

## **HARTLEY PARISH COUNCIL**

Clerk to the Council: Mrs H Boden  
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24<sup>th</sup> July 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **WEDNESDAY 30<sup>th</sup> JULY 2025** 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. 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 2026.

### **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 2026.

### **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 & General Purposes Committee held on 7<sup>th</sup> May 2025 as a correct record. (Previously sent by email).

### **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 2025 to 24<sup>th</sup> July 2025. (Annexed).

### **8. Financial Regulations**

The Model Financial Regulations have been updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which recently came in to effect.

The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.

The Committee is requested to review the Council's Financial Regulations. (Previously sent by email).

### **9. Banking**

(a) To consider a letter dated 4<sup>th</sup> July 2025, received from the Nationwide Building Society. (Annexed).

(b) To consider a Business Savings Additional Information Form received from the Nationwide Building Society, recently completed by the Clerk, which had to be returned by 25<sup>th</sup> July 2025. (Annexed).

### **10. Kent Pension Fund – Pooling of Town & Parish Council – Consultation**

At the meeting of the Parish Council held on 14<sup>th</sup> July 2025, Members considered an email dated 4<sup>th</sup> June 2025, received from the Kent Pension Fund.

In preparation for the 31<sup>st</sup> March 2025 triennial valuation results, the Kent Pension Fund (the Fund) is formally consulting with town and parish councils currently participating in the Fund and other interested parties (e.g. borough, district and city councils), on proposals to form a Local Government Pension Scheme (LGPS) funding pool (the Pool) specifically for town and parish councils as at 31<sup>st</sup> March 2025, with a possible universal LGPS pooled employer contribution rate for all involved, operative from 1<sup>st</sup> April 2026.

It was agreed that clarification should be sought as to the likely effect on the Parish Council's contributions.

The Committee is requested to consider emails dated 18<sup>th</sup> July 2025 & 21<sup>st</sup> July 2025, received from the Kent Pension Fund. (Annexed).

### **11. Parish Office Lease**

At the meeting of the Finance & General Purposes Committee held on 7<sup>th</sup> May 2025, it was recommended that enquiries be made with Kent County Council and the Parish Council's Solicitor, with regard to arrangements for renewing the lease on the Parish Office.

This recommendation was ratified by the full Council at its meeting held on 12<sup>th</sup> May 2025.

To receive an update.

## **12. Highway Matters**

To consider any response received following the submission of the Parish Council's Highway Improvement Plan.

## **13. 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.

## **14. GDPR**

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

(b) To consider an email dated 11<sup>th</sup> July 2025, received from Satswana. (Annexed).

(c) To review the Council's Data Protection Policy. (Annexed).

(d) To review the Council's General Privacy Notice. (Annexed)

(e) To review the Council's Document Retention Policy. (Annexed).

## **15. Emergency Plan**

To review the Emergency Plan. (Annexed).

## **16. Health & Safety Policy**

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

## **17. Risk Assessments**

At the meeting of the Finance & General Purposes Committee held on 29<sup>th</sup> January 2025, it was resolved that quotations be sought from a suitably qualified company, to provide risk assessment advice to the Parish Council for all aspects of Council business.

To receive an update.

## **18. Date of Next Meeting**

### **List of circulated documents**

1. Minutes of the meeting of the Finance & General Purposes Committee held on 7<sup>th</sup> May 2025. **(WHITE)**
2. Terms of Reference for the Finance & General Purposes Committee. **(CREAM)**
3. Income and expenditure report from 1<sup>st</sup> April 2025 to 24<sup>th</sup> July 2025. **(BLUE)**
4. Draft Financial Regulations. **(GREEN)**
5. Letter dated 4<sup>th</sup> July 2025, received from the Nationwide Building Society. **(PINK)**
6. Business Savings Additional Information Form received from the Nationwide Building Society. **(PINK)**
7. Emails dated 18<sup>th</sup> July & 21<sup>st</sup> July, received from the Kent Pension Fund. **(GREEN)**
8. Satswana Summer Update July 2025. **(WHITE)**
9. Email dated 11<sup>th</sup> July 2025, received from Satswana. **(WHITE)**
10. Data Protection Policy. **(WHITE)**
11. General Privacy Notice. **(WHITE)**

12. Document Retention Policy. **(WHITE)**
13. Emergency Plan. **(PINK)**
14. Health & Safety Policy. **(GREEN)**