

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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25th November 2010

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 1st December 2010** commencing at 10.15 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 17th November 2010 as a correct record. (Annexed).

4. Parish Office Lease

(GREEN)

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

Background document

[Report on progress to surrender and grant a new lease at Hartley Library](#)

5. Hartley W.I. Hall

To update Members on 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.

6. New Burial Ground

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

7. Review of the effectiveness of the system of internal audit

The Accounts and Audit Regulations 2003 requires, at least once a year, local councils to conduct a review of the system of internal control and to review the effectiveness of their system of internal audit.

The Committee is requested to consider how such a review should be undertaken.

Background documents

Society of Local Council Clerks Advice note 48/2007 – Reviewing the effectiveness of internal audit (YELLOW)

Extract from Governance and Accountability for Local Councils – A Practitioners Guide (England) 2010 – page 36 to 40 inclusive (BLUE)

Extract from SLCC website – The Review of the effectiveness of the system of internal audit (PINK)

Review of the effectiveness of the system of internal audit for the period 1st April 2009 to 31st March 2010 (CREAM)

8. Longfield Sorting Office (ORANGE)

To receive and note a letter dated 22nd November 2010 from the local Member of Parliament in respect of the proposed closure of the sorting office in Longfield. (Annexed).

Background document

Letter dated 22nd November 2010 from the local Member of Parliament

9. United Reformed Church (DARK YELLOW)

To consider a letter dated 22nd November 2010 from a resident in respect of the closure of the car park in front of the United Reformed Church premises. (Annexed).

Background document

Letter dated 22nd November 2010 from a resident

10. Kent Fire & Rescue Service

The Council has been invited to comment on the draft plans published by Kent & Medway Fire and Rescue Authority entitled “Towards 2020”. The closing date for comments is 17th January 2011. The document may be viewed at www.kent.fire-uk.org

11. Consultation of the Government’s White Paper proposals for the NHS

The Government is consulting on its plans for the NHS. Its White Paper, *Equity and Excellence: Liberating the NHS* aims to put people in control of making decisions about their health and care.

The Government is now consulting on the best way to take the proposals forward. Hartley Parish Council has been invited to give its views on two consultation documents; (1) *Liberating the NHS: Greater Choice & Control* and (2) *Liberating the NHS: An Information Revolution*.

The closing date for the consultation is 10th January 2011. The documents and survey questions may be viewed at www.southeastcoast.nhs.uk

12. 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. Report on progress to surrender and grant a new lease at Hartley Library **(GREEN)**
3. Society of Local Council Clerks Advice note 48/2007 – Reviewing the effectiveness of internal audit
(YELLOW)
4. Extract from Governance and Accountability for Local Councils – A Practitioners Guide (England) 2010
– page 36 to 40 inclusive **(BLUE)**
5. Extract from SLCC website – The Review of the effectiveness of the system of internal audit **(PINK)**
6. Review of the effectiveness of the system of internal audit for the period 1st April 2009 to 31st March
2010 **(CREAM)**
7. Letter dated 22nd November 2010 from the local Member of Parliament in respect of the closure of the
Longfield Sorting Office **(ORANGE)**
8. Letter dated 22nd November 2010 from a resident in respect of the car park at URC **(DARK YELLOW)**

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