

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
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13th October 2005

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on Wednesday 19th October 2005 commencing at 10.00 a.m. at Hartley Library, Ash Road.

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 26th April 2005. (Annexed).

4. Accounts 2004/05

(WHITE)

(a) To note the 2004/05 annual audit has been completed and that the notice of conclusion of audit and the right to inspect the annual return for the year ended 31st March 2005 has been displayed on the Council noticeboard in compliance with the s.14 of the Audit Commission Act 1998 and the Accounts and Audit Regulations 2003.

(b) To receive and note the external auditor's certificate and opinion (annexed) and to note that no further action is required.

(c) To note a letter was received by the District Auditor from a local elector raising a number of questions in respect of the 2004/05 accounts. A response was sent to the District Auditor (annexed) and the Committee is requested to confirm the Clerk's actions.

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

Annual Return for the year ended 31st March 2005

5. Internal Audit 2004/05

(YELLOW)

To receive and note the internal audit summary report for the audit year 2004/05 (annexed).

Background documents

Internal audit summary report for the audit year 2004/05

6. Income and expenditure (PINK)

To review the Council's income and expenditure from 1st April to 13th October 2005 (Annexed – Financial report indicating the Council's net position at 13th October 2005)

7. Budget 2006/07 (CREAM)

To consider the budget and the precept for the financial year 2006/07 (annexed – draft budget 2006/07)

8. Longfield Hill recreation ground

At a meeting of the Amenities and Open Spaces Committee held on 2nd June 2005 it was requested that the Finances and General Purposes Committee be invited to examine the long term issues relating to the costs involved in maintaining the play area at Longfield Hill.

9. Non domestic rates (DARK BLUE)

To consider a report on the non domestic rates in respect of the Parish Office and Manor Field Pavilion (annexed).

10. Banking arrangements (RED)

To receive and note a report on the changes to the Council's business reserve account

11. Insurance (GREEN)

To receive and note a report on the Council's insurance policy (annexed).

12. Chairman's Chain of Office (ORANGE)

To receive and note a report on the Chairman's chain of office (annexed).

13. Council's photocopier (LIGHT BLUE)

To receive and note a report on the renewal of lease on the Council's photocopier (annexed).

14. Donations

(a) To consider requests for donations from the following organisations

(i) Kent Wildlife Trust to support its work restore and maintain the Trust's nature reserves to prevent the encroachment of scrub by expanding its grazing project.

(ii) Bumble Bee Alliance to increase the awareness of the decline in the bumble bee population and to work with communities, organisations and individuals to increase habitats and reverse the trend. The alliance requests a grant in the region of £150 to £300.

(iii) Open Spaces Society to enable the Society to campaign for urban paths faced with the threat of closure or diversion and to lobby for necessary changes in the law.

(b) To consider a donation to the Salvation Army as a gesture of thanks for attending the Remembrance Sunday service on 13th November 2005 at Hartley war memorial. Last year a sum of £35 was donated.

15. Subscriptions (DARK GREEN)

(a) Farming and Wildlife Advisory Group (FWAG)

To consider a request from the Farming and Wildlife Advisory Group (FWAG) to subscribe to the organisation at a cost of £35 per annum. FWAG is a charity dedicated to helping farmers and landowners integrate high quality conservation with farm practice.

(b) Land Management Information Service (LaMIS)

To consider an invitation to subscribe to LaMIS, as set out in their letter dated October 2005 (annexed).

16. Payphone provision (DARK YELLOW)

To consider a letter dated 26th September 2005 (annexed) from BT in response to the Council's request for further information on BT's proposals to realign payphone provision in Hartley to meet consumer demand and an extension to the consultation period.

17. Voluntary First Registration of Title (WHITE)

To consider a letter dated 1st September 2005 (annexed) from Land Registry encouraging authorities to ensure all its land is registered. The Clerk has provided the Land Registry with a schedule of all land owned by the Parish Council and asked Land Registry to confirm all the land owned by the Council is registered.

18. Kent County Council Pension Fund (PINK)

To receive and note letter dated 3rd October 2005 (annexed) from Kent County Council informing the Council of changes to the frequency of payments to the Pension Fund. Currently the Council makes payment to the Pension Fund every six months. Auditors have advised Kent County Council that pension contributions should be paid over within 19 days from the end of the month in which the contributions were deducted. This being the case, the Parish Council will be required to make payment of its employers and employees pension contributions to the Pension Fund on a monthly basis.

19. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 26th April 2005 **(WHITE)**
2. External auditor's certificate and opinion **(WHITE)**
3. Letter dated 19th July 2005 to the District Auditor **(WHITE)**
4. Internal audit summary for the audit year 2004/05 **(YELLOW)**
5. Financial report indicating the Council's net position at 13th October 2005 **(PINK)**
6. Draft budget **(CREAM)**
7. Report on non domestic rates **(DARK BLUE)**
8. Report on changes to the Council's business reserve **(RED)**
9. Report on the Council's insurance policy **(GREEN)**
10. Report on the Chairman's chain of office **(ORANGE)**
11. Report on the Council's photocopier **(LIGHT BLUE)**
12. Letter dated October 2005 from LaMIS **(DARK GREEN)**
13. Letter dated 26th September 2005 from BT and the Council's letter to BT dated 15th July 2005 **(DARK YELLOW)**
14. Letter dated 1st September 2005 from Land Registry **(WHITE)**
15. Letter dated 3rd October 2005 **(PINK)**