

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
HELD REMOTELY USING “ZOOM” ON 28th APRIL 2021 AT 10.45 a.m.**

Present:

Cllr Larry Abraham
Cllr Chris Alford
Cllr Anne Oxtoby – (*Chairman*)
Cllr Vince Sewell

In attendance:

Mrs H Boden – (*Clerk*)
1 member of the public

1. Election of Chairman

Following the resignation of Cllr Bennett, the existing Chairman, the Committee had been requested to elect a Chairman.

RESOLVED: That,

Cllr Anne Oxtoby be elected Chairman of the Finance Committee until the Annual meeting of the Council in May 2021.

2. Apologies for absence

There were no apologies for absence.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes

RESOLVED: That,

the minutes of the meeting of the Finance Committee held on 10th February 2021, be approved and signed by the Chairman as a correct record.

5. Review of Income and Expenditure

The Committee reviewed a Council detail report from 1st April 2020 to 31st March 2021 and was satisfied that the Council's income and expenditure was in line with expected estimates.

RESOLVED: That,

the Council detail report setting out income and expenditure by budget heading as at 31st March 2020, be received and noted.

6. Review of the effectiveness of the system of Internal Audit

The Committee was reminded of the findings of the review of the effectiveness of the system of internal audit, carried out by Cllrs Abraham, Bennett & Sewell, on 27th January 2021.

The Committee noted that the review of the effectiveness of the system of internal audit, carried out by Cllrs Abraham, Bennett & Sewell on 27th January 2021, had been approved by the Council at its meeting held on 8th March 2021.

7. Internal Auditor's Report 2020-21

The Council considered the Internal Auditor's Report for the year ending 31st March 2021 and noted the recommendation that due to Cllr Bennett's resignation, alternative arrangements would need to be made for the monthly payroll figures previously checked by her, to be verified each month, as this was an important internal check.

Additionally, the report highlighted the fact that both the Clerk and Assistant Clerk have had to use their personal bank accounts to make substantial purchases on behalf of the council.

Members noted that the report strongly recommended that the Council considers the use of a corporate credit card facility, especially the Lloyds Bank card linked to the Unity Trust Bank, with additional security benefits provided by a credit card facility.

Members agreed that with regard to the checking of the monthly payroll figures, there were no Councillors with the relevant experience to enable them to carry out these checks.

Mrs Bennett offered to provide training or to continue undertaking the necessary checks should the Council so wish.

Members agreed that it would be in the Council's best interests if Mrs Bennett were to continue carrying out the monthly payroll checks.

The Committee noted that consideration of the use of a corporate credit card was due to be discussed under agenda item 16, Credit Card, later in the agenda.

The Committee expressed its thanks to the Clerk and the Assistant Clerk for their work in relation to the preparation of the year end accounts.

RECOMMENDED: That,

(1) the Internal Auditor's Report for the year ending 31st March 2021 be approved and adopted by the Council and;

(2) Mrs Bennett be appointed to undertake the monthly check of the payroll figures for the sum of £10 per month.

8. Annual Governance Statement

The Committee considered each of the assertions contained in Section 1 of the Annual Governance and Accountability Return, entitled Annual Governance Statement 2020/21, in respect of the preparation of the accounting statements and the Council's internal controls.

RECOMMENDED: That,

the Council is satisfied that it has met all the requirements set out in paragraphs (1) to (9) inclusive, contained in Section 1 of the Annual Governance and Accountability Return and that the Annual

Governance Statement, as set out in **Appendix 1** attached to these minutes, be approved by the Council and the Chairman of the Council and the Clerk be authorised to sign Section 1 of the Annual Governance and Accountability Return, Annual Governance Statement 2020/21.

9. Accounts for the financial year ending 31st March 2021 – Accounting Statements

The Committee was advised of the notice received from the Council's external auditor, PKF Littlejohn, informing the Council that the Annual Governance and Accountability Return for the financial year ending 31st March 2021, should be returned by Friday 2nd July 2021, with the following documentation;

- a fully completed and signed Annual Governance and Accountability Return (AGAR). **Section 1 must be approved before Section 2, either at separate meetings or as separate agenda items in the correct order;**
- the completed yellow form confirming the dates selected for the period of exercise of public rights;
- a bank reconciliation showing how the cash balance in Box 8 is arrived at;
- a full explanation, with figures, of any significant variances between the current and prior accounting statements;
- a reconciliation for the difference between Boxes 7 and 8 of Section 1 of the AGAR.

The Committee was advised that the Council had not been selected as the 5% sample for intermediate level procedures.

The Committee noted that the External Auditor has suggested 14th June 2021 as the date on or after which, interested parties and local electors for the area to which the annual return for the financial year ending 31st March 2021 relates, may exercise their rights under the Local Audit and Accountability Act 2014, Sections 26 and 27, and the Accounts and Audit Regulations 2015 (SI 2015/234).

The notice of appointment of date for the exercise of electors' rights shall be displayed on the Council's notice board outside Hartley Library. It is a requirement of the Regulations, that this notice is published not less than one day before the start of the inspection period.

It was reported that the internal auditor had undertaken an internal audit of the Council's accounts for 2020/21 on 12th April 2021 and completed the section of the Annual Governance and Accountability Return relating to the annual internal audit.

The Committee examined the Council's statement of accounts for the financial year 2020/21.

The Committee noted that due to the high level of reserves, the Council would be required to provide an explanation to the external auditor.

Members noted that the cost of the re-surfacing of the car park at Manor Field would amount to a considerable sum and that in addition to this, a sum of £24,000 towards the cost of the preparation of a Neighbourhood Plan for Hartley, was due to be transferred from the Council's General Reserves in to a new earmarked reserve, as approved by the full Council at its meeting held on 26th April 2021.

Similarly, a sum of £7,000 had been approved at the same meeting, to be transferred from the Council's General Reserves, to a new Earmarked Reserve, to fund the proposed Queen's Platinum Anniversary event.

The above expenditure would significantly reduce the Parish Council's reserves.

RECOMMENDED: That,

(1) the accounting statements for the year ending 31st March 2021, including the income and expenditure account and the balance sheet, as set out in **Appendix 2** attached to these minutes, be approved and adopted by the Council, and the Chairman of the Council, and the Responsible Financial Officer be authorised to sign Section 2 of the Annual Governance and Accountability Return, Accounting Statements 2020/21;

(2) confirmation of the dates for the period of exercise of public rights be submitted to the external auditor, as set out in **Appendix 3**, attached to these minutes.

10. Supporting Statement

The Committee considered a draft supporting statement to the accounts for the year ending 31st March 2021.

RECOMMENDED: That,

the Supporting Statement for the 2020/21 accounts, as set out in **Appendix 4** attached to these minutes, be approved and adopted by the Council.

11. Review of the Council's Financial Regulations

The Committee reviewed the Financial Regulations as approved by the Council on 11th November 2019. The Committee was satisfied that the current Financial Regulations met the needs of the Council and required no further amendments at this time.

RECOMMENDED: That,

Hartley Parish Council's Financial Regulations, as approved by Hartley Parish Council on 11th November 2019, be confirmed without amendment.

12. Insurance

The Committee considered an email dated 12th March 2021 received from the Parish Council's insurers in respect of the policy falling due for renewal on 1st June 2021.

The Clerk reported that the current long term agreement is due to expire in May 2023.

RESOLVED: That,
the email dated 12th March 2021 received from the Parish Council's insurers in respect of the policy falling due for renewal on 1st June 2021, be noted.

13. Risk Assessments

The Committee considered the Council's current risk assessments, as reviewed by the Clerk and Mr L Vesey, Health & Safety Advisor, NEBOSH/IOSHH on 18th February 2019.

Members considered that the risk assessments as reviewed by the Finance Committee at its meeting held on 29th April 2020 and subsequently approved by the Council, were satisfactory.

The Committee noted the additional risk assessments undertaken in response to COVID – 19.

Members noted that the Risk Assessments related to the Council's land, operations and buildings and considered that as such, they should be referred to the relevant Committees for review, not the Finance Committee as has historically occurred.

RECOMMENDED: That,
(1) the risk assessments as approved by the Council at its meeting held on 11th May 2020, be confirmed and approved;
(2) the additional risk assessments undertaken in response to COVID-19 be confirmed and approved and,
(3) future reviews of the Parish Council's Risk Assessments be carried out annually by the relevant Committee/s.

14. Queen's Platinum Anniversary

Members noted that at its meeting held on 22nd March 2021, the General Purposes Committee had recommended that an initial Ear Marked Reserve of £7000 be set aside for the celebrations and that the Finance Committee be requested to make the necessary financial provision.

A the Parish Council meeting held on 26th April 2021, the Council had considered arrangements for the event and noted that this had been the sum that had been set aside for the celebration to commemorate the end of World War 2, which had been cancelled due to COVID and had resolved that the funds be transferred to a new Earmarked Reserve.

RESOLVED: That,
the above report be noted and, in line with the resolution made by the full Council at its meeting held on 26th April 2021, a sum of £7,000, be transferred from the Council's General Reserves, to a new Earmarked Reserve, to fund the proposed event.

15. Bank Signatories

In light of Cllr Bennett's recent resignation, the Committee had been requested to consider including an additional member of the Council as a signatory to the Council's bank accounts

Members noted that the current signatories are Cllrs Abraham, Graeme, Oxtoby and Ross.

RECOMMENDED: That,

Cllr Perry Cole be asked whether he would be willing to be included as a signatory to the Council's bank accounts and if so, the necessary arrangements be made.

16. Credit Card

The Committee noted that the recent internal audit had highlighted the fact that both the Clerk and the Assistant Clerk have had to use their personal bank cards to make substantial purchases on behalf of the Council.

The Auditor recommended that the Council re-consider the use of a corporate credit card facility, especially the Lloyds Bank card, linked to the Unity Trust Bank, thereby avoiding any interest charges with additional security benefits.

The Committee noted the recommendation and agreed that an application for a credit card should be pursued, subject to there being a monthly spending limit on the card.

RECOMMENDED: That,

the Clerk be requested to make enquiries with the Unity Trust Bank, regarding the use of its corporate credit card facility, including relevant charges and information on whether a spending limit can be applied, for consideration by the full Council at its meeting to be held in June.

17. Date of next meeting

To be confirmed.

The meeting closed at 11.21 a.m.

Signed:.....

Finance Committee

Date:..... Chairman of the

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

HARTLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DIMMIYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.HARTLEYPARISHCOUNCIL.ORG.UK E WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

HARTLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	271,677	243,972	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	133,697	137,773	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	38,378	25,253	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	71,316	77,698	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	852	852	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	127,612	66,044	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	243,972	262,404	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	249,091	273,019	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	295,924	296,815	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	4,112	3,539	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 19/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Accounts for the year ended 31 March 2021

Supporting statement

(1) Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

(2) Tenancies

Allotments at Woodland Avenue

(a) The Allotments in Woodland Avenue were transferred from Sevenoaks District Council to Hartley Parish Council for a term of 99 years commencing on 26th October 2012 at a peppercorn rent.

(b) The Council lets 40 allotment plots at Woodland Avenue to allotment holders by means of an annual tenancy agreement commencing on 1st October. The total rent due for 2020/21 is £952.14, if all plots are fully occupied for the whole year. During the course of the year, there was one vacant plot.

In 2021/22, there will be an additional 2 allotment plots available, due to clearance works undertaken in 2020/21.

Northfield

The Council leases an area of land known as Northfield jointly with Ash-cum-Ridley Parish Council for a term 99 years commencing on 10th March 1999 at a rent of £1 per annum.

(3) Advertising and Publicity

The Council's quarterly newsletter and annual report are designed, printed and published by Hartley Parish Council.

There was no newsletter produced in September 2020.

In March 2021, a Neighbourhood Plan consultation leaflet was produced and distributed to residents.

The following costs were incurred during the year:

Newsletter & Annual Report:

Postage	93.06	
Distribution	450.00	
Paper	44.54	
P/copier card re Neighbourhood Plan leaflet		40.59
Distribution of Neighbourhood Plan leaflet		300.00

TOTAL **£928.19**

(4) General Power of Competence

At a meeting held on the 13th May 2019, the Council was satisfied that it met the conditions set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and qualifies as an eligible parish council

for the purposes of the adoption of the General Power of Competence and resolved that the General Power of Competence be adopted for the duration of the eligibility period, i.e. from the date the resolution was passed until the date of the next Annual meeting that takes place in a year of ordinary elections, (2023).

(5) Pensions

The Council makes contributions to the Local Government Pension Scheme administered by Kent County Council. The Clerk joined the Local Government Pension Scheme on 1st January 2013 and the Assistant Clerk joined the Scheme on 1st September 2016.

The employers' contribution rate during 2020/21 was 20.7% of payroll. Previously it had been 15.8%. Following the triennial valuation as at 31st March 2019, the Council was advised that the employers contribution would increase to 20.7% of payroll effective from 1st April 2020, payable for 2020/21, 2021/22 and 2022/23.

(6) Assets

Movements in the Year:

- (a) No land or property was purchased or disposed of.
- (c) At 31st March 2021 the following assets were held:

COMMUNITY ASSETS

Land and property owned by Hartley Parish Council

Location	Description	Original purchase cost (where known)	Current insurance value (1st June 2020)
Woodland Avenue	Recreation ground	£14,900	
Chantry Avenue	Recreation ground	Dedicated by builder ¹	
Gorse Wood	Wood	Transferred from SDC ¹	
Manor Field	Public open space and sports ground and part of land designated for burial purposes.	£10,000	
Longfield Hill	Public open space and sports ground	Acquired following boundary change ¹	
Rectory Meadow	Local Nature Reserve	£15,500	
Billings Hill Shaw	Public open space	£2,450	
Hartley Green	Village green	Not known ¹	
Hartley Court Green	Green	Not known ¹	
Foxborough Wood	Wood	Donated as Burial Ground ¹	
Pavilion	Building	£110,000	£277,542.69

APPENDIX 4

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Location	Description	Original purchase cost (where known)	Current insurance value (1st June 2020)
Hartley Burial Ground	Burial Ground	£800	
Hartley Wood	Wood (2 plots)	£250 and donated ¹	
Hoselands Green	Green	<u>Transferred from SDC</u> ¹	
	TOTAL	£153,908	

¹ Community assets bequeathed to local councils, such as public open spaces/village greens, are valued as a nominal £1 in the Council's Assets Register.

Other assets

Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (1st June 2020)
Playground equipment	Woodland Avenue: Phase 1 & 2	46,723.51	£77,300.73
Other equipment; play wall football posts	Woodland Avenue	Not known	Not included
Playground equipment	Chantry Avenue	Not known	Not included
Playground equipment	Chantry Avenue (new equipment)	17,412.65	Included under playground equip £74,300.73
Playground equipment	Longfield Hill	Not known	Not included
Playground equipment	Longfield Hill (new equipment)	1,886.82	Included under playground equip £77,300.73
Youth shelter	Woodland Avenue	5,447.00	Not included
Fences & gates	Various	13,112.22 ²	£12,471.22
Shed	Hartley Burial Ground	639.78 ²	£786.55
Gardening tools	Shed	Not known	Not included
Lych Gate	New Burial Ground, Manor Field	13,200.00	£14,848.00
Storage container	Manor Field	1,400.00	Not included
Pergola	New Burial Ground, Manor Field	4830.00	£5,023.00
Chairman's chain	Chairman's house	799.87	£1,446.92

APPENDIX 4

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Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (1st June 2020)
of office			
Printer	Parish Office	69.39)	
Computer x 2	Parish Office	808.20)	
Monitor	Parish Office	139.32)	
Laptop	Clerk's House	208.33	
Samsung Monitor	Clerk's House	111.67)	
Office furniture	Parish Office	640.27)	
UPS x 2	Parish Office	213.62)	
Air conditioning unit	Parish Office	211.00)	£15,576.10
Laminator	Parish Office	91.18)	
Telephone	Parish Office	40.95)	
Shredder	Parish Office	169.45	
Fire safe	Parish Office	391.25)	
Line marking machine	Pavilion, Manor Field	394.00	£655.31
Benches x 8	Ash Road, Manor Lane, Manor Field, Hartley Green, Hoselands Green	500.00 (bench on Ash Road between Hottsfeld & Quakers Close).	Not included
Bench	Hartley Green	Memorial Bench £780.00	£780.00
Bench & Picnic Table	Manor Field	1,417.00	Not included
War memorial	Hartley Green	21,115.00 ²	£25,958.95
Beacon Brazier	Manor Field	4,236.00	£4,582.00
Dog bins x 10	Rectory Meadow, Billings Hill Shaw, Manor Field, Longfield Hill, 2 at Woodland Avenue, Brambledown, Hartley Wood, Church Road/Manor Drive	Not known	Not included
6 no Acer Trees	New Burial Ground, Manor Field	3,226.23	£3,701.65
2 no defibrillators	1 at the Pavilion, Manor Field & 1 at Hartley Village Hall	Donated	Up to 5,000.00
Speed indicator device	Pole located on the verge adjacent to Black Lion Public House, Ash	2,692.52	Not included, Shared with Ash-cum-Ridley

Description	Location	Original purchase cost (£) (where known)	Current insurance value (£) (1 st June 2020) PC and included on their insurance policy
	Road		
TOTAL		£142,907.23	

² Proxy value

Land leased by Hartley Parish Council

Description	Location	Cost
Public open space	Northfield	£1.00 p.a.
Allotments	Woodland Avenue	Peppercorn p.a.

(7) Property held in Trust

Hartley Village Hall, (formerly known as the Hartley Women’s Institute Hall), was transferred to Hartley Parish Council acting as the sole trustee of the Charity, (Registered Charity Number 1043030), and is held in Trust in accordance with governing documents, as amended by the Trustees on 17th February 2011. Hartley Village Hall is included on the Council’s insurance schedule for the insured sum of £425,473.51.

During the summer of 2014 the Hartley G & S Society installed a new prefabricated storage unit on land at the rear of the premises to replace the dilapidated timber shed and concrete garage. The new storage unit has become the property of the Trust by virtue of the fact that it has been installed on Trust land. The Trustees have negotiated with the Hartley G & S Society and Hartley Players an Occupational Licence renewed annually.

The Charity’s assets include;

Asset	Sum insured
Prefabricated storage unit	8,765.80
General Contents (including stock)	12,505.42

(8) Debts Outstanding

At 31st March 2021 the following debts were outstanding to the Council.

Use of Longfield Hill re cricket	650.00
TOTAL	650.00

(9) Creditors

At 31st March 2021 the following outstanding invoices were payable by the Council

Cleaning of Pavilion & Water testing	87.50
Emptying Dog bins July – Sept	429.00

Cleaning of Pavilion & Water testing	87.50
Fire extinguisher maintenance	55.00
Garden, black & rec sacks	808.00
TOTAL	1,379.50

(10) Accruals

Estimated rent due on Parish Office	11,250.00
Estimated cost re stolen gate & labour	600.00
Estimated cost of part completed	985.00
QTRA	
Estimated cleaning re use of Parish Office	400.00
Estimated bank charges	12.00
TOTAL	13,247.00

(11) Prepayments

The following payment was paid to ACRK in May 2020 and March 2021.

Annual Subscription ACRK	105.00
TOTAL	105.00

(12) Leases

At 31st March 2021 the following finance lease was in operation:

Lessor	Purpose	Annual Rent Payable	Year of expiry
Kent County Supplies	Photocopier	£561.80	2025

Framework contract ref Y17035
Black/white copy charge 0.0021p
Colour copy charge 0.0210

(13) Contingent Liabilities

There were no contingent liabilities at 31st March 2021.

(14) Capital Commitments

There were no capital commitments at 31st March 2021.

(15) Expenditure Approved but still to be Actioned

As at 31st March 2021 the following expenditure had been approved by the Council, but not actioned.

Hartley Village Hall Improvement Works	4,430.00
Fencing & Gate, Gorse Wood, rear of Caxton Close	2,180.00

Hartley Village Hall Improvement Works	4,430.00
Tree work in Gorse Wood	550.00
Quantified Tree Risk Assessment	980.00
TOTAL	8,140.00

(16) Borrowings

At the close of business on 31st March 2021 the following loans to the Council were outstanding:

Lender	Loan Period Remaining	Date of final payment	Outstanding capital balance
Public Works Loan 116021	3 months	14 th June 2021	23.39
Public Works Loan 116022	9 months	14 th December 2021	130.69
Public Works Loan 116023	9 months	14 th December 2021	14.39
Public Works Loan 116024	6yrs 3 months	14 th June 2027	2198.75
Public Works Loan 116025	6yrs 3 months	14 th June 2027	748.71
Public Works Loan 116026	6yrs 9 months	14 th December 2027	423.48
			£3,539.41

Loan repayments as at 14th December 2020. Next repayment date due on 14th June 2021.

(17) Capital Reserve

The movements during the year were as follows:

Balance at 1 April 2020	43,679.00
Transfer to	Nil
Transfer from	Nil
Balance at 31 March 2021	43,679.00

(18) Earmarked Reserves

HVH:

Balance at 1 April 2020	10,000.00
Transfer to	Nil
Transfer from	Nil
Balance at 31 March 2021	10,000.00

New Burial Ground

Balance at 1 st April 2020	2,674.89
Transfer to	Nil
Transfer from	420.00
Balance at 31 st March 2021	2,254.89

CIL Receipts A:

Balance at 1 st April 2020	3,889.16
Transfer to	Nil
Transfer from	Nil
Balance at 31 st March 2021	3,889.16

CIL Receipts B:

Balance at 1 st April 2020	8,090.08
Transfer to	Nil
Transfer from	Nil
Balance at 31 st March 2021	8,090.08

VE Day – 75th Anniversary Event

Balance at 1 st April 2020	5,986.00
Transfer to	644.00
Transfer from	6,630.00
Balance at 1 st March 2021	Nil

EMR Neighbourhood Plan

Balance at 1 st April 2020	Nil
Transfer to	1,500.00
Transfer from	340.59
Balance at 1 st March 2021	1,159.41

(19) Grants

Hartley Parish Council received a SBR grant in the sum of £10,000 from Sevenoaks District Council during the financial year 1st April 2020 to 31st March 2021.

(20) Audit fees

Hartley Parish Council incurred the following audit fees during the financial year 1st April 2020 to 31st March 2021.

Internal audit fees	£959.40
External audit fees	£400.00

(21) Parish Office

The Parish Office is located in Hartley Library, Ash Road.

The Parish Council previously rented accommodation in Hartley Library at a rental sum of £600 per annum. The Lease expired on 2nd July 2006.

The Council relocated within the Library premises in 2005, to improved and extended office accommodation and have since that date been negotiating with the Landlord, Kent County Council, to surrender the Lease on the previous office, (now expired) and grant a Lease on the new accommodation.

The Council's Solicitor had been instructed to open negotiations with Kent County Council on the provision of a new Lease, based on the terms of the existing lease, i.e a 10 year lease with a five year break clause and a rent review after 5 years.

Kent County Council confirmed that it would be willing to extend the proposed lease term on the Parish Council accommodation in Hartley Library, by 5 years, subject to Hartley Parish Council agreeing a mutual yearly break clause and a similar rent review pattern to the draft lease, i.e annual rent reviews.

The Council's Surveyor negotiated with Surveyors acting on behalf of Kent County Council in respect of the rent review due on the Parish Office for the period from 1st April 2011 to 31st March 2016.

The Council's Surveyor recommended that the Council accepts the rent review figure of £2,250 per annum for the period 1st April 2011 to 31st March 2016, an increase of £750 from £1,500 per annum. This was approved by the Council at its meeting held on 11th January 2016.

The Council's Surveyor was instructed to liaise with Mouchel, Surveyors acting on behalf of Kent County Council, on the outstanding rent due on the Parish Office.

Invoices were received from KCC as follows:

Rent for the period 01/04/15 – 31/03/16 £1,000.00

Back rent increase apportion for the period 01/04/06 – 31/03/15
£3,600.00

These were authorised at the April 2015 Council meeting, although the actual outstanding rent is still being negotiated, as is the lease.

As at 31st March 2021, no further progress has been made with regard to the outstanding rent or the lease.

A provision for rent for the year to 31st March 2021 of £2,250.00, has been included as an accrual in the accounts. This makes a total accrual as at 31st March 2021 of £11,250.

Signed:.....
 Chairman

.....
Responsible Financial Officer

Date:.....

Hartley Parish Council

Notes to the Accounts

Year ended 31st March 2021

Principal Accounting Policies

Accounting Convention

The accounts have been prepared in accordance with the Governance & Accountability for Smaller Authorities in England, “A Practitioners Guide March 2019” published by the Joint Panel on Accountability and Governance.

Debtors and creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the guide. That is, sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year’s accounts or on the Council’s annual budget.

