

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden  
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL  
Tel: 01474 709441  
E mail: [enquiries@hartleyparishcouncil.gov.uk](mailto:enquiries@hartleyparishcouncil.gov.uk)  
Website: [www.hartleyparishcouncil.gov.uk](http://www.hartleyparishcouncil.gov.uk)

23<sup>rd</sup> November 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **WEDNESDAY 29<sup>th</sup> NOVEMBER 2023** at **Hartley Library, Ash Road**, commencing at **10.00 a.m.**

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

To approve the minutes of the meeting of the Finance & General Purposes Committee held on 11<sup>th</sup> October 2023 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

To review the Council's income and expenditure from 1<sup>st</sup> April 2023 to 23<sup>rd</sup> November 2023. (Annexed).

### 5. Interim half year audit 2023/24

To consider the internal auditor's interim half year audit report for 2023 - 24. (Annexed).

## 6. Community Infrastructure Levy Payments

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

CIL Receipts A - £3,557.34

CIL Receipts B - £26,987.63

TOTAL - £30544.97

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.

## 7. Budget 2024-2025

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*

## 8. CIL – Notice of Payment

To receive and note a letter dated 20<sup>th</sup> October 2023, received from Sevenoaks District Council regarding CIL contributions collected. (Annexed).

## 9. Rialtas

To consider an email dated 22<sup>nd</sup> November 2023, received from Rialtas, regarding the Parish Council's accounts software package. (Annexed).

## **10. Highways**

To consider the results of the ATC Traffic Survey carried out by Kent Highway Services in September 2023. (Previously sent by email).

## **11. Youth Provision**

At the meeting of the Finance & General Purposes Committee held on 11<sup>th</sup> October 2023, it was noted that 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.

At the meeting it was agreed that the provision of football sessions and similar activities be investigated for further consideration by the Committee.

Sevenoaks District Council has been liaising with West Kent Housing Association WKHA to consider possible solutions including costs and they will be contacting all town and parish councils in due course.

The Committee is requested to consider any further information received.

## **12. Website**

(a) At the meeting of the Finance & General Purposes Committee held on 11<sup>th</sup> October 2023, it was resolved that the Clerk be requested to make enquiries as to whether a “hit Counter” could be added to the Parish Council’s website.

The Committee is requested to consider an email dated 25<sup>th</sup> October 2023, in response to this enquiry. (Annexed).

(b) 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.*

## **13. GDPR**

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

(b) To receive a report on progress with the disposal of documents no longer required by the council.

## **14. Councillor ID Cards/Lanyards**

To consider issuing Councillors with ID cards/lanyards.

## **15. Manor Field Pavilion – Electricity Contract**

To consider quotations for the electricity supply to the Pavilion, Manor Field.

## **16. Date of Next Meeting**

### **List of circulated documents**

1. Minutes of the meeting of the Finance & General Purposes Committee held on 11<sup>th</sup> October 2023. **(WHITE)**.
2. Detailed income and expenditure by budget heading as at 23<sup>rd</sup> November 2023. **(BLUE)**.

3. Interim half year audit report. **(CREAM)**
4. Draft Budget 2024/25. **(WHITE)**
5. Northfield Management Committee Budget 2024-25. **(WHITE)**
6. Letter dated 20<sup>th</sup> October 2023, received from Sevenoaks District Council. **(PINK)**
7. Email dated 22<sup>nd</sup> November 2023, received from Rialtas. **(WHITE)**
8. Email dated 25<sup>th</sup> October 2023, received from Vision ICT. **(PINK)**
9. Satswana Council Update – November 2023. **(WHITE)**