

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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15th April 2008

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Monday 21st April 2008** commencing at 10.00 a.m. at Hartley Library.

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 5th March 2008. (Annexed).

4. Accounts 2007/08

To consider the accounts for the year ending 31st March 2008.

The Council has received notice from the Audit Commission that the Annual Return for the financial year ending 31st March 2008 should be returned by 2nd June 2008 with the following documentation;

- (1) a fully completed annual return. This should be formally approved by the council no later than 31st July 2008;
- (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, with figures, 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, lines 3,4,5,6,9 and 10 of the annual return lines, and
- (4) an explanation of any difference between box 7 and box 8.

The Audit Commission has informed the Parish Council that it will be undertaking a basic audit and will return the original annual return together with the audit opinion for publication. The Audit Commission advises that due to high number of councils not supplying the required information, as set out above, with the annual return, the Commission will charge an additional £20 for letters requesting information that should have been supplied originally.

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 13th May 2008.

The Audit Commission has appointed the 2nd June 2008 as the date on or after which interested parties for the area to which the annual return for the financial year ending 31st March 2008 relates may exercise their rights under the Audit Commission Act 1998 and the Accounts and Audit Regulations 2003 (as amended).

The notice of appointment of date for the exercise of electors' rights was displayed on the Council's notice boards on 7th April 2008 advertising the date of 1st May 2008 as the date on or after which interested parties may exercise their rights to inspect the accounts pursuant to 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.

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 (CREAM)

Section 1 Statement of accounts (GREEN)

Section 2 Annual governance statement (GREEN)

Section 3 External auditors certificate and opinion (GREEN)

Section 4 Annual internal audit report (GREEN)

5. Insurance (YELLOW)

The Council's current insurer is Allianz Insurance PLC. The policy falls due for renewal on 1st June 2008. The Council has been quoted a renewal premium of £2,333.94.

The Parish Council was contacted in January 2008 by a company known as Came & Company offering a bespoke policy for Parish Councils underwritten by Norwich Union. Came & Company has quoted an annual premium of £1,911.60.

The Committee is requested to consider whether it wishes to continue with the Council's present insurers, Allianz PLC, or to accept the quotation provided by Came & Company.

Background documents

Allianz Client Portfolio Renewal Invitation

Norwich Union National Parish Council Insurance Scheme Quotation

E mail dated 11th April 2008 from Allianz Insurance PLC

Letter dated 3rd April 2008 from HPC to Allianz Insurance PLC

6. Hartley WI Hall

To consider a report from the District Valuer on the Hartley WI Hall.

Background documents

Letter dated 8th April 2008 from District Valuer South East

7. Donations

At the last meeting of the Finance & General Purposes Committee it was resolved that:

'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.'

The Committee is requested to consider a letter dated 12th March 2008 received from Rural Age Concern Darent Valley, in response to the Council's request.

8. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 5th March 2008 **(WHITE)**
2. Statement of the receipts and payments **(CREAM)**
3. Income and expenditure account 2007/08 **(CREAM)**
4. Balance sheet 2007/08 **(CREAM)**
5. Year end working documents 2007/08 **(CREAM)**
6. List of Creditors and debtors 2007/08 **(CREAM)**
7. Year end reconciliation 31st March 2008 **(CREAM)**
8. Section 1 Statement of Accounts **(GREEN)**
9. Section 2 Annual governance statement **(GREEN)**
10. Section 3 External auditors certificate and opinion **(GREEN)**
11. Section 4 Annual internal audit report **(GREEN)**
12. Renewal invitation from Allianz **(YELLOW)**
13. Insurance scheme quotation from Came & Company **(YELLOW)**
14. Letter dated 12th March 2008 from Rural Age Concern Darent Valley **(ORANGE)**

Committee membership
Cllr Abraham
Cllr Barnett
Cllr Cole
Cllr Harris (ex officio)
Cllr Sewell

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