

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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15th April 2010

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 21st April 2010** commencing at **9.00 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 3rd March 2010 as a correct record. (Annexed).

4. Review of the effectiveness of the system of internal audit for the period 1st April 2009 to 31st March 2010

(YELLOW)

To consider a report of the review of the effectiveness of the internal audit undertaken by Cllrs Ramsay and Abraham on 9th March 2010.

Background document

Review of the effectiveness of the system of internal audit for the period 1st April 2009 to 31st March 2010

5. Accounts for the financial year ended 31st March 2010

To consider the accounts for the year ending 31st March 2010.

The Council has received notice from the Audit Commission that the Annual Return for the financial year ending 31st March 2010 should be returned by 1st June 2010 with the following documentation;

- (1) a fully completed annual return. This must be formally approved by the Council no later than 30th June 2010; (Note: For 2009/10 the latest statutory date for the approval of the accounts is 30th June 2010. Some confusion has arisen where the appointed calling date for the audit is before this date. This is because the Audit Commission carry out over 1,500 audits across five

counties and due to the short time-frame they need to phase the calling date commencing in mid May.)

- (2) a bank reconciliation at 31st March 2010 showing how the cash balance in Box 8 is arrived at;
- (3) a full explanation with figures of any significant variances in the accounting statements. A significant variance is where this year's figure differs from the previous year's by 15% or more in section 1, lines 3, 4, 5, 6, 9 and 10; and
- (4) an explanation of any difference between box 7 and box 8.

The Audit Commission advises that due to the high number of councils not supplying the required information, as set out above, with the annual return, the Commission will charge an additional £20 for letters requesting information that should have been supplied originally.

Section 4 of the Annual Return relates to the internal audit report to be completed by the Council's internal auditor. The Council's internal auditor will be undertaking an internal audit of the Council's accounts on 19th to 21st April 2010.

The Audit Commission has appointed the 1st June 2010 as the date on or after which local electors and interested parties for the area to which the annual return for the financial year ending 31st March 2010 relates may exercise their rights under the Audit Commission Act 1998 and the Accounts and Audit Regulations 2003, (as amended).

The notice of appointment of date for the exercise of electors' rights was displayed on the Council's notice boards on 16th April 2009 advertising the date of 30th April 2009 as the date on or after which interested parties may exercise their rights to inspect the accounts pursuant to the Audit Commission Act 1998 and the Accounts and Audit Regulations 2003, (as amended). Any interested person has a right to inspect the council's accounts and after having given reasonable notice of their intentions, have a period of 20 working days to look through the accounts and supporting documents.

The Council will be required to complete and approve Section 2 of the Annual Return, entitled Annual Governance Statement, which sets out a number of assurances relating to the preparation of the statement of accounts and the Council's internal controls. A copy of Section 2 of the Statement of Assurance is circulated for Members' attention.

Background documents

Scribe: Statement of the receipts and payments, income and expenditure account, balance sheet, year end working documents, creditors and debtors, year end reconciliation (BLUE)

Section 1 of Annual Return - Statement of accounts (GREEN)

Section 2 of Annual Return - Annual governance statement (GREEN)

Section 3 of Annual Return - External auditors' certificate and opinion (GREEN)

Section 4 of Annual Return - Annual internal audit report (GREEN)

6. Audit of the accounts for the year ended 31st March 2009

(a) To consider a letter dated 29th March 2010 from the Audit Commission regarding an objection raised to the accounts for the year ended 31st March 2009. **(RED)**

Background document

Letter dated 29th March 2010 from Audit Commission

(b) To receive and note the External Auditor's Certificate and Opinion. **(CREAM)**

The external auditor has completed on the annual audit for 2008/09 and on the basis of their review, and in their opinion the information contained in the annual report is in accordance with the Audit Commission's requirements and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Furthermore there are no other matters not affecting their opinion which they draw to the attention of the council.

The notice of conclusion of audit and right to inspect the annual return was posted on the Council's noticeboard outside the library on 1st April 2010.

Background documents

Letter dated 31st March 2010 from the Audit Commission enclosing the completed Annual Return for the year ended 31st March 2009

External auditor's certificate and opinion

7. Kent Audit (DARK BLUE)

To consider a letter dated 30th March 2010 from Kent Audit offering an internal audit service.

Background document

Letter dated 30th March 2010 from Kent Audit

8. Insurance (WHITE)

(a) To consider a letter dated from AON advising that Hartley Parish Council's insurance policy has been transferred from Allianz Insurance Plc to the Local Council team within AON.

(b) To consider the terms of the insurance policy offered by AON at a cost of £2,706.63, plus IPT (5%) of £135.33, plus an administration fee of £5.00.

Background document

Letter from AON and insurance documents

9. Audit Commission

To receive and note a letter date 9th March 2010 confirming the appointment of Wayne Rickard as the external auditor to audit the accounts for Hartley Parish Council for the period 2009/10, 2010/11 and 2011/12 and any outstanding audit work from earlier years.

Background document

Letter dated 9th March 2010 from Audit Commission

10. Gorse Wood and Youth Shelter (PINK)

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 22nd March 2010 from Cllr Cole.

Report on issues relating to anti social behaviour of youths in Gorse Wood and around the Youth Shelter

11. Youth project at the Hartley & District Social Club

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

12. Hartley W.I. Hall (DARK GREEN)

To consider a letter dated 9th March 2010 and draft resolution in respect of the transfer of the Hartley W.I. hall to Hartley Parish Council.

The solicitor acting on behalf of Hartley WI has provided a breakdown of the legal fees of £860 plus VAT incurred from March 2009 to 24th December 2009 (bill number 00768984).

Background document

Letter dated 9th March 2010 from Jonathan Dawson and draft resolution

Letter dated 23rd December 2009 from asb law and invoice 00768984

13. Parish Office Lease (CREAM)

To consider a progress report on the Parish Office lease.

Background document

Letter dated 8th February 2010 from Kent County Council

E mail dated 9th March 2010 from County Councillor to Legal Services, KCC

Report on surrender and grant of new lease

14. Donations

To consider the following requests for donations:

- (1) Rural Age Concern Darent Valley
- (2) CiLK. CiLK is an organisation of and for Disabled People. The donation would be used to assist with the Mobile Information Centre and Clerical Support Worker's salary. .

Background document

Letter dated 2nd March 2010 from Rural Age Concern Darent Valley

Letter dated 25th February 2010 from CiLK

15. Brambledown, Hartley

West Kent Housing Association has advised Hartley Parish Council of proposed changes to the community lettings policy for the rented homes at Brambledown which are currently designated as "Sheltered Housing". West Kent Housing Association proposes to reduce the existing age restriction limit from 55 year to 45 years and to re-designate Brambledown as general needs.

The Committee is requested to consider the above report.

16. Youth activities

(a) Youthzone

To consider a letter dated 5th March 2010 advising that Sevenoaks District Council will be withdrawing the Youthzone summer programme. Sevenoaks District Council is prepared to organise Family Fun Days across the District, provided Town/Parish Councils agree to fund the cost of a visit from the Youthzone team and provided sufficient Parish Council show an interest to make the project financially viable. The cost of providing a minimum of 6 CRB checked and trained casual staff for one day is £350.

Background document

Letter dated 5th March 2010 from Sevenoaks District Council

(b) Charlton football coaching sessions

To consider an e mail dated 1st March 2010 from West Kent Xtra advising that due to lack of funding Charlton Athletic Community Trust will not be providing football coaching sessions this year at Woodland Avenue recreation ground.

West Kent Xtra is offering personal bursaries of upto £150 to young people between the ages of 11 to 18 for their personal development and training courses including Babysitting Training Course, Personal Safety Courses, Cricket, FA Level 1 Football Coaching Course with Charlton Athletic Football Club and Basic Food Hygiene Course.

In view of this the Committee is requested to consider whether a Charlton Athletic Football coaching session could be provided and funded by Hartley Parish Council. Costs are £32 per hour per coach. Based on 2 no coaches for 1½ hour session, total cost per session is £96. Charlton has confirmed they are able to deliver coaching sessions.

Background document

E mail dated 1st March 2010 from West Kent Xtra

E mail dated 6th April 2010 from West Kent Xtra

E mail dated 9th April 2010 from Charlton Athletic Community Trust

17. Parish Plan

The Parish Plan has been printed and distributed to every house in the parish of Hartley. The Committee is requested to consider how the Parish Council wishes to progress the action points contained in the Parish Plan. Members are requested to bring their copies of the Parish Plan to the meeting.

18. Kent Police

To consider a letter dated 5th March 2010 from Chief Inspector David Cooper, Sevenoaks Area advising that he will be moving to a new position and that his successor will be Chief Inspector Adrian Futers who starts on 8th March 2010.

Background document

Letter dated 5th March 2010 from Chief Inspector David Cooper

19. Kent & Medway Mental Health Strategy Consultation

Hartley Parish Council has been invited to comment on Live It Well, the new draft mental health strategy for Kent & Medway.

Live It Well has been drawn up by mental health commissioners (from the three primary care trusts and two social care directorates in Kent and Medway) with service-users, carers, voluntary organisations, frontline professionals and others. It covers 2010 to 2015 and puts the focus on promoting wellbeing for everyone and ensuring the right services are there when people need them.

Among other things, the strategy looks at the wellbeing of individuals and the role that public sector organisations play in promoting it, and their role as employers. It makes ten commitments including to reduce suicide, improve wellbeing for more people at higher risk, lessen stigma and ensure people can access care in a crisis.

The full strategy may be viewed on www.medwaypct.nhs.uk/liveitwell The closing date for comments is 7th May 2010

20. Direct Information Service – Subscription Renewal

The Parish Council's subscription to Direct Information Service expired on 31/03/10.

The Committee is requested to consider whether the Council should renew its subscription for one year or whether to subscribe for either a two or three year period, benefiting from a discount of up to 10%.

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 20 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.

21. New Burial Ground (YELLOW)

To consider a progress report on establishing the land at Manor Field as a Burial Ground.

Background document

Progress report on New Burial Ground

22. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 3rd March 2010 **(WHITE)**
2. Review of the effectiveness of the system of internal audit for the period 1st April 2009 to 31st March 2010 **(YELLOW)**
3. Scribe: Statement of the receipts and payments, income and expenditure account, balance sheet, year end working documents, creditors and debtors, year end reconciliation **(BLUE)**
4. Section 1 of Annual Return - Statement of accounts **(GREEN)**
5. Section 2 of Annual Return - Annual governance statement **(GREEN)**
6. Section 3 of Annual Return - External auditors' certificate and opinion **(GREEN)**
7. Section 4 of Annual Return – Annual internal audit report **(GREEN)**
8. Letter dated 29th March 2010 from Audit Commission **(RED)**
9. External auditor's certificate and opinion **(CREAM)**
10. Letter dated 30th March 2010 from Kent Audit **(DARK BLUE)**
11. Letter from AON and insurance documents **(WHITE)**
12. Report on issues relating to anti social behaviour of youths in Gorse Wood and around the Youth Shelter **(PINK)**
13. Letter dated 9th March 2010 from Jonathan Dawson and draft resolution **(DARK GREEN)**
14. Letter dated 23rd December 2009 from asb law and invoice 00768984 **(DARK GREEN)**
15. Report on surrender and grant of new lease on Parish Office **(CREAM)**
16. Progress report on new Burial Ground **(YELLOW)**

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