

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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16th February 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Finance Committee on **WEDNESDAY 22nd FEBRUARY 2023** at **Hartley Library, Ash Road**, commencing at **10.15a.m.** or at the conclusion of the meeting of the Planning Committee, whichever is later.

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.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

3. Minutes of the previous meeting (WHITE)

To approve the minutes of the meeting of the Finance Committee held on 14th December 2022 as a correct record. (Annexed).

Pursuant to Standing Order 3 (e) 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. Review of Income and Expenditure (BLUE)

To review the Council's income and expenditure from 1st April 2022 to 27th January 2023. (Annexed).

Background document

Detailed income and expenditure by budget heading as at 27th January 2023.

5. Interim half year audit 2022 - 23 (CREAM)

To consider the internal auditor's interim half year audit report for 2022 - 23. (Annexed).

6. Review of the Effectiveness of the System of Internal Audit (PINK)

Assertion 2 of the Annual Governance Statement contained in Section 1 of the Annual Governance and Accountability Return, requires Members of Hartley Parish Council to confirm that they have; *“maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption **and** reviewed its effectiveness.”*

This Assertion covers the Council's responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption. The Council is required to confirm that it has tested these arrangements, at least once in the year to make sure they are working in an adequate and effective way.

When completing Assertion 2, 6 and 7 in the Annual Governance Statement, local councils should consider the outcome of any review of internal audit. Guidance on how the review could be conducted is set out in the Governance & Accountability for Local Council's – A Practitioners' Guide (England) March 2021, pages 23 to 26 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 25th January 2023, by Cllrs Abraham, Ramsay and Ross. (Annexed).

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 25th January 2023. (Annexed)

7. Risk Management Review (GREEN)

To review the Risk Management Policy Statement and Risk Management Strategy approved by the Council on 14th March 2022. (Annexed).

Background document

Risk Management Policy Statement approved by the Council on 14th March 2022. (Annexed)

Risk Management Strategy approved by the Council on 14th March 2022. (Annexed).

8. Financial Risk Assessment (PINK)

To review the Financial Risk Assessment approved by the Council on 14th March 2022. (Annexed).

Background document

Financial Risk Assessment approved by the Council on 14th March 2022. (Annexed).

9. Risk Register (BLUE)

To review the Risk Register approved by the Council on 14th March 2022. (Annexed).

Background document

Risk Register approved by the Council on 14th March 2022. (Annexed).

10. Reserves (CREAM)

(a) To review the Reserves Policy approved by the Council on 14th March 2022. (Annexed).

(b) To review the current reserves held by the Council. (Annexed).

Background document

Reserves Policy approved by the Council on 14th March 2022. (Annexed).

List of Reserves held by the Council. (Annexed).

11. Statement of Internal Control (YELLOW)

To review the Statement of Internal Control approved by the Council on 14th March 2022.

Background document

Statement of Internal Control for y/e 31st March 2022. (Annexed).

12. Assets Register (GREEN)

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. (Annexed).

13. Insurance (PINK)

To review the Council's insurance schedule to ensure the Council's assets are adequately covered. (Annexed).

Insurance Schedule as at 24th January 2023. (Annexed).

14. Subscriptions and Licences (BLUE)

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

Background document

List of subscriptions and licences for 2022/23 as approved by the Council on 14th March 2022. (Annexed).

(b) To consider whether the Council should renew its subscription to "Log me in" for 2023/24.

15. Review of investments and Banking Arrangements (CREAM)

To review the Council's investments and banking arrangements. (Annexed).

Background document

Investments and banking arrangements. (Annexed).

16. Internal Auditor

To consider quotations to carry out the internal audit of the Council's accounts for 2023/24.

17. Local Government Pension Scheme (LGPS) (WHITE)

(a) To consider an email (and attachment), dated 1st December 2022, received from the Investments Team at KCC, regarding the employer contribution rates for 2023/24, 2024/25 and 2025/26. (Annexed).

(b) To consider an email (and attachments), dated 19th January 2023, received from the Head of Pensions and Treasury at KCC, seeking feedback/comments/questions on the Kent Pension Fund Draft Funding Strategy Statement, Contribution Review Policy and Deferred Debt Agreement Policy. (Previously circulated by email).

Responses should be submitted by no later than 3rd March 2023.

18. Donations (GREEN)

To receive and note a letter dated 5th January 2023, received from the Community Cupboard, thanking the Parish Council for its recent donation. (Annexed).

19. Banking (WHITE)

To consider letters received from Barclays Bank, dated 29th November 2022, 16th December 2022 and 13th January 2023. (Annexed).

20. Date of Next Meeting

List of circulated documents

1. Minutes of the meeting of the Finance Committee held on 14th December 2022. **(WHITE)**.
2. Detailed income and expenditure by budget heading as at 27th January 2023. **(BLUE)**.
3. Interim half year audit report. **(CREAM)**.
4. Review of the Effectiveness of the System of Internal Audit. **(PINK)**.
5. Risk Management Policy Statement approved by the Council on 14th March 2022. **(GREEN)**.
6. Risk Management Strategy approved by the Council on 14th March 2022. **(GREEN)**.
7. Financial Risk Assessment approved by the Council on 14th March 2022. **(PINK)**.
8. Risk Register approved by the Council on 14th March 2022. **(BLUE)**.
9. Reserves Policy approved by the Council on 14th March 2022. **(CREAM)**.
10. List of Reserves. **(CREAM)**
11. Statement of Internal Control for y/e 31st March 2022. **(YELLOW)**.
12. Assets Register. **(GREEN)**.
13. Insurance Schedule as at 24th January 2023. **(PINK)**.
14. List of subscriptions and licences for 2022/23 as approved by the Council on 14th March 2022. **(BLUE)**.
15. Investments and banking arrangements. **(CREAM)**.
16. Email dated 1st December 2022, received from the Investments Team at KCC. **(WHITE)**.
17. Email dated 19th January 2023, received from the head o
18. Letter dated 5th January 2023, received from the Community Cupboard. **(GREEN)**.