

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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29th April 2010

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 5th May 2010** commencing at **10.15 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 21st April 2010 as a correct record. (Annexed).

4. Police investigation

(BLUE)

To consider a report on an investigation being conducted by the Police. (Annexed).

5. Insurance

At a meeting of the Finance & General Purposes Committee held on 21st April 2010 it was resolved that a recommendation be put to the Council that,

“Hartley Parish Council’s insurance policy be renewed with AON, based on the terms set out in their offer letter received by the Council on 6th April 2010, at a cost of £2,707.63 plus IPT (5%) of £135.33 plus an administration fee of £5.00 be approved, subject to the endorsement detail in relation to the personal accident cover for Members being clarified and an acceptable level of cover on the office contents being obtained. 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.”

The Council’s insurance policy provides accident cover for named Members between the ages of 75 to 85. The policy cannot be extended to provide personal accident cover for Members or employees over the age of 85.

Members have been contacted and the Council' insurers will be advised accordingly.

The Council's insurance policy includes cover upto a limit of £12,792.60 for the office contents including the photocopier. There is an excess of £125. The lease company, Konica, advise that the value of the photocopier is £4,000. The photocopier is insured by Konica with the exclusion of accidental damage. The value of the furniture, office equipment and other incidental items held in the Parish Office have been estimated at £5,000 excluding the photocopier.

The Committee is requested to consider whether the sum insured of £12,792.60 provides adequate cover for the office contents in the Parish Office.

Background document

Letter from AON and insurance documents

6. Gorse Wood and Youth Shelter (PINK)

To receive report from the Gorsewood Road Neighbourhood Watch detailing the incidents of anti social behaviour in Gorse Wood and around the Youth Shelter. (Annexed).

Background document

Report on anti social behaviour at Gorse Wood & Youth Shelter

7. Hartley W.I. Hall (CREAM)

At a meeting of the Finance & General Purposes Committee held on 21st April 2010 it was resolved that a recommendation be put to the Council that,

- (1) *“Jonathan Dawson be instructed to proceed with the matter based on the draft resolution, as set out in appendix 4 attached to these minutes, subject to clarification being obtained on the definition of the term “Objects” and references to the “Secretary” of the Parish Council being replaced with “Clerk” of the Parish Council,*
- (2) *Hartley Parish Council agree to asb law being the single point of contact with the Charity Commission in respect of the transfer of the W.I. Hall; and*
- (3) *asb law be reimbursed for the legal work undertaken in respect of the disposal of the Hartley W.I. Hall to the Parish Council from March 2009 to 24th December 2009 for the sum of £860 plus VAT.”*

The Council's legal advisor has clarified the definition of the term “Objects” and all references to the Secretary have been replaced with Clerk. The document has been duly amended. The Committee is requested to consider the amended document.

Background document

Resolutions amended 23rd April 2010

8. Parish Plan (GREEN)

At the meeting of the Finance & General Purposes Committee it was resolved that,

“an action plan be prepared for consideration at a future meeting”.

The Committee is requested to consider the action plan.

Background document

Parish Plan Action Plan

9. Grassed amenity land next to 15 Brambledown (YELLOW)

The owner of 15 Brambledown has applied to purchase a part of the Sevenoaks District Council grassed amenity land. The District Council has no objection subject to an acceptable price being agreed between the parties but in accordance with the District Council's consultation process is seeking the views of Hartley Parish Council. (Annexed)

Background document

E mail dated 22nd April 2010 from Sevenoaks District Council and attached plan

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 a report on the provision of a new Burial Ground at Manor Field.

Background document

Report on the provision of a new Burial Ground at Manor Field

11. 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. Report on the Police investigation **(BLUE)**
3. Report on anti social behaviour at Gorse Wood and Youth Shelter **(PINK)**
4. Hartley WI Draft Resolutions **(CREAM)**
5. Parish Plan Action Plan **(GREEN)**
6. 15 Brambledown – Plan **(YELLOW)**
7. Report on provision of new Burial Ground **(RED) (CONFIDENTIAL)**

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