

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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3rd March 2011

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Wednesday 9th March 2011** commencing at **10.00 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 9th February 2011 as a correct record. (Annexed).

Pursuant to Standing Order 1 (d) the Chairman will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

4. Hartley Youth Club

(ORANGE)

To consider a report on the Hartley Youth Club.

Background document

Report on the Hartley Youth Club

5. Review of the effectiveness of the system of internal audit (DARK BLUE)

A review of the effectiveness of the system of internal audit was undertaken on 9th February 2011 by Cllrs Abraham, Mrs Oxtoby and Ramsay. The Committee is requested to consider the findings of the review.

Background document

Review of the effectiveness of the system of internal audit undertaken on 9th February 2011

6. Financial risk assessment

(PINK)

To review the Council's financial risk assessment. (Annexed).

Background documents

Financial risk assessment approved 13th September 2010

7. Assets Register

(WHITE)

To review the Council's assets register showing property and land owned by the Council, other assets and land leased by the Council. (Annexed)

Background document

Assets register (updated 25th November 2010)

8. Insurance

To review the Council's insurance arrangements.

Background documents

E mail dated 14th January 2011 from Zurich Insurance, summary and policy (YELLOW)

Letter dated 8th February 2011 from AON (adjustments due to addition of Hartley Village Hall) (GREEN)

Adjusted schedule from AON (to include Hartley Village Hall) (BLUE)

9. Subscriptions and Licences

(RED)

To review the Council's subscriptions and licences falling due to be paid annually.

Background document

List of subscriptions and licences

10. Future audit and inspection arrangements for local authorities (DARK GREEN)

To receive and note the Memorandum from the Department for Communities and Local Government setting out how the Government intends to establish a new audit regime for local public bodies following the Government's announcement to disband the Audit Commission.

Background document

Memorandum from DCLG

11. Parish Office Lease

To consider a progress report on the surrender and grant of a new lease at Hartley Library. (To follow).

Background document

Letter dated 23rd December 2010 to AON and extract from draft Lease

E mails dated 1st and 14th February 2011 to AON

12. Freedom of Information and Data Protection

Standing Order 2 (j) (x) requires the Council, at its annual meeting, to confirm the Council's procedures for handling requests under the Freedom of Information Act 2000 and Data Protection Act 1998.

At a meeting held on 10th November 2008 the Council approved a publication scheme setting out the information available from Hartley Parish Council to the public and the charges in respect of the supply of said information.

The Committee is requested to consider drafting a procedure for handling requests under the Freedom of Information Act 2000 and Data Protection Act 1998.

Background document

Information available from Hartley Parish Council under the model publication scheme (ORANGE)

Legal Topic Note 37 July 2009 Freedom of Information (DARK BLUE)

Legal Topic Note 38 November 2007 Data Protection (PINK)

13. Receipts and payments (BLUE)

To consider a financial report setting out a summary of the Council's receipts and payments for the period 1st April 2010 to 3rd March 2011. (Annexed)

Background documents

Summary of receipts and payments for the period 1st April 2010 to 3rd March 2011

14. Review of Investments and banking arrangements

To review the Council's investments and banking arrangements.

Background documents

Guidance on local government investments – Department for Communities and Local Government - 11 March 2010 (YELLOW)

Report on Council's current banking and investment arrangements (GREEN)

15. Parking on pavements (RED)

To note a press release from the Department of Transport on 21st February 2011 advising that the Government had given councils in England new powers to tackle pavement parking and consider whether there are any areas of concern in the parish.

Background document

Press release from DoT on 21st February 2011

16. Police Neighbourhood Team

To receive and note a letter dated 14th February 2011 from District Commander, Adrian Futers, advising that PC Nick Brown has been seconded to a supervisory role at Swanley Police Station and that PC Jerry Duncan will take over his role as part of the Neighbourhood Police Team for Hartley and Hodsoll Street and Ash from 28th February 2011.

Background document

Letter dated 14th February 2011 from District Commander

17. Donations

To consider making a donation to Kent BTCV to support the work of the tree wardens. Last year the Council donated a sum of £100 to the organisation.

18. Cycling Strategy for Sevenoaks District

(DARK YELLOW)

To consider an e mail from the Sevenoaks Cycling Forum in respect of the Cycling Strategy for the Sevenoaks District which will form part of the Transport Strategy.

Background document

E mail dated 24th February 2011 from Sevenoaks Cycling Forum

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 19 in respect of the “New Burial Ground” 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.

19. New Burial Ground

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

20. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 9th February 2011 **(WHITE)**
2. Report on the Hartley Youth Club **(ORANGE)**
3. Review of the effectiveness of the internal audit undertaken on 9th February 2011 **(DARK BLUE)**
4. Financial Risk Assessment approved by the Council on 13th September 2010 **(PINK)**
5. Assets register updated 25th November 2011 **(WHITE)**
6. E mail dated 14th January 2011 from Zurich, summary and policy **(YELLOW)**
7. Letter dated 8th February 2011 from AON **(GREEN)**
8. Adjusted schedule from AON **(BLUE)**
9. List of subscriptions and licences **(CREAM)**
10. Memorandum from DCLG **(DARK GREEN)**
11. Information available from Hartley Parish Council under the model publication **(ORANGE)**
12. LTN 37 July 2009 Freedom of Information **(DARK BLUE)**
13. LTN 38 November 2007 Data Protection **(PINK)**
14. Summary of receipts and payments **(BLUE)**
15. Guidance of local government investments – DCLG – 11th March 2010 **(YELLOW)**
16. Report on Council's current banking and investment arrangements **(GREEN)**
17. Press release from DoT 21st February 2011 **(RED)**
18. E mail dated 24th February 2011 from Sevenoaks Cycling Forum **(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