

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES
COMMITTEE HELD ON 3rd MARCH 2010 AT 10.30 a.m.
AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr L Abraham
Cllr A Barnett
Cllr R Coates
Cllr Mrs Cole
Cllr J Gaywood
Cllr Mrs A Oxtoby
Cllr B Ramsay (Chairman)

In attendance: Mrs J Hoad (Clerk)
Cllr J Minns
2 members of the public

1. Apologies

There were apologies from Cllrs Alford, Mrs Burns and Sewell.

2. Declarations of Interest

Cllr Mrs P Cole declared a personal and prejudicial interest in respect of minute item 4 on matters relating to the Youth Shelter at Woodland Avenue recreation ground, as her private residence was located opposite the recreation ground, but as discussions focussed on receiving a report on an incident of anti-social behaviour around the swings in the play area and receiving an update on action taken in respect of the Environmental Visual Audit in Gorse Wood, it was not necessary for her to withdraw from the meeting.

Cllr Mrs P Cole declared a personal interest in respect of minute item 10 (a), request for a donation from the Longfield & Hartley Scout Group, as her son was a cub scout.

Cllr R Coates declared a personal interest in respect of minute item 12, Assets Register, and in particular with respect to discussions over memorial benches in Hartley Burial Ground, as he was a part donor of a memorial bench located in the New Garden of Remembrance.

Cllr J Gaywood declared a personal interest in respect of minute item 12, Assets Register, and in particular with respect to a matter relating to the addition of the war memorial located on Hartley Green on the Assets Register, as his private residence was located opposite Hartley Green.

Cllr J Gaywood declared a personal interest in respect of minute item 14, Subscriptions and Licences, as he was a member of the CPRE.

Cllr A Barnett declared a personal interest in respect of minute item 14, Subscriptions and Licences, as he was a member of the CPRE.

Cllr Mrs Oxtoby declared a personal interest in respect of minute item 14, Subscriptions and Licences, as she was a member of the Kent Wildlife Trust.

3. Minutes

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 13th January 2010 be approved and signed by the Chairman as a correct record.

4. Gorse Wood and Youth Shelter

The Committee was advised of a report from a neighbourhood watch co-ordinator in Gorsewood Road about an incident of anti-social behaviour on 31st January 2010 resulting in noisy behaviour by youths in the vicinity of the swings for a period of half an hour.

The Committee was informed of the status of the Environmental Visual Audit on Gorse Wood as at November 2009. The Environmental Visual Audit had been carried out by partner organisations on 7th July 2009.

The Committee was advised of fly tipping in Gorse Wood at the rear of 72 (a), 72 (b) and 72 (c) Caxton Close and that a meeting had been arranged with West Kent Housing Association on 9th March 2010.

The Committee was advised of discussions with the HAWK Youth Worker in respect of the graffiti project on the youth shelter which had been initiated by the previous Youth Worker. The Youth Worker had agreed to make enquires with West Kent Housing about sourcing the graffiti paint for the project.

RESOLVED: That,

(1) the report of anti-social behaviour in the vicinity of the swings in Woodland Avenue on 31st January 2010 be received and noted;

(2) the status of the Environmental Visual Audit on Gorse Wood as at November 2009 be received and noted, as set out in appendix 1 attached to these minutes; and

(3) Sevenoaks District Council be asked to progress the following action points as contained in the Environmental Visual Audit:

Ref no: 3 – Litter. On list for Probation Services to undertake a clean up in Gorse Wood. SDC to chase up time scale.

Ref no: 4 – Graffiti on youth shelter. On list for graffiti to be removed by Probation Services.

Ref no: 5 – Fly tipping and dumped rubbish. On list for Probation Service to undertake a clean up. SDC to chase up time scale.

Ref no: 6 – Graffiti on wall. On list for Probation Service to remove graffiti.

5. Youth project at the Hartley & District Social Club

The Committee considered a report on the snooker project at the Hartley & District Social Club.

The project had been running for five weeks on a Thursday evening between 7 p.m. and 9 p.m. Entry was free. Cost per game was 50p. Soft drinks could be purchased from the bar. The attendance so far had been:

Session 1 – 1 attendee

Session 2 – 2 attendees

Session 3 – 7 attendees

Session 4 – None (Half term week & exceptionally bad weather)

Session 5 – 5 attendees

Ages of those attending ranged from 13-19 years old. The Hartley & Social District Cub was willing to extend the project beyond the initial 6 weeks. The Youth Worker would continue to promote the project and an article advertising the project would be included in the March edition of the Council's newsletter. The Youth Worker felt that the project was targeting young people who had not been previously engaged with and was pleased with the initial success of the project.

RESOLVED: That, the report be received and noted.

6. Hartley W.I. Hall

The Committee considered a report setting out progress to transfer the Hartley W.I. Hall to Hartley Parish Council

Corrections would be made to the report of the meeting held on 1st February 2010 with the Hartley W.I. to show Cllrs Mrs Cole and Mrs Oxtoby's attendance at the meeting.

The draft resolution prepared by the Council's legal advisor had been circulated to Members of the Council for comment. The comments returned related to;

- (1) references to the "Secretary of the Parish Council" which Members considered should be amended to read "Clerk of the Parish Council" and,
- (2) orders for payment and cheques should be signed by two Members of the Parish Council and that specific names of Members should not be included in the resolution.

The Committee was advised of amendments to the draft resolution requested by the Hartley W.I. so that clause 4.1.3 reads;

"The Parish Council shall allow the two ~~women's groups~~ ***Hartley Women's Institute Groups** in existence at the date of adoption of this governing document free use of the Property on not less that 12 occasions each per ***annum**, due notice having been given to the Parish Council." ***Insertions requested by Hartley W.I. shown in bold, italics.**

The Committee was advised of the initial response from the Charity Commission in respect of the draft resolution, inasmuch as the Charity Commission would require the Hartley W.I. to pass separate resolutions when dealing with change of name and the alteration of the objects clause. It was reported that

confirmation was awaited from the Hartley W.I. about their level of income, as the alteration of the objects clause could only be allowed under s.74C of the Charities Act 1993 if the charity's income did not exceed £10,000. Furthermore the Charity Commission would not be willing to accept clause 12 of the draft resolution which related to "Amendments of the Trust Deed". Any changes relating to the Amendment of the Trust Deed, as defined in the clause 14 of the Scheme dated 14th February 2001, could only be made by applying for a further Scheme, which according to the Council's legal advisor would complicate matters. The Council's legal advisor did not advocate an application for a new Scheme and advised that any further changes required in the future could be made using s.74D of the Charities Act 1993.

The Committee considered the payment of legal fees incurred by the solicitor acting on behalf of the Hartley W.I. The Committee considered correspondence between a representative of the Hartley W.I. and the Hartley W.I.'s solicitor, which related to the legal work undertaken by the Hartley W.I.'s solicitor in respect of three invoices dated 19th December 2008, 30th March 2009 and 24th December 2009. The Committee noted that the invoices dated 19th December 2008 and 30th March 2009 had been paid by the Hartley W.I., who were now seeking reimbursement from the Council. The Committee was advised that £2,000 plus VAT had been deposited in Martin Tolhurst Solicitors' client account for settlement of the Hartley W.I. legal costs in respect of the Transfer.

The Committee expressed its concern about the lack of detail shown on the invoices submitted by the Hartley W.I.'s solicitor, who had confirmed because the invoices of the 19th December 2008 and 30th March 2009 had been paid it was not possible to obtain an electronic print out from the law firm's accounts system of the work undertaken. Furthermore the Council's legal advisor confirmed that it would not be possible to seek a remuneration certificate from the Legal Complaints Service.

Cllr Abraham proposed, Cllr Gaywood seconded that invoices dated 19th December 2008 for the sum of £500.00 plus VAT, 30th March 2009 for the sum of £456.00 plus VAT and 24th December 2009 for the sum of £860.00 plus VAT in respect of the legal work undertaken by the solicitor acting on behalf of the Hartley W.I. for the Transfer of the W.I. Hall to Hartley Parish Council be approved for payment.

Cllr Mrs Cole proposed, Cllr Coates seconded an amendment so that the two invoices dated 19th December 2008 and 30th March 2009 be approved and that Martin Tolhurst Solicitors be instructed to make payment to the Hartley W.I. On being put to the vote the amendment was LOST.

Cllr Mrs Oxtoby proposed and Cllr Ramsay seconded an amendment that the three invoices of 19th December 2008, 30th March 2009 and 24th December 2009 in respect of legal costs incurred by the Hartley W.I. be approved, subject to the Hartley W.I. being requested to obtain a satisfactory electronic print out of the legal work carried out by the Hartley W.I. solicitor in respect of the invoice of 24th December 2009. The amendment was CARRIED.

RECOMMENDED: That, invoices dated 19th December 2008 for the sum of £500.00 plus VAT, 30th March 2009 for the sum of £456.00 plus VAT and 24th December 2009 for the sum of £860.00 plus VAT in respect of the legal work undertaken by the solicitor acting on behalf of the Hartley W.I. for the Transfer of the Hartley W.I. Hall to Hartley Parish Council be approved for payment, subject to the Hartley W.I. being requested to provide a satisfactory electronic print-out of the legal work carried out by the Hartley W.I. solicitor in respect of the invoice of 24th December 2009.

7. Parish Office Lease

The Committee considered a letter dated 8th February 2010 from Kent County Council's Director of Law & Governance confirming that he had been instructed to prepare a draft Lease in line with the revised terms and that Hartley Parish Council was to bear the County Council's legal and surveyors fees which to date totalled £4,150.

The Committee expressed its surprise that Hartley Parish Council was required to bear the County Council's legal and professional costs, particularly as this had not formed part of the original agreement and that Hartley Parish Council had not given an undertaking to meet these costs. It was reported that the local County Councillor Member had been asked to investigate the matter and report back his findings to the Committee.

RESOLVED: That, the matter be deferred.

8. Office equipment

The Committee considered a report, including the costs involved, to upgrade the photocopier in the Parish Office, which was necessary in view of the new arrangements for the production of the Parish Council's quarterly Newsletter and the Annual Report. The Committee was advised that additional set-up costs would be incurred as Konica would not be able to provide this service.

RECOMMENDED: That, the current lease agreement on the existing photocopier be cancelled and a new lease agreement be entered into through Kent County Supplies for a Konica Minolta C360 (colour) with staple finisher and saddle kit for a period of 5 years at a quarterly rental of £237.45 plus copy charges of 0.0045 pence per copy for black & white and 0.0430 pence per copy for colour.

9. Receipts and payments

The Committee examined a financial report setting out a summary of the Council's receipts and payments for the period 1st April 2009 to 25th February 2010.

RESOLVED: That, the financial report setting out a summary of the Council's receipts and payments for the period 1st April 2009 to 25th February 2010 be received and noted.

10. Donations

(a) The Committee considered a letter dated 18th January 2010 from the Longfield & Hartley Scout Group seeking a donation towards the purchase of folding tables.

RECOMMENDED: That, in accordance with Section 137 of the Local Government Act 1972 the Longfield & Hartley Scout Group be donated a sum of £100.

(b) The Committee considered a request for a donation from the Parish Plan Steering Committee to meet a shortfall in the printing costs for the Parish Plan.

RECOMMENDED: That, in accordance with Section 137 of the Local Government Act 1972 the Parish Plan Steering Committee be donated a sum of £60.

(c) The Committee reviewed the list of annual donations to outside bodies. The Committee felt that requests for donations should be considered by the Council upon receipt rather than agreeing a list at the start of the financial year.

RECOMMENDED: That, Hartley Parish Council consider requests for donations from outside bodies upon receipt.

11. Financial Risk Assessment

The Committee reviewed the Council's Financial Risk Assessment.

The Committee was informed of the requirement to undertake a review of the effectiveness of the internal audit. The Chairman and Vice Chairman of the Finance & General Purposes Committee would conduct a review and report back their findings at the next meeting of the Finance & General Purposes Committee.

RECOMMENDED: That, the Financial Risk Assessment, as set out in appendix 2 attached to these minutes, be approved.

12. Assets Register

The Committee reviewed the Council's assets register showing property and land owned by the Council, other assets and land leased by the Council.

The Committee considered that the war memorial should be included on the Council's assets register as it was now included on the Council's insurance policy for a value upto £20,000.

Discussion took place on whether the memorial benches in Hartley Burial Ground should be included on the Assets Register.

RECOMMENDED: That, the Council's assets register showing property and land owned by the Council, other assets and land leased by the Council, as set out in appendix 3 attached to these minutes, be approved.

13. Insurance

The Committee was circulated a copy of the Council's current schedule.

The Committee was advised that the Council's insurers would be willing to continue providing insurance cover for the Northfield Management Committee providing the cover was only in respect of the Committees responsibilities arising from the area of land known as Northfield. It was explained that Northfield appears on the schedule of insurance policies held by Hartley and Ash-cum-Ridley and that both Parish Councils currently insure with the same insurance provider. If Hartley Parish Council chose to change its insurance provider matters could be complicated in the event of a claim. Discussions took place as to whether the landowner of Northfield should be responsible for insuring the land.

RESOLVED: That, in consultation with Ash-cum-Ridley Parish Council, investigations be undertaken with the landowner of Northfield to enquire whether they would be willing to provide insurance cover on Northfield and for the respective Parish Councils to reimburse the landowner accordingly, and the findings be reported back to the Committee.

14. Subscriptions and Licences

The Committee reviewed the Council's subscriptions and licences falling due to be paid annually.

RECOMMENDED: That, the list of subscriptions and licences falling due to be paid annually, as set out in appendix 4 attached to these minutes, be approved.

15. Training

The Committee considered a request 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.

RECOMMENDED: That, the Clerk be authorised to attend a CPD course on employment management on 29th March 2010 at Haselmere in Surrey at a cost of £95.

16. Exclusion of the public

RESOLVED: That, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded from the meeting during consideration of minute item 17 in respect of the "New Burial Ground" on the grounds that the likely disclosure of exempt information would prejudice the public interest by reason of the confidential nature of the business to be transacted.

The public left the meeting.

17. New Burial Ground

The Committee was advised that the landowners of adjoining land at Manor Field, Messrs H F & J H Glover, had accepted the terms offered by Hartley Parish Council in relation to the payment of legal costs and professional fees.

The solicitor acting on behalf of the landowners had suggested a properly dimensioned plan could be required for annexation to the documents and offered the services of a local company to prepare said plan at a cost of £300 to £500 plus VAT.

RECOMMENDED: That,

(1) Hartley Parish Council's legal advisor be requested to proceed with matters in line with the terms set out a letter dated 15th January 2010 from Hartley Parish Council's legal advisor to the solicitor acting on behalf of Messrs H F & J H Glover and as accepted in a letter dated 5th February 2010 from solicitors acting on behalf of Messrs H F & J H Glover, and

(2) Solicitors acting on behalf of Messrs H F & J H Glover be informed that Hartley Parish Council would make its own arrangements for the production of plan/s for annexation to the documents.

18. Date of the next meeting

Wednesday 21st April 2010 at 9.00 a.m.

The meeting closed at 12.30 p.m.

Signed:.....

Date:.....

Chairman of the Finance and General Purposes Committee

Sevenoaks District Community Safety Partnership – Environmental Visual Audit

Gorse Wood & Play Fields - Hartley

Ref No	IDENTIFIED ISSUE	RECOMMENDED ACTION	LEAD OFFICER & OTHER AGENCIES	PROPOSED ACTION BY LEAD AGENCY & TIMESCALE	STATUS AS OF November 09
	Gorse Wood Wooded Walkway to Playing Fields				
1	Graffiti on wooden fencing on properties, sidelining the walkthrough	Get owners permission for Grimebuster Team to re-paint fences	Sevenoaks District Community Safety Partnership	KW will send out letters to gain permission and arrange removal of graffiti by Mid August	Letters have been sent out, but no permission received. Letters have gone out again 9.11.09
2	Criminal Damage to fences	Investigate Hostile Planting	Parish Council West Kent Police	JH to liaise with AB regarding what planting could be used	Discussions have taken place with Members of the Parish Council who believe it would be unlikely that additional planting would be successful in this location as there is insufficient light due to tree

Ref No	IDENTIFIED ISSUE	RECOMMENDED ACTION	LEAD OFFICER & OTHER AGENCIES	PROPOSED ACTION BY LEAD AGENCY & TIMESCALE	STATUS AS OF November 09
		Investigate possibility of a wire mesh fencing over original fencing to prevent graffiti and fire setting	Parish Council Resident West Kent Police	JH to liaise with AB regarding cost of wire mesh and work with local resident	canopy above. No progress. Awaiting outcome of monitoring. (See ref no 4)
3	Litter	Arrange for Probation to attend a clean up Litter picker for Hartley to attend more regularly	Sevenoaks District Community Safety Partnership Parish Council	KW to arrange Probation JH to arrange	It is on list of projects for Probation. KW will chase up for time scale Hartley Parish Council undertakes a weekly litter pick in the recreation ground and Gorse Wood.
	Playing Fields				
4	Congregation from Youth Shelter suspected of going to the woods	Parish Council are already looking at possible re-siting of	Parish Council	JH to update the group on their investigations	Hartley Parish Council has consulted with

Ref No	IDENTIFIED ISSUE	RECOMMENDED ACTION	LEAD OFFICER & OTHER AGENCIES	PROPOSED ACTION BY LEAD AGENCY & TIMESCALE	STATUS AS OF November 09
	starting fires, and graffiti	youth shelter within the playing field	HAWK Project	<p>JH to look at putting in a kissing gate and fencing if shelter is moved. JH will liaise with KW & AB GW to consult with young people GW to do detached work giving advice on criminal damage and fire setting can effect the Community</p> <p>GW to refer individuals, where necessary to power project, Fire setters Course & ASB Task Group</p> <p>If moved GW to work</p>	<p>residents in the vicinity of the youth shelter in its current location and with residents who would be affected if was relocated to the other side of the recreation ground. (Gorsewood Road, Woodland Avenue, Caxton Close and Wellfield). Young people were also consulted through HAWK youth worker.</p> <p>Views of residents and young people were mixed with no overall outcome. It has been agreed to monitor the situation over the next 6 months and residents</p>

Ref No	IDENTIFIED ISSUE	RECOMMENDED ACTION	LEAD OFFICER & OTHER AGENCIES	PROPOSED ACTION BY LEAD AGENCY & TIMESCALE	STATUS AS OF November 09
				<p>with young people on re-decorating the shelter.</p> <p>KW will arrange removal of graffiti on shelter</p>	<p>of Gorsewood Road have agreed to compile a log of anti social behaviour over that period.</p> <p>The Youth Workers (Matt Butt and Keith Rowell) have agreed to organise a meeting with the young people and residents of Gorsewood Road.</p> <p>On graffiti list for Probation</p>
	Gorse Wood - back to Gorse Wood Road				
5	Fly tipping & dumped rubbish	Probation to do clean up days	Sevenoaks District Community Safety Partnership	KW to arrange	It is on list of projects for Probation. KW will chase up for time

Ref No	IDENTIFIED ISSUE	RECOMMENDED ACTION	LEAD OFFICER & OTHER AGENCIES	PROPOSED ACTION BY LEAD AGENCY & TIMESCALE	STATUS AS OF November 09
		<p>Report to Clean Kent</p> <p>WKHA to write to residents in Porchester Close regarding fly tipping and dumped rubbish</p>	<p>Parish Council</p> <p>West Kent Housing</p>	<p>JH will put on Clean Kent Rota</p> <p>Zoe Everest to arrange letters</p>	<p>scale</p> <p>Clean Kent undertook a clean up of the woods on 2nd September 2009.</p>
6	Graffiti on Wall	Probation to remove	Sevenoaks District Community Safety	KW to arrange	On graffiti list for probation

Ref No	IDENTIFIED ISSUE	RECOMMENDED ACTION	LEAD OFFICER & OTHER AGENCIES	PROPOSED ACTION BY LEAD AGENCY & TIMESCALE	STATUS AS OF November 09
		Police to investigate the names	Partnership West Kent Police	PP to arrange	
9	General Environment	Woodland survey to be conducted	Parish Council	JH to investigate woodland surveys	

Attended	Organisation	Contact Details
Kelly Webb	Community Safety Co-ordinator, Sevenoaks District Council	01732 227474 kelly.webb@sevenoaks.gov.uk
PC Pauline Patching	Neighbourhood Police Officer, West Kent Police	07807340040 pauline.patching@kent.pnn.police.uk
Dean Firmin	Kent Fire & Rescue Service	dean.firmin@kent.fire-uk.org

PC Andrew Blackmore	Crime Reduction & Architectural liaison Officer, West Kent Police	01322 422517 andrew.blackmore@kent.pnn.police.uk
Matt Honeysett	Senior KCC Community Warden	07813 713356 mat.honeyset@kent.gov.uk
Glenn Walsh	HAWK project	glennwalsh7@msn.com
Kathryn Craig	Detached Youth Worker	
Julie Hoad	Parish Clerk, Hartley PC	01474 709441 mail@hartleyparishcouncil.org.uk
Cllr Alan Barnett	Cllr Hartley Parish Council	
Cllr Brian Ramsey	SDC & Parish Council Cllr	brian.ramsey@sevenoaks.gov.uk
Penny Cole	Cllr Hartley Parish Council/Resident	
Mrs Perkins	Local Resident	

* Hartley Parish Council comments shown in red (23rd November 2009)

HARTLEY PARISH COUNCIL				
<u>Financial Risk Assessment</u>				
INCOME				
Precept	Primary income of the Council	Failure to set a precept could result in insufficient income to meet ongoing financial commitments and liabilities	F.R 2.3 & 2.4	1. Ensure precept is approved by the Council no later than at its January meeting and notify Sevenoaks District Council by the end of January.
Allotments	Rent from allotment holders	Lack of control could result in misappropriation of cash	F.R 9.6 F.R 9.5 F.R 4.1 F.R 4.1 F.R 4.1 F.R. 9.3 F.R 15.5	1. Ensure receipts are issued for all income 2. Bank cash and cheques within 2 working days. 3. Cash recorded on Scribe as cash payment and in paying in book 4. Cheques recorded on Scribe as cheque payment and in paying in book 5. All credits to Council's current bank account reconciled with Scribe on a monthly basis 6. Review charges annually 7. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly
Burial Ground fees	Fees charged in connection with interments in the Burial Ground Garden of Remembrance and approvals to memorials, inscriptions and bronze plaques	Lack of controls could result in loss of income; misappropriation of cash	F.R 9.6 F.R.9.5 F.R 4.1 F.R 4.1	1. Ensure receipts are issued for all income. 2. Bank cash and cheques within 2 working days 3. Cash recorded on Scribe as cash payment and in paying in book 4. Cheques recorded on Scribe as cheque payment and in paying in book

Burial Ground cont'd			F.R 4.1 F.R 9.3 F.R 15.5	5. All credits to Council's current bank account reconciled with Scribe on a monthly basis 6. Review charges annually 7. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly
Hire of sports pitches and Pavilion at Manor Field	Fees charged to hire the Council's facilities at Manor Field	Lack of controls could result in loss of income; misappropriation of cash	F.R 9.6 F.R 9.5 F.R 4.1 F.R 4.1 F.R.4.1 F.R 9.3 F.R 15.5	1. Ensure receipts are issued for all income. 2. Bank cash and cheques within 2 working days 3. Cash recorded on Scribe as cash payment and in paying in book 4. Cheques recorded on Scribe as cheque payment and in paying in book 5. All credits to Council's current bank account reconciled with Scribe on a monthly basis 6. Review charges annually 7. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly
Sales from garden waste sacks	Garden waste sacks sold to members of public at Parish Office	Lack of control could result in misappropriation of cash	F.R 9.6 F.R 9.5 F.R 4.1 F.R 6.1 F.R.4.1	1. Ensure receipts are issued for all income 2. Bank cash and cheques within 2 working days 3. Cash recorded on Scribe as cash payment and in paying in book 4. Cheques recorded on Scribe as cheque payment and in paying in book 5. All credits to Council's current bank account reconciled with Scribe on a monthly basis

			F.R 15.5	6. Ensure adequate fidelity guarantee insurance and review fidelity guarantee insurance regularly
EXPENDITURE				
Purchase orders	Goods, services and works acquired on behalf of the Council	Failure to observe Standing Orders could lead to overpayment or improper acquisitions	F.R 10.1, 10.2 & 11.1 (h) S.O 42 F.R 3.1, 5.2 & 10.1 to 10.4 F.R 10.1 F.R 17.1	1. Orders for stationery through Kent County Supplies to be entered into purchase order book controlled by the Proper Officer and checked against statement on delivery 2. All orders for the purchase of other goods and services to be approved by Council in compliance with Standing Orders and Financial Regulations 3. All orders for the purchase of goods and services other than stationery to be in confirmed in writing 4. Review Standing Orders and Financial Regulations from time to time
Purchase payment	For goods, services and works on behalf of the Council	Potential for over payment; inappropriate payments and unauthorised withdrawals	F.R 6.2 S.O 42 F.R 5.3 & 5.4 S.O 42 F.R 5.2 S.O 42 F.R 5.3 Requirement of Council's bankers	1. Invoices for payment shall be examined, verified and certified by Proper Officer 2. Cheques signed by two councillors (cheque stubs countersigned) 3. All payments authorised by resolution at Council meetings unless otherwise provided by Financial Regulation 3.3 4. Ensure Clerk is not a signatory to the Council's bank accounts 5. No blank cheques to be signed 6. Authorised signatories only to administer the bank accounts and

			Requirement of Council's banker	7. make transfers Number of bank signatories restricted to three councillors
Petty Cash	Minor operating expenses of the Council	Inadequate controls could lead to misappropriation of funds; unauthorised expenditure	F.R 6.5 (a) F.R 6.5 (b) F.R 6.5 (c)	1. Undertake monthly reconciliations 2. Maintain vouchers for payments made from petty cash a/c. 3. Ensure income received in not paid into petty a/c 4. Payments from petty cash a/c shown separately on schedule of payments
Payroll	Payment of wages and salaries to Council employees	Failure to deduct correct tax, NI and pension contributions; failure to comply with current legislation on employment terms and conditions; payment of fictitious staff	F.R 4.4 S.O 42 F.R 5.3, 6.1 & 7.2 F.R 7.1	1. Undertake regular internal audits 2. All individual salary payments authorised monthly by resolution at Council meetings and paid by cheque 3. Monthly salary cheques checked against pay slips
AUDIT				
Internal Audit	Review of systems and controls implemented by Council	Failure to secure independent internal audit would contravene Audit Regulations	F.R 4.4 F.R 17.1	1. Appoint independent and competent internal auditor 2. Review Standing Orders and Financial Regulations from time to time
External Audit	Completion of the audit process	Failure to comply with statutory requirements for completion and publication of Audit	F.R 17.1	1. Review Standing Orders and Financial Regulations from time to time
INSURANCE				
Insurance	Insurance cover provided for Council's legal liabilities, assets (where	Inadequate cover could lead to financial loss and legal claims against the Council	F.R 15.1	1. Review insurance schedule annually 2. Seek competitive quotations from

	appropriate) and financial activities			alternative insurers at regular intervals 3. Review value of assets at regular intervals
ASSETS				
Asset Control	Record of Council's assets and investments	Failure to maintain review could result in under insuring Council assets and result in financial loss	F.R 15.1 F.R 5.1	1. Review asset register annually. 2. Review insurance cover annually 3. Review investments regularly
ACCOUNTS				
Book keeping	Record of the Councils receipts and payments	Inaccurate, or failure to maintain records properly could lead to loss of income; overcharging by suppliers or misappropriation of Council funds	F.R 17.1 F.R 4.1 F.R 5.2	1. Review Standing Orders and Financial Regulations from time to time 2. Record all the Councils receipts and payments onto Scribe 3. Report monthly to Council on its net financial position
Bank reconciliation	Check of the Council's transactions in the form of receipts and payments against bank statements	Failure to undertaken monthly reconciliation could result in loss of income, inappropriate payments or misappropriation of funds	F.R 4.1	1. Undertake monthly bank reconciliation of all the Council's accounts
Direct debits	Direct debit to public works loan board half yearly	Fictitious payments		1. All new direct debits to be agreed by Council
Year end accounts	Statement of financial activity of the Council for	Failure to provide an accurate statement of the Council's financial transactions for each	F.R 4.3	1. Report year end statement indicating the Council's financial activity

	each year	year.		throughout the year to Finance and General Purposes Committee for consideration before adoption by the Council
BUDGET				
Annual budget	Statement of Council's estimated income and expenditure	Risk of failure to raise adequate funds for services provided by the Council and to honour ongoing financial commitment and liabilities; over/under statement of Precept	F.R 2.1 & 2.3 F.R 2.3 & 2.4 F.R 17.1	<ol style="list-style-type: none"> 1. Finance and General Purposes Committee to prepare annual budget in consultation with other Council committees. 2. Budget to be approved by Council in December or January of each year in order that District Council may notified of Precept before the end of January 3. Review Standing Orders and Financial Regulations from time to time
Budget monitoring	Check actual income and expenditure against estimates	Failure to do so could result in Council exceeding its budget allocations	F.R 3.2 F.R 3.2	<ol style="list-style-type: none"> 1. Finance and General Purposes Committee to undertake regular reviews of actual income/expenditure against estimates and report to Council 2. Net financial position reported monthly at Council meetings
OTHER				
Financial records	Records of Councils financial transactions	Failure to ensure safe keeping and updating of records	F.R 17.1	<ol style="list-style-type: none"> 1. Review Standing Orders and Financial Regulations from time to time 2. Ensure all financial records are held by the Council for the statutory requirement

Data protection	Protection of Council's financial records	Failure to protect could result in lost data		<ol style="list-style-type: none">1. Back up Scribe and all computer systems on a weekly basis2. Ensure one copy of back up systems to be stored outside the Parish Office
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INVENTORY OF LAND AND PROPERTY OWNED BY HARTLEY PARISH COUNCIL

Ref No	Description	Title no	Location	Date acquired	Purchase Cost	Acreage	Value	Notes
001	Public Open Space	K299922 K219326 K155120 K152933	Woodland Avenue	1961 - 68	£14,900	1.27	Nil	
002	Public Open Space	K480016	Chantry Avenue	1978 - Dedicated by developer	Nil	1.5	Nil	
003	Public Open Space	K473289	Gorse Wood	1978	£1.00 - Nominal fee to Sevenoaks District Council	2.9	Nil	
004	Public Open Space	K432903	Manor Field	1975	£10,000	10	Nil	
005	Public Open Space	K262385	Longfield Hill	1987- Acquired from Longfield Parish Council following boundary change	Nil	3.23	Nil	
006	Public Open Space	K585532	Rectory Meadow	April 1997	£15,500	5	Nil	
007	Public Open Space	K446939	Billings Hill Shaw	1978 - Bought from developer	£2,450	4	Nil	
008	Village Green (maintained by the Parish Council)	VG77 (Registered as a village green 9th July 1968)	Hartley Green	1975 - Common land vested in Local Authority	Nil	-	Nil	

INVENTORY OF LAND AND PROPERTY OWNED BY HARTLEY PARISH COUNCIL

Ref No	Description	Title no	Location	Date acquired	Purchase Cost	Acreage	Value	Notes
009	Green (maintained by the Parish Council)		Hartley Court Green		Nil	-	Nil	
010	Wood	K894701	Foxborough Wood - Small area of land adjacent to Grange Lane	1939 - Given to Parish Council for Burial Ground but found to unsuitable. First registered on 20th December 2005	Nil	344' x 200' (reducing to 150' adj to highway)	Nil	
011	Pavilion		Manor Field	1993	£110,000 - Building costs. Financed by Sevenoaks District Council with £6,500 contribution from Parish Council, Hartley Village Fete, Hartley Sports Club and Hartley Manor Cricket Club	N/A	£ 201,727.85 (insurance value @ 01/06/2008)	£152,077.23 (insurance value @ 01/06/2002) £161,201.86 (insurance value @ 01/06/2003) £167,649.93 (insurance value @ 01/06/2004) £179,385.42 (insurance value @ 01/06/2005) £182,973.12 (insurance value @ 01/06/2006) £ 192,121.77 (insurance value @ 01/06/2007)

INVENTORY OF LAND AND PROPERTY OWNED BY HARTLEY PARISH COUNCIL

Ref No	Description	Title no	Location	Date acquired	Purchase Cost	Acreage	Value	Notes
012	Burial Ground	K894736	Church Road	1956. First registered on 20th December 2005	£800	N/A	Nil	
013	Wood	K700099	Hartley Wood	1991	£250	0.5 approx	Nil	
014	Wood	K887840	Hartley Wood	2005 - Donated to the Council	Nil	2 approx	Nil	
014A	Hoselands Green	K955886 VG 78	Hoselands View	16th June 2009 transferred from SDC to HPC	NIL	??	Nil	
					TOTAL VALUE		£201,727.85	
In accordance with Chartered Institute of Public Finance and Accounting community land is valued at nil								

SCHEDULE OF ASSETS

Ref No	Description	Location	Date acquired	Value	Notes	Disposal
015	Playground equipment (Double junior swing, slide, roundabout, play wall, football posts, safety surface & 2 no benches)	Woodland Avenue	Play wall - 1998. Other equipment not known)		
016	Playground equipment (Infant swing, junior swing, 2 rockers, roundabout and slide, basket ball frame, five aside football posts, safety surface & bench)	Chantry Avenue	1998) £2,652.37 * (value of equipment @ 31/3/09)	* Depreciation calculated @ 25% p.a. Value of equipment @ 31/3/02 - £19,870.31 Value of equipment @ 31/3/03 - £14,902.74 Value of equipment @ 31/3/04 - £11,177.06 Value of equipment @ 31/3/05 £8,382.79 Value of equipment @ 31/3/06 £6,287.10 Value of equipment @ 31/3/07 - £4,715.33 Value of equipment @ 31/3/08 - £3,536.50	
017	Playground equipment (Slide, junior swing, safety surface & bench)	Longfield Hill	1987)		

SCHEDULE OF ASSETS

Ref No	Description	Location	Date acquired	Value	Notes	Disposal
018	Youth Shelter	Woodland Avenue	21st September 2005	£2,297.95 * (value @ 31/03/08)	Purchase price £5,447.00 (excl VAT) * Depreciation calculated @ 25 % p. a . Value @ 31/3/07 - £4,085.25 Value @ 31/3/08 - £3,063.94	
019	Fences and gates	Various	-	£1,920 (historical value)		
020	Shed	Burial Ground	Not known	£571.34 (insurance value @ 01/06/2008)	£430.74 (insurance value @ 01/06/2002) £456.58 (insurance value @ 01/06/2003) £474.84 (insurance value @ 01/06/2004) £508.07 (insurance value @ 01/06/2005) £518.23 (insurance value @ 01/06/2006) £544.14 (insurance value @ 01/06/2007)	
021	Gardening tools	Shed @ Burial Ground	Not known	£110.31 (insurance value @ 01/06/2008)	£110.31 (insurance value @ 31/03/2006) £110.31 (insurance value @ 01/06/2007)	

SCHEDULE OF ASSETS

Ref No	Description	Location	Date acquired	Value	Notes	Disposal
022	Chairman's chain of office	Chairman	1998	£1,072.00 (insurance value @ 01/06/2008)	£1,072.00 (insurance value @ 31/03/2006) £1,072.00 (insurance value @ 01/06/2007)	
023	Books	Pavilion, Manor Field	1996	NIL	Written off 13th December 2001 minute ref 13 (b)	
024	Printer - Hewlett Packard 870exi	Parish Office	Not Known)		Not known
025	Printer - Hewlett Packard 959c	Parish Office	2004)		11/06/2007
025a	Printer HP Office Jet Pro K550	Parish Office	11/06/2007)	Purchase price £69.39	
026	Computer	Parish Office	1995) £12,000 (insurance value @ 01/06/2008)	£12,000 (insurance value @ 01/06/2006) £12,000 (insurance value @ 01/06/2007)	21/03/2003
026a	Computer serial no 3012-59501A-4821	Parish Office	21/03/2003)	Purchase price £789	
027	Computer serial no W000828287	Parish Office	2004)		12/10/2007
027a	Computer Dell serial no 11656075087	Parish Office	12/10/2007)	Purchase price £400	
028	Office furniture (2001 - 2 no pedestal desks, 2 no filing cabinets, 2 no desk chairs 2005 - 1 no filing cabinet, 1 no storage cabinet, 1 no table, 3 chairs, screen)	Parish Office	2001 & 2005)	Purchase price of furniture acquired in 2005 - Filing cabinet (£251), 3no chairs (£100.05), screen (£105.57), storage cabinet (£127.65) & table (£56)	
029	Telephone/fax	Parish Office	1999)		03/01/2007

SCHEDULE OF ASSETS

Ref No	Description	Location	Date acquired	Value	Notes	Disposal
029a	Telephone/fax (Brother)	Parish Office	03/01/2007)	Purchase price £83.08	
029b	2 no UPS	Parish Office	12/10/2007)	Purchase price £178.60	
029c	Air conditioning unit	Parish Office	17/07/2006)	Purchase price £211	
029d	Laminator	Parish Office	14/11/2003)	Purchase price £91.18	
030	Bench	Ash Road (between Hottsfeld & Quakers Close)	Not known			
031	Bench	Junction of Manor Lane/Church Road	Not known			
032	Line marking machine	Stored at Pavilion		£394.00	Purchase cost and insurance value @ 01/06/07 & 01/06/08	
033	Bench 2 no	Manor Field	Not known			
034	Bench 2 no	Hartley Green	Not known			
035	Bench	Rectory Meadow	May-06	£356.72	Purchase cost	
035A	War memorial	Hartley Green	Included on insurance policy 4/02/10	£20,000.00		
			TOTAL VALUE	£41,374.69		

Amendments

- 21/03/07 Youth shelter added & assets renumbered
2 no benches at Woodland Av inc in playground equipment
- 14/05/07 Bench installed at Rectory Meadow
- 14/02/08 033 - 1 bench added at Manor Field
024 & 025 - 2 no Printers obsolete

SCHEDULE OF ASSETS

025a - Printer added asset no 025a
026 - Computer obsolete
026a - Computer added
027 - Computer obsolete
027a - Computer added
028 - New parish office furniture added
029 - Telephone/fax obsolete
029a - Telephone/fax added
029b - UPS added
029c - Air conditioning added
029d - Laminator added
035A War memorial added

INVENTORY OF LAND LEASED BY HARTLEY PARISH COUNCIL

Ref No	Description	Location	Title number	Date of commencement of lease/licence	Cost	Acreage	Value	Disposal
036	Public Open Space	Northfield	K416230 K390886 K786773	10th March 1999	£1.00 p.a.	65	Nil	
037	Allotments (under licence from Sevenoaks District Council)	Woodland Avenue		30th July 1982	£200.00 p.a.	Not known	Nil	
					TOTAL VALUE		Nil	

To	Description	Period	Amount 2009/10 charges
KALC	Annual subscription	1 st April – 31 st March	£1,020.00
NALC	Local Council Review (quarterly)	1 st April – 31 st March	£13.50
NALC	Direct Information Service 3 year agreement expires on 31 st March 2010	1 st April – 31 st March	£90.00 (2007 charge - discounted on sliding if subscribe for 2 or 3 year period)
Action with Communities in Rural Kent	Annual subscription	1 st April – 31 st March	£35.00
Kent County Playing Field Association	Annual subscription	April – March	£20.00
ICCM	Annual subscription	1 st April – 31 st March	£75.00
Open Spaces Society	Annual subscription	1 st May – 30 th April	£40.00
Kent Wildlife Trust	Annual subscription	31 st July – 30 th July	£41.00
Kent BTCV	Annual subscription	July – June	£100.00
Scribe 2000	Licence (accounts software)	1 st November – 31 st October	£245.00
Society of Local Council Clerks	Annual subscription	1 st November to 31 st October	£190.00
Information Commissioner	Data protection notification	14 th January – 13 th January	£35.00
CCL Website Solutions	Hosting charge for website	February	£180.00
Campaign to Protect Rural England	Annual subscription	1 st March to end of February	£29.00