

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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5th October 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **WEDNESDAY 11th OCTOBER 2023** at **Hartley Library, Ash Road**, commencing at **10.45 a.m.** or at the conclusion of the meeting of the Burial Grounds & Gardens of Remembrance 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 & General Purposes Committee held on 16th August 2023 as a correct record. (Previously sent by email).

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 2023 to 5th October 2023. (Annexed).

5. Interim half year audit 2023/24

To note that the Internal Auditor intends to carry out the interim half year audit for 2023/24, on 18th November 2023.

6. Reserves (CREAM)

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

7. Community Infrastructure Levy Payments

To note that the current available CIL receipts are as follows:

CIL Receipts A - £10,063.16

CIL Receipts B - £27,436.07

TOTAL - £37,499.23

The sums above are remaining from the CIL monies received in 2019/20, 2021/22 and 2022/23.

It is a requirement that CIL monies are spent within 5 years of receipt.

8. Budget 2024-2025 (WHITE)

To consider the draft Budget for 2024-25, including the Northfield Management Committee Budget. (Annexed).

2023/24 Precept - £160,390

2022/23 Precept - £137,768

2023/24 Tax Base - 2,560.84

2022/23 Tax Base – 2,556.47

2023/24 Band D - £62.63

2022/23 Band D - £53.89

The tax base is calculated by converting all banding and discount figures to “band D equivalents”, together with an allowance for non-collection. The final figure represents the amount of tax that would be raised by the levy of £1 in band D.

Under amended regulations, any Town or Parish with a precept over £140,000 is required to provide a breakdown of its precept over the following services:

Highways, Planning & Economic Development, Recreation & Tourism and Other Services.

Background documents

Draft Budget 2024-25. (Annexed)

Draft Northfield Management Committee Budget 2024-25. (Annexed).

Nominal ledger a/c for general reserves – code 310

Nominal Ledger a/c for capital reserve – code 320

Nominal Ledger a/c for HVH Earmarked Reserve – code 322

Nominal ledger a/c for New Burial Ground EMR – code 323

Nominal ledger a/c for CIL Receipts A – code 326

Nominal ledger a/c for CIL Receipts B – code 327

Nominal ledger a/c for EMR Platinum Jubilee – code 328

Nominal ledger a/c for EMR Neighbourhood Plan – code 331

9. Donations/Grants (BLUE)

(a) To consider a letter dated 1st August 2023, received from Victim Support, requesting a donation towards their work. (Annexed).

(b) To consider an email dated 18th September 2023, received from Citizens Advice in North & West Kent, requesting a donation towards their work. (Annexed).

(c) To consider an email dated 3rd October 2023, received from Ash-cum-Ridley Parish Council. (Annexed).

10. Kent Pension Fund: LGPS Employer Update September 2023 (WHITE)

To consider the Kent Pension Fund: LGPS Employer Update September 2023. (Annexed).

11. Highways (GREEN)

To consider an email dated 18th September 2023, received from a resident regarding traffic in Chantry Avenue at school pick up and drop off times. (Annexed).

12. Youth Provision

Kent County Council has given notice that it will be ending all commissioned youth services, which includes West Kent Housing Association (WKHA) from 31 March 2024.

WKHA are now considering options for the provision of detached youth work from 2024.

Currently they employ a Youth Worker, two apprentices and a Schools Officer, but are unlikely to be able to afford to keep staff on.

Sevenoaks District Council will be liaising with WKHA to consider possible solutions including costs and will send them out shortly.

The Committee is requested to consider any information received.

13. Newsletter

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

14. 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.

15. GDPR (WHITE)

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

(b) To receive an update on the situation regarding the disposal of documents no longer required by the Council.

16. PAT Testing – Parish Office

To consider a quotation for the annual PAT testing due in December.

17. Health & Safety Policy (GREEN)

To review the Council's Health & Safety Policy. (Annexed).

18. Risk Assessments (YELLOW)

To review the Council's current risk assessments not relating to any other of the Committees. (Annexed).

19. Date of Next Meeting

List of circulated documents

1. Detailed income and expenditure by budget heading as at 5th October 2023. **(BLUE)**.
2. Current reserves held by the Council. **(CREAM)**.
3. Draft Budget 2024/25. **(WHITE)**
4. Northfield Management Committee Budget 2024-25. **(WHITE)**
5. Letter dated 1st August 2023, received from Victim Support. **(BLUE)**
6. Email dated 18th September 2023, received from Citizens Advice in North & West Kent. **(BLUE)**
7. Kent Pension Fund: LGPS Employer Update September 2023. **(WHITE)**.
8. Email dated 18th September 2023, received from a resident . **(PINK)**.
9. Satswana Council Update – Autumn 2023. **(WHITE)**.
10. Health & Safety Policy. **(GREEN)**.
11. Lone Working & Violence at Work Risk Assessments. **(YELLOW)**.