

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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7th January 2010

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **13th January 2010** commencing at **10.00 a.m.** at **Hartley Library.**

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 16th November 2009 as a correct record. (Annexed).

4. Youth project at the Hartley & District Social Club

To receive an update on the youth project at the Hartley & Social District Club.

5. Gorse Wood and Youth Shelter

To receive an update on any issues relating to the behaviour of youths in Gorse Wood and around the Youth Shelter.

6. Hartley WI Hall **(GREEN)**

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

Background document

Progress report

7. Institute of Local Council Management **(YELLOW)**

To consider the Clerk's request to join the Institute of Local Council Management. An outline of the benefits of the Institute are annexed for Members attention.

Members of the Institute of Local Council Management are obliged to comply with the compulsory requirement of continuing professional development. This is typically demonstrated by accumulating points through attendance at accredited

courses and conferences, delivering training or support to others, or carrying out approved activities.

The cost of membership will depend on the level of entry, but be should no more than £80 per annum.

8. Certificate of Local Council Administration

The Assistant Clerk has expressed an interest in obtaining the Certificate of Local Council Administration. This core skills qualification is awarded to those who submit a portfolio of evidence, within 24 months of registering, demonstrating the skills they have in local council administration. The cost of registration is £150.

Kent Association of Local Council is offering a training course over a period of three days in February, to allow those Clerks who have registered or in the process of registering to complete the required portfolio of evidence for the CiLCA in 2010. The cost of the course is £30 per day, a total of £90.

The Committee is requested to give this matter due consideration.

9. Audit Commission

In compliance with Audit Commission policy to rotate appointed auditors after 5 years, Hartley Parish Council has been advised of the appointment of Wayne Rickard as Hartley Parish Council's Appointed Auditor/Engagement Lead with effect from January 2010 covering the financial years 2009/10 to 2013/14. Comments on the appointment were requested by 8th January 2010.

Under the Public Bodies (Admissions to Meetings) Act 1960, it may be necessary to exclude the public from the meeting during consideration of agenda item 10, in respect of the "New Burial Ground" on the grounds that the likely disclosure of exempt information will prejudice the public interest by reason of the confidential nature of the business to be transacted.

10. New Burial Ground

(RED)

To consider an e mail dated 23rd December 2009 from the Council's legal advisor, enclosing a breakdown of legal costs provided by solicitors and surveyors acting on behalf of Messrs H F & J H Glover.

11. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 16th November 2009
(WHITE)
2. Progress report on the transfer of the Hartley W.I. Hall and execution of trust deed **(GREEN)**
3. Information on ILCM **(YELLOW)**
4. E mail dated 23rd December 2009 from Council' legal advisor re: new burial ground and enclosures
(CONFIDENTIAL) (RED)

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