

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
Tel/fax 01474 709441
E mail: mail@hartleyparishcouncil.org.uk

14th October 2010

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 20th October 2010** commencing at 10.30 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 29th September 2010 as a correct record. (Annexed).

4. Code of recommended practice on local authority publicity – consultation (PINK)

To consider the consultation document on the code of recommended practice on local authority publicity. Closing date for comments is 10th November 2010.

Background documents

Code of recommended practice on local authority publicity

5. Longfield post office sorting office

(YELLOW)

To consider the recent announcement that the sorting office in Longfield will be closed and relocated to Royal Mail centre in Dartford.

At the beginning of September 2010 it was announced that the sorting offices in Dartford, Canterbury, Maidstone and Tonbridge would be relocated to a new "super sorting office" in Strood.

Background documents

Press announcement – BBC News 2nd September 2010

6. Donation

(a) To consider a request for a donation from Victim Support.

Background document

Letter dated September 2010 from Victim Support

(b) To consider giving a donation to the Salvation Army.

The bugler from the Salvation Army has agreed to attend the Remembrance Sunday Service on 14th November 2010.

7. United Reformed Church

To consider a letter dated 22nd September 2010 from a resident asking whether the Council would approach the United Reformed Church to ask whether residents could continue to use the car park until such time as any building works commence.

Background document

Letter dated 22nd September 2010 from a resident

8. Internal audit

(GREEN)

To consider the Council's interim internal audit report for the period 1st April 2010 to 30th September 2010. Members of the Committee have been circulated with the internal auditors working documents supporting the report. (Annexed).

Background document

Internal audit report 1st April 2010 to 30 September 2010 and working papers (contained in e mail dated 13th October 2010)

9. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 29th September 2010 **(WHITE)**
2. Code of recommended practice on local authority publicity – consultation **(PINK)**
3. Extract from BBC News website – 2nd September 2010 **(YELLOW)**
4. Interim internal audit report for period 1st April 2010 to 30th September 2010 **(GREEN)**

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