

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad  
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12<sup>th</sup> April 2007

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on Wednesday 18<sup>th</sup> April 2007 commencing at 10.00 a.m. at Hartley Library.

Yours sincerely

**Julie Hoad**  
Proper Officer

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### AGENDA

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

To receive Members' declarations of interest.

**3. Minutes of the previous meeting**

**(WHITE)**

To approve as a correct record the minutes of the meeting of the Finance and General Purposes Committee held on 5<sup>th</sup> February 2006. (Annexed).

**4. Accounts 2006/07**

**(WHITE)**

To consider the accounts for the year ending 31<sup>st</sup> March 2007.

The Council has been informed that Mr Alun Williams, an officer of the Audit Commission, has been appointed as auditor to Hartley Parish Council for the financial year 2006/07.

The Council has received notice from the Audit Commission that the Annual Return for the financial year ending 31<sup>st</sup> March 2007 should be returned by 30th July 2007 with the following documentation;

- (1) a completed annual return which has been formally approved by the council,
- (2) financial year end bank reconciliation showing how the cash balance in the accounts has been arrived at,
- (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 of the accounts.

Section 4 of the Annual Return relates to the internal audit report to be completed by the Council's internal auditor. The Council's internal auditor will be undertaking an internal audit of the Council's accounts on 30<sup>th</sup> April 2007 and 1<sup>st</sup> May 2007

The notice of appointment of date for the exercise of electors' rights was displayed on the Council's notice boards on 4<sup>th</sup> April 2007 advertising the date of 15<sup>th</sup> May 2007 as the date on or after which interested parties may exercise their rights to inspect the accounts under the Audit Commission Act 1998 and the Accounts and Audit Regulations 2003. Any interested person has a right to inspect the council's accounts and after having given reasonable notice of their intentions, have a period of 20 working days to look through the accounts and supporting documents.

The Council will be required to complete and approve Section 2 of the Annual Return, entitled Annual Governance Statement, 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.

Members' attention is drawn to the requirement to review the effectiveness of the system of internal control and a guidance paper issued by the Audit Commission is circulated for Members' attention. The review and its findings should be undertaken in advance of the Council's review of its statement of assurance. The Committee is requested to consider how the Council it wishes to satisfy this requirement and to consider whether it wishes to establish a working party to undertake the review or whether the Finance and General Purposes Committee should undertake this role.

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*

*Guidance paper on the review of the effectiveness of the system of internal audit*

**5. Financial Risk Assessment (GREEN)**

To review the Council's Financial Risk Assessment.

**6. Assets Register (CREAM)**

To review the Council's Assets Register.

**7. Annual subscriptions (YELLOW)**

At the last meeting of the Finance and General Purposes Committee held on 5<sup>th</sup> February 2007 it was requested that the Committee be provided with a list of organisations to which the Council makes annual subscriptions.

The Committee is requested to consider the list of organisations to which the Council makes an annual subscription and make recommendation to Council on which organisations it should support during 2007/08.

**8. Rural Post Offices (PINK)**

To consider a letter dated 14<sup>th</sup> March 2007 from Dr Stoate in response to the Council's letter seeking assurances that he would not support to any proposal to close the Hartley Post Office.

## 9. Freedom of Information

To note that the approval of the Council's Freedom of Information publication scheme has been extended to the end of 2008, to allow the Information Commissioners Office more time to consider what they will be looking for in the next round of approvals.

## 10. Clerk's Contract of Employment (BLUE)

The Council resolved at its meeting held on 7<sup>th</sup> February 2005 to approve a recommendation of the Finance and General Purposes Committee (contained in the minutes of the meeting of the Finance and General Purposes Committee held on 2<sup>nd</sup> February 2005, page 4, minute 13), that the new National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales be adopted with effect from 1st April 2005.

NALC and the SLCC have agreed a number of revisions to the Model Contract of Employment. The Committee is requested to consider the adoption of the revised model contract of employment and in light of these revisions consider amendments to the Clerk's contract of employment.

## 11. Date of the next meeting

### List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 5<sup>th</sup> February 2007 **(WHITE)**
2. Statement of the receipts and payments **(WHITE)**
3. Income and expenditure account 2006/07 **(WHITE)**
4. Balance sheet 2006/07 **(WHITE)**
5. Year end working documents 2006/07 **(WHITE)**
6. List of Creditors and debtors 2006/07 **(WHITE)**
7. Year end reconciliation 31<sup>st</sup> March 2007 **(WHITE)**
8. Guidance paper on the review of the effectiveness of the system of internal audit **(WHITE)**
9. Annual return Section 1, 2, 3 and 4 **(WHITE)**
10. Financial Risk Assessment **(GREEN)**
11. Assets Register **(CREAM)**
12. List of organisations to which the Council makes annual subscriptions **(YELLOW)**
13. Letter dated 14<sup>th</sup> March 2007 from Dr Stoate re Rural Post Offices **(PINK)**
14. Model contract of employment – revisions 28<sup>th</sup> February 2007 **(BLUE)**
15. Model contract of employment and job description **(BLUE)**
16. Revision to Clerk's Model Contract of Employment – List of revisions **(BLUE)**
17. Draft amended contract of employment for the Clerk **(BLUE)**

Committee membership  
Cllr Abraham  
Cllr Barnett  
Cllr Mr M Harris (ex officio)

Cllr Alford  
Cllr Gaywood (ex officio)  
Cllr Ramsay