

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

23rd April 2009

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **29th April 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 18th March 2009 as a correct record. (Annexed).

4. Accounts for the financial year ended 31st March 2009

To consider the accounts for the year ending 31st March 2009.

The Council has received notice from the Audit Commission that the Annual Return for the financial year ending 31st March 2009 should be returned by 1st June 2009 with the following documentation;

- (1) a fully completed annual return. This should be formally approved by the council no later than 30th June 2009;
- (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 5th, 6th and 7th May 2009.

The Audit Commission has appointed the 1st June 2009 as the date on or after which local electors and interested parties for the area to which the annual return for the financial year ending 31st March 2009 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 16th April 2009 advertising the date of 30th April 2009 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, (as amended). 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 (GREEN)

Section 1 of Annual Return - Statement of accounts (GREEN)

Section 2 of Annual Return - Annual governance statement (GREEN)

Section 3 of Annual Return - External auditors certificate and opinion (GREEN)

Section 4 of Annual Return - Annual internal audit report (GREEN)

5. Insurance

At the meeting of the Finance and General Purposes Committee held on 18th March 2009 it was resolved that,

“(1) quotations from alternative insurance providers be sought and

(2) advice be obtained from the Council's current insurers on extending the policy to include subsidence cover for the Pavilion.”

Quotations have been invited from Zurich and Norwich Union (through brokers Came & Co). The invitation to renew the Council's insurance policy has been received from the current insurers, Allianz Insurance PLC.

A proposal form in relation to the extension of the current policy to include subsidence cover on the Pavilion has been completed and return to Allianz Insurance PLC.

The Committee is requested to consider any quotations/information received in respect of (1) and (2) above.

Background document

Insurance schedule date printed 23rd January 2009

6. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 18th March 2009 **(WHITE)**
2. Scribe: Statement of the receipts and payments, income and expenditure account, balance sheet, year end working documents, creditors and debtors, year end reconciliation **(CREAM)**
3. Section 1 of Annual Return - Statement of accounts **(GREEN)**
4. Section 2 of Annual Return - Annual governance statement **(GREEN)**
5. Section 3 of Annual Return - External auditors certificate and opinion **(GREEN)**
6. Section 4 of Annual Return - Annual internal audit report **(GREEN)**

Committee membership

Cllr Abraham
Cllr Barnett
Cllr Cole
Cllr Ramsay

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