

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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28th February 2008

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **5th March 2008** 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 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 24th October 2007. (Annexed).
- 4. Receipts and payments** (BLUE)
To review the receipts and payments for the period 1st April 2007 to 28th February 2008. (Annexed)
- 5. Council's banking arrangements** (RED)
To undertake a review of the Council's banking arrangements. (Annexed)
[Background documents](#)
[Report on present banking arrangements](#)
- 6. Financial Risk Assessment** (GREEN)
To undertake a review of the Council's financial risk assessment. (Annexed)
[Background document](#)
[Financial risk assessment approved by Council at its meeting held on 14th May 2007](#)
- 7. Donations** (YELLOW)
To review the donations to outside organisations. (Annexed)
[Background document](#)
[Report on donations to outside organisations](#)
- 8. Subscriptions/licences** (ORANGE)
To review the subscriptions and licences falling to be paid annually.

Background documents

Subscriptions and licences paid during 2007/08

9. Assets and land leased

(CREAM)

To review the assets and land leased by the Council. (Annexed)

Background document

Asset register updated from that approved by Council on 14th May 2007

10. Half year audit for the period 1st April 2008 to 30th September 2008

(a) To consider the internal auditor's half year audit report for the period 1st April 2008 to 30th September 2008. (To follow).

(b) To consider the inclusion of a financial statement at the Council's meetings.

11. Appointment of External Auditor

To receive and note letter dated 28th January 2008 from the Audit Commission advising the Council that the Audit Commission proposes to appoint Alun Williams of the Audit Commission's Limited Assurance Specialist Unit as the Council's external auditor for a five year period commencing with the 2007/08 accounts.

Background documents

Letter dated 28th January 2008 from Audit Commission, Manager, Audit Appointment and Fees

12. Hartley Women's Institute Hall

At a meeting of the Special Projects Committee held on 27th February 2008 it was resolved that further consideration of the transfer of ownership of the Hartley Women's Institute Hall to the Parish Council be referred to the Finance and General Purposes Committee.

The Committee is requested to give this matter due consideration.

13. Office equipment

To authorise the disposal of redundant office equipment.

14. Sevenoaks District Community Safety Partnership – Action Plan 2008 – 2011 (WHITE)

To consider the consultation draft of the Sevenoaks District Community Safety Partnership for the period 2008 to 2011. (Annexed). The closing date for responses is 6th March 2008.

Background document

Sevenoaks District Community Safety Partnership – Action Plan 2008 -2011- Consultation draft January 2008

15. Orders and Regulations relating to the Conduct of Local Authority Members in England

To receive and note the consultation document on Orders and Regulations relating to the Conduct of Local Authority Members in England, January 2008, which was circulated to individual Members of the Council to respond if they so wished.

Background document

Orders and Regulations relating to the Conduct of Local Authority Members in England

16. Report of NALC's Chief Executive

(PINK)

To receive and note a report of 18th December 2007 from NALC's Chief Executive on recent developments affecting local government. (Annexed).

Background document

National Council - Report of the Chief Executive – 18th December 2007

17. Councillors' Commission

(DARK GREEN)

The Councillors Commission has recently produced a report on the role of local Councillors. The Committee is requested to receive and note the recommendations contained in the report. (Annexed)

Background document

KALC briefing note – 12th January 2008

The report of the Councillors Commission – Recommendation – December 2008

18. South East Coast Ambulance Service

(DARK BLUE)

To receive and note correspondence from the South East Coast Ambulance Service which is seeking to establish a responder volunteer group in the Hartley area. A public meeting was held on 25th February 2008 to encourage residents to volunteer.

Background document

Letter dated 5th December 2007 from South East Coast Ambulance Service

Letter dated 9th January 2008 from South East Coast Ambulance Service

19. Local Government Pension Fund – Actuarial Valuation

(PINK)

To consider a letter dated 22nd January 2008, received from Kent County Council Regarding employer contribution rates. (Annexed)

20. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 24th October 2007 **(WHITE)**
2. Financial report for the period 1st April 2007 to 28th February 2008 **(BLUE)**
3. Report on present banking arrangements **(RED)**
4. Financial risk assessment **(GREEN)**
5. Report on donations to outside organisations **(YELLOW)**
6. Subscriptions and licences paid during 2007/08 **(ORANGE)**
7. Asset register **(CREAM)**
8. Sevenoaks District Community Safety Partnership – Action Plan 2008 – 2011 **(WHITE)**
9. Report of the Chief Executive – 18th December 2007 **(PINK)**
10. KALC briefing note and Councillors Commission recommendations December 2008 **(DARK GREEN)**
11. Letter dated 9th January 2008 from South East Coast Ambulance Service **(DARK BLUE)**
12. Letter dated 22nd January 2008 from Kent County Council **(PINK)**

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