

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES  
COMMITTEE HELD ON 5<sup>th</sup> MARCH 2008 AT 10.00 a.m.  
AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr Mr L Abraham  
Cllr Mr C Alford  
Cllr Mr A Barnett  
Cllr Mrs J Burns  
Cllr Mrs P Cole  
Cllr Mr M Harris  
Cllr Mr B Ramsay (Chairman)  
Cllr Mr V Sewell

In attendance: Mrs J Hoad (Clerk)

**1. Apologies**

Apologies had been received from Cllr Mr J Gaywood.

**2. Declarations of Interest**

Cllr Mr L Abraham declared a personal interest under minute item 7, "Donations", as he was the Parish Council's representative at Rural Age Concern Darent Valley.

Cllr Mr M Harris declared a personal interest under minute item 7, "Donations", as he was a member of the Longfield and Hartley Scout Group.

Cllr Mrs J Burns declared a personal interest under minute item 7, "Donations", as her family had received services from Victim Support Kent.

Cllr Mr L Abraham declared a personal interest under minute item 8, "Subscriptions", as he was the Parish Council's representative on KALC and served on the Executive Committee.

**3. Minutes**

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 24<sup>th</sup> October 2008 be approved and signed by the Chairman as a correct record.

**4. Receipts and payments for the period 1<sup>st</sup> April 2007 to 28<sup>th</sup> February 2008**

The Committee examined a report setting out a summary of the receipts and payments for the period 1<sup>st</sup> April 2007 to 28<sup>th</sup> February 2008. The Committee noted that the total income received to date exceeded estimates for the year. The Committee was satisfied that expenditure would be contained within the current budgetary provision and therefore the projected overall position at the end of the financial year would result in a surplus which would be added to the Council's reserves. The Committee noted that it would be likely that these reserves could be required to fund projects potentially coming on line during the next financial year.

RESOLVED: That, the report be noted.

**5. Council's banking arrangements**

The Committee considered a report on the Council's current banking arrangements.

RECOMMENDED: That, the report on the Council's current banking arrangements be received and adopted, and that no further action be taken at this stage.

## 6. Financial Risk Assessment

The Committee reviewed the Council's Financial Risk Assessment and was satisfied that the Council's financial risks were adequately and effectively controlled and managed.

RECOMMENDED: That, the Council's Financial Risk Assessment, as set in appendix 1 attached to these minutes, be adopted, and that no further action be taken at this stage.

## 7. Donations

The Committee reviewed the donations made to outside bodies over the previous two years. The Committee expressed concerns about reports of a reduction in the services being provided by Rural Age Concern Darent Valley at its centres in Swanley and West Kingsdown, particularly its chiropody and hairdressing services.

RECOMMENDED: That,

(1) in accordance with powers under Section 137 of the Local Government Act 1972, the following sums be donated to outside bodies from the 2008/09 budget, as set out below:

- (a) £100 to the Salvation Army,
- (b) £50 to the Swanley Volunteer Bureau
- (c) £100 to the Kent Air Ambulance Trust
- (d) £50 to Victim Support Kent

(2) consideration of donations to Rural Age Concern Darent Valley, the Citizens Advice Bureau and the Kenward Trust be deferred until such time as the respective outside bodies make requests for donations to the Council and,

(3) in view of the concerns expressed about a reduction in services provided by Rural Age Concern Darent Valley, the Council ask to be provided with a copy of the organisation's Annual Report and Accounts and why services had been reduced.

## 8. Subscriptions/ licences

The Committee reviewed the subscriptions and licences falling due to be paid annually.

RECOMMENDED: That, the subscriptions and licences falling due to be paid annually, as set out in appendix 2 attached to these minutes, be approved for the year 2008/09.

## 9. Assets register

The Committee reviewed the asset register showing property and land owned by the Council, other assets and land leased by the Council.

RECOMMENDED: That,

(1) the asset register showing property and land owned by the Council, other assets and land leased by the Council, as set out in appendix 3 attached to these minutes, be approved and,

(2) the Chairman's chain of office be re-valued once every five years.

## 10. Half year audit for the period 1<sup>st</sup> April 2007 to 30<sup>th</sup> September 2007

The Committee considered the internal auditor's half year audit report for the period 1<sup>st</sup> April 2007 to 30<sup>th</sup> September 2007 and noted that the auditor's recommendation that items shown as miscellaneous in the statement of account should be more clearly identified. The Clerk reported that this referred to a grant of £3,002 received during

2006/07 on behalf of the Hartley Parish Plan Steering Committee in respect of the production of the Hartley Parish Plan.

The Chairman of the Finance and General Purposes Committee reported on an interview conducted with the Council's internal auditor as part of the review of the effectiveness of the internal auditor which was a requirement of the Audit Regulations. The internal auditor's audit plan for 2007/08 was examined.

RECOMMENDED: That,

(1) the interim internal audit summary report for the period 1<sup>st</sup> April 2007 to 30<sup>th</sup> September 2007 be received and adopted, and the recommendation contained therein be supported,

(2) following a review of the effectiveness of the internal audit, this Council is satisfied that throughout the year an adequate and effective system of internal audit of the Council's accounting records and control systems has been maintained and the Council is satisfied with the work undertaken by the internal auditor meets the needs of the Council and,

(3) a financial summary be provided at every Council meeting.

#### **11. Appointment of External Auditor**

The Committee considered a letter dated 28<sup>th</sup> January 2008 from the Audit Commission advising the Council that the Audit Commission proposed 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.

RESOLVED: That, the letter be received and noted.

#### **12. Hartley Women's Institute Hall**

At a meeting of the Special Projects Committee held on 27<sup>th</sup> 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 was informed of the Special Projects Committee's recommendation to authorise expenditure in respect of the Council's legal and valuation costs for the transfer of title, as contained in the minutes of the meeting of the Special Projects Committee held on 27<sup>th</sup> February 2008 (page 2 and 3, minute item 5). The Committee noted that the Council had previously resolved to meet the legal costs of the Hartley W.I. and that the Council's solicitor was currently seeking advice on what those costs would be.

The Committee was reminded that the Council had resolved to assist the Hartley W.I. in organising and undertaking minor building repairs to the premises, as identified in the building inspection report commissioned by the Council. It was noted that a list of repairs to be undertaken by the Hartley W.I. had been prepared and that it was intended said repairs would be undertaken before the transfer of title was completed.

RECOMMENDED: That,

(1) the expenditure in respect of the Council's legal and valuation costs for the transfer of title of the Hartley W.I. Hall to the Parish Council, as recommended by the Special Projects Committee at a meeting held on 27<sup>th</sup> February 2008 (page 2 and 3, minute item 5), be endorsed,

(2) the expenditure, up to similar sums to that of the Council's legal costs, be authorised to meet the legal costs incurred by solicitors acting on behalf of the Hartley W.I.

(3) the Finance and General Purposes Committee be asked to take over the management of Hartley W.I. Hall and to identify and undertake such investigations necessary in readiness for the transfer of title of the Hartley W.I. Hall to the Parish Council.

### **13. Office Equipment**

The Committee was informed that the redundant office equipment which had recently been replaced required disposal.

RECOMMENDED: That, the printer (asset register ref no 25), computer equipment (asset register ref no 27) and telephone fax machine (asset register ref no 29) be written off and arrangements be made for their disposal.

### **14. Sevenoaks District Community Safety Partnership – Action Plan 2008 – 2011**

The Committee considered the consultation draft of the Sevenoaks District Community Safety Partnership for the period 2008 to 2011.

RECOMMENDED: That, no comments be submitted in respect the consultation draft of the Sevenoaks District Community Safety Partnership for the period 2008 to 2011.

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

The Committee considered the consultation document on Orders and Regulations relating to the Conduct of Local Authority Members in England, January 2008, which had been previously circulated to individual Members of the Council to respond if they so wished.

RESOLVED: That, the consultation document on Orders and Regulations relating to the Conduct of Local Authority Members in England, January 2008 be noted.

### **16. Report of NALC's Chief Executive**

The Committee considered a report of 18<sup>th</sup> December 2007 from NALC's Chief Executive on recent developments affecting local government.

RESOLVED: That, the report be noted.

### **17. Councillors' Commission**

The Committee considered a report produced by the Councillors Commission on the role of local Councillors.

RESOLVED: That, the report produced by the Councillors Commission on the role of local Councillors be noted.

### **18. South East Coast Ambulance Service**

The Committee received a report on a public meeting held on 25<sup>th</sup> February 2008 to encourage volunteers to come forward to establish a responder volunteer group in the Hartley area. The public meeting had been poorly attended and the Committee questioned how effectively the event had been advertised.

RECOMMENDED: That, the South East Coast Ambulance Service be invited to make a presentation at the Annual Parish Meeting on 16<sup>th</sup> May 2008 and the Council agree to provide extra publicity to promote the initiative.

### **19. Local Government Pension Fund – Actuarial Valuation**

The Committee considered a letter dated 22<sup>nd</sup> January 2008 from Kent County Council advising the Council of the increase in the employer contribution rate to 17.9% of the

payroll. The Council was advised of an option to phase this increase over a three year period, as set out below:

2008/09	15%
2009/10	16.6%
2010/11	18.2%

RECOMMENDED: That, the increase in the employer contribution to the Local Government Pension Scheme be phased over a three year period

**20. Date of the next meeting**

Monday 21<sup>st</sup> April 2008 at 10.00 a.m. in Hartley Library.

The meeting closed at 11.40 a.m.

Signed:.....

Date:.....

Chairman of the Finance and General Purposes Committee

**HARTLEY PARISH COUNCIL**

**Financial Risk Assessment**

<b>INCOME</b>				
Precept	Primary income of the Council	Failure to set a precept could result in insufficient income to meet ongoing financial commitments and liabilities	F.R 2.3 & 2.4	1. Ensure precept is approved by the Council no later than at its January meeting and notify Sevenoaks District Council by the end of January.
Allotments	Rent from allotment holders	Lack of control could result in misappropriation of cash	F.R 9.6 F.R 9.5 F.R 4.1 F.R 4.1 F.R 4.1 F.R. 9.3 F.R 15.5	1. Ensure receipts are issued for all income 2. Bank cash and cheques on weekly basis 3. Cash recorded on Scribe as cash payment and in paying in book 4. Cheques recorded on Scribe as cheque payment and in paying in book 5. All credits to Council's current bank account reconciled with Scribe on a monthly basis 6. Review charges annually 7. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly
Burial Ground fees	Fees charged in connection with interments in the Burial Ground Garden of Remembrance and approvals to memorials, inscriptions and bronze plaques	Lack of controls could result in loss of income; misappropriation of cash	F.R 9.6 F.R.9.5 F.R 4.1 F.R 4.1 F.R 4.1	1. Ensure receipts are issued for all income. 2. Bank cash and cheques on weekly basis 3. Cash recorded on Scribe as cash payment and in paying in book 4. Cheques recorded on Scribe as cheque payment and in paying in book 5. All credits to Council's current bank account reconciled with Scribe on a

Burial Ground cont'd			F.R 9.3 F.R 15.5	monthly basis 6. Review charges annually 7. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly
Hire of sports pitches and Pavilion at Manor Field	Fees charged to hire the Council's facilities at Manor Field	Lack of controls could result in loss of income; misappropriation of cash	F.R 9.6  F.R 9.5  F.R 4.1  F.R 4.1  F.R.4.1  F.R 9.3 F.R 15.5	1. Ensure receipts are issued for all income. 2. Bank cash and cheques on weekly basis 3. Cash recorded on Scribe as cash payment and in paying in book 4. Cheques recorded on Scribe as cheque payment and in paying in book 5. All credits to Council's current bank account reconciled with Scribe on a monthly basis 6. Review charges annually 7. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly
Sales from garden waste sacks	Garden waste sacks sold to members of public at Parish Office	Lack of control could result in misappropriation of cash	F.R 9.6  F.R 9.5  F.R 4.1  F.R 6.1  F.R.4.1  F.R 15.5	1. Ensure receipts are issued for all income 2. Bank cash and cheques on weekly basis 3. Cash recorded on Scribe as cash payment and in paying in book 4. Cheques recorded on Scribe as cheque payment and in paying in book 5. All credits to Council's current bank account reconciled with Scribe on a monthly basis 6. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly

EXPENDITURE				
Purchase orders	Goods, services and works acquired on behalf of the Council	Failure to observe Standing Orders could lead to overpayment or improper acquisitions	<p>F.R 10.1, 10.2 &amp; 11.1 (h)</p> <p>S.O 42 F.R 3.1, 5.2 &amp; 10.1 to 10.4</p> <p>F.R 10.1</p> <p>F.R 17.1</p>	<ol style="list-style-type: none"> <li>1. Orders for stationery through Kent County Supplies to be entered into purchase order book controlled by the Proper Officer and checked against statement on delivery</li> <li>2. All orders for the purchase of other goods and services to be approved by Council in compliance with Standing Orders and Financial Regulations</li> <li>3. All orders for the purchase of goods and services other than stationery to be in confirmed in writing</li> <li>4. Review Standing Orders and Financial Regulations from time to time</li> </ol>
Purchase payment	For goods, services and works on behalf of the Council	Potential for over payment; inappropriate payments and unauthorised withdrawals	<p>F.R 6.2</p> <p>S.O 42 F.R 5.3 &amp; 5.4 S.O 42 F.R 5.2</p> <p>S.O 42 F.R 5.3</p> <p>Requirement of Council's bankers Requirement of Council's banker</p>	<ol style="list-style-type: none"> <li>1. Invoices for payment shall be examined, verified and certified by Proper Officer</li> <li>2. Cheques signed by two councillors (cheque stubs countersigned)</li> <li>3. All payments authorised by resolution at Council meetings unless otherwise provided by Financial Regulation 3.3</li> <li>4. Ensure Clerk is not a signatory to the Council's bank accounts</li> <li>5. No blank cheques to be signed</li> <li>6. Authorised signatories only to administer the bank accounts and make transfers</li> <li>7. Number of bank signatories restricted to three councillors</li> </ol>
Petty Cash	Minor operating expenses of the Council	Inadequate controls could lead to misappropriation of funds; unauthorised	F.R 6.5 (a)	<ol style="list-style-type: none"> <li>1. Undertake monthly reconciliations</li> </ol>

		expenditure	F.R 6.5 (b) F.R 6.5 (c)	2. Maintain vouchers for payments made from petty cash a/c. 3. Ensure income received in not paid into petty a/c 4. Payments from petty cash a/c shown separately on schedule of payments
Payroll	Payment of wages and salaries to Council employees	Failure to deduct correct tax, NI and pension contributions; failure to comply with current legislation on employment terms and conditions; payment of fictitious staff	F.R 4.4 S.O 42 F.R 5.3, 6.1 & 7.2  F.R 7.1	1. Undertake regular internal audits 2. All individual salary payments authorised monthly by resolution at Council meetings and paid by cheque 3. Monthly salary cheques checked against pay slips
<b>AUDIT</b>				
Internal Audit	Review of systems and controls implemented by Council	Failure to secure independent internal audit would contravene Audit Regulations	F.R 4.4  F.R 17.1	1. Appoint independent and competent internal auditor 2. Review Standing Orders and Financial Regulations from time to time
External Audit	Completion of the audit process	Failure to comply with statutory requirements for completion and publication of Audit	F.R 17.1	1. Review Standing Orders and Financial Regulations from time to time
<b>INSURANCE</b>				
Insurance	Insurance cover provided for Council's legal liabilities, assets (where appropriate) and financial activities	Inadequate cover could lead to financial loss and legal claims against the Council	F.R 15.1	1. Review insurance schedule annually 2. Seek competitive quotations from alternative insurers at regular intervals 3. Review value of assets at regular intervals

<b>ASSETS</b>				
Asset Control	Record of Council's assets and investments	Failure to maintain review could result in under insuring Council assets and result in financial loss	F.R 15.1 F.R 5.1	<ol style="list-style-type: none"> <li>1. Review asset register annually.</li> <li>2. Review insurance cover annually</li> <li>3. Review investments regularly</li> </ol>
<b>ACCOUNTS</b>				
Book keeping	Record of the Councils receipts and payments	Inaccurate, or failure to maintain records properly could lead to loss of income; overcharging by suppliers or misappropriation of Council funds	F.R 17.1  F.R 4.1  F.R 5.2	<ol style="list-style-type: none"> <li>1. Review Standing Orders and Financial Regulations from time to time</li> <li>2. Record all the Councils receipts and payments onto Scribe</li> <li>3. Report monthly to Council on its net financial position</li> </ol>
Bank reconciliation	Check of the Council's transactions in the form of receipts and payments against bank statements	Failure to undertaken monthly reconciliation could result in loss of income, inappropriate payments or misappropriation of funds	F.R 4.1	<ol style="list-style-type: none"> <li>1. Undertake monthly bank reconciliation of all the Council's accounts</li> </ol>
Direct debits	Direct debit to public works loan board half yearly	Fictitious payments		<ol style="list-style-type: none"> <li>1. All new direct debits to be agreed by Council</li> </ol>
Year end accounts	Statement of financial activity of the Council for each year	Failure to provide an accurate statement of the Council's financial transactions for each year.	F.R 4.3	<ol style="list-style-type: none"> <li>1. Report year end statement indicating the Council's financial activity throughout the year to Finance Committee for consideration before adoption by the Council</li> </ol>

<b>BUDGET</b>				
Annual budget	Statement of Council's estimated income and expenditure	Risk of failure to raise adequate funds for services provided by the Council and to honour ongoing financial commitment and liabilities; over/under statement of Precept	F.R 2.1 & 2.3  F.R 2.3 & 2.4  F.R 17.1	1. Finance Committee to prepare annual budget in consultation with other Council committees. 2. Budget to be approved by Council in December or January of each year in order that District Council may notified of Precept before the end of January 3. Review standing orders and Financial Regulations from time to time
Budget monitoring	Check actual income and expenditure against estimates	Failure to do so could result in Council exceeding its budget allocations	F.R 3.2  F.R 3.2	1. Finance Committee to undertake quarterly reviews of actual income/expenditure against estimates and report to Council 2. Net financial position reported monthly at Council meetings
<b>OTHER</b>				
Financial records	Records of Councils financial transactions	Failure to ensure safe keeping and updating of records	F.R 17.1	1. Review Standing Orders and Financial Regulations from time to time 2. Ensure all financial records are held by the Council for the statutory requirement
Data protection	Protection of Council's financial records	Failure to protect could result in lost data		1. Back up Scribe and all computer systems on a weekly basis 2. Ensure one copy of back up systems to be stored outside the Parish Office

<b>To</b>	<b>Description</b>	<b>Period</b>	<b>Amount (exclusive of VAT) 2007/08 charges</b>
KALC	Annual subscription	1 <sup>st</sup> April – 31 <sup>st</sup> March	£940.00
KALC	Local Council Review (2 copies 6 issues per year)	1 <sup>st</sup> April – 31 <sup>st</sup> March	£27.00
NALC	Direct Information Service (Fortnightly publication)  Agreed to subscribe for a 3 year period commencing April 2007	1 <sup>st</sup> April to 31 <sup>st</sup> March	£90.00  (5-10% discount available when subscribing for a 2 or 3 year period.  £85.50 for 2 years £81.00 for 3 years)
Action with Communities in Rural Kent (formally KRCC)	Annual subscription	1 <sup>st</sup> April – 31 <sup>st</sup> March	£35.00
Ass of Neighbourhood Watches  No longer in North Kent Neighbourhood Watch area	Quarterly newsletters (14 copies)  West Kent neighbourhood watch information available via e mail	1 <sup>st</sup> April – 31 <sup>st</sup> March	£7.00 *
Kent County Playing Field Ass	Annual subscription	April – March	£15.00
Open Spaces Society	Annual subscription	1 <sup>st</sup> May – 30 <sup>th</sup> April	£30.00
Ass of Burial Authorities	Annual subscription	1 <sup>st</sup> July – 30 <sup>th</sup> June	£86.00
Kent Wildlife Trust	Annual subscription	31 <sup>st</sup> July – 30 <sup>th</sup> July	£41.00 plus an amount to increase the annual subscription to £50.00
Kent BTCV	Annual subscription	July	£100
Scribe 2000	Licence (accounts software)	1 <sup>st</sup> November - 31 <sup>st</sup> October	£245.00
Society of Local Council Clerks	Annual subscription	1 <sup>st</sup> November – 31 <sup>st</sup> October	£182.00
South East Regional Play Ass	Annual subscription	1 <sup>st</sup> January – 31 <sup>st</sup> December	£20.00
Information Commissioner	Data Protection Notification	14 <sup>th</sup> January – 13 <sup>th</sup> January	£35.00

Campaign to Protect Rural England	Annual subscription	1 <sup>st</sup> March – end of Feb	£27.00
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**Land and Property owned by Hartley Parish Council**

<b>Ref No</b>	<b>Description</b>	<b>Title no</b>	<b>Location</b>	<b>Date acquired</b>	<b>Purchase Cost</b>	<b>Acreage</b>	<b>Value</b>	<b>Notes</b>
001	Public Open Space	K299922 K219326 K155120 K152933	Woodland Avenue	1961 - 68	£14,900	1.27	Nil	
002	Public Open Space	K480016	Chantry Avenue	1978 - Dedicated by developer	Nil	1.5	Nil	
003	Public Open Space	K473289	Gorse Wood	1978	£1.00 - Nominal fee to Sevenoaks District Council	2.9	Nil	
004	Public Open Space	K432903	Manor Field	1975	£10,000	10	Nil	
005	Public Open Space	K262385	Longfield Hill	1987- Acquired from Longfield Parish Council following boundary change	Nil	3.23	Nil	
006	Public Open Space	K585532	Rectory Meadow	April 1997	£15,500	5	Nil	
007	Public Open Space	K446939	Billings Hill Shaw	1978 - Bought from developer	£2,450	4	Nil	
008	Village Green (maintained by the Parish Council)	VG77	Hartley Green	1975 - Common land vested in Local Authority	Nil	-	Nil	
009	Green (maintained by the Parish Council)		Hartley Court Green		Nil	-	Nil	

010	Wood	K894701	Foxborough Wood - Small area of land adjacent to Grange Lane	1939 - Given to Parish Council for Burial Ground but found to unsuitable. First registered on 20th December 2005	Nil	344' x 200' (reducing to 150' adj to highway)	Nil	
011	Pavilion		Manor Field	1993	£110,000 - Building costs. Financed by Sevenoaks District Council with £6,500 contribution from Parish Council, Hartley Village Fete, Hartley Sports Club and Hartley Manor Cricket Club	N/A	£ 192,121.77 (insurance value @ 01/06/2007)	£152,077.23 (insurance value @ 01/06/2002) £161,201.86 (insurance value @ 01/06/2003) £167,649.93 (insurance value @ 01/06/2004) £179,385.42 (insurance value @ 01/06/2005) £182,973.12 (insurance value @ 01/06/2006)
012	Burial Ground	K894736	Church Road	1956. First registered on 20th December 2005	£800	N/A	Nil	
013	Wood	K700099	Hartley Wood	1991	£250	0.5 approx	Nil	
014	Wood	K887840	Hartley Wood	2005 - Donated to the Council	Nil	2 approx	Nil	
TOTAL VALUE								£192,121.77

In accordance with Chartered Institute of Public Finance and Accounting community land is valued at nil

Ref No	Description	Location	Schedule of Assets Date acquired	Value	Notes	Disposal
015	Playground equipment (Double junior swing, slide, roundabout, play wall, football posts, safety surface & 2 no benches)	Woodland Avenue	Play wall - 1998. Other equipment not known	)		
016	Playground equipment (Infant swing, junior swing, 2 rockers, roundabout and slide, basket ball frame, five aside football posts, safety surface & bench)	Chantry Avenue	1998	) £3,536.50 * (value of equipment @ 31/3/08)	* Depreciation calculated @ 25% p.a. Value of equipment @ 31/3/02 - £19,870.31 Value of equipment @ 31/3/03 - £14,902.74 Value of equipment @ 31/3/04 - £11,177.06 Value of equipment @ 31/3/05 £8,382.79 Value of equipment @ 31/3/06 £6,287.10 Value of equipment @ 31/3/07 - £4,715.33	
017	Playground equipment (Slide, junior swing, safety surface & bench)	Longfield Hill	1987	)		
018	Youth Shelter	Woodland Avenue	21st September 2005	£3,063.94 (value @ 31/03/08)	Purchase price £5,447.00 (excl VAT) Depreciation calculated @ 25 % p. a . Value @ 31/3/07 - £4,085.25	

019	Fences and gates	Various	-	£1,920 (historical value)		
					£430.74 (insurance value @ 01/06/2002)	
					£456.58 (insurance value @ 01/06/2003)	
020	Shed	Burial Ground	Not known	£544.14 (insurance value @ 01/06/2007)	£474.84 (insurance value @ 01/06/2004)	
					£508.07 (insurance value @ 01/06/2005)	
					£518.23 (insurance value @ 01/06/2006)	
021	Gardening tools	Shed @ Burial Ground	Not known	£110.31 (insurance value @ 01/06/2007)	£110.31 (insurance value @ 31/03/2006)	
022	Chairman's chain of office	Chairman	1998	£1,072.00 (insurance value @ 01/06/2007)	£1,072.00 (insurance value @ 31/03/2006)	
023	Books	Pavilion, Manor Field	1996	NIL	Written off 13th December 2001 minute ref 13 (b)	
024	<del>Printer – Hewlett Packard 870cxi</del>	<del>Parish Office</del>	<del>Not Known</del>	)		Not known
025	<del>Printer – Hewlett Packard 959c</del>	<del>Parish Office</del>	<del>2004</del>	)		11/06/2007
025a	Printer HP Office Jet Pro K550	Parish Office	11/06/2007	)		Purchase price 69.39
026	Computer	Parish Office	1995	) £12,000 (insurance value @ 01/06/2007)	) £12,000 (insurance value @ 01/06/2006)	21/03/2003
026a	Computer serial no 3012-59501A-4821	Parish Office	21/03/2003	)		Purchase price £789
027	<del>Computer serial no W000828287</del>	<del>Parish Office</del>	<del>2004</del>	)		12/10/2007
027a	Computer Dell serial no	Parish Office	12/10/2007	)		Purchase price £400

Ref No	Description	Location	Date acquired	Value	Notes	Disposal
	11656075087					
028	Office furniture (2001 - 2 no pedestal desks, 2 no filing cabinets, 2 no desk chairs 2005 - 1 no filing cabinet, 1 no storage cabinet, 1 no table, 3 chairs, screen)	Parish Office	2001 & 2005	)	Purchase price of furniture acquired in 2005 - Filing cabinet (£251), 3no chairs (£100.05), screen (£105.57), storage cabinet (£127.65) & table (£56)	
<del>029</del>	<del>Telephone/fax</del>	<del>Parish Office</del>	<del>1999</del>	<del>)</del>		03/01/2007
029a	Telephone/fax (Brother)	Parish Office	03/01/2007	)	Purchase price £83.08	
029b	2 no UPS	Parish Office	12/10/2007	)	Purchase price £178.60	
029c	Air conditioning unit	Parish Office	17/07/2006	)	Purchase price £211	
029d	Laminator	Parish Office	14/11/2003	)	Purchase price £91.18	
030	Bench	Ash Road (between Hottsfeld & Quakers Close)	Not known			
031	Bench	Junction of Manor Lane/Church Road	Not known			
032	Line marking machine	Stored at Pavilion		£394.00	Purchase cost and insurance value @ 01/06/07	
033	Bench 2 no	Manor Field	Not known			
034	Bench 2 no	Hartley Green	Not known			
035	Bench	Rectory Meadow	May-06	£356.72	Purchase cost	
			TOTAL VALUE	£22,997.61		

**Land leased by Hartley Parish Council**

<b>Ref No</b>	<b>Description</b>	<b>Location</b>	<b>Title number</b>	<b>Date of commencement of lease/licence</b>	<b>Cost</b>	<b>Acreage</b>	<b>Value</b>	<b>Disposal</b>	
036	Public Open Space	Northfield	K416230 K390886 K786773	10th March 1999	£1.00 p.a.	65	Nil		
037	Allotments (under licence from Sevenoaks District Council)	Woodland Avenue		30th July 1982	£200.00 p.a.	Not known	Nil		
TOTAL VALUE							Nil		

In accordance with Chartered Institute of Public Finance and Accountancy community land is valued at Nil