

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad  
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9<sup>th</sup> November 2009

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **16<sup>th</sup> November 2009** commencing at **9.00 a.m.** at **Hartley Library.**

Yours sincerely

Julie Hoad  
Proper Officer

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### 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 9<sup>th</sup> September 2009 as a correct record. (Annexed).

#### 4. Gorse Wood and Youth Shelter

(CREAM)

To consider a report on the problems associated with Gorse Wood and the youth shelter.

*Background document*

*Gorse Wood Environmental Visual Audit undertaken on 7<sup>th</sup> July 2009*

*Report on Gorse Wood and Youth Shelter*

#### 5. Accounts for year ending 31<sup>st</sup> March 2009

(PINK)

The Committee is advised that an objection has been raised by a local government elector to the accounts for the year ended 31<sup>st</sup> March 2009. The Committee is requested to note that pursuant to Regulation 12 of the Accounts and Audit Regulations 2003, (as amended), a notice has been displayed informing that the audit for Hartley Parish Council was not completed by the 30<sup>th</sup> September 2009 and an opinion under section 9 (1) (a) of the Audit Commission Act 1998 has not been given due to an objection/question raised by an elector regarding the 2008/09 audit that has not been resolved.

The Committee is requested to consider the following correspondence:

- (1) Letter dated 7<sup>th</sup> September 2009 from the Audit Commission.
- (2) Letter dated 6<sup>th</sup> June 2009 from a local government elector.

- (3) Letter dated 25<sup>th</sup> September 2009 from the Clerk to Hartley Parish Council to the Audit Commission.

Background document

Letter dated 8<sup>th</sup> October 2009 from the Audit Commission.

Letter dated 7<sup>th</sup> September 2009 from the Audit Commission.

Letter dated 6<sup>th</sup> June 2009 from a local government elector.

Letter dated 25<sup>th</sup> September 2009 from the Clerk to Hartley Parish Council to the Audit Commission.

**6. Receipts and payments (BLUE)**

To review the receipts and payments for the period 1<sup>st</sup> April 2009 to 9<sup>th</sup> November 2009.

Background documents

Summary of receipts and payments as at 9<sup>th</sup> November 2009

**7. Budget 2010/11 (YELLOW)**

To consider the draft budget for the year 2010/11.

Background document

Draft budget 2010/11

**8. Internal audit (GREEN)**

To consider the Council's interim internal audit report for the period 1<sup>st</sup> April 2009 to 30<sup>th</sup> September 2009. Members of the Committee have been circulated with the internal auditors working documents supporting the report. (Annexed).

Background document

Internal audit report 1<sup>st</sup> April 2009 to 30 September 2009 and working papers (contained in e mail dated 19<sup>th</sup> October 2009)

**9. Hartley WI Hall (ORANGE)**

To consider a report on the transfer of the Hartley W.I. Hall to Hartley Parish Council and the execution of a trust deed. (Annexed).

Background document

E mail dated 15<sup>th</sup> October 2009 from Jonathan Dawson and attachments – Draft Trust Deed, A Parish Council as sole trustee of a charity: How charity business should be conducted by the Council and letter dated 15<sup>th</sup> October 2009 from Jonathan Dawson to the Council

E mail dated 14<sup>th</sup> October from Jonathan Dawson and attachments – Letter dated 9<sup>th</sup> October 2009 from asb law to Jonathan Dawson, letter dated 14<sup>th</sup> October 2009 from Jonathan Dawson to asb law and letter dated 14<sup>th</sup> October from Jonathan Dawson to the Council

**10. Sevenoaks District Strategy for Transport 2009 – 2026**

To consider the consultation document Sevenoaks District Strategy for Transport 2009 – 2026 (3<sup>rd</sup> draft). The document may be viewed on [www.kent.gov.uk/publications/transport-and-streets/sevenoaks-transport-strategy.htm](http://www.kent.gov.uk/publications/transport-and-streets/sevenoaks-transport-strategy.htm)

The consultation period runs until 27<sup>th</sup> November 2009.

**11. West Kent Xtra Playdays (RED)**

To consider a letter dated 23<sup>rd</sup> September 2009 from the Community Support Manager of West Kent Xtra explaining that the format of the next years Playdays

will be different as the funding from the Big Lottery Fund has come to an end. (Annexed).

Background document

*Letter dated 23<sup>rd</sup> September 2009 from the Community Support Manager, West Kent Xtra*

**12. Withdrawal of the Bulky Waste Collection (DARK GREEN)**

To consider a letter dated 16<sup>th</sup> September 2009 from Swanley Town Council in respect of a proposal to contribute towards the cost of reinstating a partial bulky waste collection service following the withdrawal of the service in April by Sevenoaks District Council. (Annexed).

Background document

*Letter dated 16<sup>th</sup> September 2009 from Swanley Town Council*

**13. Investments (BLUE)**

To consider a report on the Council's investments. (Annexed).

Background document

*Report on the Council's investments*

**14. War memorial**

Currently the Council's insurance policy does not provide any insurance protection for the war memorial located on Hartley Green against accidental damage. The cost to provide cover is set out below:

Sum Insured - £10,000 - Premium - £116.55 inc tax

Sum Insured - £20,000 - Premium - £233.10 inc tax

In view of the recent car accident on Hartley Green, which resulted in the loss of the bus stop and road sign, the Committee is requested to consider whether the Council should extend its insurance policy to provide cover for the war memorial.

Background document

*E mail dated 19<sup>th</sup> October 2009 from Allianz Cornhill*

**15. Hartley Wood (PINK)**

To receive and note a letter dated 1<sup>st</sup> October 2009 from Head of Property at Southwark Council and an e mail dated 25<sup>th</sup> September 2009 from the Surveyor at Southwark Council confirming its insurance department was dealing with the matter and that advice was being sought from Arboriculturalists over the future maintenance of the woods. (Annexed).

Background document

*Letter dated 1<sup>st</sup> October 2009 from Head of Property, Southwark Council*

*E mail dated 25<sup>th</sup> September 2009 from Surveyor at Southwark Council*

**16. Date of the next meeting**

**List of circulated documents**

1. Minutes of the meeting of the Finance and General Purposes Committee held on 9<sup>th</sup> September 2009 **(WHITE)**
2. Report on Gorse Wood and Youth Shelter **(CREAM)**
3. Letter dated 6<sup>th</sup> June 2009 from local government elector **(PINK)**
4. Letter dated 25<sup>th</sup> September 2009 from Clerk to Audit Commission **(PINK)**
5. Summary of receipts and payments 1<sup>st</sup> April 2009 to 9<sup>th</sup> November 2009 **(BLUE)**
6. Draft budget 2010/11 **(YELLOW)**
7. Interim internal audit report for period 1<sup>st</sup> April 2009 to 30<sup>th</sup> September 2009 **(GREEN)**
8. Draft Trust Deed **(ORANGE)**
9. A Parish Council as sole trustee of a charity: How charity business should be conducted by the Council **(ORANGE)**
10. Letter dated 15<sup>th</sup> October 2009 from Jonathan Dawson to the Council **(ORANGE)**
11. Letter dated 9<sup>th</sup> October 2009 from asb law to Jonathan Dawson **(ORANGE)**
12. letter dated 14<sup>th</sup> October 2009 from Jonathan Dawson to asb law **(ORANGE)**
13. Letter dated 23<sup>rd</sup> September 2009 from the Community Support Manager, West Kent Xtra **(RED)**
14. Letter dated 16<sup>th</sup> September 2009 from Swanley Town Council **(DARK GREEN)**
15. Report on investments **(BLUE)**
16. Letter dated 1<sup>st</sup> October 2009 from Head of Property, Southwark Council **(PINK)**
17. E mail dated 25<sup>th</sup> September 2009 from Surveyor, Southwark Council **(PINK)**

Committee membership  
Cllr Abraham  
Cllr Barnett  
Cllr Coates  
Cllr Gaywood (ex officio)  
Cllr Ramsay

Cllr Alford  
Cllr Mrs Burns  
Cllr Mrs Cole  
Cllr Mrs Oxtoby (ex-officio)  
Cllr Sewell