

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES
COMMITTEE HELD ON 1st JUNE 2009 AT 10.00 a.m.
AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr Mr L Abraham (*left the meeting at 11.20 a.m.*)
Cllr Mr C Alford (*left the meeting at 10.55 a.m.*)
Cllr Mr A Barnett
Cllr Mrs J Burns
Cllr Mrs P Cole
Cllr Mr J Gaywood
Cllr Mrs A Oxtoby
Cllr Mr B Ramsay (Chairman)
Cllr Mr V Sewell

In attendance: Mrs J Hoad (Clerk)
3 member of the public

Apologies

There were no apologies.

1. Election of Chairman

RESOLVED: That, Cllr Ramsay be elected Chairman of the Finance & General Purposes Committee until the Annual meeting of the Council in May 2010.

2. Election of Vice Chairman

RESOLVED: That, Cllr Abraham be elected Vice Chairman of the Finance & General Purposes Committee until the Annual meeting of the Council in May 2010.

3. Declarations of Interest

Cllr Mrs Cole declared a personal interest under minute items 10 and 11 in respect of the youth activities planned during July and August on the Woodland Avenue recreation ground, as her private residence was located opposite the recreation ground.

Cllr Abraham declared a personal interest under minute item 15 in respect of a request to site a textile bank on parish council owned land in support of the Kent Air Ambulance. Cllr Abraham declared a personal interest due to his work at Sevenoaks District Council, which supported the Salvation Army by the provision of textile banks on land owned by the District Council.

4. Minutes

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 29th April 2009 be approved and signed by the Chairman as a correct record.

5. Terms of reference

The Committee reviewed its Terms of Reference, as approved by the Council at the Annual meeting held on 11th May 2009 and was satisfied they required no further amendment.

RESOLVED: That, the Terms of Reference of the Finance and General Purposes Committee, as approved by the Council at the Annual meeting held on 11th May 2009, be noted.

6. Hartley W.I. Hall

The Committee considered a report on a meeting held on 6th May 2009 with J A Dawson M.A., LL.B., legal advisor to Action in Communities in Rural Kent. Mr Dawson had provided preliminary advice on how the Council should proceed with the transfer of the W.I. Hall to the Parish Council and the execution of a trust deed to establish the hall as a charity.

The Committee noted previous advice received from the Martin Tolhurst Partnership explaining that they had no experience in this matter and that specialist advice should be obtained.

The Committee examined Mr Dawson's résumé setting out his qualifications and previous work experience as a commercial lawyer with a particular specialism in the voluntary sector field. The Committee consider a letter dated 24th April 2009 setting out Mr Dawson's terms of engagement. The Committee was satisfied that Mr Dawson was suitably qualified and experienced in this field of legal work to undertake the instruction.

RECOMMENDED: That, J A Dawson M.A., LL.B., be engaged, as set out in his letters dated 6th May 2009 and 24th April 2009, to act on the Council's behalf in respect of the transfer of the W.I. Hall to the Parish Council and the execution of a trust deed to establish the hall as a charity.

7. Parish Plan

The Committee considered a draft of the parish plan on matters contained within the plan relevant to the Finance and General Purposes Committee. The Committee suggested the following alterations:

Page 1	Section 1 introduction	No alterations
Page 1	Why does Hartley need a Parish Plan	No alterations
Page 2	Living in Hartley	No alterations
Page 2	Section 2 History and the community of Hartley	No alterations
Page 3	History of Hartley	No alterations
Page 4, 5 & 6	The Community of Hartley	No alterations
Page 7 & 8	Hartley and its Local Authority (part) (According to Government Statistic ...)	Insert the word " area " after Wellfield
Page 7 & 8	Ditto	Insert the word " area " after Wellfield
Page 13	Telecommunications and Television Services	No alterations
Page 14 & 15	Section 4 Hartley Library and Parish Council Services	No alteration
Page 16	Section 5 Education of Children resident in Hartley	No alteration
Page 17 & 18	Section 6 The Police and Fire Services	Insert the word " area " after Wellfield and define South Hartley, possibly by reference to the Green Belt or area to the south of the village envelope.

Page 19	Ditto		Action plan – to request through KCC the Community Warden be tasked with visiting all victims of crime where the police the are unable to investigate
Page 19	Ditto		Action plan – to recommend that the relevant authorities continue to give their support to youth initiatives which should result in reductions in the levels of offending
Page 20	Section 7 Services	Health	Action plan – to lobby the surgery to continue for improvements to the telephone booking system....
Page 20	Ditto		Add action plan to enable appointments to be booked in further in advance
Page 20	Ditto		Insert the word “ area ” after Wellfield
Page 21	Ditto		No alterations
Page 21 & 22	Section 8 and businesses	Local shops	No alteration
Page 26	Section 10 the Elderly	Services for	No alteration
Page 27	Ditto		No alteration
Page 27 & 28	Service for the Youth of Hartley		No alteration
Page 29	Ditto		Delete “ <i>action plan – to identify a suitable area for a skateboard park</i> ”
Page 29	Ditto		Amalgamate the two action plans re: concessionary fares and affordable travel costs for the youth
Page 30	Ditto		No alteration
Page 31	Section 14 the future of Hartley	A Vision for	No alteration

The meeting was adjourned to allow the Chairman of the Hartley Parish Plan Steering Committee to comment on the views expressed by Members of the Finance & General Purposes Committee.

RECOMMENDED: That, the suggested alterations made by the Finance & General Purposes Committee, as set out above, be considered by the full Council at its meeting to be held on Monday 13th July 2009.

Cllr Alford left the meeting at 10.55 a.m.

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

It was reported that the internal audit report was awaited.

RESOLVED: That, the matter be deferred.

9. Youth shelter

The Committee considered a request from the Youth Worker to undertake a graffiti project on the youth shelter located in Woodland Avenue. The Committee viewed an image to illustrate what could be achieved.

RECOMMENDED: That, the request from the Youth Worker to undertake a graffiti project on the youth shelter at Woodland Avenue be approved.

10. WKE Play Days 2009

The Committee considered 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. It was reported that the days would run from 10:30 to 15:30 and would be free for local children, families and young people. A range of sports, games, arts and crafts and other special activities would be offered to encourage children to have fun in a safe and supervised environment. West Kent Xtra had requested the Parish Council provide a temporary toilet on each of those dates.

RESOLVED: That, permission be granted to use the Woodland Avenue recreation ground for a series of play days to be organised by WKE on 5th August 2009, 12th August 2009, 19th August 2009 and 26th August 2009 and that the Parish Council make arrangements for the provision of a temporary toilet on each of those dates.

11. In the Zone Holiday Programme 2009

The Committee considered a request from Sevenoaks District Council to use the Woodland Avenue recreation ground on 28th July 2009 for a Youth Zone visit. It was reported that the day would run from 11:00 to 15:30 and this year would focus on sporting activities. The Parish Council had been requested to fund the provision of a temporary toilet and access to drinking water.

RESOLVED: That, permission be granted to use the Woodland Avenue recreation ground for a visit from the Youth Zone on 28th July 2009 and that arrangements be made for the provision of drinking water and temporary toilet.

12. Young People's Action Plan 2009 – 2012

RESOLVED: That, the Sevenoaks District Young People's Action Plan 2009-2012 be received and noted.

13. CCTV

The Committee considered an enquiry from a resident over the feasibility of installing a CCTV at the bottom of Gorsewood Road next to the entrance of Hartley Wood. The Committee felt that it would not be practical for the Parish Council to install a CCTV as it had no facilities or resources to monitor the equipment. Furthermore the Committee considered it would be unlikely that Sevenoaks District Council would consider the installation of a CCTV.

It was reported that a meeting with the Crime Reduction Officer and one of the Neighbourhood Watch Co-Ordinator's for Gorsewood Road was being organised in response to the recent increase in crime in the area.

RECOMMENDED: That, the Neighbourhood Watch Co-Ordinator be informed that it would not be practical to install a CCTV camera at the bottom of Gorsewood Road.

14. Equality and Human Rights Commission

The Committee considered a publication dated March 2009 entitled, "Public Sector Equality Duties", issued by the Equality and Human Rights Commission.

RESOLVED: That, the matter be deferred pending further guidance from KALC.

15. Kent Air Ambulance Trust

The Committee considered 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.

RECOMMENDED: That, the Kent Air Ambulance Trust be advised that Hartley Parish Council did not own any land which would be suitable for the siting of a textile bank.

Cllr Abraham left the meeting at 11.20 a.m.

16. Police

The Committee considered a letter dated 20th May 2009 from Inspector Slade informing the Parish Council that PCSO Peter Hylands had moved to North Kent and his last working day with West Kent would be 22nd May 2009.

RESOLVED: That, the letter dated 20th May 2009 from Inspector Slade informing of the departure PCSO Peter Hylands be received and noted.

17. Date of the next meeting

To be confirmed.

The meeting closed at 11.22 a.m.

Signed:.....

Date:.....

Chairman of the Finance and General Purposes Committee