

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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12th March 2009

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **18th March 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 4th February 2009 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 12th March 2009. (Annexed).

5. Hartley WI Hall

At the Council meeting held on 9th February 2009 it was resolved to approve the Finance and General Purposes Committee's recommendation that,

"Hartley Parish Council seeks to be appointed as the sole trustee of the Hartley Women's Institute Hall Charity and that specialist legal advice be obtained from Action with Communities in Rural Kent and wherever else necessary, with a view to contacting the Charity Commission to approve the transfer in trusteeship."

To consider the latest advice from the Action with Communities in Rural Kent's legal advisor, who is prepared to give further legal advice for which there may be a charge. The Committee is requested to consider how the transfer should be progressed.

Background document

Report on meeting with ACRK on 14th January 2009

Letter dated 15th December 2009 from Martin Tolhurst Solicitors

E mails dated 16th February 2009

Model Trust Deed for Village Hall

6. New Burial Ground

At the meeting of the Burial Ground and Gardens of Remembrance Committee held on 3rd March 2009 the commissioning of an extended Tier 1 risk assessment as required by the Environment Agency was considered and it was resolved that,

“the matter be referred to the Finance and General Purposes Committee for consideration, with the recommendation that the quotation for the sum of £2,100 plus VAT from Cemetery Development Services Ltd be accepted.”

The Committee is requested to give this matter due consideration. Members are requested to bring the report on the new Burial Ground circulated with the agenda papers of the Burial Ground and Gardens of Remembrance Committee held on 3rd March 2009.

Background document

Report on new Burial Ground circulated with agenda papers 3rd March 2009

7. Parish Office

(a) The Committee is requested to note that a meeting took place on 26th February 2009 with the Valuation Office Agency in respect of the non domestic business rates for the Parish Office in Hartley Library. The Valuer has confirmed that the rating of the Parish Office is too high and will be informing Sevenoaks District Council that the rates should be reduced from £1,550 to £1,000 per annum. An appeals procedure is available, if the Parish Council is not satisfied with reduction.

The Committee is requested to note the report and await the formal notification from Sevenoaks District Council of the reduction of non domestic business rates on the Parish Office.

Background document

Letter dated 19th January 2009 to Sevenoaks District Council

Letter dated 16th February 2009 to VOA

(b) To consider quotations, as set out below, in respect of the replacement of the carpet in the Parish Office with heavy duty carpet tiles.

Kent County Supplies

Supacord carpet tiles	£278.40
Sundries	<u>£448.92</u>
Total	£727.32 plus VAT

Wellington carpet tiles	£348.00
Sundries	<u>£448.92</u>
Total	£796.92 plus VAT

Floors N Walls

To uplift existing and clear away
 Move furniture as necessary
 Supply and fit Heuga Hawk heavy
 contract carpet tile secured with tackifier
 adhesive

Total **£788.42 plus VAT**

8. Council's banking arrangements

To review the Council's banking arrangements.

Background documents

Report on the Council's banking arrangements

9. Financial Risk Assessment (CREAM)

To review the Council's Financial Risk Assessment. (Annexed)

Background documents

Assets register approved by the Council 10th March 2008 with draft amendments

10. Assets Register (YELLOW)

To review the Council's assets register. (Annexed)

Background document

Assets register updated on 5th March 2009

11. Insurance (GREEN)

To review the Council's insurance policy. (Annexed).

Background document

Insurance schedule date printed 23rd January 2009

12. Subscriptions and Licences (PINK)

To review the Council's subscriptions and licences falling due to be paid annually. (Annexed).

Background document

Subscriptions and licences falling due for payment during 2008/09

13. Donations (ORANGE)

To review the annual donations to outside bodies. (Annexed)

Background document

Report on review of donations to outside bodies

14. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 4th February 2009 **(WHITE)**
2. Statement of the receipts and payments for the period 1st April 2008 to 12th March 2009 **(BLUE)**
3. Financial Risk Assessment **(CREAM)**
4. Assets Register **(YELLOW)**
5. Council's Insurance Policy **(GREEN)**
6. List of Subscriptions and Licences **(PINK)**
7. List of Annual Donations **(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