

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs J Hoad
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5th April 2011

Dear Councillor

You are invited to attend a meeting of the Finance & General Purposes Committee to be held on **Monday 11th April 2011** commencing at **9.00 a.m.** at **Hartley Library.**

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 March 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. Audit Commission

To receive and note a letter dated 28th February 2011 from the Audit Commission advising of the appointment of Jackie Bellard as the appointed auditor to Hartley Parish Council for 2010/11 and future years.

Background documents

Letter dated 28th February 2011 from Audit Commission

5. Accounts for the financial year ended 31st March 2011

To consider the accounts for the year ending 31st March 2011.

The Council has received notice from the Audit Commission that the Annual Return for the financial year ending 31st March 2011 should be returned by 20th June 2011 with the following documentation;

(1) a fully completed annual return. This must be approved by the Council no later than 30th June 2011; (*Note: The latest statutory date for the approval of*

the accounts is 30th June. Some confusion has arisen where the appointed calling date for the audit is before this date. This is because the Audit Commission carry out over 1,500 audits across five counties and due to the short time-frame they need to phase the calling date)

- (2) a bank reconciliation showing how the cash balance in Box 8 is arrived at;
- (3) a full explanation with figures of any significant variances in the accounting statements. A significant variance is where this year's figure differs from the previous year's by the greater of £150 or 15% or more in section 1, lines 3, 4, 5, 6, 9 and 10; and
- (4) a reconciliation and explanation for the difference where Boxes 7 and 8 do not agree.

The Audit Commission advises that due to the high number of councils not supplying the required information, as set out above, with the annual return, the Commission will charge an additional £25 for letters requesting information that should have been supplied originally.

Section 4 of the Annual Return relates to the internal audit report to be completed by the Council's internal auditor. The Council's internal auditor will be undertaking an internal audit of the Council's accounts on 3rd to 5th May 2011.

The Audit Commission has appointed the 20th June 2011 as the date on or after which local electors and interested parties for the area to which the annual return for the financial year ending 31st March 2011 relates, may exercise their rights under the Audit Commission Act 1998, Sections 15 and 16, and the Accounts and Audit Regulations 2011.

The notice of appointment of date for the exercise of electors' rights will be displayed on the Council's notice boards on 6th May 2011 advertising the date of 20th May 2011 as the date on or after which interested parties may exercise their rights to inspect the accounts pursuant to the Audit Commission Act 1998, Sections 15 and 16 and the Accounts and Audit Regulations 2011. Any interested person has a right to inspect the council's accounts and after having given reasonable notice of their intentions, have a period of 20 working days to look through the accounts and supporting documents.

The Council will be required to complete and approve Section 2 of the Annual Return, entitled Annual Governance Statement, which sets out a number of assurances relating to the preparation of the statement of accounts and the Council's internal controls. A copy of Section 2 of the Statement of Assurance is circulated for Members' attention.

Background documents

Scribe: Statement of the receipts and payments, income and expenditure account, balance sheet, year end working documents, creditors and debtors, year end reconciliation (BLUE) (To follow)

Section 1 of Annual Return - Statement of accounts (GREEN) (To follow)

Section 2 of Annual Return - Annual governance statement (YELLOW) (Annexed)

Section 3 of Annual Return - External auditors' certificate and opinion (PINK) (Annexed)

Section 4 of Annual Return - Annual internal audit report (CREAM) (Annexed)

6. Accounts and Audit (England) Regulations 2011

To receive and note a letter dated 22nd March 2011 from the Department for Communities and Local Government advising of changes to the audit regulations. (Annexed)

Background document

Letter dated 22nd March 2011 from Department for Communities and Local Government (ORANGE)

Accounts and Audit Regulations 2011 SI 817 (RED)

Explanatory memorandum from DCLG (DARK YELLOW)

7. Pavilion

To receive a report on damage to the Pavilion sustained overnight on 31st March/1st April 2011. (To follow)

8. Insurance

To consider a quotation from Zurich in respect of Hartley Parish Council's Insurance for the period 1st June 2011 to 31st May 2012.

Background document

Local Council Policy Schedule (Quote) (WHITE)

E mail dated 15th March 2011 from Zurich

Long Term Agreement Explanation

Select Wording Policy

9. Parish Office Lease

To consider a report on the surrender and grant of a Lease in respect of the Parish Office in Hartley. (To follow)

10. Hartley Village Hall Trust

To consider arrangements for providing administrative support for the Hartley Village Hall Trust.

11. Donations

To consider a request for a donation from Rural Age Concern Darent Valley.

Background document

Letter dated 2nd March 2011 from Chief Office RACDV

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 12 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.

12. New Burial Ground

To consider a progress report on establishing the land at Manor Field as a Burial Ground.

13. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Finance and General Purposes Committee held on 9th March 2011 **(WHITE)**
2. Scribe: Statement of the receipts and payments, income and expenditure account, balance sheet, year end working documents, creditors and debtors, year end reconciliation **(BLUE)**
3. Section 1 of Annual Return - Statement of accounts **(GREEN)**
4. Section 2 of Annual Return - Annual governance statement **(YELLOW)**
5. Section 3 of Annual Return - External auditors' certificate and opinion **(PINK)**
6. Section 4 of Annual Return – Annual internal audit report **(CREAM)**
7. Letter dated 22nd March 2011 from DCLG **(ORANGE)**
8. Accounts and Audit (England) Regulations 2011 SI 817 **(RED)**
9. Explanatory memorandum **(DARK YELLOW)**
10. Local Council Policy Schedule (Quote) 15th March 2011 **(WHITE)**

Committee membership

Cllr Abraham
Cllr Barnett
Cllr Coates
Cllr Gaywood (ex officio)
Cllr J Minns
Cllr Sewell

Cllr Alford
Cllr Mrs Burns
Cllr Mrs Cole
Cllr Mrs Oxtoby (ex-officio)
Cllr Ramsay