

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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13th May 2010

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 19th May 2010** commencing at **11.00 a.m.** at **Hartley Library.**

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

Apologies

To receive apologies for absence.

1. Election of Chairman of the Finance & General Purposes Committee

To elect a Chairman of the Finance & General Purposes Committee until the Annual Meeting of the Council in May 2011.

2. Election of Vice Chairman of the Finance & General Purposes Committee

To elect a Vice Chairman of the Finance & General Purposes Committee until the Annual Meeting of the Council in May 2011.

3. Declarations of Interest

To receive Members' declarations of interest.

4. Minutes of the previous meeting (WHITE)

To approve the minutes of the meeting of the Finance & General Purposes Committee held on 5th May 2010 as a correct record. (Annexed).

5. Terms of Reference (YELLOW)

To review the Terms of Reference of the Finance & General Purposes Committee as approved by the Council at its Annual meeting on 10th May 2010. (Annexed).

6. Internal audit (GREEN)

To consider the internal audit summary report for the audit year 2009-10.

Background documents

Internal audit summary report

Year end internal audit 2009-10

Receipts, payments and analytical review

Working papers – Burials

Working papers – Allotments, hall lettings and other rents

Working papers – Salaries and wages

Income & Expenditure, Balance Sheet, Bank Reconciliation & working documents

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 7 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.

7. New Burial Ground (RED)

To consider a report on progress to modify the covenants and extend the right of access at Manor Field for burial purposes. (Annexed).

Background document

Report on provision of new Burial Ground (Confidential)

8. 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. Terms of Reference approved by Council on 10th May 2010 **(YELLOW)**
3. Internal audit summary report **(GREEN)**
4. Report on provision of new Burial Ground **(RED) (CONFIDENTIAL)**

Committee membership
Cllr Abraham
Cllr Barnett
Cllr Coates
Cllr Gaywood (ex officio)
Cllr Mrs Oxtoby (ex-officio)
Cllr Sewell

Cllr Alford
Cllr Mrs Burns
Cllr Mrs Cole
Cllr Minns
Cllr Ramsay