

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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16th December 2010

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 22nd 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 1st December 2010 as a correct record. (Annexed).

4. 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.

5. Hartley W.I. Hall

(GREEN)

To consider an e mail dated 15th December 2010 from solicitors acting on behalf of the Hartley W.I. in respect of the Transfer of the Hartley W.I. hall to Hartley Parish Council.

Background document

E mail dated 15th December 2010 from Jonathan Dawson

6. New Burial Ground

To update Members on a progress 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 Committee is requested to note that Cllrs Abraham, Mrs Oxtoby and Ramsay will be undertaking a review of the effectiveness of the system of internal audit on 22nd December 2010.

8. Longfield Sorting Office

To consider copy correspondence received from Royal Mail and the Department for Business Innovation & Skills. (Annexed).

Background document

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

Letter dated 2nd December 2010 from BIS (ORANGE)

Letter dated 6th December 2010 from Royal Mail (YELLOW)

9. Cheque signatories

The Government is proposing to repeal the provision in the 1972 Local Government Act that requires cheques to be signed by 2 members. This will allow local councils to make use of the range of modern payment methods now available, should they want to.

To accommodate this proposed amendment in legislation a consultation is being undertaken on proposed changes to the Practitioners Guide for local councils in England covering payment arrangements.

The Committee is requested to consider the draft section. A copy of a letter from the SLCC's National Financial Advisor explaining the consultation process is annexed for Members information. (Annexed).

Background documents

Letter dated 19th November 2010 from Rod Latham, SLCC National Financial Advisor (BLUE)

Proposed changes to the Practitioners Guide – Managing money: proper practices (CREAM)

10. NHS West Kent

To consider a letter dated 3rd December 2010 from Chief Executive of the West Kent Primary Care Trust outlining actions to taken to prioritise treatments. (Annexed).

Background documents

Letter dated 3rd December 2010 from Chief Executive of West Kent PCT (RED)

11. Supply of salt

To consider an offer from Kent Highway Services to supply 1 tonne of salt to parish and town councils.

12. Hartley Youth Club

To receive a report on the Hartley Youth Club.

The Club has met on two occasions; 24th November 2010 when 12 young people attended and 8th December 2010 when 15 young people attended. Future dates are:

Wednesday 22nd of December 2010

Wednesday 12th January 2011

Wednesday 26th January 2011

Wednesday 9th of February 2011

Wednesday 23rd of February 2011

Wednesday 9th of March 2011

Wednesday 23rd of March 2011

Background document

E mail dated 14th December 2010 from Youth Worker

Youth Workers report Sep 10 – Dec 10

13. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 1st December 2010 **(WHITE)**
2. E mail dated 15th December 2010 from Jonathan Dawson **(GREEN)**
3. Letter dated 2nd December 2010 from BIS **(ORANGE)**
4. Letter dated 6th December 2010 from Royal Mail **(YELLOW)**
5. Letter dated 19th November 2010 from SLCC National Financial Advisor **(BLUE)**
6. Proposed changes to the Practitioners Guide – Managing money; proper practices **(CREAM)**
7. Letter dated 3rd December 2010 from Chief Executive of West Kent PCT **(RED)**

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