

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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26th April 2006

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on Wednesday 3rd May 2006 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 January 2006 (annexed).

4. Accounts 2005/06

(WHITE)

To consider the accounts for the year ending 31st March 2006.

The Council has received notice from the Audit Commission that the Annual Return for the financial year ending 31st March 2006 should be returned by 31st July 2006 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 of the annual return 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. The Council's internal auditor will be undertaking an internal audit of the Council's accounts on 4th and 5th May 2006 and therefore section 4 on the Annual Return relating to the internal audit report will be completed by the Council's internal auditor before the date appointed by the external auditor.

The notice of appointment of date for the exercise of electors' rights was displayed on the Council's notice boards on 19th April 2006 advertising the date of 9th May 2006 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 and the Council's internal controls. A copy of Section 2 of the 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

Section 3 External auditors certificate and opinion

Section 4 Annual internal audit report

5. Insurance (PINK)

To receive a report on invitation to renew the Council's insurance policy from Allianz Cornhill.

6. Assets Register (CREAM)

To review the Council's Assets Register.

7. Financial Risk Assessment (GREEN)

To review the Council's Financial Risk Assessment.

8. Land to the north of Rectory Meadow

To consider a letter dated 4th April 2006 from solicitor's acting on behalf of the owner of land located to the north of Rectory Meadow, informing the Council of her client's wish to donate an area of woodland to the Parish Council.

Background documents

Letter dated 4th April 2006 from Watson Nevill Solicitors

Extract from K431778 showing proposed division of land

9. Donations

To consider requests for donations/grants received from:

(1) Open Spaces Society to support the Friends of Trap Grounds. This is a legal case (Oxfordshire County Council v Oxford City Council and Catherine Mary Robinson), which is currently being considered in the House of Lords in respect of the registration of village greens in England and Wales. A judgement in the Court of Appeal held that if a landowner challenged the public's use of the land at any time before its registration of a village green, the application would fail. The Friends of Trap Grounds are seeking to overturn this decision and are seeking financial assistance to meet the estimated shortfall of £5,000 in their legal costs.

(2) Kenward Trust which is Christian charity for men and women dealing with issues relating to alcohol/drug misuse and homelessness.

(3) Kent Wildlife Trust to help save and restore the ancient of wood in Bigbury and Howfield Woods, which are sites of Nature Conservation Interest in Kent.

(4) Rural Age Concern Darent Valley which is a voluntary group organising service provision for the benefit of elderly, frail and disabled persons.

(5) Hartley and District Horticultural Society towards the cost of staging three flower shows a year in All Saints Church Centre.

10. Police

(a) To receive and note a letter from the Kent Police and the Kent Police Authority dated 22nd March 2006 informing the Council that Kent will remain a single strategic police force.

(b) To receive and note a letter dated 6th March 2006 from the Chief Constable informing the Council of changes to the policing boundaries for Kent and Medway

(c) To receive and note a letter dated 23rd March 2006 from Chief Inspector Gill Ellis informing the Council on the effect of local policing as a result of changes to the policing boundaries.

Background documents

Letter dated 22nd March 2006 from the Kent Police and the Kent Police Authority

Letter dated 10th February 2006 from the Kent Police Authority

Letter dated 6th March 2006 from the Chief Constable

Letter dated 16th March 2006 from the Parish Clerk to the Chief Constable

Letter dated 23rd March 2006 from Chief Inspector Ellis

11. Dartford and Gravesham NHS Trust

To consider the consultation document on the Dartford and Gravesham NHS Trust's application for NHS Foundation Trust status. The document may be viewed on www.dvh.nhs.uk – click on “About Us” then “Foundation Trust”.

Background document

Consultation on our application for NHS Foundation Trust status

12. Housing Strategy

Sevenoaks District Council is currently reviewing and updating its Housing Strategy for the period 2006 -2009. Parish Councils have been invited to express their views on the current Housing Strategy, and to identify gaps and areas where they would like addressed in next Strategy.

Background document

Housing Strategy 2003 edition

13. Clean Neighbourhoods and Environment Act 2005

To consider a letter dated 27th March 2006 from DEFRA on new legislation which came into force on 6th April 2006 empowering Parish Councils to issue fixed penalty notices for littering, graffiti and fly posting offences. The letter also outlines the new system for the control of dogs.

Background documents

Letter dated 27th March 2006 from DEFRA

“Getting to grips with the Clean Neighbourhood and Environment Act 2005 – a parish council guide to environmental enforcement” may be downloaded from www.defra.gov.uk/environment/localenv/legislation/cnea

14. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 26th January 2006
2. Statement of the receipts and payments, income and expenditure account, balance sheet, year end working documents, creditors and debtors, year end reconciliation
3. Section 1 Annual Return
4. Section 2 Statement of Assurance
5. Section 3 External auditors certificate and opinion
6. Section 4 Annual internal audit report
7. Report on the invitation to renew the Council's insurance policy from Allianz Cornhill
8. Assets Register
9. Financial Risk Assessment
10. Letter dated 4th April 2006 from Watson Nevill Solicitors
11. Extract from K431778 showing proposed division of land
12. Letter dated 22nd March 2006 from the Kent Police and the Kent Police Authority
13. Letter dated 10th February 2006 from the Kent Police Authority
14. Letter dated 6th March 2006 from the Chief Constable
15. Letter dated 16th March 2006 from the Parish Clerk to the Chief Constable
16. Letter dated 23rd March 2006 from Chief Inspector Ellis
17. Consultation on our application for NHS Foundation Trust status
18. Housing Strategy 2003 edition
19. Letter dated 27th March 2006 from DEFRA

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

Cllr Alford
Cllr Gaywood (ex officio)