

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES
COMMITTEE HELD ON 5th NOVEMBER 2008 AT 10.30 a.m.
AT HARTLEY LIBRARY, ASH ROAD**

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

In attendance: Mrs J Hoad (Clerk)
1 member of the public

1. Apologies

Apologies had been received from Cllr Mr C Alford and Cllr Mrs P Cole.

2. Declarations of Interest

Cllr Mr J Gaywood declared a personal interest under minute item 23 in respect of a request from the local Rainbow and Brownie Leader to create a raised flowerbed on Hartley to commemorate the Centenary as his private residence was located next to Hartley Green.

Cllr Mr A Barnett declared a personal interest under minute item 5 in respect of the 2009/10 Budget for the allotments as he was an allotment holder.

3. Minutes

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 25th June 2008 be approved and signed by the Chairman as a correct record.

4. Receipts and payments

The Committee examined a financial report setting out a summary of the Council's receipts and payments for the period 1st April 2008 to 30th October 2008.

RESOLVED: That, the financial report be noted

5. Budget 2009/10

The Committee examined a draft budget for the financial year 2009/10.

RECOMMENDED: That,

(1) the budget for the financial year 2009/10 , attached as appendix 1 to these minutes, be approved and,

(2) the precept for the year 2009/10 be increased from £100,000 to £104,000 (4% increase).

6. Audit Commission

The Committee considered advice from the Audit Commission in light of the potential losses to some local authorities which had held investments in Icelandic banks or their UK subsidiaries.

RESOLVED: That, advice from the Audit Commission contained an extract from Weekly Auditor Communication 41-2008 issued on 13th October 2008 be noted.

7. Internal audit report for the period 1st April 2007 to 31st March 2008

The Committee was reminded that at a meeting of the Finance and General Purposes Committee held on 25th June 2008 it had been reported the internal auditor had recommended an increase in the fidelity cover from its current limit of £144,000 to £167,000.

The Committee was informed that if the Council wished to increase the fidelity cover in line with the internal auditor's recommendation, Allianz Cornhill would require an additional premium of £230.14, inclusive of insurance premium tax and that this would be charged on a pro rata basis. The Committee was advised that the Council's insurance policy ran from 1st June to 31st May.

The Committee requested further information on the premium charged by the Allianz Cornhill to provide the current level of fidelity cover on the Council's policy.

RESOLVED: That, the matter be deferred pending further information.

8. Audit of accounts for the year ended 31st March 2007

It was reported that the audit of accounts for the period 2006/07 had not been completed due to objections raised by a local government elector. The Committee considered correspondence from the Clerk and the objector, and welcomed the District Auditor's provisional views on his investigations that he did not intend to uphold any of the objections. The Committee expressed concern about the cost of the investigations to the local council ratepayer.

RESOLVED: That, report be noted.

9. Freedom of Information Act – Publication Scheme

The Committee was reminded that under the Freedom of Information every public authority had a duty to adopt and maintain a publication scheme. The current publication scheme in operation by the Council was adopted on 9th June 2003.

The Committee was advised that The Information Commissioner's Office was changing the emphasis in the approval and operation of publication schemes to a generic model, which should be adopted and operated by all public authorities by 1st January 2009.

The Committee examined the following documents; (1) Completing the guide to information for parish councils, parish meetings and community councils, (2) Model publication scheme and (3) Information available from Parish/Community Council under the model public scheme.

RECOMMENDED: That, the publication scheme, attached as appendix 2 to these minutes, be approved and adopted by the Council.

10. Donations

(a) The Committee considered a request for a donation from the Director of Youth Theatre at the Stag Theatre in Sevenoaks to continue and extend the provision of youth arts for young people in their communities, including the set up of new provision in Swanley. It was anticipated that the set up costs would be covered by "Arts in the Community" fund and that any grant from Hartley Parish Council would be used to support the running costs.

RECOMMENDED: That, the request for a donation from the Director of Youth Theatre at the Stag Theatre be declined.

(b) The Committee considered a requested from the Swanley and District Citizens Advice Bureau seeking support from the Parish Council.

RECOMMENDED: That, in accordance with powers under Section 137 of the Local Government Act 1972, a sum of £200 be donated to the Swanley and District Citizens Advice Bureau.

11. Parish Office Lease

It was reported that Kent County Council had appointed a new firm of surveyors to complete the lease on the Parish Office. The Committee considered letters dated 30th September 2008 and 28th October 2008 from Michael Rogers Chartered Surveyors setting out the terms of the lease that Kent County Council would be prepared to grant in respect of the Parish Council's occupation of the Parish Office.

The Committee was reminded that in 2005 a draft lease had been negotiated with the County Council, in which the rent of 1,500 per annum was agreed inclusive of non-domestic rates and other outgoings. This draft lease had never been signed due to the County Council's failure to respond to enquiries raised by the Parish Council about the insurance. The Committee was disappointed with Kent County Council position regarding the responsibilities for payment of the non-domestic rates and that it would appear the County Council was no longer prepared to honour previous commitments for the reasons set out the surveyor's letter of 28th October 2008.

It was reported that the Council's solicitor had been asked to comment and that the matter had been taken up with the local County Council member.

RESOLVED: That, matter be deferred.

12. Franking machine

The Committee considered a report in respect of the purchase or rental of a franking machine and accepted there would be no advantage to the Council.

RECOMMENDED: That, no further action be taken to purchase or rent a franking machine.

13. White paper Communities in control: real people, real power

The Committee considered a news release from the Department for Communities and Local Government explaining the White Paper Communities in control: real people, real power published on 9th July 2008.

RESOLVED: That, the news release from the Department for Communities and Local Government CLG be noted.

14. Communities in control: Real people, real power: The making and enforcement of byelaws – A consultation

The Committee considered a consultation document on a policy commitment contained in the White Paper, *Communities in control: real people, real power* to make regulations under the Local Government and Public Involvement in Health Act 2007 for the provision of new procedures for the making and enforcement of certain byelaws in England.

RESOLVED: That, the consultation document, "The making and enforcement of byelaws", August 2008 be noted.

15. Communities in control: Real people, real power: Codes of conduct for local authority members and employees – A consultation

The Committee considered a consultation document on a policy commitment contained in the White Paper, *Communities in control: real people, real power* in respect of proposals to revise the Local Authorities (Model Code of Conduct) Order 2007 and the Relevant Authorities (General Principles) Order 2001, and proposals to introduce a model code of conduct for local government employees.

RESOLVED: That, the consultation document, "Codes of conduct for local authority members and employees", October 2008 be noted.

16. Register of Common Land and Town or Village Greens – Implementation of Part 1 of the Commons Act 2006 from 1st October 2008

The Committee considered a letter dated 1st October 2008 from Kent County Council informing of new provisions contained in the Commons Act 2006 to amend the Register of Common Land and Town and Village Greens held by the Registration Authority, Kent County Council.

RECOMMENDED: That, the Registration Authority be asked to amend the Register of Town and Village Greens to include the green area known as “Hartley Court Green” at the junction of Church Road and Grange Lane.

17. Rural Housing Trust

The Committee was reminded of a meeting held on 8th November 2007 with Members from Fawkham Parish Council and Longfield and New Barn Parish Councils to discuss a possible joint venture between the three parishes to provide housing to meet local needs.

The Committee was informed of advice from the Rural Housing Trust explaining that Hartley was not designated a rural parish, therefore the joint venture to provide low cost housing would not be supported by Sevenoaks District Council. As a result, Fawkham Parish Council had decided not to progress any action from its housing survey conducted in 2005, which had identified a housing need and that a further housing needs survey would be carried if required, but not before 2013.

RESOLVED: That, the report be noted and a copy of the advice from the Rural Housing Trust be obtained.

18. Sevenoaks District Community Safety Action Plan 2008 – 2011

The Committee consider the 2008-2011 Sevenoaks District Community Safety Plan.

RESOLVED: That the 2008-2011 Sevenoaks District Community Safety Plan be noted.

19. PACT

The Committee considered an e mail from Sevenoaks District Council explaining the processes involved in setting up a PACT (Partners & Community Together) Panel in Hartley.

RESOLVED: That the matter be deferred pending further information.

20. Information leaflets

The Committee considered the following draft information leaflets; Local services and useful contacts, what is a Parish Council and how to ask a question at Council and Committee meetings.

RESOLVED: That the Communications Committee be informed that the Finance & General Purposes was satisfied with the information contained in the leaflets entitled, “Local services and useful contacts, what is a Parish Council and how to ask a question at Council and Committee meetings”.

21. Foxborough Wood

The Committee was reminded that the Council had recently commissioned a land surveyor to establish the boundaries of land owned by the Parish Council in Foxborough Wood. Following initial survey work it had become apparent there was a discrepancy between the records held by the Land Registry under title number K894736 and the extent of land in Foxborough Wood conveyed to the Parish Council in 1939. The effect of this discrepancy was that two strips of land owned the Parish Council along the north and eastern boundaries were not shown under the Council's title plan filed at Land Registry. Furthermore there appeared to be boundary

encroachments along the western boundary from the landowners of Hartley Court Cottage and Hartley Court.

The Committee was reminded of previous advice from Land Registry explaining that the land could not be included under title number K894736, but would remain under the title of the adjoining landowners, unless and until the title was rectified following an application from the Parish Council. The Committee considered advice from the land surveyors explaining the extent of additional survey that would be required before submitting an application to the Land Registry for a rectification of the Council's title and that said additional survey work would cost £500 plus VAT.

RECOMMENDED: That, the advice of the land surveyor, as contained in their letters of 1st September 2008 and 6th October 2008, be accepted and that the quotation for the sum of £500 plus VAT to undertake investigations and additional survey work be approved.

22. Flight paths

The Committee considered a letter dated 24th October 2008 from Ash-cum-Ridley Parish Council expressing concerns about flight path routes over the locality. The Committee was informed that Sevenoaks District Council was compiling a register of complaints about flight path routes and noise levels, and suggested that future complaints should be directed to the District Council.

RESOLVED: That, Ash-cum-Ridley be advised to refer complaints about flight path routes to Sevenoaks District Council for inclusion of its register.

23. Centenary celebrations of girl guiding

The Committee considered a letter dated 25th October 2008 from the local Rainbow and Brownie Guide Leader requesting permission to create a raised flowerbed with the Centenary logo on Hartley Green. The unit was also exploring the possibility of planting a tree somewhere in Hartley to commemorate the Centenary. The Committee felt the Guide Leader may wish to consider Hoselands Green as a suitable location for the raised flowerbed and commemorative tree.

RESOLVED: That, further detail be obtained from the local Rainbow and Brownie Guide Leader on her plans to commemorate the centenary of girl guiding.

24. Highway verges

The Committee considered e mails dated 29th October 2008 and 3rd November 2008 from Kent Highway Services enquiring whether Hartley Parish Council would be interested in carrying out grass cutting, shrub clearance and weed control of highway verges within the parish of Hartley on behalf of Kent County Council. The term of the contract would be for 5 years with 2 one year extensions. The work would involve 10 amenity cuts, 3 visibility cuts, 3 swathe cuts and 1 or 2 hedge cuts, and 2 visits to shrub areas for weeding and pruning.

The Committee noted that the level of recompense being offered by the County Council would not cover the Parish Council's costs to employ the services of a contractor/s to undertake the work.

RECOMMENDED: That, the offer from Kent Highway Services to undertake highway verge maintenance work and grass cutting be declined.

25. Date of the next meeting

To be confirmed.

The meeting closed at 12.10 p.m.

Signed:.....

Date:.....

Chairman of the Finance and General Purposes Committee

Expenditure Staff costs (1)	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Salaries	39,300.00	19,230.71	19,750.00	38,980.71	41,550.00	2,250.00	5.73
Employers NIC	2,750.00	1,691.00	1,750.00	3,441.00	2,800.00	50.00	1.82
Employers pension	3,700.00	1,677.20	1,775.00	3,452.20	4,800.00	1,100.00	29.73
Training	250.00	85.00	150.00	235.00	250.00	0.00	-
Staff expenses	75.00	33.40	50.00	83.40	75.00	0.00	-
TOTAL	46,075.00	22,717.31	23,475.00	46,192.31	49,475.00	3,400.00	7.38

Expenditure General costs (2)	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Chairman's allowance	460.00	460.00	-	460.00	475.00	15.00	3.26
Members expenses	300.00	135.84	150.00	285.84	325.00	25.00	8.33
Members training	300.00	120.00	150.00	270.00	325.00	25.00	8.33
Audit fees internal	600.00	510.00	170.00	680.00	750.00	150.00	25.00
Room hire	100.00	101.85	-	101.85	125.00	25.00	25.00

Insurance	2,500.00	1,911.00	500.00	2,411.00	2,500.00	-	-
Subscriptions	2,000.00	1,593.00	210.00	1,803.00	2,000.00	-	-
Loan charges	900.00	443.19	443.19	886.38	900.00	-	-
Notice boards	200.00	-	200.00	200.00	200.00	-	-
Newsletter inc AR	1,800.00	1,354.85	550.00	1,904.85	2,000.00	200.00	11.11
Legal fees	22,000.00	8,760.00	11,240.00	20,000.00	3,000.00	19,000.00	-86.36
Green sacks	2,250.00	2,935.00	1,500.00	4,435.00	4,000.00	1,750.00	77.78
Advertising	150.00	-	500.00	500.00	150.00	-	-
Audit fees external	650.00	-	650.00	650.00	650.00	-	-
Election expenses	-	-	-	-	-	-	-
Bank charges	-	8.00	-	8.00			
Recycling sacks	150.00	180.00	180.00	360.00	300.00	150.00	100.00
Website	175.00	-	175.00	175.00	175.00	-	-
Misc	100.00	236.75	-	236.75	100.00	-	-
Parish Plan	-	-	-	-	-	-	-
Black sacks	75.00	-	75.00	75.00	225.00	150.00	200.00
Interactive sign	-	-	500.00	500.00	-	-	-
TOTAL	34,710.00	18,749.48	17,193.19	35,942.67	18,200.00	-16,510.00	-47.57

Expenditure Office costs (3)	Budget 2008/09	Spent so far (upto Aug 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Rent/rates	1,500.00	716.10	783.90	1,500.00	2,500.00	1,000.00	66.67
Telephone	400.00	172.57	200.00	372.57	400.00	-	-
Postage	500.00	466.56	450.00	916.56	900.00	400.00	80.00
Stationery	1,200.00	340.52	350.00	690.52	750.00	-450.00	-37.50
Photocopier	1,200.00	525.46	525.00	1,050.46	1,200.00	-	-
Office administration	75.00	-	75.00	75.00	75.00	-	-
Misc costs	75.00	-	75.00	75.00	75.00	-	-
General maintenance	200.00	-	200.00	200.00	200.00	-	-
New office equipment	100.00	-	100.00	100.00	100.00	-	-
Office equipment maint	250.00	210.00	-	210.00	250.00	-	-
Broadband	360.00	179.94	180.00	359.94	360.00	-	-
TOTAL	5,860.00	2,611.15	2,938.90	5,550.05	6,810.00	950.00	16.21

Expenditure Burial Grounds (4)	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Grass cutting	1,050.00	652.00	300.00	952.00	1,050.00	-	-
General maintenance	600.00	111.93	638.00	749.93	1,500.00	900.00	150.00
Maintenance contract	1,300.00	831.00	831.00	1,662.00	1,750.00	450.00	34.62
Spoil removal	450.00	-	450.00	450.00	450.00	-	-
New b/g grass cut	125.00	-	125.00	125.00	450.00	325.00	260.00
New b/g advance works	500.00	2,355.00	-	2,355.00	500.00	-	-
All Saints grass cut	750.00	480.00	240.00	720.00	750.00	-	-
All Saints general maint	200.00	25.00	100.00	125.00	200.00	-	-
Health and safety	1,500.00	-	1,500.00	1,500.00	500.00	-1,000.00	-66.67
Blue trade sacks	50.00	-	50.00	50.00	50.00	-	-
TOTAL	6,525.00	4,454.93	4,234.00	8,688.93	7,200.00	675.00	10.34

Expenditure Allotments (5)	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/decrease(-) (£)	Variation (%)
Maintenance	225.00	202.00	-	202.00	225.00	-	-
Rent	200.00	100.00	100.00	200.00	200.00	-	-
Water	150.00	21.46	275.00	296.46	300.00	150.00	100.00
TOTAL	575.00	323.46	375.00	698.46	725.00	150.00	26.09

Expenditure Open Spaces (6)	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/decrease(-) (£)	Variation (%)
Grass cutting	5,100.00	1,095.00	3,385.00	4,480.00	4,750.00	-350.00	-6.86
Gang mowing	2,250.00	720.00	1,650.00	2,370.00	2,500.00	250.00	11.11
General maintenance	4,000.00	3,347.66	2,300.00	5,647.66	4,400.00	400.00	10.00
Routine maint contract	6,000.00	3,029.00	3,171.00	6,200.00	6,500.00	500.00	8.33
Playground maintenance	2,000.00	750.00	1,250.00	2,000.00	2,000.00	0.00	0.00
Playground inspection	600.00	315.00	300.00	615.00	650.00	50.00	8.33
Rubbish clearance	500.00	-	-	-	500.00	-	-

Dog bins	1,300.00	654.70	673.40	1,328.10	1,400.00	100.00	7.69
Rectory Meadow	2,000.00	772.00	1,220.00	1,992.00	2,000.00	0.00	0.00
Hartley Wood	1,000.00	6.00	1,000.00	1,006.00	750.00	250.00	-25.00
Pond	-	-	-	-	-	-	-
Lay by	-	-	-	-	-	-	-
Misc expenses	200.00	93.58	100.00	193.58	200.00	-	-
Cricket	500.00	-	-	-	250.00	250.00	-50.00
Football	250.00	75.10	75.00	150.10	150.00	100.00	-40.00
TOTAL	25,700.00	10,858.04	15,124.40	25,982.44	26,050.00	350.00	1.36

Expenditure	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Manor Field Pavilion (7)							
Cesspool	750.00	372.00	396.00	768.00	850.00	100.00	13.33
Calor gas	900.00	472.12	550.00	1,022.12	1,100.00	200.00	22.22
Electricity	500.00	311.26	325.00	636.26	700.00	200.00	40.00
Water	150.00	229.16	75.00	304.16	150.00	0.00	0.00
Rates	600.00	572.50	-	572.50	600.00	0.00	0.00
Cleaning	1,000.00	840.00	480.00	1,320.00	1,350.00	350.00	35.00
Cleaning materials	100.00	13.45	50.00	63.45	100.00	0.00	0.00
Maintenance	2,500.00	2,730.82	750.00	3,480.82	2,500.00	0.00	0.00
Testing	1,100.00	280.00	475.00	755.00	1,300.00	200.00	18.18

Misc	250.00	-	100.00	100.00	250.00	0.00	0.00
TOTAL	7,850.00	5,821.31	3,201.00	9,022.31	8,900.00	1,050.00	13.38

Expenditure Northfield (8)	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Contribution to NMC	2,000.00	-	2,000.00	2,000.00	500.00	-1,500.00	-75.00
TOTAL	2,000.00	-	2,000.00	2,000.00	500.00	-1,500.00	-75.00

Expenditure Youth Services (9)	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
HAWK	1,350.00	1,350.00	-	1,350.00	1,350.00	0.00	0.00
Misc expenses	1,000.00	1,325.00	-	1,325.00	1,000.00	0.00	0.00
8-12 Project	-	-	-	-	-	0.00	0.00
TOTAL	2,350.00	2,675.00	-	2,675.00	2,350.00	0.00	0.00

Expenditure Section 137 (10)	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
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Donations	800.00	250.00	250.00	500.00	800.00	0.00	0.00
Others	200.00	48.67	50.00	98.67	200.00	0.00	0.00
TOTAL	1,000.00	298.67	300.00	598.67	1,000.00	0.00	0.00

Expenditure	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Capital Schemes (11)							
Land purchase	-	-	-	-	-	0.00	0.00
Pavilion electric cable	-	-	-	-	-	0.00	0.00
TOTAL	-	-	-	-	-	0.00	0.00

Expenditure	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Youth Reserve (12)							
Misc expenses	-	-	-	-	-	0.00	0.00
TOTAL	-	-	-	-	-	0.00	0.00

Income Staff costs (1)	Budget 2008/09	Received so far (upto Sept 08) (Column C)	Projected income to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Salaries	150.00	100.00	-	100.00	-	-150.00	-100.00
TOTAL	150.00	100.00	-	100.00	-	-150.00	-100.00

Income General costs (2)	Budget 2008/09	Received so far (upto Sept 08) (Column C)	Projected income to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Green sacks	3,000.00	3,386.00	2,000.00	5,386.00	5,000.00	2,000.00	66.67
Recycling sacks	150.00	165.50	150.00	315.50	300.00	150.00	0.00
Black sacks	75.00	135.00	125.00	260.00	225.00		
Parish Plan	-	-	-	-	-	0.00	0.00
TOTAL	3,225.00	3,686.50	2,275.00	5,961.50	5,525.00	2,300.00	71.32

Income Burial Grounds (4)	Budget 2008/09	Received so far (upto Sept 08) (Column C)	Projected income to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Graves/interments	1,000.00	850.00	630.00	1,480.00	1,260.00	260.00	26.00
Interment of ashes	900.00	480.00	480.00	960.00	960.00	60.00	6.67
Memorials	325.00	225.00	210.00	435.00	420.00	95.00	29.23
Plaques	480.00	445.00	270.00	715.00	540.00	60.00	12.50
TOTAL	2,705.00	2,000.00	1,590.00	3,590.00	3,180.00	475.00	17.56

Income Allotments (5)	Budget 2008/09	Received so far (upto Sept 08) (Column C)	Projected income to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Rent	300.00	11.14	428.00	428.00	450.00	150.00	50.00
TOTAL	300.00	11.14	428.00	428.00	450.00	150.00	50.00

Income Open Spaces (6)	Budget 2008/09	Received so far (upto Sept 08) (Column C)	Projected income to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Rectory Meadow	50.00	-	900.00	900.00	60.00	10.00	-20.00
Cricket	1,320.00	665.00	715.00	1,380.00	1,380.00	60.00	4.55

Income	Budget 2008/09	Received so far (upto Sept 08) (Column C)	Projected income to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Interest on investment (14)							
Bank interest	2,500.00	2,170.92	2,000.00	4,170.92	3,500.00	1,000.00	40.00
Stock dividend	1.42	0.71	0.71	1.42	1.42	0.00	0.00
TOTAL	2,501.42	2,171.63	2,000.71	4,172.34	3,501.42	1,000.00	39.98

Income	Budget 2008/09	Received so far (upto Sept 08) (Column C)	Projected income to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Misc income (16)	-	-	-	-	-	0.00	0.00
TOTAL	-	-	-	-	-	0.00	0.00

Expenditure (Revenue)	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Staff costs	46,075.00	22,717.31	23,475.00	46,192.31	49,475.00	3,400.00	7.38
General costs	34,710.00	18,749.48	17,193.19	35,942.67	18,200.00	-16,510.00	-47.57
Office costs	5,860.00	2,611.15	2,938.90	5,550.05	6,810.00	950.00	16.21
Burial Grounds	6,525.00	4,454.93	4,234.00	8,688.93	7,200.00	675.00	10.34
Allotments	575.00	323.46	375.00	698.46	725.00	150.00	26.09
Open spaces	25,700.00	10,858.04	15,124.40	25,982.44	26,050.00	350.00	1.36
Manor Field Pavilion	7,850.00	5,821.31	3,201.00	9,022.31	8,900.00	1,050.00	13.38
Northfield	2,000.00	-	2,000.00	2,000.00	500.00	-1,500.00	-75.00
Youth services	2,350.00	2,675.00	-	2,675.00	2,350.00	0.00	0.00
Section 137	1,000.00	298.67	300.00	598.67	1,000.00	0.00	0.00
TOTAL	132,645.00	68,509.35	68,841.49	137,350.84	121,210.00	-11,435.00	-47.81

Expenditure (Reserves)	Budget 2008/09	Spent so far (upto Sept 08) (Column C)	Projected expenditure to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Capital schemes	-	-	-	-	-	0.00	0.00
Youth reserve	-	-	-	-	-	0.00	0.00
TOTAL	-	-	-	-	-	0.00	0.00

Income	Budget 2008/09	Received so far (upto Sept 08) (Column C)	Projected income to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10	Increase(+)/ decrease(-) (£)	Variation (%)
Staff costs	150.00	100.00	-	100.00	-	-150.00	150.00
General costs	3,225.00	3,686.50	2,275.00	5,961.50	5,525.00	2,300.00	71.32
Burial Grounds	2,705.00	2,000.00	1,590.00	3,590.00	3,180.00	475.00	17.56
Allotments	300.00	11.14	428.00	428.00	450.00	150.00	50.00
Open spaces	1,870.00	764.00	2,765.00	3,529.00	2,590.00	720.00	38.50
Manor Field Pavilion	1,500.00	1,226.00	1,000.00	2,226.00	2,000.00	500.00	33.33
Northfield	-	-	-	-	-	-	0.00
Youth services	-	-	-	-	-	0.00	0.00
Interest	2,501.42	2,171.63	2,000.71	4,172.34	3,501.42	1,000.00	39.98
Misc	-	-	-	-	-	0.00	0.00
TOTAL	12,251.42	9,959.27	10,058.71	20,006.84	17,246.42	4,995.00	400.69

Total budgeted expenditure 09/10	121,210.00	Balance @ 31/3/08 (from balance sheet)	112,606.76
Total budgeted income 09/10 (exc precept)	<u>17,246.42</u>	Add projected income (08/09)	20,006.84
	103,963.58	Add precept (08/09)	<u>100,000.00</u>
			232,613.60
		Ddt projected balance (08/09)	<u>137,350.84</u>
		Estimated balance @ 31/3/09	95,262.76

Income	Budget 2008/09	Received so far (upto Sept 08) (Column C)	Projected income to 31st March 2009 (Column D)	Estimate for year (Column C + Column D)	Budget 2009/10		
Precept	100,000.00	50,000.00	50,000.00	100,000.00	104,000.00	4,000.00	4.00

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Information available from Hartley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.		
Who's who on the Council and its committees	Website Hard copy – contact Clerk	Nil
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Nil
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Nil
Staffing structure	Website Hard copy – contact Clerk	Nil
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Hard copy – contact Clerk	Nil
Finalised budget	Website Hard copy – contact Clerk	Nil
Precept	Website Hard copy – contact Clerk	Nil
Borrowing approval letter	N/A	

Financial Standing Orders and Regulation	Hard copy – contact Clerk	Nil
Grants given and received	Hard copy – contact Clerk	Nil
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Nil
Members' allowances and expenses & Chairman's allowance	Hard copy – contact Clerk	Nil

Class 3 – What are our priorities and how are we doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Parish Plan due to be completed May 2009 Website	
Annual report to Parish or Community meeting	Website Hard copy – contact Clerk	Nil
Quality status	Hard copy – contact Clerk	Nil
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions (Decision making processes and record of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Nil
Agenda of meetings (as above)	Website Hard copy – contact Clerk	Nil

Minutes of meetings (as above)	Website Hard copy – contact Clerk	Nil
Reports presented to council meetings	Hard copy – contact Clerk	Nil
Responses to consultation papers	Hard copy – contact Clerk	Nil
Byelaws	Hard copy – contact Clerk	Nil

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy – contact Clerk	Nil
Committee and sub committee terms of reference	Hard copy – contact Clerk	Nil
Delegated authority in respect of officers	Hard copy – contact Clerk	Nil
Code of conduct	Hard copy – contact Clerk	Nil
Policy statements	Where applicable – Hard copy – contact Clerk	Nil
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy – contact Clerk (Standing orders and financial regulations)	Nil
Equality and diversity policies	Not available	

Health and safety policies	Not available	
Recruitment policies	Not available	
Policies and procedures for handling requests for information	Not available	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	Nil
Information security policy	Not available	
Records management policies (records retention, destruction and archive)	Not available	
Data protection policies	Not available	
Schedule of charges for the publication of information	Hard copy – contact Clerk	

Class 6 - List and Registers Currently maintained lists and registers only. Any publicly available register or list		
Assets Register	Hard copy – contact Clerk	Nil
Disclosure log	Not available	
Register of members' interests	Available by inspection at Parish Office	Nil
Register of gifts and hospitality	Available by inspection at Parish Office	Nil

Burial registers	Available by inspection at Parish Office	Nil
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Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Website Hard copy – contact Clerk	Nil
Burial Grounds and closed churchyards	Website Hard copy – contact Clerk	Nil
Community centres and village halls Manor Field Pavilion	Website Hard copy – contact Clerk	Nil
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Nil
Seating, litter bins, clocks, memorials and lighting	Where applicable Hard copy – contact Clerk (Asset register)	Nil
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial ground)	Hard copy – contact Clerk	Nil

Contact details:

Mrs Julie Hoad, clerk to Hartley Parish Council

The Parish Council Office, Ash Road, Hartley, Longfield, Kent DA3 8EL

Tel no: 01474 709441

E mail: mail@hartleyparishcouncil.org.uk

