

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN
THE PAVILION, MANOR FIELD, CHURCH ROAD,
ON MONDAY 11th MAY 2009 AT 8.00 P.M.

Present : Cllr Mr L Abraham
Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mr J Gaywood (Chairman)
Cllr Mr S Granger
Cllr Mr J Minns
Cllr Mr B Ramsay
Cllr Mr V Sewell

In attendance: Mrs J Hoad (Clerk)
Cllr Mr D Brazier (Local Member, Kent County Council)
10 members of the public

Apologies

Apologies for absence had been received from Cllr Alford, Cllr Mrs Cole, Cllr Graeme and Cllr Mrs Oxtoby.

1. Election of Chairman

RESOLVED: That, Cllr Mr J Gaywood be elected Chairman of the Council until the Annual Meeting of the Council in May 2010.

2. Chairman's declaration of acceptance of office

The Council received the Chairman's declaration of acceptance of office. The declaration was duly signed by the Chairman.

3. Election of Vice-Chairman

RESOLVED: That, Cllr Mrs A Oxtoby be elected Vice Chairman of the Council until the Annual Meeting of the Council in May 2010.

4. Declarations of Interest

Cllr Mr L Abraham declared a personal interest under minute item 15 (a) in respect of the payment of accounts for May 2009, as he was the recipient of one of the payments.

5. Minutes

RESOLVED: That, the minutes of the meeting of the Parish Council held on 20th April 2009 be approved and signed by the Chairman as a correct record.

6. Appointment of Committees, Working Groups and Representatives on outside bodies

(a) Representatives on outside bodies and joint management committees.

RESOLVED: That, the appointment of representatives on outside bodies and joint management committees, as set out in appendix 1 attached to these minutes, be approved.

(b) Terms of reference of committees and working groups

RESOLVED: That, the terms of reference of the committees and working groups, as set out in appendix 2 attached to these minutes, be approved.

(c) Membership of committees and working groups

RESOLVED: That, the membership of committees and working groups, as set out in appendix 3 attached to these minutes, be approved.

7. Calendar of meetings

(a) Dates for the meetings of the Council

RESOLVED: That, the dates for the meetings of the Council upto the Annual meeting of the Council in May 2010, as set below, be approved.

8 th June 2009	13 th July 2009
14 th September 2009	12 th October 2009
9 th November 2009	14 th December 2009
11 th January 2010	8 th February 2010
8 th March 2010	20 th April 2010
10 th May 2010 (Annual Meeting of the Council)	

(b) Date for the Annual Parish Meeting

RESOLVED: That, the date for the Annual Parish Meeting on Friday 14th May 2010 be approved.

The meeting was adjourned at 8.25 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The meeting resumed at 8.35 p.m.

8. Amenities and Open Spaces Committee

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 21st April 2009 and the recommendation contained therein be received and, where necessary, approved and adopted.

9. Burial Ground and Gardens of Remembrance Committee

RESOLVED: That, the minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 5th May 2009 and the recommendations contained therein be received and, where necessary, approved and adopted.

10. Finance and General Purposes Committee

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 29th April 2009 and the recommendations contained therein, and as amended, be received and, where necessary, approved and adopted.

11. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 29th April 2009 and be received and adopted.

12. Northfield Management Committee

- (a) RESOLVED: That the minutes of the meeting of the Northfield Management Committee held on 24th April 2009 be received and noted.
- (b) RESOLVED: that, the amendments to the Northfield Management Committee's Constitution, as recommended by the Northfield Management Committee at a meeting held on 24th April 2009 and as set out in appendix 4 attached to these minutes, be approved and adopted by the Council.
- (c) RESOLVED: That, the amendments to the Northfield Management Committee's Financial Regulations, as recommended by the Northfield Management Committee and as set out in appendix 5 attached to these minutes, be approved and adopted.

13. Hartley Parish Plan Steering Committee

The Council considered the minutes of the meeting of the Hartley Parish Plan Steering Committee held on 27th April 2009 and noted that the Steering Committee had agreed the Parish Council should be given until the end of May to reply to the draft of the Parish Plan, with a view to sending the document for printing in June.

The meeting was adjourned at 8.46 p.m. to allow the Chairman of the Hartley Parish Plan Steering Committee to address the Council.

The meeting resumed at 8.53 p.m.

The Council informed the Steering Committee it would not be able to provide comments on the draft of the Parish Plan by the end of May, as the matter had been referred to the Council's various committees. The Steering Committee was advised of dates of the next meeting of the Amenities & Open Spaces Committee, Finance & General Purposes Committee and Highways Committee in June. Whilst the Chairman of the Steering Committee expressed his disappointment that the Council's views on the draft Parish Plan would not be available at the June Council meeting, he accepted that the Council's view would be available at the July Council meeting. The Council agreed to provide the Steering Committee with the committees' preliminary comments as and when they became available, on the basis that these comments would be the preliminary views of the committee, requiring the approval of the Council.

RESOLVED: That, the minutes of the meetings of the Hartley Parish Plan Steering Committee held on 27th April 2009 be received and noted.

14. Kent Association of Local Councils

RESOLVED: That, the minutes of the meeting of the Sevenoaks Area Committee held on 20th March 2009 be received and noted.

15. Payments

RESOLVED: That,

(1) the payment of the accounts for May 2009, attached as appendix 6 to these minutes, be approved and,

(2) the summary of receipts and payments as at 5th May 2009 be received and noted.

16. Exclusion of the press and public

RESOLVED: That, under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of minute item 17, "New Burial Ground", on the grounds that the likely disclosure of exempt information

would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Members of the public withdrew from the meeting at 8.56 p.m.

Cllr Mr Sewell left the meeting at 8.56 p.m.

17. New Burial Ground

The Council considered advice from the District Valuer.

RESOLVED: That, the matter be deferred pending receipt of advice from the Council's legal advisor.

The meeting closed at 9.15 p.m.

Signed:.....

Date:

Chairman of the Council

Appointment of representatives on outside bodies and joint management committees

Organisation	Membership
Kent Association of Parish Councils (2 representatives)	Cllr Mr L Abraham Cllr Mrs P Cole
HAWK Committee (2 representatives)	Cllr Mrs J Burns Cllr Mr V Sewell
Northfield Management Committee (the Constitution states that the Chairman of the Council and two other members will be appointed)	Cllrs Mr A Barnett, Mr J Gaywood (Chairman) and Mrs A Oxtoby
Rural Age Concern	Cllr Mr B Ramsay
Footpaths Representative	Mr R Jones
Action with Communities in Rural Kent (formally Kent Rural Community Council)	Cllr Mr A Barnett
Tree Warden	Cllr Mr A Barnett
Governor Hartley Primary School (term of office expires 31 st August 2010)	Cllr Mrs A Oxtoby
Hartley Parish Plan Steering Committee (2 representatives)	Cllrs Mr D Graeme and Mr J Minns

Committee/ Working Group	Terms of Reference
<p>Amenities and Open Spaces Committee</p>	<ol style="list-style-type: none"> 1. To manage the operation of the Manor Field, Pavilion and all open spaces, playing fields, recreation grounds, play grounds, and such land owned by the Council at the village pond and lay-by, and such land at Hartley Wood that the Council has taken care and control of, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire. 2. To arrange for the maintenance of the Pavilion. 3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public. 4. To undertake and monitor health and safety inspections of all playground equipment. 5. To prepare an annual budget for review by the Council's Finance and General Purposes Committee each year and to monitor expenditure against the annual budget approved by the Council. 6. To keep under review opportunities to secure funding support from external sources. 7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary. <p><u>Delegated Powers</u></p> <ol style="list-style-type: none"> 1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council. 2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.
<p>Burial Grounds and Gardens of Remembrance Committee</p>	<ol style="list-style-type: none"> 1. To ensure the Burial Ground, Gardens of Remembrance and Closed Churchyard remain areas of peace and tranquillity for the benefit of the residents. 2. To make arrangements for the general maintenance of the Burial Ground, Gardens of Remembrance and Closed Churchyard subject to the approval of the Parish Council 3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and

	<p>ensure these are observed.</p> <p>4. To work towards establishing a new Burial Ground and obtain the necessary costings.</p> <p><u>Delegated Powers</u></p> <p>1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.</p> <p>2. The Clerk, in consultation with the Chairman of the Burial Ground and Gardens of Remembrance Committee, be authorised to approve applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground and to approve applications to place plaques and tablets in the Garden of Remembrance, provided such applications comply with the Council’s rules and regulations.</p>
<p>Communications Committee</p>	<p>1. To inform residents about the council business and activities through the newsletter and website</p> <p>2. To publish a newsletter quarterly and an annual report,</p> <p>3. To monitor and update the website at least monthly,</p> <p>4. To undertake any initiatives thought necessary to inform and consult with residents,</p> <p>5. To monitor the Councillors Handbook about procedures for councillors.</p> <p>6. To monitor Quality Parish Status at regular intervals.</p> <p><u>Delegated Powers</u></p> <p>1. To authorise expenditure on those matters that fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council</p>
<p>Finance and General Purposes Committee</p>	<p>1. To make recommendations to the Council on the Budget for the ensuing year; such budget shall be prepared having regard to the Council’s statutory duties, obligations and such objectives that the Council wishes to undertake for the benefit of the Parish.</p> <p>2. To undertake quarterly reviews of expenditure against the approved budget and to report thereon to the Council highlighting any variations.</p> <p>3. To consider applications for financial assistance including expenditure under the provisions of Section 137</p>

of the Local Government Act 1972.

4. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance in accordance with Best Value guidelines, where these do not already fall within another Committee.
5. To ensure proper arrangements for the conduct of the half yearly audit of the Council's accounts and statutory annual audit, including the appointment of internal auditor.
6. To approve the Annual Statement of Accounts and submit them to Council for adoption.
7. To undertake the regular review of the Council's banking arrangements and investments.
8. To review the Council's financial risk assessment
9. To review the administrative functions of the Council and make recommendations as appropriate to the Council.
10. To review donations to outside organisations.
11. To review the subscriptions/licences falling to be paid annually
12. To review the assets and land leased by the Council annually
13. To review the Clerk's and the Assistant Clerk's terms and conditions of employment.
14. To review the Council's office accommodation.
15. To deal with any matters which do not fall within the Terms of Reference of any other Committee.
16. To deal with matters relating to the transfer of the ownership of the WI Hall to the Parish Council.
17. To work on behalf of all of the youth of Hartley to assist them in taking a full and active roll in the life of the village.
18. To liaise with any organisation involved with youth work and act to assist them.
19. To enlist any organisation involved with youth work and young people to work with the Council to achieve the above aims.
20. To co-opt persons who have a particular interest in the well being of young persons or have a special knowledge or expertise.

	<p><u>Delegated Powers</u></p> <p>To authorise expenditure on youth matters that fall within the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.</p>
<p>Highways Committee</p>	<ol style="list-style-type: none"> 1. To determine the problems and assess the priorities associated with traffic issues within the Parish. 2. To meet from time to time as deemed necessary by members of the committee. 3. To co opt, for such time as is necessary, members of the public to the committee. 4. To examine and make proposals to the Council on issues affecting highways and byways within the Parish and to negotiate with the relevant authorities.
<p>Planning Committee</p>	<p><u>Delegation from the Council</u></p> <p>These Terms of Reference were agreed by the Parish Council at its meeting held on 14th May 2007 and recorded in the minute number 8 (b).</p> <p><u>Membership</u></p> <p>The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.</p> <p><u>Procedures</u></p> <ol style="list-style-type: none"> (1) The Committee shall operate in accordance with the Council's Standing Orders and the Guidelines on Procedure at Meetings of the Planning Committee adopted by the Council on 7th February 2005. (2) At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman and, if the Committee deems necessary, a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman, if appointed, may be re-elected. (3) The Committee shall submit its minutes for adoption to the next meeting of the Parish Council. (4) The Clerk or Assistant Clerk shall provide administrative support for the Committee. <p><u>Committee functions</u></p> <ol style="list-style-type: none"> (1) To respond on behalf of the Council to requests from the local planning authorities for comments on planning applications, tree preservation orders and breaches of planning control. (2) Where appropriate, prepare for the Council, grounds for supporting the local planning authority in any

- planning appeals against refusal of planning permission.
- (3) To advise the Council on all planning matters including changes to the Sevenoaks District Local Plan.
 - (4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits
 - (5) To respond on behalf of the Council to consultation documents from:
 - (a) the South East England Regional Assembly in respect of regional mineral and waste management strategies,
 - (b) the Government Office for the South East in respect of regional planning Guidance for the South East,
 - (c) Kent County Council and Medway Council in respect of the Structure Plan
 - (6) To respond on behalf of the Council to requests from Kent County Council, Dartford Borough Council, Gravesham Borough Council and Sevenoaks District Council for comments on any of its consultation documents.
- Delegated Powers**
- (1) To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control.
 - (2) To undertake such action, publicity and consultations considered necessary to provide residents with an opportunity to make representations on planning applications and other planning matters.
 - (3) To appoint working groups to research and advise the Committee on planning applications and appeals.
 - (4) To determine and submit the Council's comments on applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits.
 - (5) To determine and submit the Council's comments on consultation documents from:
 - (a) the South East England Regional Assembly in respect of regional mineral and waste management strategies,
 - (b) the Government Office for the South East in respect of regional planning guidance for the South East
 - (c) Kent County Council and Medway Council in respect of the Structure Plan

	(6) To determine and submit the Council's comments on consultation documents from Kent County Council, Dartford Borough Council, Gravesham Borough Council and Sevenoaks District Council.
Special Projects Committee (Dissolved)	
Youth Committee	Functions of the Youth Committee taken over by the Finance & General Purposes Committee.
Standing Orders Working Group	1. To undertake a review of the Council's Standing Orders.
WI Hall Working Group	Functions of the WI working group taken over by the Finance & General Purposes Committee.

Appointments to Committees and Working Groups

Committees

(Chairman and Vice Chairman are ex officio members on all committees – Current Chairman and Vice Chairman marked with * and shown in *italics*)

Amenities and Open Spaces Committee (7)

Cllrs Barnett, Mrs Cole, **Gaywood*, Graeme, Granger, **Mrs Oxtoby* and Sewell

Burial Grounds and Gardens of Remembrance Committee (6)

Cllrs Barnett, Mrs Burns, **Gaywood*, Minns, Ramsay and **Mrs Oxtoby*

Communications Committee (5)

Cllrs Abraham, Mrs Burns, Graeme, **Gaywood*, and **Mrs Oxtoby*

Finance and General Purposes Committee (9)

Cllrs Abraham, Alford, Barnett, Mrs Burns, Mrs Cole, **Gaywood*, **Mrs Oxtoby*, Ramsay and Sewell

Highways Committee (6)

Cllrs **Gaywood*, Graeme, Granger, Minns, **Mrs Oxtoby* and Sewell

Planning Committee (7)

Cllrs Abraham, Alford, Mrs Cole, **Gaywood*, Minns, **Mrs Oxtoby* and Ramsay

Working Group

Standing Orders Working Group (4)

Cllrs Alford, Gaywood, Mrs Oxtoby and Ramsay

Others

Members Surgery Panel (13)

All Members of the Council

NORTHFIELD MANAGEMENT COMMITTEE

CONSTITUTION

The Northfield Management Committee is a joint venture of the Parish Councils of Ash-cum-Ridley and Hartley and has been established to manage an area of land know as 'Northfield' leased from the New Ash Green Village Association Limited from 10th March 1999 for a term of 99 years.

**** The general principles are to establish the whole area as a local amenity for recreation, applying conservation principles where possible. To guard against large scale increased use by outside bodies. Any variation to the terms of the lease must be agreed by the Parish Councils of Hartley and Ash-cum-Ridley and by the New Ash Green Village Association Ltd.***

1. The Northfield Management Committee will consist of The Chairman plus two members * ***from each respective Parish Council*** and the Clerks of both Ash-cum-Ridley and Hartley Parish Councils. The Secretary will be the Clerk of Ash-cum-Ridley Parish Council and the Treasurer the Clerk of Hartley Parish Council, or vice-versa according to circumstances.
2. The Northfield Management Committee will be responsible for complying in full with the terms of the lease, payment of rent (£1.00) per annum and respect all covenants so contained within the lease.
3. The venue of the meetings will alternate between Hartley and Ash-cum-Ridley and the host Parish Council will chair the meetings.
4. The committee will meet at least six times a year.
5. To operate a bank account with three authorised signatories on each cheque.
6. To prepare a budget with its own respective Parish Councils before setting its precept.
7. To produce yearly accounts for public inspection and audit.
8. Members will abide by ~~the Parish Councils (Model Code of Conduct) Order 2001 adopted on 28th November 2003~~ * ***the Model Code of Conduct for Parish and Town Councils unamended and including paragraph 12(2), as adopted by Ash-cum-Ridley Parish Council on 21st June 2007 and Hartley Parish Council on 10th September 2007.*** A Registers containing members' interests will be maintained.
9. Members will abide by Standing Orders ~~adopted on 19th May 2003.~~ * ***approved by Ash-cum-Ridley Parish Council on ***** (insert date) and approved by Hartley Parish Council on *** (insert date) and adopted by***

Northfield Management Committee on ** (insert date) These *will***
would be reviewed from time to time. *A resolution to permanently add,
vary or revoke a Standing Order shall, when proposed, be referred
without discussion to the two Councils for approval before adoption
by the Northfield Management Committee.

10. Members will abide by Financial Regulations reviewed by the
Northfield Management Committee on 24th April 2009 and approved
and adopted by Ash-cum- Ridley Parish Council on ** (insert date)***
and by Hartley Parish Council ** (insert date).***

~~10.~~ ***Members will be aware of the aims and objectives of Northfield***
****11. when making decisions relating to the use of the land as follows:-***

- ***The general philosophy will be to apply conservation principles***
wherever possible, manage the woodland appropriately and match
planting to purpose.
- ***A grassed open area for all age groups to enjoy, subject to byelaws.***
- ***Car parking as detailed in the planning permission already given.***
- ***Junior football pitches as detailed in the planning permission already***
given.
- ***A mown area between the football pitches and Farm Holt/Caling Croft***
for general knockabouts.
- ***A jogging route with small markers to judge distance.***
- ***A horse riding route on the perimeter suitably defined apart from the***
general area, with arrangement to prevent motor cycle entry.
- ***Appropriate planting of trees to enhance the general amenity if***
necessary.
- ***Appropriate screening by planting of boundaries, if necessary.***

****12. Where no agreement may be reached between the two Parish Councils***
in respect of a proposal beyond the scope of the aims and objectives
set out in paragraph 11 above, then the proposal will fall.

~~11.~~ To co-opt for such time as is necessary members to assist with

****13. specific items or expertise.***

****Approved by Ash-cum-Ridley PC on(insert date)***

**** Approved by Hartley Parish Council on(insert date)***

**** Adopted by Northfield Management Committee on(insert date)***

**** Additions to the Constitution shown in bold italics, as discussed by the***
Northfield Management Committee at a meeting held on 24th April 2009.

**HARTLEY AND ASH-CUM-RIDLEY PARISH COUNCILS
NORTHFIELD MANAGEMENT COMMITTEE
FINANCIAL REGULATIONS**

These Financial Regulations were approved and adopted by Hartley Parish Council at its Meeting held on ***** and by Ash-cum-Ridley Parish Council at its Meeting held on *****.

1. GENERAL

- 1.1 These financial regulations govern the conduct of the financial transactions of the Committee and may only be amended or varied by resolution of both Councils.
- 1.2 The Secretary and Treasurer, under the policy direction of the Committee, shall be responsible for the proper administration of the Committee's affairs, and shall co-operate with each other in complying with these Financial Regulations.
- 1.3 The Treasurer shall be responsible for the production of financial management information.

2. ANNUAL ESTIMATES

- 2.1 The Committee shall formulate and submit proposals to the Councils in respect of revenue and capital costs for the following financial year not later than the end of October each year.
- 2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the Treasurer.
- 2.3 The Councils shall review the estimates not later than the end of January each year and shall fix the Committee's budget for the ensuing financial year. The Treasurer shall supply each member with a copy of the approved estimates.
- 2.4 Each Council shall pay to the Committee its share of the Committee's budgeted expenditure each year in two equal instalments, to be paid not later than 30 April and 31 October in each year.
- 2.5 The annual budgets shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 Except with the approval of the Councils, the Committee may only incur expenditure up to the amounts included in the approved budget.
- 3.2 The Treasurer shall regularly provide the Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.
- 3.3 The Secretary may incur expenditure on behalf of the Committee which is necessary to carry out any repair, replacement or other work which is of such extreme urgency

that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. This limit may be exceeded if necessary following consultation with the Chairmen. The Secretary shall report the action to the Committee as soon as practicable thereafter. Where there was no budgetary provision, the Secretary shall also report the action to both Councils as soon as practicable.

- 3.4 Unspent provisions in the budget shall be carried forward to the subsequent year unless the Councils require unspent balances to be returned to them.
- 3.5 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Committee is satisfied that the necessary funds are available.
- 3.6 All capital works shall be administered in accordance with the Committee's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the council shall be determined by the Treasurer as required by the Accounts and Audit Regulations 2003.
- 4.2 The Treasurer shall be responsible for completing the annual financial statements of the Committee as soon as practicable after the end of the financial year and shall submit them and report thereon to the Committee and both Councils.
- 4.3 The Treasurer shall be responsible for completing the Accounts of the Committee contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Committee within the timescales set by the Accounts and Audit Regulations 1996 as amended, or set by the Auditor.
- 4.4 The Treasurer shall be responsible for ensuring that there is adequate and effective system of internal audit of the Committee's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 1996 as amended. Any officer or member of either Council shall, if the Treasurer or Internal Auditor requires, make available such documents of the Committee which appear to the Treasurer or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the Treasurer or Internal Auditor with such information and explanation as the Treasurer or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall carry out the work required by the Treasurer, or by the Committee, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as supplied annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of either Council (provided that the Internal Auditor of either Council may be appointed as Internal Auditor to the Committee), shall report to the Committee in writing on a regular basis with a minimum of one annual report in respect of each financial year.
- 4.6 The Treasurer shall make arrangements for the opportunity for inspection of the accounts, books and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 1996 as amended.

- 4.7 The Treasurer shall, as soon as practicable, bring to the attention of all members of the Committee any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Committee's banking arrangements shall be made by the Treasurer and approved by the Committee. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting shall be prepared by the Treasurer and, together with the relevant invoices, be presented to the Committee. If the schedule is in order it shall be authorised by a resolution of the Committee and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed by two members of the Committee.
- 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6. PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque or other order drawn on the Committee's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the Treasurer. The Treasurer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The Treasurer shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Treasurer shall take all steps to settle all invoices submitted, and which are in order, at the next available Committee Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the Committee, where the Treasurer certifies that there is no dispute or other reason to delay payment, the Treasurer may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of the Committee.
- 6.5 The Treasurer may provide petty cash for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Treasurer with a claim for reimbursement:
- a) The Treasurer shall maintain a petty cash float not exceeding £25.00 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Committee under 5.2 above.

7. (not used)

8. INVESTMENTS

8.1 The Committee's investment policy shall be in accordance with the Trustee Act 2000 as amended or re-enacted and shall be reviewed on a regular basis (at least annually).

8.2 All investments of money under the control of the Committee shall be in the name of the Committee.

8.3 All investment certificates and other documents relating thereto shall be retained in the custody of the Treasurer.

9. INCOME

9.1 The collection of all sums due to the Committee shall be the responsibility of and under the supervision of the Treasurer.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Committee, notified to the Treasurer and the Treasurer shall be responsible for the collection of all accounts due to the Committee.

9.3 The Committee will review all fees and charges annually, following a report of the Treasurer.

9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Committee and shall be written off in the year.

9.5 All sums received on behalf of the Committee shall be banked intact as directed by the Treasurer. In all cases, all receipts shall be deposited with the Committee's bankers with such frequency as the Treasurer considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Committee.

9.8 The Treasurer shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the Committee, the Treasurer shall take such steps as are agreed by the Committee to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the Secretary or the Treasurer, whichever is the most appropriate.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. The officer issuing an official order must ensure as far as reasonable and practicable the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4 The Secretary or Treasurer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Secretary or Treasurer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Committee;

(v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Treasurer shall act after consultation with the Chairmen of the Committee);

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract for the supply to the Committee of Goods, Works or Services up to a value of £6,000, the Secretary shall seek the appropriate number of quotations, as follows:-

Up to a value of £250 * £300	1 oral quotation
£250 * £301 and up to £1,000 * £3,000	2 written quotations
£1,000 * £3,001 and up to £6,000	3 written quotations

(c) Where the value of the contract is likely to exceed £6,000, the Secretary shall seek 3 written quotations and shall also give three weeks public notice of such intention by displaying the invitation to quote on the Councils' official notice boards.

(d) Quotations and tenders exceeding ~~£1,000~~ ***£3,000** shall be opened by the Secretary or Treasurer in the presence of a Member of the Committee on or as soon as possible after the date specified for their return. Both the Secretary or Treasurer and the Member shall initial and date the quotation and tender documents. The result shall be reported to the Committee.

(e) All invitations to quote or tender for contracts exceeding £6,000 shall state the closing date and time for the submission of such quote or tender. All such quotes and tenders must be returned to the Secretary. Any quotation or tender received after the closing date shall not be opened unless the Secretary is satisfied that there is evidence that the quote or tender was dispatched in time for delivery on the due date.

(f) The Committee is not bound to accept the lowest or any other quotation or tender.

(g) If following the quotation or public open tender process, no such quotations or tenders are received, an insufficient number of quotations are received, or if all such quotations and tenders are identical then the Committee may make such arrangements as it thinks fit for procuring the goods, works or services.

(h) All documents issued for contracts shall contain a statement to the effect that any person submitting a quotation or tender for the supply of goods, works or services to the Committee shall be disqualified from quoting/tendering if s/he (a) is related to any Member or Officer of either Council and fails to disclose that relationship or (b) approaches any Member of either Council to canvass in support of any quotation/tender.

(i) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Committee.

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the Treasurer upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the Treasurer shall maintain a record of all such payments. In any case where it is estimated that the total cost of work to be carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Committee.

- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Committee and Treasurer to the Contractor in writing, the Committee being informed where final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 The Treasurer and Secretary shall be responsible for the care and custody of stores and equipment.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Treasurer and Secretary shall be responsible for periodic checks of stocks and stores at least annually.

14 PROPERTIES AND ESTATES

- 14.1 The Secretary and Treasurer shall make appropriate arrangements for the custody of all title deeds of properties owned by the Committee. The Secretary and Treasurer shall ensure a record is maintained of all properties owned by the Committee, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4 (3)(b) of the Accounts and Audit Regulations 1996 as amended.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Councils, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

15 INSURANCE

- 15.1 Following an annual risk assessment, the Secretary and the Treasurer shall effect all insurances and negotiate all claims on the Committee's insurers.
- 15.2 The Secretary and the Treasurer shall give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The Secretary shall keep a record of all insurances effected by the Committee and the property and risks covered thereby and annually review it.
- 15.4 The Secretary shall notify any loss liability or damage or of any event likely to lead to a claim to the Committee at the next available meeting.
- 15.5 All appropriate employees of the Committee shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Committee.

16 RISK MANAGEMENT

- 16.1 The Secretary shall prepare and promote risk management policy statements in respect of all activities of the Committee.
- 16.2 When considering any new activity the Secretary shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to the Committee for consideration and, if thought appropriate, adoption.

17 REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the Councils to review the Financial Regulations of the Committee from time to time.

Schedule of Payments May 2009

Chq No	Payment to	Particulars	Net	VAT	Total
104871	J Hoad	Salary 01/05/09 - 30/05/09 (prev approved) i	1,698.51	-	-
		Refund of fee re eye examination 18/04/09	27.50	-	1,726.01
					<u>1,726.01</u>
104872	H Gilder	Salary 01/05/09 - 30/05/09 (prev approved)	839.40	-	839.40
104873	H M Revenue & Customs	Month 2 Employer & Employee NIC & PAYE	890.10	-	890.10
104874	Kent County Council	Employer & Employees pension contributions May 2009	545.80	-	545.80
104875	Mr D Cunningham	Clean Pavilion May 2009 05/2009	80.00	-	-
		Water temperature testing and de-scaling inv 05/2009	20.00	-	-
		Additional clean for May (Section B) inv 05/2009	60.00	-	-
		Additional clean (jet washing section C) inv 05/2009	40.00	-	-
		Strip of polish from all vinyl flooring areas, clean and re-seal @ Pavilion, Manor Field inv 05/2009 additional	150.00	-	350.00
					<u>350.00</u>
104876	Ray-Weld	Repairs & welding of gate & posts at Longfield Hill inv 10980	290.00	43.50	333.50
104877	Allianz Insurance PLC	Renewal of annual insurance policy.	2,259.32	-	2,259.32
104878	BT Payment Services Ltd	Internet services re Parish Office Mar 09 - Jun 09.	90.96	13.64	104.60
104879	HF & JH Glover	Rolling of Manor Field April 2009. Inv no 18.	170.00	25.50	195.50
104880	Mr P Mansfield	Purchase of tap etc to mend leaking tap at allotments.	8.60	-	8.60
104881	Mr L Abraham	Travelling expenses 18/04/09 KALC Executive Meeting 28 miles @ 60.1p per mile.	16.83	-	16.83
104882	Fawkham & Hartley PCC	Hire of All Saints Church Centre re Annual Parish Meeting 15/05/09.	36.00	-	36.00
104883	Cash	To reimburse petty cash. Purchase of memory stick re Parish Office 01/09	6.86	-	-
		21/04/09 Special delivery charge re SCRIBE 02/09	4.95	-	-
		29/04/09 Special delivery charge re RPA 03/09	4.95	-	16.76
					<u>16.76</u>
104884	T D Munday	Routine Maintenance - Litter pick @ Manor Field inv 9	56.00	-	-
		Football pitch line marking and goal post check inv 9	51.00	-	-
		Inspect playground equipment inv 9	240.00	-	-
		Litter pick @ Rectory Meadow inv 9	60.00	-	-
		Litter pick Hartley greens inv 9	32.00	-	-

		Litter pick @ pond inv 9	20.00	-	-
		Litter pick @ Gorse Wood inv 9	60.00	-	<u>519.00</u>
104885	T D Munday	Garden maintenance @ Burial Ground inv 8	120.00	-	-
		Burial Ground visual inspection inv 10	18.50	-	-
		Grass cutting in Burial Ground inv 11	130.00	-	-
		Strim BG, verge and pond inv 11	16.00	-	-
		Grass cutting @ All Saints inv 12	120.00	-	-
		Grass cutting Memorial Green inv 13	75.00	-	<u>479.50</u>
104886	Above the Canopy	Treeworks in lay by at Hartley Burial Ground - reduce height of 10 Leyland Cypress trees inv HART08236.1934	652.17	97.83	750.00
104887	Sevenoaks District Council	30 bundles of garden sacks inv 83404	120.00	-	120.00
104888	South East Water Ltd	Standing charge and water consumption re Manor Field Pavilion 01/10/08 - 31/03/09.	29.12	-	-
		Standing charge and water consumption re allotments 01/10/08 - 31/03/09	20.62	-	<u>49.74</u>
104889	Valuation Office Agency Administration	Valuation report inv no 25000012452009	430.00	64.50	494.50
104890	Sevenoaks District Council	40 rolls of recycling sacks inv 2020609	20.00	-	20.00
104891	Sencio Community Leisure	Worm treatment at Manor Field & L/Hill inv 0000005430	315.00	47.25	362.25
104892	ICCM	Annual subscription	80.00	-	80.00
TOTAL			9,905.19	292.22	10,197.41

Adjournment

The meeting was adjourned at 8.25 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The County Councillor advised that the Audit Commission had withdrawn its allegation of negligence against Kent County Council in respect of the County Council's investments in Icelandic banks.

The County Councillor informed the Council that he would be supporting a grant application from Meopham CC through his Members fund to assist with the refurbishment of a storage container to provide facilities at Longfield Hill.

The Chairman of the Parish Council reported on the appointment of the new Chairman and Vice Chairman at Sevenoaks District Council.

Dr Roberts raised questions about tree planting on Northfield.

Mrs Sharp raised questions about Hoselands Green.

The meeting resumed at 8.35 p.m.