

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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26th May 2009

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **1st June 2009** commencing at **10.00 a.m.** at **Hartley Library**.

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

Apologies

To receive apologies for absence.

1. Election of Chairman

To elect a Chairman of the Finance and General Purposes Committee until the Annual meeting of the Council in May 2010.

2. Election of Vice Chairman

To elect a Vice Chairman of the Finance and General Purposes Committee until the Annual meeting of the Council in May 2010.

3. Declarations of Interest

To receive Members' declarations of interest.

4. Minutes of the previous meeting (WHITE)

To approve the minutes of the meeting of the Finance & General Purposes Committee held on 29th April 2009 as a correct record. (Annexed).

5. Terms of Reference (YELLOW)

To review the terms of reference of the Finance and General Purposes Committee approved by the Council at its Annual Meeting held on 11th May 2009. (Annexed)

At the Annual meeting of the Parish Council it was agreed that the terms of reference and delegated powers of the Youth Committee be included within the terms of reference of the Finance and General Purposes Committee. Furthermore the Parish Council agreed that matters relating to the transfer of ownership of the Hartley WI Hall be included with the terms of reference of the Finance and General Purposes Committee.

6. Hartley W.I. Hall (PINK)

To consider a report on progress to transfer the Hartley W.I. Hall to the Parish Council. (Annexed).

7. Parish Plan (CREAM)

To consider and make comment on the draft parish plan on matters relevant to the Finance and General Purposes Committee. (Annexed).

Background document

Extract from Parish Plan (May 2009 edition)

8. Internal audit for the year ending 31st March 2009

To consider the internal auditor's report in respect of the year ending 31st March 2009. If available.

9. Youth Shelter

To consider a request from the Youth Worker to undertake a graffiti project on the youth shelter located in Woodland Avenue.

Background document

E mails dated 7th May 2009 from Youth Worker

10. WKE Play Days 2009

To consider a letter dated 28th April 2009 from West Kent Xtra requesting permission to use the Woodland Avenue recreation ground on 5th August 2009, 12th August 2009, 19th August 2009 and 26th August 2009 for a series of play days. The days run from 10:30 to 15:30 and are free for local children, families and young people. A range of sports, games, arts and crafts and other special activities will be offered to encourage children to have fun in a safe and supervised environment.

West Kent Xtra has requested the Parish Council provide a temporary toilet on each of those dates.

Background document

Letter dated 28th April 2009 from Community Support Manager, West Kent Xtra

11. In the Zone Holiday Programme 2009

To consider a request from Sevenoaks District Council to use the Woodland Avenue recreation ground on 28th July 2009 for a Youth Zone visit. The day will run from 11:00 to 15:30 and this year will focus on sporting activities.

The Parish Council has been requested to fund the provision of a temporary toilet and access to drinking water.

Background document

E mail dated 27th April 2009 from Youth Development Co-ordinator, SDC

12. Young People's Action Plan 2009 – 2012

To receive and note the Sevenoaks District Young People's Action Plan 2009 – 2012.

The Action Plan may be viewed on the following link:

www.sevenoaks.gov.uk/leisure_culture/young_people/young_peoples_action_plan/561.asp

13. CCTV (BLUE)

To consider a request from a resident to install CCTV in Gorsewood Road. (Annexed).

Background document

E mail dated 29th April 2009

14. Equality and Human Rights Commission

(GREEN)

To consider a publication entitled Public Sector Equality Duties issued by the Equality and Human Rights Commission in March 2009. (Annexed).

Background document

Public Sector Equality Duties: March 2009

15. Kent Air Ambulance Trust

(ORANGE)

To consider a letter dated 14th May 2009 from the Kent Air Ambulance Trust enquiring whether the Parish Council had a suitable venue to site a textile bank to help raise funds for the Kent Air Ambulance. (Annexed).

Background document

Letter dated 14th May 2009 from the Kent Air Ambulance Trust

16. Police

(YELLOW)

To receive and note a letter dated 20th May 2009 from Inspector Slade informing the Parish Council that PSCO Peter Hylands has moved to North Kent and his last working day with West Kent was 22nd May 2009.

Background document

Letter dated 20th May 2009 from Inspector Slade

17. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 29th April 2009 **(WHITE)**
2. Terms of Reference as approved by the Council at its Annual meeting held on 11th May 2009. **(YELLOW)**
3. Report on progress to transfer the Hartley W.I. Hall to the Parish Council **(PINK)**
4. Draft Parish Plan on matters relevant to the Finance & General Purposes Committee **(CREAM)**
5. Email dated 29th April 2009 from a resident requesting the installation of CCTV in Gorsewood Road **(BLUE)**
6. Publication entitled 'Public Sector Equality Duties' issued by the Equality and Human Rights Commission in March 2009 **(GREEN)**
7. Letter dated 14th May 2009 from the Kent Air Ambulance Trust **(ORANGE)**
8. Letter dated 20th May 2009 from Inspector Slade **(YELLOW)**

Committee membership
Cllr Abraham
Cllr Barnett
Cllr Mrs Cole
Cllr Mrs Oxtoby (ex-officio)
Cllr Sewell

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