

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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11th November 2010

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 17th November 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 20th October 2010 as a correct record. (Annexed).

4. Hartley W.I. Hall

To consider a progress report to transfer the Hartley W.I. Hall to Hartley Parish Council and to consider funding opportunities for improvements to the Hartley W.I. Hall.

5. New Burial Ground

To consider a progress report to modify the covenants and extend the rights of access for burial purposes on land at Manor Field.

6. Parish Office Lease

To consider a progress report to surrender and grant a new lease to Hartley Parish Council on the Parish Office at Hartley Library.

7. Kent County Council – Bold steps for Kent

To consider Kent County Council's medium term plan to 2014/15 – Bold Steps for Kent. The document may be viewed at

http://www.kent.gov.uk/your_council/priorities,_policies_and_plans/priorities_and_plans/bold_steps_for_kent.aspx

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 8, in respect of the “Review of staff pay and conditions” 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.

8. Review of staff pay and conditions (RED)

To consider the outcome of staff appraisals in respect of the Clerk and Assistant Clerk and as a result of the staff appraisal to consider proposed changes to the contracts of employment and job descriptions. (Annexed) **(CONFIDENTIAL)**

9. Budget 2011/12 (CREAM)

To consider the draft budget for 2011/12. (Annexed).

10. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 20th October 2010 **(WHITE)**
2. Staff appraisal - Proposed amendment to the job description of the Clerk **(RED) (CONFIDENTIAL)**
3. Staff appraisal - Proposed amendments to contract of employment and duties of the Assistant Clerk **(RED) (CONFIDENTIAL)**
4. Draft budget 2011/12 **(CREAM)**

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