

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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25th February 2010

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 3rd March 2010** commencing at **10.30 a.m.** at **Hartley Library**, or at the conclusion of the meeting of the Planning Committee, whichever is later.

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 13th January 2010 as a correct record. (Annexed).

4. 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.

Background document

E mail dated 13th January 2010 from neighbourhood watch co-ordinator

5. Youth project at the Hartley & District Social Club

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

Background document

E mail dated 15th February 2010 from Youth Worker

6. Hartley W.I. Hall

(GREEN)

To consider a progress report on the transfer of the Hartley WI hall to Hartley Parish Council.

Background document

Report on progress to transfer hall to HPC

7. Parish Office Lease (CREAM)

To consider a letter dated 8th February 2010 from Kent County Council in respect of the granting of a new lease on the Parish Office in Hartley Library.

Background document

Letter dated 8th February 2010 from Kent County Council

8. Office equipment (YELLOW)

To consider a report on upgrading the photocopier in the Parish Office. (Annexed).

Background document

Report on upgrading the photocopier

9. Receipts and payments (BLUE)

To consider a financial report setting out a summary of the Council's receipts and payments for the period 1st April 2009 to 25th February 2010. (Annexed)

Background documents

Summary of receipts and payments for the period 1st April 2009 to 25th February 2010

10. Donations/grants (DARK GREEN)

(a) To consider a letter dated 18th January 2010 from the Longfield & Hartley Scout Group seeking a donation towards folding tables.

Background documents

Letter dated 18th January 2010 from Chairman of the Longfield & Hartley Scout Group

(b) To consider a request for a donation from the Parish Plan Steering Committee.

(c) To review the list of annual donations to outside bodies.

background documents

List of annual donations to outside bodies 2009/10

11. Financial risk assessment (PINK)

To review the Council's financial risk assessment. (Annexed).

Background documents

Financial risk assessment approved 20th April 2009

12. Assets Register (WHITE)

To review the Council's assets register showing property and land owned by the Council, other assets and land leased by the Council. (Annexed)

Background document

Assets register

13. Insurance

To review the Council's insurance arrangements.

14. Subscriptions and Licences (CREAM)

To review the Council's subscriptions and licences falling due to be paid annually.

Background document

List of subscriptions and licences

15. Training

To authorise the attendance of the Clerk on a CPD course on employment management on 29th March 2010 at Haselmere in Surrey at a cost of £95.

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 16 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.

16. New Burial Ground

(RED)

To consider a letter dated 5th February 2010 from solicitor acting on behalf of Messrs H F & J H Glover confirming the terms they are prepared to accept with regard to the proposed transaction to modify the restrictive covenants and extend rights of access on land at Manor Field for burial purposes.

Background document

Letter dated 5th February 2010 from solicitor acting on behalf of Messrs H F & J H Glover

17. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 13th January 2010 **(WHITE)**
2. Report on progress to transfer Hartley WI Hall to Hartley Parish Council **(GREEN)**
3. Letter dated 8th February 2010 from Kent County Council **(CREAM)**
4. Report on upgrading the photocopier **(YELLOW)**
5. Summary of receipts and payments 1st April 2009 to 25th February 2010 **(BLUE)**
6. Letter dated 18th January 2010 from Chairman of Longfield & Hartley Scout Group **(DARK GREEN)**
7. List of donations/grants 2009/10 **(DARK GREEN)**
8. Financial risk assessment **(PINK)**
9. Assets register **(WHITE)**
10. List of Council's subscriptions and licences falling due to be paid annually **(CREAM)**
11. Letter dated 5th February 2010 from solicitor acting on behalf of Messrs H F & J H Glover. **(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