

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES  
COMMITTEE HELD ON 20<sup>th</sup> OCTOBER 2010 AT 10.30 a.m.  
AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr L Abraham  
Cllr Mrs P Cole  
Cllr R Coates  
Cllr J Gaywood  
Cllr J Minns  
Cllr Mrs A Oxtoby

In attendance: Mrs J Hoad (Clerk)  
1 member of the public

In the absence of the Chairman of the Finance and General Purposes, Cllr Ramsay, the Vice Chairman of the Finance and General Purposes Committee took the chair.

**1. Apologies**

Apologies had been received from Cllr C Alford, Cllr A Barnett, Cllr B Ramsay and Cllr V Sewell.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes**

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 29<sup>th</sup> September 2010 be approved and signed by the Chairman as a correct record.

**4. Code of recommended practice on local authority publicity – consultation**

The Committee considered the consultation document published by the Department of Communities and Local Government on proposed changes to the Code of Recommended Practice on Local Authority Publicity. The Committee welcomed the document and confirmed its current practices regarding Hartley Parish Council's publications complied with the requirements of the Code. Furthermore the Committee confirmed the Council's publication practices would be monitored to ensure continued compliance with the Code.

RESOLVED: That, consultation document on proposed changes to the Code of Recommended Practice on Local Authority Publicity be received and noted.

## 5. Longfield Post Office Sorting Office

The Committee expressed concern about the recent announcement to close the Sorting Office in Longfield and relocate to the Royal Mail centre in Dartford. The Committee considered the postal delivery service to residents in Hartley and the surrounding area would be adversely affected by the proposed closure of the Longfield Sorting Office and residents would be greatly inconvenienced by the need to travel to Dartford in order to collect any undelivered parcels. The Committee felt that local Post Offices should be utilised for the collection of undelivered parcels.

RESOLVED: That, Hartley Parish Council deplores the closure of the Sorting Office in Longfield which it believes will have an adverse effect on the postal service in Hartley and the surrounding area, and that representations be made to the local Member of Parliament expressing Hartley Parish Council's concerns about the proposed closure.

## 6. Donations

The Committee considered donations to Victim Support and the Salvation Army.

RECOMMENDED: That,

(1) the request for a donation to Victim Support be declined; and

(2) in accordance with provisions under Section 137 of the Local Government Act 1972 a donation of £50 be made to the Salvation Army.

## 7. URC Reformed Church

The Committee considered a letter dated 22<sup>nd</sup> September 2010 from a resident enquiring whether the Council would approach the United Reformed Church to ask if residents could be allowed to use the car park in front of the Church until such time as any building works commences.

RESOLVED: That,

(1) the letter dated 22<sup>nd</sup> September 2010 from a resident enquiring about the continued use of the car park at the United Reformed Church by residents until such time as any building work commences be received and noted; and

(2) a copy of the letter in (1) above be forwarded to the United Reformed Church for consideration.

## 8. Internal Audit

The Committee considered the Council's interim internal audit report for the period 1<sup>st</sup> April 2010 to 30<sup>th</sup> September 2010 and supporting documents which had been circulated to Members previously by e mail.

The internal auditor had commented on the number of un-presented cheques on the reconciliation statement presented at audit. The Committee was advised that the bank balances used on the reconciliation statement were dated 27<sup>th</sup> August, as the bank statements for the month of September were received until after 30<sup>th</sup> September and

therefore the un-presented cheques on the reconciliation statement related to the payments authorised during the month of September, plus any previous outstanding payments. The only way to overcome this situation next year would be to request the Bank fax a copy of the bank statements to the Council on 30<sup>th</sup> September, which could possibly incur a charge.

RESOLVED: That, the interim internal audit report for the period 1<sup>st</sup> April 2010 to 30<sup>th</sup> September 2010 and supporting documents be received and noted and no further action taken.

**9. Date of the next meeting**

To be confirmed.

The meeting closed at 11.00 a.m.

Signed:.....

Date:.....

Chairman of the Finance and General Purposes Committee