

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad  
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL  
Tel/fax 01474 709441  
E mail: [mail@hartleyparishcouncil.org.uk](mailto:mail@hartleyparishcouncil.org.uk)

12<sup>th</sup> July 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> July 2007** commencing at **10.30 a.m.** or at the conclusion of the Special Projects Committee, whichever is later, at **Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad  
Proper Officer

---

### AGENDA

#### Apologies

To receive apologies for absence.

#### 1. Election of Chairman

To elect a Chairman of the Finance and General Purposes Committee until the Annual meeting of the Council in May 2008.

#### 2. Election of Vice Chairman

To elect a Vice Chairman of the Finance and General Purposes Committee until the Annual meeting of the Council in May 2008.

#### 3. Declarations of Interest

To receive Members' declarations of interest.

#### 4. 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 18<sup>th</sup> April 2007. (Annexed).

#### 5. Terms of Reference (WHITE)

To review the terms of reference of the Finance and General Purposes Committee which was approved by the Council at its Annual Meeting held on 14<sup>th</sup> May 2007. (Annexed).

#### 6. Internal Audit Summary Report (YELLOW)

To consider the internal auditor's internal audit summary report for the audit year 2006/07. (Annexed)

#### 7. Review of the effectiveness of internal audit (PINK)

At the last meeting of the Finance and General Purposes Committee it was reported that a new requirement had been introduced under the Accounts and Audit (Amendment) (England) Regulations 2006, which required councils to undertake a review of the effectiveness of their systems of internal control.

The Council approved a recommendation of the Finance and General Purposes Committee at its Annual meeting held on 14<sup>th</sup> May 2007 that,

“..(3) the Chairman and Vice Chairman of the Finance and General Purposes Committee and the Clerk be asked to undertake a review of the effectiveness of the Council's systems of internal audit and to report back its findings to the Committee and in doing so, seek the views of the Council's internal auditor on the Council's procedures in respect of the internal audit.”

The Committee is requested to examine the findings of the review. (Annexed).

**8. Receipts and payments for the period 1<sup>st</sup> April 2007 to 12<sup>th</sup> July 2007 (BLUE)**

To undertake a review of the receipts and payments for the period 1<sup>st</sup> April 2007 to 12<sup>th</sup> July 2007. (Annexed)

**9. Parish Office (GREEN)**

(a) Computer equipment

To consider a report on the Council's computer equipment.

(b) Uninterrupted Power Supply

To consider a quotation for the sum of £124.30 plus VAT from Wrotham Computer Care Ltd to supply and install an Uninterrupted Power Supply to protect 1 no PC against a power surge and/or power failure.

As an alternative, Wrotham Computer Car Ltd has quoted a sum of £320.00 plus VAT and plus labour, for the supply of a unit to protect 2 no towers, 2 no monitors, 1 no external hard disk and 2 no printers.

(c) Telephone line

To consider the installation of an additional telephone line into the Parish Office.

**10. Donations**

At the last meeting the Finance and General Purposes Committee considered a list of charitable organisations which the Council had, in the previous year, made a donation. The Council at its meeting held on 14<sup>th</sup> May 2007 approved the Committee's recommendation to make a donation to the following charitable organisations:

Rural Age Concern - £250

Citizens Advice Bureau - £100

Salvation Army - £100

The Council has received further requests for donations from a number of charitable organisations, as set out below. The Committee is asked to consider the following requests:

(1) Vitalise - Provides care breaks for disabled people and their carers. The charity has confirmed that one local resident has benefited from the work of the charity and enjoyed a one week break at their centre in Southampton.

(2) Open Spaces Society – To support the saving commons from clutter campaign. The Council subscribes annually to the organisation.

(3) The Children's Trust – Provides specialist care, therapy and education for children with multiple disabilities and complex medical needs. The charity has confirmed that at present no one from the parish is benefiting from its work.

(4) Kenward Trust – Helps people suffering from substance and alcohol misuse problems.

(5) West Kent Mediation – Offers a free mediation service to those living or working in West Kent.

(6) Swanley Volunteer Centre – Promotes volunteering, provides volunteering brokerage, enables participation in volunteering, provides information, training and research into volunteering, comments and campaigns of volunteering and develops volunteering. More recently the Volunteer Centre has arranged monthly drop in sessions in Hartley Library

**11. Police (PINK)**

To receive and note a letter dated 28<sup>th</sup> March 2007 from District Chief Inspector Gill Ellis confirming that a Police Community Support Officer will be deployed to serve the area of Ash, Hartley & Hodsell Street sometime between June 2007 and March 2008. (Annexed).

**12. Rural Post Offices (BLUE)**

To consider a letter dated 11<sup>th</sup> June 2007 from Dr H Stoate in respect of the future of Hartley Post Office and a response received from the Post Office in a letter dated 22<sup>nd</sup> June 2007. (Annexed).

**13. Wind Power Generator (GREEN)**

To consider a letter dated 9<sup>th</sup> May 2007 from a resident referring to correspondence received from the Northfield Management Committee explaining that a wind powered generator could not be installed on Northfield. (Annexed). The resident requests whether consideration could be given to siting a wind powered generator elsewhere in the district.

**14. Date of the next meeting**

**List of circulated documents**

1. Minutes of the meeting of the Finance and General Purposes Committee held on 18<sup>th</sup> April 2007 **(WHITE)**
2. Terms of reference **(WHITE)**
3. Internal audit summary report 2006/07 **(YELLOW)**
4. Review of the effectiveness of internal audit **(PINK)**
5. Summary of receipts and payments 1<sup>st</sup> April 2007 to 12<sup>th</sup> July 2007 **(BLUE)**
6. Report on computer equipment **(GREEN)**
7. Letter dated 28<sup>th</sup> March 2007 from DCI Ellis **(PINK)**
8. Letter dated 22<sup>nd</sup> June 2007 from Post Office **(BLUE)**
9. Letter dated 9<sup>th</sup> May 2007 from a local resident **(GREEN)**

Committee membership  
Cllr Abraham  
Cllr Barnett  
Cllr Mrs P Cole  
Cllr Mr M Harris (ex officio)  
Cllr Sewell

Cllr Alford  
Cllr Mrs J Burns  
Cllr Gaywood (ex officio)  
Cllr Ramsay