

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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14th October 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **TUESDAY 21st OCTOBER 2025** at **The Pavilion, Manor Field**, 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. 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 30th July 2025 as a correct record. (Annexed).

4. Review of income and expenditure

To review the Council's income and expenditure from 1st April 2025 to 14th October 2025. (Annexed).

5. Reserves

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

6. Community Infrastructure Levy Payments

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

CIL Receipts A – Nil

CIL Receipts B - £8,096.17

TOTAL - £8,096.17

The sums above are remaining from the CIL monies received in 2022/23, 2023/24 and 2024/25.

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

(b) The District Council requires a report to be completed on the amount of CIL monies received from Sevenoaks District Council between 1st April 2024 and 31st March 2025 and how it has been spent.

To consider the draft report. (Annexed).

7. Budget 2026 – 27

(a) To consider the draft budget for the Newsletter, Annual Report, Website and Youth Services for the next financial year 2026 - 27.

Background document

Draft Budget for Newsletter and Annual Report, code 4039 (ANNEXED).

Draft Budget for Website, code 4050 (ANNEXED).

Draft budget for Youth Services, cost centre 501, code 4501. (ANNEXED).

(b) To consider the draft Budget for 2026-27, including the Northfield Management Committee Budget. (Annexed).

2025/26 Precept - £222,096 2024/25 Precept - £188,797

2025/26 Tax Base – 2,600.70 2024/25 Tax Base – 2,586.69

2025/26 Band D - £85.40 2024/25 Band D - £72.99

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 2026-27. (Annexed)

Northfield Management Committee Budget 2026-27. (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 Manor Field Car Park Resurfacing – code 324

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 Local Plan – code 329

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

8. Interim half year audit 2025/26

To note that the Internal Auditor intends to carry out the interim half year audit for 2025/26, on 29th October 2025.

9. Grants/Donations

To consider an email dated 30th September 2025, received from the Air Ambulance Charity Kent Surrey Sussex. (Annexed).

10. Banking

(a) To consider a letter dated 29th August 2025, received from the Nationwide Building Society, advising that the Business Instant Saver Issue 9 – Monthly Interest rate will be going down. (Annexed).

(b) To consider a letter dated 26th August 2025, received from Barclays Bank, advising that the interest rate on the business account will be reducing. (Annexed)

11. Kent Pension Fund

(a) Draft Funding Strategy Statement (FSS) - Formal Consultation

To consider the Kent Pension Fund draft Funding Strategy Statement (FSS).

The formal consultation period will **conclude at midnight on 31 December 2025**.

KCC is hosting the consultation at

www.kentpensionfund.co.uk/fundingstrategystatement.

(b) Employer Update

To consider the Local Government Pension Scheme (LGPS) employer update. (Annexed).

12. Staffing/Structural Review

To consider commissioning a Staffing/Structural Review, for the Parish Office.

13. Parish Office Lease

At the meeting of the Finance & General Purposes Committee held on 7th 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, which is due to expire on 31st March 2026.

To receive an update.

14. Highway Matters

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

(b) At the meeting of the Finance & General Purposes Committee held on 30th July 2025, it was agreed that the Clerk be requested to contact the District Council to ask that they consider the implementation of double yellow lines in St John's Lane, opposite Grange Way, due to the fact that vehicles regularly park on the bend, causing a hazard to road users and buses.

The Committee is requested to consider an email dated 4th August 2025, received from Sevenoaks District Council. (Annexed).

15. Website

(a) Amendments/Updates

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) Addition of Counter

At the meeting of the Finance & General Purposes Committee held on 30th July 2025, it was agreed that the Clerk be requested to contact the website provider to ask whether it would be possible to add a counter to the website.

The Committee is requested to note that the website provider has advised that it is not possible to add a counter to the site.

(c) Digital MOT

To consider the results of the recent digital “MOT” carried out by the Council’s website provider. (Annexed).

16. GDPR

To consider the Satswana Council Update – September 2025. (Annexed)

17. Risk Assessments

At the meeting of the Finance & General Purposes Committee held on 30th July 2025, it was agreed that the Clerk be requested to contact KALC, to ask whether they are able to assist with any recommendations for suitably qualified companies to provide advice on the Council’s risk assessment.

The Committee is requested to consider any recommendations received.

18. Remembrance Sunday Service

To consider arrangements for the Remembrance Sunday Service, to be held on 9th November 2025. (Annexed).

19. Family Fun Day

To consider the evaluation received from Play Place in respect of the Family Fun Day held at Woodland Avenue recreation ground on 12th August 2025. (Annexed).

Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item agenda item 20, Community Warden Service Review – Draft Agreement, due to the confidential nature of the business to be transacted.

20. Community Warden Service Review – Draft Agreement

To receive an update on any advice/clarification received from the Parish Council’s Solicitor in response to the Council’s questions regarding the draft agreement.

21. Date of Next Meeting

List of circulated documents

1. Minutes of the meeting of the Finance & General Purposes Committee held on 30th July 2025. **(WHITE)**
2. Income and expenditure report from 1st April 2025 to 14th October 2025. **(BLUE)**
3. List of current reserves held by the Council. **(CREAM)**
4. Draft CIL Report. **(GREEN)**
5. Draft budget for the Newsletter, Annual Report, Website and Youth Services for the next financial year 2026 - 27. **(WHITE)**
6. Draft Budget 2026-27. **(WHITE)**
7. Northfield Management Committee Budget 2026-27. **(WHITE)**

8. Email dated 30th September 2025, received from the Air Ambulance Charity Kent Surrey Sussex. **(CREAM)**
9. Local Government Pension Scheme (LGPS) employer update. **(PINK)**
10. Email dated 4th August 2025, received from Sevenoaks District Council. **(YELLOW)**
11. Digital “MOT” Report. **(CREAM)**
12. Satswana Council update – September 2025. **(WHITE)**
13. Report on arrangements for the Remembrance Sunday Service. **(GREEN)**
14. Play Place Family Fun Day evaluation. **(PINK)**