

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden  
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11<sup>th</sup> May 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **WEDNESDAY 17<sup>th</sup> MAY 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.**

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## AGENDA

### 1. Election of Chairman

To elect a Chairman of the Finance & General Purposes Committee until the Annual Meeting of the Council to be held in May 2024.

### 2. Election of Vice Chairman

To elect a Vice Chairman of the Finance & General Purposes Committee until the Annual Meeting of the Council to be held in May 2024.

### 3. Apologies

To receive apologies for absence.

### 4. Declarations of Interest

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

### 5. Minutes of the previous meeting

To approve the minutes of the meeting of the Finance Committee held on 22<sup>nd</sup> February 2023 as a correct record. (Annexed).

### 6. Terms of Reference

To consider the Terms of Reference for the Finance & General Purposes Committee (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.**

### **7. Review of income and expenditure**

To review the Council's income and expenditure from 1<sup>st</sup> April 2023 to 11<sup>th</sup> May 2023. (If available).

### **8. Financial Regulations**

To review the Council's Financial Regulations. (Annexed)

### **9. Insurance**

To note that the Parish Council's insurance policy falls due for renewal on 1<sup>st</sup> June 2023 and to consider any quotations received.

The current long term agreement is due to expire in May 2023.

[Background document](#)

Pre Renewal Questionnaire. (Annexed).

### **10. Risk Assessments**

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

### **11. Grants/Donations**

To consider a request received from Air Ambulance Charity Kent Surrey Sussex, for a donation towards their work. (Annexed).

### **12. SDC Community Infrastructure Levy (CIL)**

To consider a letter received from Sevenoaks District Council dated 21<sup>st</sup> April 2023. (Annexed).

### **13. Parish Office – Contactless Payments**

To consider obtaining a system to enable card payments to be taken by the Clerk and Assistant Clerk in the Parish Office. (Annexed).

### **14. HM Revenue & Customs**

To consider a letter dated 30<sup>th</sup> April 2023, received from HM Revenue & Customs. (Annexed).

### **15. Banking**

To consider a letter dated 30<sup>th</sup> March 2023, received from Barclays Bank regarding the Parish Council's recent complaint. (Annexed).

### **16. GDPR**

To consider the Satswana Council Update – Spring 2023. (Annexed).

### **17. Newsletter**

To review arrangements for the production and delivery of the Parish Council's newsletter.

## 18. Youth

(a) To receive a report from the Lead Youth Worker at West Kent Housing Association. (If available).

(b) At the meeting of the General Purposes Committee held on 27<sup>th</sup> February 2023, it was resolved that:

- 1) *the Clerk be requested to seek a quotation from Play Place to provide an additional Family Fun Day at the end of July, at Woodland Avenue Recreation Ground, including an additional activity of “Magic” and,*
- 2) *the Clerk, in consultation with the Chairman of the General Purposes Committee be authorised to accept the quotation received from Play Place, provided that they consider it to be reasonable and to arrange a date for the Family Fun Day to take place.*

The Committee is requested to note that an additional Family Fun Day has been booked for Tuesday 25<sup>th</sup> July 2023 from 10a.m. – 2p.m. including an additional activity of “magic”.

## 19. Website

To consider whether any amendments or updates are required to the new website.

*Committee members are requested to look at the website prior to the meeting.*

## 20. Date of Next Meeting

### List of circulated documents

1. Minutes of the meeting of the Finance Committee held on 22<sup>nd</sup> February 2023. **(WHITE)**.
2. Terms of Reference of the Finance Committee. **(CREAM)**.
3. Terms of Reference of the General Purposes Committee. **(CREAM)**.
4. Financial Regulations. **(PINK)**.
5. Insurance Pre renewal questionnaire. **(YELLOW)**.
6. Cash Handling Risk Assessment. **(CREAM)**.
7. Letter dated 1<sup>st</sup> March 2023, received from Air Ambulance Charity Kent Surrey Sussex. **(PINK)**.
8. Letter dated 21<sup>st</sup> April 2023, received from SDC. **(GREEN)**.
9. Information sheet – Square. **(WHITE)**.
10. Letter dated 30<sup>th</sup> April 2023, received from HMRC. **(GREEN)**.
11. Letter dated 30<sup>th</sup> March 2023, received from Barclays Bank. **(WHITE)**.
12. Satswana Council Update – Spring 2023. **(GREEN)**.