

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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22nd July 2010

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 28th July 2010** commencing at **10.30 a.m. or at the conclusion of the meeting of the Planning Committee, whichever is later,** 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 9th June 2010 as a correct record. (Annexed).

4. Gorse Wood

To consider a report on action taken in respect of anti social behaviour in Gorse Wood and surrounding area. (Annexed).

Background document

[EVA as updated on 23rd November 2009](#)

Report on action taken in respect of anti social behaviour in Gorse Wood and surrounding area

5. Parish Office lease

(GREEN)

a) To consider letters dated 14th June 2010 and 19th July 2010, from the Council's solicitor in respect of the surrender and grant of a new Lease to Hartley Parish Council. (Annexed).

Members are requested to bring the copy of the draft Lease circulated with the agenda papers of the previous meeting.

Background document

Letter dated 25th May 2010 from Martin Tolhurst Solicitors (circulated previously)

Letter dated 21st May 2010 from Kent County Council (circulated previously)

Draft lease (circulated previously)

Letter dated 14th June 2010 from Martin Tolhurst Solicitors

Letter dated 19th July 2010 from Martin Tolhurst Solicitors

6. Accounts for the year ended 31st March 2010 (BLUE)

To consider the external auditor's report in respect of the accounts for Hartley Parish Council for the year ended 31st March 2010. (Annexed).

The notice of conclusion of audit and right to inspect the Annual Return was displayed on the Council's noticeboard on 24th June 2010. The notice will be displayed for not less than 14 days.

Background document

External auditor's report for the year ended 31st March 2010

Notice of conclusion of audit 2009-10

7. Financial Risk Assessment (YELLOW)

To review the Council's Financial Risk Assessment. Draft amendments are shown in bold italics. (Annexed).

Background document

Financial Risk Assessment as approved by the Council on 8th March 2010.

8. Financial Regulations (CREAM)

To review the Council's Financial Regulations. (Annexed).

Background document

Financial Regulations as approved by the Council on 13th October 2003

9. Hartley W.I. Hall

To consider progress to transfer the Hartley W.I. Hall from the Hartley W.I. to Hartley Parish Council.

10. Parish Plan (ORANGE)

To continue discussions on the action points arising from the Hartley Parish Plan. (Annexed).

Background document

Parish Plan action plan

11. Donations

To consider requests for donations from:

- (1) Swanley and District Volunteer Centre; and
- (2) Vitalise. The Charity provides respite care breaks for disabled people.

Background documents

Letter dated 16th June 2010 from the Swanley and District Volunteer Centre

Letter dated June 2010 from Vitalise

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 12 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.

12. New Burial Ground

To consider progress to modify the restrictive covenants on land at Manor Field and extend the right of access thereto for the purposes of burial.

13. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 9th June 2010 **(WHITE)**
2. Letter dated 14th June 2010 from Martin Tolhurst Solicitors **(GREEN)**
3. Letter dated 19th July 2010 from Martin Tolhurst Solicitors **(GREEN)**
4. External auditors report for the year ended 31st March 2010 **(BLUE)**
5. Financial Risk assessment as approved by the Council on 8th March 2010 **(YELLOW)**
6. Financial Regulations **(CREAM)**
7. Parish Plan action plan **(ORANGE)**

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