

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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29th January 2009

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **4th February 2009** commencing at **10.30 a.m.** at **Hartley Library** or at the conclusion of the meeting of the Planning Committee, whichever is later.

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 15th December 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 29th January 2009. (Annexed).

5. Review of the effectiveness of the system of internal audit

(GREEN)

At the previous meeting of the Finance & General Purposes Committee it was resolved that,

“a working group consisting of Cllrs Ramsay and Harris be established to review the effectiveness of the system of internal audit and to report back their findings to the Finance & General Purposes Committee.”

To consider the review undertaken by Cllrs Ramsay and Harris. (Annexed).

Background documents

Review of the effectiveness of the system of internal audit

6. Audit of Accounts 2006/07

(CREAM)

To note the Notice of Conclusion of Audit and Right to inspect the Annual Return, together with Sections 1-3 of the Annual Return, has been displayed on the Council's notice board outside Hartley Library for the statutory period of 14 days, from 22nd December 2008.

7. Audit of Accounts 2007/08

The external auditor has completed work on the 2007/08 and returned the certified Annual Return for the financial year ending on 31st March 2008.

The Committee is requested to note that the Notice of Conclusion of Audit and Right to Inspect the Annual Return, together with Sections 1-3 of the Annual Return, has been displayed on the Council's notice board outside Hartley Library for the statutory period of 14 days, from 22nd December 2008.

To consider the external auditor's certificate and opinion. (Annexed).

Background document

Section 3 of the Annual Return – External auditor's certificate and opinion

8. Deposit facility for parish/town councils (YELLOW)

The Committee is requested to consider a facility being offered by Sevenoaks District Council whereby the precept will be paid to parish/town councils at the end of July and December instead of the usual April and September. Detail of the scheme is set out on the attached report. (Annexed).

Background document

Deposit facility for parish/town councils

9. Hartley WI Hall (PINK)

To consider the latest advice from the Council's solicitor contained in a letter dated 15th December 2008 and a report on a meeting with the Community Hall Advisor from Action with Communities in Rural Kent to discuss the implications of the parish council if it decided to manage the Hartley WI Hall charity as sole trustees. (Annexed).

Background document

Report on meeting with ACRK on 14th January 2009

Letter dated 15th December 2009 from Martin Tolhurst Solicitors

10. Donations (ORANGE)

(a) Round Ash Pre School

At the previous meeting of the Finance & General Purposes Committee a request for a donation from the Round Ash Pre School was considered. It was resolved that,

“Round Ash Pre School be asked to provide more information on the amount of funding required and what the funding would be used for.”

The Committee is requested to consider further information received from the Pre School as contained in a letter dated 20th January 2009. (Annexed).

Background documents

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

Letter dated 20th January 2009 from Chairman of Round Ash Pre School

(b) Ellenor Lions Hospice

To consider a request for a donation from the Ellenor Lions Hospice. (Annexed)

Background document

Letter dated 9th December 2008 from Chief Executive, Ellenor Lions Hospice

11. Parish Office (DARK BLUE)

(a) The Committee is requested to note and confirm the Clerk's action to seek a reduction on the non domestic business rates in respect of the Parish Office. (Annexed).

Background document

Letter dated 19th January 2009 to Sevenoaks District Council

(b) The Committee is requested to consider the purchase and installation of a new carpet in the Parish Council. The existing carpet has stretched causing a serious trip hazard in the office.

12. Power to promote well being (RED)

To consider a report on the power to promote well being. (Annexed).

Background document

Report on the power to promote well being

13. Kent Police Authority (DARK GREEN)

The Kent Police Authority is consulting on the annual budget and policing plan for Kent Police for the financial year 2009/10. The consultation document was received by the Parish Council 9th January 2009. The closing date for responses is 29th January 2009. Views were being sought on two options for increases.

The Clerk has written to the Chair of the Kent Police Authority explaining that due to the monthly cycle of Parish Council meetings it would be helpful if, in future, a longer consultation period could be allowed.

The Committee is requested to consider the consultation document (annexed) and confirm the Clerk's actions.

Background document

Letter dated 7th January 2009 from the Kent Police Authority and enclosure

14. Communities in Control: Real people, real power: Code of recommended practice on local authority publicity

The Council has been invited to comment on the consultation paper "code of recommended practice on local authority publicity." This document is the next in a series of Communities in Control consultation documents following the publication of the Local Government Empowerment White Paper, Communities in Control: Real people, real power. The closing date for the return of comments is 12th March 2009.

The consultation document may be viewed on:

<http://www.communities.gov.uk/publications/localgovernment/publicitycodeconsultation>

15. Kent Men of Trees

The Council has received an invitation to subscribe as a corporate member to the Kent Men of Trees. The Council last subscribed to this organisation in 2002 and has not received any further invitations to subscribe. The annual membership is £25 for 2009.

16. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 15th December 2008 **(WHITE)**
2. Statement of the receipts and payments for the period 1st April 2008 to 29th January 2009 **(BLUE)**
3. Review of the effectiveness of the system of internal audit **(GREEN)**
4. External auditor's certificate and opinion **(CREAM)**
5. Deposit facility for parish/town councils **(YELLOW)**
6. Report on meeting with ACRK **(PINK)**
7. Letter dated 15th December 2008 from Martin Tolhurst Solicitors **(PINK)**
8. Letter dated 20th January 2009 from Chairman of the Round Ash Pre School **(ORANGE)**
9. Letter dated 9th December 2009 from Chief Executive of the Ellenor Lions Hospice **(ORANGE)**
10. Letter dated 19th January 2009 to SDC re non domestic business rates on the Parish Office **(DARK BLUE)**
11. Report on the power of well being **(RED)**
12. Letter dated 7th January 2009 from KPA and enclosure **(DARK GREEN)**

Committee membership

Cllr Abraham

Cllr Barnett

Cllr Cole

Cllr Harris (ex officio)

Cllr Sewell

Cllr Alford

Cllr Burns

Cllr Gaywood (ex officio)

Cllr Ramsay