

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

9th December 2008

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Monday 15th December 2008** commencing at **2.30 p.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 the minutes of the meeting of the Finance & General Purposes Committee held on 5th November 2008 as a correct record. (Annexed).

4. Receipts and payments

(BLUE)

To review the Council's receipts and payments for the period 1st April 2008 to 9th December 2008. (Annexed).

5. Internal Audit report for the period 1st April 2008 to 30th September 2008 (CREAM)

To consider the half year internal audit report for the period 1st April 2008 to 30th September 2008. (Annexed)

Background document

Internal half year audit report 08/09

Various supporting documents (received by e mail 2nd December 2008 and circulated to members)

6. Fidelity guarantee

To consider increasing the fidelity guarantee from £144,000 to £167,000.

The Council currently pays £330.34 for the current limit of £144,000. The annual premium for the proposed limit of £167,000 would be £577.64, including tax. Any changes to the fidelity guarantee implemented mid term would be calculated on a pro rata. The Council's insurance policy runs from June to May each year. Therefore the likely increase in the premium, if implemented in January 2009, would be approximately £240 inclusive of tax.

Background document

Letter dated 3rd September 2008 from Allianz

Letter dated 10th October 2008 from Allianz

7. Hartley WI Hall (GREEN)

To consider a progress report on the transfer of ownership of the Hartley WI Hall to Hartley Parish Council. (Annexed).

8. Donations (PINK)

To consider requests for donations from the following bodies:

(a) Round Ash Pre School for updating the facilities in the school and the playground and,

(b) Hartley Library to provide an outside seating area.

Background documents

Letter dated 18th November 2008 from Chairman of Round Ash Pre School

9. Parish Office Lease (YELLOW)

To consider a report on progress to complete the lease on the Parish Office.

10. Audit of Accounts 2006/07

The District Auditor has completed his investigation into objections raised on the accounts for the year ended 31st March 2007 by a local government elector. The District Auditor has confirmed that he does not uphold any of the objections raised by the resident and will not be exercising his discretion under section 17(1) of the Audit Commission Act 1998 to apply to the Court for a declaration or issuing a report under section 8 of the Act.

The resident has been informed of her right of appeal in the High Court.

Background document

Letter dated 17th November 2008 from the Audit Commission

11. Hartley Parish Plan Steering Committee

At a meeting of the Council held on 8th September 2008 the Council considered a request from the Hartley Parish Plan Steering Committee in respect of the payment of an account relating to the production of the Village Design Statement and in line with advice from the Council's internal auditor it was resolved that arrangements be made to pay the account, reclaim the VAT and seek reimbursement of the net costs from the Hartley Parish Plan Steering Committee.

The Council has since received advice from the Society of Local Council Clerks and H M Revenue & Customs, which would indicate that the Hartley Parish Plan Steering Committee could not be regarded as an eligible body able to recover VAT. The Council's internal auditor concurs with this advice. The Hartley Parish Plan Steering Committee will be advised accordingly and asked to provide payment to Hartley Parish Council for the irrecoverable VAT on the payment to the printing company.

Background document

Letter dated 3rd December 2008 to HMRC

Letter dated 1st December 2008 from Wealden Management Consultancy

Letter dated 25th November 2008 from HPC to Wealden Management Consultancy

E mail dated 25th November 2008 from SLCC

Letter dated 21st November 2008 from HMRC

Letter dated 13th November 2008 from HPC to HMRC

Letter dated 6th August 2008 from Wealden Management Consultancy

Letter dated 1st August 2008 from HPC to Wealden Management Consultancy

12. Council meeting held on 10th November

To consider a letter dated 17th November 2008 from a resident expressing concern about the conduct of a councillor at a meeting of the Council held on 10th November 2008 and the responses thereto.

13. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 5th November 2008 **(WHITE)**
2. Statement of the receipts and payments for the period 1st April 2008 to 9th December 2008 **(BLUE)**
3. Internal audit report for the period 1st April 2008 to 30th September 2008 **(CREAM)**
4. Report on progress to transfer the title of the Hartley WI Hall **(GREEN)**
5. Letter dated 18th November 2008 from Round Ash Pre School **(PINK)**
6. Progress report to complete the lease on the Parish Office **(YELLOW)**

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

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