

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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16th September 2021

Dear Councillor

You are hereby summoned to attend a meeting of the General Purposes Committee to be held on **WEDNESDAY 22nd SEPTEMBER 2021** commencing at **7.00 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

Helen Boden

**Helen Boden
Proper Officer**

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

Members of the public wishing to attend the meeting, should contact the Clerk at the Parish Office for further instructions.

AGENDA

1. Election of Chairman

To elect a Chairman of the General Purposes Committee until the Annual meeting of the Council in May 2022.

2. Election of Vice - Chairman

To elect a Vice Chairman of the General Purposes Committee until the Annual meeting of the Council in May 2022.

3. Apologies

To receive apologies for absence.

4. Declarations of Interest

To receive Members' declarations of interest, not already included on their Register of Interests.

5. Minutes (WHITE)

To approve the minutes of the meeting of the General Purposes Committee held on 22nd March 2021, as a correct record. (Annexed).

6. Terms of Reference and Delegated Powers (CREAM)

To review the Terms of Reference and Delegated Powers of the General Purposes Committee as approved by the Council on 5th May 2021. (Annexed).

Background documents

Terms of Reference and Delegated Powers as approved on 5th May 2021.

Pursuant to Standing Order 3 (e) the Chairman will invite members of the public to express an interest if they wish to make representations, answer questions or give evidence in respect of any item of business included on the agenda.

7. Financial Report (BLUE)

To receive and note reports indicating the detailed income and expenditure by account heading of the Newsletter, Annual Report, Website and Youth Services as at 16th September 2021. (Annexed).

8. Budget 2022 – 23 (WHITE)

To consider the draft budget for the Newsletter, Annual Report, Website and Youth Services for the next financial year 2022-23.

Background document

Draft Budget for Newsletter and Annual Report, code 4039 (ANNEXED).

Draft Budget for Website, code 4050 (ANNEXED).

Draft budget for Youth Services, cost centre 501, code 4501. (ANNEXED).

9. Youth (YELLOW)

To consider reports received from the Lead Youth Worker at West Kent Housing Association for the period 1st January 2021 to 31st March 2021 and 1st April 2021 to 30th June 2021. (Annexed).

10. Family Fun Days

(a) To receive a report on the Family Fun Day held at Woodland Avenue on Tuesday 10th August 2021. (If available).

(b) To confirm the Clerk's actions of arranging for the hire of a portable toilet for the Family Fun Day, at a cost of £80 + VAT.

(c) To confirm the Clerk's actions of the addition of Max Party Time Magic and Games to the Family Fun Day, at a cost of £175.

11. Highway Matters (PINK)

(a) To consider an email dated 8th July 2021, received from a resident regarding the speed of traffic in Culvey Close. (Annexed)

(b) To consider an email dated 30th June 2021, received from Kent Highway Services. (Annexed).

12. Website

To consider updating the Parish Council's website.

13. Parish Office (CREAM)

At the meeting of the Parish Council held on 21st June 2021, Members considered an email dated 30th April 2021, received from Kent County Council, regarding the renewal of the lease of office accommodation within Hartley Library.

The proposal included a requirement for each party to bear their own legal costs.

The Council is requested to consider a letter dated 6th August 2021 (annexed), received from the Parish Council's Solicitor and to receive a verbal update on progress.

14. Review of Public Rights of Way

At the meeting of the General Purposes Committee held on 22nd March 2021, the Chairman reported that he had received several requests for the footpath leading from Beechlands Close into Hartley Wood to be classified as a Public Right of Way.

It was agreed that the land owners be approached to inform them of the Parish Council's intention, prior to registering an interest in claiming this footpath as a Public Right of Way.

The Committee is requested to consider an update (if available).

15. Emergency Plan (WHITE)

To review the Emergency Plan. (Annexed).

16. Remembrance Sunday (GREEN)

To consider arrangements for the Remembrance Sunday Service, to be held on 14th November 2021. (Annexed).

17. Jubilee Surgery

At the meeting of the General Purposes Committee held on 22nd March 2021, it was agreed that a letter outlining the complaints that the Council continues to receive about the Jubilee Surgery, particularly with regard to the appointments system and the new system for the ordering of prescriptions, be sent to NHS England.

The Committee is requested to consider any response received.

18. KCC Consultation – KCC Household Waste Recycling Centres Booking System

Kent County Council has launched a consultation "Booking to visit a Household Waste Recycling Centre".

The consultation seeks views on the continuation of a booking system to visit KCC Household Waste Recycling Centres.

The 6 week consultation is available until Thursday 30th September 2021.

The Committee is requested to consider the consultation. (Previously emailed).

19. Health & Safety Policy (BLUE)

To consider a draft Health & Safety Policy. (Annexed)

20. Queen's Platinum Jubilee

To receive an update on arrangements for the Queen's Platinum Jubilee celebrations in June 2022.

21. Highway Improvement Plan (PINK)

To consider an email dated 31st August 2021, received from Fawkham Parish Council. (Annexed).

22. Parish Office Risk Assessment (CREAM)

To review the Risk Assessment for the Parish Office. (Annexed)

23. Date of the next meeting

List of circulated documents

1. *Minutes of the meeting of the General Purposes Committee held on 22nd March 2021. (WHITE)*
2. *Terms of Reference & Delegated Powers of the General Purposes Committee, as approved by the Council on 5th May 2021. (CREAM)*
3. *Financial report for Newsletter and Annual Report as at 16th September 2021. (BLUE)*
4. *Financial report for Website as at 16th September 2021. (BLUE)*
5. *Financial report for Youth Services as at 16th September 2021. (BLUE)*
6. *Draft Budget for Newsletter and Annual Report, code 4039. (WHITE)*
7. *Draft Budget for Website, code 4050. (WHITE)*
8. *Draft budget for Youth Services, cost centre 501, code 4501. (WHITE)*
9. *Reports received from the Lead Youth Worker at West Kent Housing Association for the period 1st January 2021 to 31st March 2021 and 1st April 2021 to 30th June 2021. (YELLOW)*
10. *Email dated 8th July 2021, received from a resident. (PINK)*
11. *Email dated 30th June 2021, received from Kent Highway Services. (PINK)*
12. *Letter dated 6th August 2021, received from the Parish Council's Solicitor. (CREAM)*
13. *Emergency Plan. (WHITE)*
14. *Report on arrangements for the Remembrance Sunday Service. (GREEN)*
15. *Draft Health & Safety Policy. (BLUE)*
16. *Email dated 31st August 2021, received from Fawkham Parish Council. (PINK)*
17. *Parish Office Risk Assessment. (CREAM)*