

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden  
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30<sup>th</sup> April 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **WEDNESDAY 7<sup>th</sup> MAY 2025** at **Hartley Library, Ash Road**, commencing at **10.00a.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 29<sup>th</sup> January 2025 as a correct record. (Previously sent by email).

### 4. Review of income and expenditure

To review the Council's income and expenditure from 1<sup>st</sup> April 2025 to 1<sup>st</sup> May 2025. (If available).

### 5. Internal Auditors Report 2024-25

(a) To consider the Internal Auditor's Report for the year ending 31<sup>st</sup> March 2025. (To follow).

(b) To receive and note the Annual Internal Audit Report 2024/25 (Page 3 of the Annual Governance & Accountability Return).

### 6. Annual Governance Statement 2024/25

The Council is required to complete and approve Page 4, Section 1 of the Annual Governance and Accountability Return, entitled Annual Governance Statement, which sets out a number of assurances relating to the preparation of the statement of

accounts and the Council's internal controls. A copy of Section 1 of the Statement of Assurance is circulated for Members' attention. (Annexed).

Background document

*Pages 8 – 14 of the Governance & Accountability for Smaller Authorities in England, A Practitioners Guide March 2024. (Annexed)(GREEN)*

## **7. Accounts for the Financial Year Ended 31<sup>st</sup> March 2025**

To consider the accounts for the year ending 31<sup>st</sup> March 2025 and to confirm the dates selected for the period of exercise of public rights.

The Council has received notice from the external auditor, Mazars, that the Annual Governance and Accountability Return for the financial year ending 31<sup>st</sup> March 2025, should be returned by no later than 30<sup>th</sup> June 2025, with the following documentation;

- (1) a fully completed and approved 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 and both MUST be approved and published on the Parish Council website before 1<sup>st</sup> July 2025.**
- (2) a confirmation regarding the exercise of public rights, using a signed form stating the period chosen by the authority;
- (3) a bank reconciliation showing balances of all bank and building society accounts as at 31<sup>st</sup> March 2025;
- (4) a full explanation with figures of all significant variances in income & expenditure in 2024/25 compared to the previous financial year;
- (5) a reconciliation between the closing balances in Section 2, Box 7 and Box 8, where applicable;
- (6) a breakdown of the types of reserves held between general reserves, earmarked reserves and restricted (ring-fenced), where the general reserve is outside the guidance levels of paragraph 5.34 of the Practitioners' Guide and/or the authority is holding earmarked and other reserves;
- (7) a confirmation of contact details for the Clerk, RFO (where different) and Chair;
- (8) details of action taken in respect of all recommendations made by the external auditor in 2023/24.

**On the basis of information from previous years, (income or expenditure of over £200,000 in 2024/25), the external auditor is required to undertake an intermediate audit, which involves additional procedures selected from a list provided by the National Audit Office.**

Page 3 of the Annual Governance and Accountability Return relates to the internal audit report to be completed by the Council's internal auditor. The Council's internal auditor undertook an internal audit of the Council's accounts on 30<sup>th</sup> April 2025.

The Parish Council must inform the electorate of an exact 30 day working period during which public rights may be exercised under the Local Audit and

Accountability Act 2014, Sections 26 and 27, and the Accounts and Audit Regulations 2015 (SI 2015/234).

The inspection period **must** commence no later than 1 July 2025 and must **include the first 10 working days of July**.

The notice of appointment of date for the exercise of electors' rights shall be displayed on the Council's website and on the notice board outside Hartley Library.

The elector's rights must start **exactly** one day after the annual return has been published on the Parish Council's website.

Background documents

*RBS Software Solutions: Income and expenditure account, balance sheet, trial balance, creditors and debtors, Council detail report, year-end reconciliation of current accounts and savings accounts*

*Explanation of significant variances*

*Annual Return, Section 1 – working details*

*Annual Return, Section 2 – Accounting Statements 2024/25*

*Yellow form confirming dates of the period for the provision of public rights*

## 8. Supporting Statement

To consider the supporting statement to the accounts for the year ending 31<sup>st</sup> March 2025. (Annexed).

## 9. Financial Regulations

To review the Council's Financial Regulations. (Previously sent by email)

## 10. Insurance

(a) To note that the Parish Council's insurance policy falls due for renewal on 1<sup>st</sup> June 2025

The current long term agreement is due to expire in May 2026.

(b) To consider the insurance Pre Renewal Questionnaire. (Annexed).

Background document

Pre Renewal Questionnaire. (Annexed).

## 11. Risk Assessments

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

(b) To review the risk assessment for meetings at the Pavilion and Hartley Library. (Annexed).

(c) To review the Parish Office risk assessment. (Annexed).

(d) To review the Lone Working & Violence at Work Risk Assessment. (Annexed).

## 12. Grants/Donations

- (a) To consider a letter dated 22<sup>nd</sup> April 2025, received from We Are Beams, requesting a donation towards their work. (Annexed).
- (b) To consider a letter dated 24<sup>th</sup> March 2025, received from West Kent Mediation, requesting a donation towards their work. (Annexed).
- (c) To consider an email dated 12<sup>th</sup> March 2025, received from the St John's Ambulance, requesting a donation towards their work. (Annexed).
- (d) To consider a letter dated 30<sup>th</sup> October 2024, received from Victim Support, requesting a donation towards their work. (Annexed).
- (e) To consider a letter dated 29<sup>th</sup> April 2025, received from Citizens Advice North & West Kent, requesting a donation towards their work. (Annexed).

## 13. Family Fun Days

- (a) To note that the free Family Fun Day provided by Sevenoaks District Council, will take place on Tuesday 12<sup>th</sup> August 2025 at Woodland Avenue Recreation Ground.
- (b) To consider the provision of toilet facilities for the duration of the event.
- (c) To consider whether the Council wishes Play Place to provide any additional activities this year.

Last year the Parish Council did not provide any additional activity, as the Millwall FC Community Trust attended the Fun Day, running football sessions.

## 14. Highway Matters

- (a) To consider an email dated 23<sup>rd</sup> March 2025, received from a resident, regarding speeding on Ash Road. (Annexed).
- (b) To consider a request from a resident for double yellow lines to be installed in St Johns Lane, opposite Grange Way.
- (c) To review the Highway Improvement Plan. (Annexed).

## 15. Youth

To consider whether the Council wishes Millwall Football Club to run football sessions at Woodland Avenue, as in previous years.

## 16. Website

- (a) To consider whether any amendments or updates are required to the website.  
*Committee members are requested to look at the website prior to the meeting.*
- (b) To receive an update on the transition of councillors emails to gov.uk emails.

## 17. GDPR

To consider the Satswana Council Update, Spring 2025. (Annexed).

## 18. Date of Next Meeting

### List of circulated documents

1. Minutes of the meeting of the Finance Committee held on 29<sup>th</sup> January 2025. **(WHITE)**
2. Internal Auditors Report y/e 31<sup>st</sup> March 2025. **(YELLOW)**
3. Annual Internal Audit Report 2024/25 (page 3 of the AGAR). **(YELLOW)**

4. Annual Governance & Accountability Return Section 1 - Annual Governance Statement 2024/25. **(WHITE)**
5. Annual Governance and Accountability Return Section 2 - Accounting Statements. **(WHITE)**
6. Form confirming dates of the period for the provision of public rights. **(WHITE)**
7. Supporting Statement 2024/25. **(GREEN)**
8. Financial Regulations. **(PINK)**
9. Insurance Pre renewal questionnaire. **(YELLOW)**
10. Cash Handling Risk Assessment. **(CREAM)**
11. Risk assessment for meetings at the Pavilion and Hartley Library. **(CREAM)**
12. Parish Office risk assessment. **(CREAM)**
13. Lone Working & Violence at Work Risk Assessment. **(CREAM)**
14. Letter dated 22<sup>nd</sup> April 2025, received from We Are Beams. **(GREEN)**
15. Letter dated 24<sup>th</sup> March 2025, received from West Kent Mediation. **(GREEN)**
16. Letter dated 12<sup>th</sup> March 2025 received from the St John's Ambulance. **(GREEN)**
17. Letter dated 29<sup>th</sup> April 2025, received from Citizens Advice North & West Kent. **(GREEN)**
18. Email dated 23<sup>rd</sup> March 2025, received from a resident KCC. **(CREAM)**
19. Highway Improvement Plan. **(CREAM)**
20. Satswana Council Update (Spring 2025) **(WHITE)**