

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES
COMMITTEE HELD ON 15th NOVEMBER 2006 AT 9.00 a.m.
AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr Mr L Abraham (*arrived at 9.40 a.m.*)
Cllr Mr C Alford (Chairman)
Cllr Mr A Barnett
Cllr Mr J Gaywood
Cllr Mr M Harris
Cllr Mr B Ramsay

In attendance: Mrs J Hoad (Clerk)
1 member of the public

1. Apologies

Apologies had been received for the late arrival of Cllr Mr Abraham.

2. Declarations of Interest

Cllr Mr A Barnett declared a personal interest under minute item 5 in respect of the 2007/08 budget relating to the allotments, as he was an allotment holder.

Cllr Mr L Abraham declared a personal interest under minute item 7 (2) in respect of Rural Age Concern Darent Valley, as he was member of the organisation representing the Parish Council.

3. Minutes

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 13th June 2006 be approved and signed by the Chairman as a correct record.

4. Income and expenditure

The Committee reviewed the Council's receipts and payments for the period 1st April 2006 to 9th November 2006 and was satisfied that the level of expenditure was in line with estimates for the year.

RESOLVED: That, the report indicating the Council's net financial position at 9th November 2006 be received and noted.

5. Budget 2007/08

Cllr Abraham arrived at the meeting.

The Committee considered a draft budget for the financial year 2007/08 and made a number of adjustments to various cost codes to reduce the total budgeted expenditure. The Committee noted that the balance held in the general fund at 31st March 2006 was £48,937.97 and considered the one-off costs contained in the draft budget, such as next year's election costs (£3,750), training for new councillors (£450), contribution to the interactive speed sign (£500) and survey/treework in Hartley Wood (£1,500), could be met from the balances held in the general reserve. The Committee considered the Precept for 2007/08 should be increased by £4,000 from £92,000 to £96,000, a rise of 4.3%, to meet the increases in the budget due to inflation and noted that the effect of this proposal would result in an increase in the region of £2.25 for the year for a Council Tax Band F property.

RECOMMENDED: That,

- (1) the budget for the financial year 2007/08, attached as appendix 1 to these minutes, be approved and,
- (2) the Precept for the year 2007/08 be increased from £92,000 to £96,000.

6. Land to the north of Rectory Meadow

It was reported that further information had been sought from the solicitor acting on behalf of the adjoining landowner over the design of the fence required to mark the boundary between the land at the Old Rectory and Rectory Meadow. The solicitor had informed the Council that she was awaiting instruction from her client.

RESOLVED: That, the report be noted.

7. Donations

(1) The Committee considered a number of requests for donations.

RECOMMENDED: That,

- (1) in accordance with powers under Section 137 of the 1972 Local Government Act a sum of £100 be donated to the Citizens' Advice Bureau to support its work,
- (2) in accordance with powers under Section 137 of the 1972 Local Government Act a sum of £100 be donated to the Kent BTCV to support the Kent Tree Warden Scheme and this donation be added to the list of annual subscriptions considered by the Council at its Annual Meeting in May each year,
- (3) the request from the Kent Wildlife Trust to assist with the restoration of Oare Marshes be declined,
- (4) the request from the Kent Wildlife Trust to support the work of the Conservation Team of the Trust be declined,
- (5) in accordance with powers under Section 137 of the 1972 Local Government Act a donation be paid to the Kent Wildlife Trust in addition to the Council's annual membership fee paid to the Trust in July of each year, so that the total amount paid to the Trust be £50,
- (6) the request from Victim Support Kent be declined.

(2) The Committee considered a letter dated 16th June 2006 from the Chief Officer at Rural Age Concern Darent Valley thanking the Parish Council for its recent donation of £100 and enquiring why the level of support from the Council had declined over the previous six years. The Committee was informed of a number of changes within the organisation and expressed its concern about the recent decline in the services provided by the organisation.

RECOMMENDED: That,

- (1) in accordance with powers under Section 137 of the 1972 Local Government Act a sum of £150 be donated to Rural Age Concern Darent Valley, increasing the Council's total contribution for 2006/07 from £100 to £250 and,
- (2) the Council's representative at Rural Age Concern Darent Valley be asked to raise the Council's concerns about the recent changes within the organisation with a view to securing improvements in the service provided to residents.

8. Local Government Pension Scheme

The Committee considered a letter dated 6th October 2006 from Kent County Council outlining changes to the regulations affecting the Local Government Pension Scheme. The Committee

examined a draft schedule indicating the changes required to Hartley Parish Council's policy decisions to reflect these changes.

RECOMMENDED: That, the schedule of Hartley Parish Council's policy decisions, attached as appendix 2 to these minutes, be approved and adopted.

9. POSTCOMM

The Committee considered a consultation document entitled, "Policy Review on Exceptions to Royal Mail's Universal Service Obligation for Delivery Services – August 2006", which outlined the current licence arrangements granted by POSTCOMM in 2001 requiring Royal Mail to provide a universal postal service. Part of that service was to ensure a delivery was made every working day to every home or premises, unless there were exceptional geographical or other circumstances identified by the Regulator. The Council had been invited to comment on the consultation document, but the Committee considered the majority of the document related to other localities across the country and therefore was not relevant to Hartley.

RESOLVED: That, the consultation document be received and noted.

10. Rural Post Offices

At a meeting of the Council held on 13th November 2006, it was resolved that the Parish Council record its support for the current campaign requesting the Government take steps to retain the essential and valuable services provided by Post Offices in rural communities. Furthermore the Council resolved that the Member of Parliament be advised of this decision and that he be asked to give an assurance that he would support the retention of a Post Office in Hartley. The Council had requested the Finance and General Purposes Committee give consideration as to what further support the Council could give this campaign.

RECOMMENDED: That,

- (1) the services provided by the Hartley Post Office be publicised in the next edition of the Council's newsletter,
- (2) the Member of Parliament be invited to explain current Government policies on rural post offices at the next Annual Parish Meeting to be held 25th May 2007 and,
- (3) the Clerk be asked to provide the Hartley Post Office with information on local matters that may be of interest to its customers.

11. Localism and related issues

The Committee considered a letter dated 24th July 2006 enclosing a briefing note from Sevenoaks District Council's Chief Executive on a number of initiatives and Government guidance relating to the future of local government. The Committee examined a summary of the recently published Local Government White Paper entitled, "Strong and prosperous communities", and was pleased to note that the power of well being would be extended to Quality Parish Councils.

RESOLVED: That, the documents set out above be received and noted.

12. Date of the next meeting

Monday 5th February 2007 at 10.00 a.m. at Hartley Library.

The meeting closed at 11.20 a.m.

Signed:.....

Date:.....

Chairman of the Finance and General Purposes Committee

Expenditure	Budget 2006/07	Spent so far (upto Aug 06)	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	Notes
Staff costs								
Salaries	35,250.00	14,689.79	20,565.71	35,255.50	37,400.00	2,150.00	6.10	07/08 Clerk SCP 32, Asst Clerk SCP 19. Incremental and 3 % inflationary increase
Employers NIC	2,500.00	1,045.49	1,463.69	2,509.18	2,700.00	200.00	8.00	
Employers pension	3,500.00	1,379.55	1,931.37	3,310.92	3,500.00	-	-	Employers contribution rate 13.4 %
Training	250.00	130.00	75.00	205.00	250.00	-	-	
Staff expenses	150.00	-	-	-	150.00	-	-	
TOTAL	41,650.00	17,244.83	24,035.77	41,280.60	44,000.00	2,350.00	5.64	

Expenditure	Budget 2006/07	Spent so far (upto Aug 06)	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	Notes
General costs								
Chairman's allowance	450.00	450.00	-	450.00	450.00	-	-	
Members expenses	200.00	54.97	75.00	129.97	300.00	100.00	50.00	
Members training	100.00	80.00	-	80.00	650.00	550.00	550.00	Training for newly elected councillors
Audit fees internal	525.00	340.00	255.00	595.00	600.00	75.00	14.29	
Room hire	100.00	-	32.00	32.00	100.00	-	-	
Insurance	2,100.00	1,997.94	-	1,997.94	2,200.00	100.00	4.76	
Subscriptions	1,600.00	1,107.41	603.00	1,710.41	1,800.00	200.00	12.50	
Loan charges	900.00	443.19	443.19	886.38	900.00	-	-	
Notice boards	300.00	50.00	50.00	100.00	100.00	-200.00	-66.67	
Newsletter inc AR	1,250.00	1,063.44	500.00	1,563.44	1,600.00	350.00	28.00	Printing & delivery costs. £200 for A4, £300 for A3, annual report £550
Planning applications	-	-	-	-	-	-	-	
Legal fees	1,000.00	-	1,000.00	1,000.00	1,000.00	-	-	

APPENDIX 1

Green sacks	2,000.00	855.00	1,150.00	2,005.00	2,000.00	-	-	
Advertising	100.00	-	250.00	250.00	100.00	-	-	06/07 advertise Rect. Meadow byelaws
Audit fees external	650.00	-	550.00	550.00	550.00	-100.00	-15.38	
Election expenses	-	-	-	-	3,750.00	3,750.00	3,750.00	2003 - £3,426.72, 1999 - £163.15
Bank charges	-	-	-	-	-	-	-	
Recycling sacks	100.00	-	100.00	100.00	100.00	-	-	
Website	100.00	-	175.00	175.00	175.00	75.00	75.00	Hosing costs
Misc	100.00	-	-	-	100.00	-	-	
Parish Plan	-	500.00	-	500.00	-	-	-	Grant from SDC forward to PP Com
Interactive sign	-	-	-	-	500.00	500.00	500.00	HPC contribution
TOTAL	11,575.00	6,941.95	5,183.19	12,125.14	16,975.00	5,400.00	46.65	

Expenditure	Budget 2006/07	Spent so far	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	Notes
Office costs								
Rent/rates	1,500.00	585.19	914.81	1,500.00	1,500.00	-	-	
Telephone	500.00	88.23	275.00	363.23	400.00	-100.00	-20.00	
Postage	800.00	207.64	300.00	507.64	700.00	-100.00	-12.50	
Stationery	900.00	295.73	420.00	715.73	900.00	-	-	
Photocopier	900.00	664.90	350.00	1,014.90	1,100.00	200.00	22.22	
Office administration	75.00	-	75.00	75.00	75.00	-	-	
Misc costs	400.00	-	100.00	100.00	400.00	-	-	
General maintenance	150.00	-	75.00	75.00	150.00	-	-	
New office equipment	100.00	249.00	100.00	349.00	100.00	-	-	
Office equipment maint	100.00	-	50.00	50.00	100.00	-	-	
Broadband	360.00	179.94	180.00	359.94	360.00	-	-	
Parish Office relocation	-	-	-	-	-	-	-	
TOTAL	5,785.00	2,270.63	2,839.81	5,110.44	5,785.00	-	-	

APPENDIX 1

Expenditure	Budget 2006/07	Spent so far upto Aug 06	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
Burial Grounds								
Grass cutting	950.00	532.00	300.00	832.00	950.00	-	-	
General maintenance	600.00	-	600.00	600.00	600.00	-	-	
Maintenance contract	1,800.00	694.50	1,000.00	1,694.50	1,800.00	-	-	
Spoil removal	400.00	465.00	-	465.00	500.00	100.00	25.00	
New b/g grass cut	125.00	-	100.00	100.00	125.00	-	-	
New b/g advance works	500.00	-	-	-	500.00	-	-	
All Saints grass cut	700.00	400.00	240.00	640.00	700.00	-	-	
All Saints general maint	500.00	153.19	200.00	353.19	500.00	-	-	
Health and safety	250.00	75.00	75.00	150.00	250.00	-	-	
Blue trade sacks	50.00	-	50.00	50.00	50.00	-	-	
Plinth	500.00	-	-	-	500.00	-	-	
TOTAL	6,375.00	2,319.69	2,565.00	4,884.69	6,475.00	100.00	1.57	

Expenditure	Budget 2006/07	Spent so far (upto Aug 06)	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/ decrease(-) (£)	Variation (%)	Notes
Allotments								
Maintenance	300.00	27.82	100.00	127.82	225.00	-75.00	-25.00	
Rent	200.00	100.00	100.00	200.00	200.00	-	-	
Water	75.00	72.87	75.00	147.87	150.00	75.00	100.00	
TOTAL	575.00	200.69	275.00	475.69	575.00	-	-	

APPENDIX 1

Expenditure	Budget 2006/07	Spent so far	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	
Open Spaces								
Grass cutting	4,250.00	1,050.00	2,460.00	3,510.00	4,250.00	-	-	
Gang mowing	1,600.00	640.00	1,365.00	2,005.00	2,100.00	500.00	31.25	06/07 over budget due to enhanced cutting regime @ M/F & L/H
General maintenance	3,000.00	180.00	1,500.00	1,680.00	3,000.00	-	-	
Routine maint contract	5,500.00	2,276.00	3,200.00	5,476.00	5,650.00	150.00	2.73	
Playground maint.	2,000.00	457.66	1,000.00	1,457.66	2,000.00	-	-	
Playground inspection	475.00	-	455.00	455.00	475.00	-	-	Annual & bi annual inspections
Rubbish clearance	1,000.00	-	500.00	500.00	1,000.00	-	-	
Dog bins	1,300.00	182.00	1,092.00	1,274.00	1,300.00	-	-	7 bins @ £3.50 per week
Rectory Meadow	1,500.00	2,180.54	5,700.00	7,880.54	1,500.00	-	-	06/07 £5,100 fencing/panels/leaflets, £600 grass cutting
Hartley Wood	2,500.00	1,800.00	1,760.00	3,560.00	4,000.00	1,500.00	60.00	06/07 treework from risk assessment. 07/08 survey/treework on possessory title claim
Pond	-	-	400.00	400.00	-	-	500.00	Works to be funded through KCC Member scheme
Lay by	-	-	100.00	100.00	-	-	-	
Misc expenses	500.00	3,433.00	-	3,433.00	500.00	-	-	06/07 new entrance @ M/F
Cricket	900.00	490.00	-	490.00	500.00	-400.00	-	
Football	300.00	23.16	-	23.16	300.00	-	-	
TOTAL	24,825.00	12,712.36	19,532.00	32,244.36	26,575.00	1,750.00	7.05	

Expenditure	Budget 2006/07	Spent so far	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	
Manor Field Pavilion								
Cesspool	650.00	230.00	460.00	690.00	750.00	100.00	15.38	

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Calor gas	600.00	18.33	900.00	918.33	925.00	325.00	54.17	
Electricity	500.00	202.86	252.00	454.86	525.00	25.00	5.00	
Water	175.00	41.11	100.00	141.11	175.00	-	-	
Rates	700.00	532.50	-	532.50	700.00	-	-	
Cleaning	1,000.00	400.00	560.00	960.00	1,000.00	-	-	
Cleaning materials	100.00	-	50.00	50.00	100.00	-	-	
Maintenance	2,000.00	664.98	750.00	1,414.98	3,000.00	1,000.00	50.00	07/08 External redecoration
Testing	400.00	-	100.00	100.00	400.00	-	-	Fire ext., PAT & water services
Misc	250.00	204.62	50.00	254.62	250.00	-	-	
TOTAL	6,375.00	2,294.40	3,222.00	5,516.40	7,825.00	1,450.00	22.75	

Expenditure	Budget 2006/07	Spent so far	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	
Northfield								
Contribution to NMC	2,000.00	-	2,000.00	2,000.00	2,000.00	-	-	
TOTAL	2,000.00	-	2,000.00	2,000.00	2,000.00	-	-	

Expenditure	Budget 2006/07	Spent so far	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	
Youth Services								
HAWK	1,350.00	-	1,350.00	1,350.00	1,350.00	-	-	
Misc expenses	1,450.00	-	60.00	60.00	750.00	- 700.00	- 48.28	
8-12 Project	1,200.00	-	-	-	-	- 1,200.00	- 100.00	
TOTAL	4,000.00	-	1,410.00	1,410.00	2,100.00	- 1,900.00	- 47.50	

Expenditure	Budget 2006/07	Spent so far	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/ decrease(-) (£)	Variation (%)
Section 137							
Donations	800.00	400.00	400.00	800.00	800.00	-	-
Others	200.00	53.88	50.00	103.88	200.00	-	-
TOTAL	1,000.00	453.88	450.00	903.88	1,000.00	-	-

Expenditure	Budget 2006/07	Spent so	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/ decrease(-) (£)	Variation (%)
Capital Schemes							
Land purchase	10,000.00	-	-	-	-	-10,000.00	-100.00
Pavilion electric cable	-	-	-	-	-	-	-
TOTAL	10,000.00	-	-	-	-	-10,000.00	-100.00

Expenditure	Budget 2006/07	Spent so far	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/ decrease(-) (£)	Variation (%)
Youth Reserve							
Misc expenses	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-

Income	Budget 2006/07	Received so far (upto Aug 06)	Projected income to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/ decrease(-) (£)	Variation (%)	
General costs								
Green sacks	3,000.00	1,498.00	1,500.00	2,998.00	3,000.00	-	-	Based on sales of 750 rolls @ £ 4/roll
Bank charges	-	-	-	-	-	-	-	
Recycling sacks	100.00	49.50	50.00	99.50	100.00	0.00	-	Based on sales of 200 rolls @ 50p/roll
Black sacks	-	40.50	40.00	80.50	80.00			
Parish Plan	-	-	-	-	-	-	-	
TOTAL	3,100.00	1,588.00	1,590.00	3,178.00	3,180.00	80.00	2.58	

Income	Budget 2006/07	Received so far (upto Aug 06)	Projected income to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/ decrease(-) (£)	Variation (%)	
Burial Grounds								
Graves/interments	1,440.00	290.00	190.00	480.00	380.00	-1,060.00	-73.61	
Interment of ashes	560.00	980.00	420.00	1,400.00	1,400.00	840.00	150.00	
Memorials	360.00	265.00	210.00	475.00	390.00	30.00	8.33	
Plaques	140.00	200.00	160.00	360.00	360.00	220.00	157.14	
TOTAL	2,500.00	1,735.00	980.00	2,715.00	2,530.00	30.00	1.20	

Income	Budget 2006/07	Received so far (upto Aug 06)	Projected income to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/ decrease(-) (£)	Variation (%)	
Allotments								
Rent	300.00	-	300.00	300.00	300.00	-	-	
TOTAL	300.00	-	300.00	300.00	300.00	-	-	

Income	Budget 2006/07	Received so far	Projected income to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	
Open Spaces								
Rectory Meadow	280.00	19.91	5,970.00	5,989.91	8.00	-272.00	-97.14	06/07 £200 DEFRA grant + £5,7710 RLCI grant
Cricket	1,095.00	-	1,278.00	1,278.00	1,275.00	180.00	16.44	£858 NAG & Hartley CC £420 Meopham CC
Football	1,000.00	545.00	1,120.00	1,665.00	500.00	-500.00	-50.00	06/07 2xU18, 1xU14 & 1xU13 team
TOTAL	2,375.00	564.91	8,368.00	8,932.91	1,783.00	-592.00	-24.93	

Income	Budget 2006/07	Received so far	Projected income to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	
Manor Field Pavilion								
Lettings	1,000.00	596.25	500.00	1,096.25	1,000.00	-	-	
TOTAL	1,000.00	596.25	500.00	1,096.25	1,000.00	-	-	

Income	Budget 2006/07	Received so far	Projected income to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	
Youth Services								
Grants	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	

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Income	Budget 2006/07	Received so far	Projected income to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/ decrease(-) (£)	Variation (%)
Interest on investment							
Bank interest	3,000.00	1,089.94	1,000.00	2,089.94	2,000.00	-1,000.00	-33.33
Stock dividend	1.42	0.71	0.71	1.42	1.42	0.00	0.00
TOTAL	3,001.42	1,090.65	1,000.71	2,091.36	2,001.42	-1,000.00	-33.32

Income	Budget 2006/07	Received so far	Projected income to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/ decrease(-) (£)	Variation (%)
Misc income	-	500.00	-	500.00	-	-	-
TOTAL	-	500.00	-	500.00	-	-	-

SUMMARY

Expenditure (Revenue)	Budget 2006/07	Spent so far (upto Aug 06)	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	Notes
Staff costs	41,650.00	17,244.83	24,035.77	41,280.60	44,000.00	2,350.00	5.64	Incremental & inflationary increase in staff salaries
General costs	11,575.00	6,941.95	5,183.19	12,125.14	16,975.00	5,400.00	46.65	Election costs & training costs for new councillors, PC contribution for new interactive sign
Office costs	5,785.00	2,270.63	2,839.81	5,110.44	5,785.00	-	-	
Burial Grounds	6,375.00	2,319.69	2,565.00	4,884.69	6,475.00	100.00	1.57	
Allotments	575.00	200.69	275.00	475.69	575.00	-	-	
Open spaces	24,825.00	12,712.36	19,532.00	32,244.36	26,575.00	1,750.00	7.05	Hartley Wood (treework and survey work)
Manor Field Pavilion	6,375.00	2,294.40	3,222.00	5,516.40	7,825.00	1,450.00	22.75	External redecoration, increase cost in Calor gas
Northfield	2,000.00	-	2,000.00	2,000.00	2,000.00	-	-	PC contribution to NMC
Youth services	4,000.00	-	1,410.00	1,410.00	2,100.00	- 1,900.00	- 47.50	
Section 137	1,000.00	453.88	450.00	903.88	1,000.00	-	-	
TOTAL	104,160.00	44,438.43	61,512.77	105,951.20	113,310.00	9,150.00	8.78	

Expenditure (Reserves)	Budget 2006/07	Spent so far	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	Notes
Capital schemes	10,000.00	-	-	-	-	-10,000.00	-100.00	
Youth reserve	-	-	-	-	-	0.00	0.00	
TOTAL	10,000.00	-	-	-	-	-10,000.00	-100.00	

Income	Budget 2006/07	Received so far (upto Aug 06)	Projected income to 31st March 2007	Estimate for year	Budget 2007/08	Increase(+)/decrease(-) (£)	Variation (%)	Notes
General costs	3,100.00	1,588.00	1,590.00	3,178.00	3,180.00	80.00	2.58	
Burial Grounds	2,500.00	1,735.00	980.00	2,715.00	2,530.00	30.00	1.20	
Allotments	300.00	-	300.00	300.00	300.00	-	-	
Open spaces	2,375.00	564.91	8,368.00	8,932.91	1,783.00	-592.00	-24.93	
Manor Field Pavilion	1,000.00	596.25	500.00	1,096.25	1,000.00	-	-	
Youth services	-	-	-	-	-	-	-	
Interest	3,001.42	1,090.65	1,000.71	2,091.36	2,001.42	-1,000.00	-33.32	
Misc	-	500.00	-	500.00	-	-	-	
TOTAL	12,276.42	6,074.81	12,738.71	18,813.52	10,794.42	-1,482.00	-12.07	

Total budgeted expenditure 07/08	113,310.00
Less total budgeted income 07/08 (exc precept)	<u>10,794.42</u>
	102,515.58
Less contribution from balances held in general reserve	6,515.58
Precept 2007/08	<u>96,000.00</u>

Income	Budget 2006/07	Received so far (upto Aug 06)	Projected income to 31st March 2007	Estimate for year	Budget 2007/08			
Precept	92,000.00	46,000.00	46,000.00	92,000.00	96,000.00			

Schedule of Hartley Parish Council's policy decisions

Regulation	Policy decision	Hartley Parish Council's Policy
7 (9) a	Re scheme members who opt in and out of the scheme more than once	It is Hartley Parish Council's policy to give employees the opportunity to opt into the pension scheme twice during the course of their continuous employment with the Authority. If after the second opt in, they subsequently decide to opt out again then, they will not normally be allowed to rejoin the scheme unless the Council considers that there are exceptional reasons to allow them to do so.
14 (3) (b)	Re protected manual workers who at 31 March 1998 were paying contributions at the rate of 5%	A protected manual worker who had previously been paying contributions at the rate of 5% and who returns to local government employment having left after a statutory transfer will be given the opportunity to rejoin the pension scheme and pay contributions at the rate of 5% following another statutory transfer. They must elect to do so within 30 days of the date of notification of that option.
18 (6) & (7)	Late application by member to pay optional contributions for period of absence such as authorised unpaid leave or unpaid maternity leave	Employees who have the option to pay contributions in respect of a period of unpaid absence must elect to do so within 30 days of the date of the notice issued to them, stating the amount of the contributions to be paid. The Council may extend this time limit if the employee can demonstrate exceptional circumstances so as to justify an extension of time.
23 (4)	Time span within which a Certificate of Protection of Pension Benefits can be issued	It is Hartley Parish Council's policy to request the issue of a Certificate of Protection of Pensions Benefits from the Kent County Council's Pensions Section to protect employees who suffer detriment by being required to take a cut in pay or who are prevented from having future pay increases by having their pay frozen due to reasons beyond their control. This request can be made at any time after the employee has suffered the pay cut or pay freeze.

31 (2)	Elections for early payment of benefits from age 50 and before age 60 (other than for redundancy, efficiency, or ill health reasons, which are covered by other regulations).	<p>It is not the policy of Hartley Parish Council to give consent under this regulation to the immediate payment of benefits to a scheme member who voluntarily retires unless there is a demonstrable benefit to the organisation which would take full account of any extra costs to be borne by the authority. Any such consent shall be agreed by the Council.</p> <p>Where a scheme member has previously been awarded a preserved benefit, it is not generally the policy of Hartley Parish Council to give consent under this regulation to the early payment of benefit, however each could be considered upon its own merits. However each request will be considered and full account taken of any costs to be borne by the authority. Any consent shall be agreed by the Council.</p>
31 (5)	Where a scheme member leaves (or a deferred benefit is brought into payment) and at that time they have not met the 85 year rule so that their benefits are reduced, the employer can waive that reduction on compassionate grounds.	<p>Where a request has been made for the early payment of benefits for compassionate reasons, full consideration must be given to the guidelines* shown below. Payment may only be made after agreement by the Council. Hartley Parish Council will be responsible for any additional costs deriving from the decision to release benefits prematurely in compassionate circumstances.</p> <p><i>* These guidelines state that the circumstance must be exceptional and would not reasonably be expected to prevail, i.e. the occurrence of a disaster or accident etc. Financial hardship in isolation would not normally be deemed appropriate sufficient.</i></p>
32 (8) (a)	Restricts the time period within which a member can make an election to aggregate two periods of Local Government Pension Scheme membership.	If a scheme member wishes to aggregate the most recent of their periods of previous scheme membership with their current membership, it is the policy of Hartley Parish Council that the election must be made within 12 months of the Pension Section being notified that the employee has again become an active member.
34 (1) (b)	No double entitlement in respect of same period of membership and member does	In the event that an employee is eligible for two benefits under the regulations of the Pension Scheme and they have not elected to choose one of these within 3 months of the Notification of these benefits then, it is Hartley Parish Council's policy to select the

	not elect	option which in its opinion is most beneficial to the employee.
52	Granting of extra scheme membership	It is not Hartley Parish Council's general policy to grant extra pension scheme membership to scheme members under this regulation. Any exceptional cases that were of overall benefit to the authority would require the agreement of the Council. Additional service will not be granted in respect of pre April 1972 service, which at the point of retirement has not yet been up-rated.
35 (1) a		It is Hartley Parish Council's policy to only provide consent for flexible retirement and the immediate payment of benefits where there is no detrimental effect on the service and having taken into account any costs. Any such consent requires the agreement of the Council.
35 (1) c		If consent has been given under Regulation 35(1) a, it is not Hartley Parish Council's policy to waive, in whole or part, any actuarial reduction to the scheme member's benefits.
66 (9) (b)	Late application to convert scheme Additional Voluntary Contributions (AVC) into membership credit	Employees who leave the pension scheme and who have the option to convert an in house AVC to Local Government Pension Scheme membership, must elect to do so within 30 days of the date of the notice issued to them by the Kent County Council's Pensions Section of the value of the AVC. The Council in exceptional circumstances may extend this time limit.
67 (1)	Shared cost AVC schemes	It is not Hartley Parish Council's policy to operate a shared cost AVC scheme for employees. However, this policy will be reviewed biennially by the Council.
121 (8)	Restricts the time period within which a member can make an election to transfer their benefits from another pension arrangement.	If a scheme member wishes to transfer any pension benefits they have built up in other schemes to the Local Government Pension Scheme, it is Hartley Parish Council's policy that this election must be made within 12 months of the Pension Section being notified that the employee has become an active member of the Kent Scheme.

