10. Entrance at Manor Field (RED)**
To consider correspondence from the owner of the gate at Manor Field in respect of responsibility for the maintenance of the said gate and subsequent advice received on the matter from the Council's solicitor (Annexed).
- 11. Integrated Kent Franchise**
In December 2003, the Strategic Rail Authority announced the names of four companies short listed to bid for the franchise covering the Kent region. One the companies short listed is DSB (Danish Railways) in partnership with Stagecoach Group PLC. The Council has received a copy of its brochure outlining its approach to operating rail services on the routes in Kent. The company would welcome feedback on the brochure and the Council's views on how train services in Kent could be improved.
A copy of the brochure may be viewed in the Parish Office.

12. Requests for donations

To consider requests for donations from the following

- (a) The Ellenor Foundation (provides support for families and carers of adults and children who are living with cancer and other life shortening illnesses.
- (b) Rural Age Concern Darent Valley (provides a range of services for the benefit of the elderly frail and disabled in the parish)
- (c) West Kent Mediation (provides Community Mediation to help neighbours who are in dispute, Victim/Offender mediation which allow victim and offender to communicate with the help of a third party and Homeless mediation which enable people at risk of eviction to remain living with family, friend or relatives.
- (d) Kenward Trust (registered Christian charity helping those suffering from drug and alcohol abuse)

13. Clean Neighbourhoods and Environment Bill

(DARK BLUE)

To receive and note a letter from the Minister for Rural Affairs and Local Environmental Quality informing the Council about proposed new legislation, the Clean Neighbourhoods and Environment Bill introduced into Parliament on 7th December 2004, which when enacted, will increase Parish Council powers to issue fixed penalty notices for litter, dog control, graffiti and fly posting. An outline of the proposed new measures is attached for Members attention.

14. Elective Orthopaedic Services

To consider a consultation document, "Shaping your local health services. The Future of local orthopaedic services – Help us decide" (Annexed).

15. Assistant Clerk

(DARK YELLOW)

At the meeting held on 2nd February 2005, the Committee requested further information be obtained on the position of the Assistant Clerk with regard to the terms and conditions of the new national agreement. The Committee is requested to consider a report on the advice received from the Chief Executive of the Society of Local Council Clerks.

The Committee is advised that it may be necessary to exclude the press and public from the meeting due to the confidential nature of the business to be transacted.

16. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 24th February 2005 **(WHITE)**
2. Statement of receipts and payments as at 31st March 2005, income and expenditure account 04/05, balance sheet 04/05, year end working documents, creditors and debtors, year end reconciliation. **(WHITE)**
3. Progress report on the relocation of the Parish Office **(BLUE)**
4. Report on invitation to renew the Council's insurance policy and insurance schedule at 1st June 2005. **(PINK)**
5. Assets register **(CREAM)**
6. Financial Risk Assessment **(GREEN)**
7. Report on recent correspondence in respect of the purchase of land at Manor Field. **(YELLOW)**
8. Report on the responsibilities for the maintenance of the entrance gate at Manor Field. **(RED)**
9. Outline of the proposed new measures to be introduced under the Clean Neighbourhoods and Environment Bill. **(DARK BLUE)**
10. Shaping your local health services. The Future of Local Orthopaedics – Help us decide
11. Report on the position of the Assistant Clerk with regard to the new terms and conditions of service for Local Council Clerks. **(DARK YELLOW)**

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

Cllr Alford
Cllr Gaywood (ex officio)