

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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10th December 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **WEDNESDAY 17th DECEMBER 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. 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 21st October 2025 as a correct record. (Annexed).

4. Review of Income and Expenditure (BLUE)

To review the Council's income and expenditure from 1st April 2025 to 10th December 2025. (Annexed).

5. Parish Office

To consider a proposal for the commissioning of a support package providing advice on compliance with employment law and policies.

6. Budget 2026 – 27 (WHITE)

(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

7. Precept 2026/27 (GREEN)

(a) To consider a letter received from the Chief Finance Officer at Sevenoaks District Council. (Annexed).

(b) To consider the Precept for 2026/27.

8. KCC Combined Members' Grant

To consider any projects suitable for an application to be made for Combined Members' Grant funding.

9. Pension (PINK)

To consider an email dated 28th November 2025 (including attachments), received from Kent County Council. (Annexed).

10. Interim half year audit 2025/26 (WHITE)

To consider the internal auditor's interim half year audit report for 2025 - 26. (Annexed).

11. 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.

12. Highway Matters

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

13. Youth

At the meeting of the Finance & General Purposes Committee held on 7th May 2025, it was agreed that Millwall Football Club be asked to provide 12 weeks of football sessions at Woodland Avenue recreation ground, as in previous years.

The Committee is requested to note that due to poor visibility in the evenings, the sessions only ran for 7 weeks.

Members are requested to consider when the remaining sessions should take place.

14. Date of Next Meeting

List of circulated documents

1. Minutes of the meeting of the Finance & General Purposes Committee held on 21st October 2025. **(WHITE)**
2. Income and expenditure report from 1st April 2025 to 10th December 2025. **(BLUE)**
3. Draft budget for the Newsletter, Annual Report, Website and Youth Services for the next financial year 2026 - 27. **(WHITE)**
4. Draft Budget 2026-27. **(WHITE)**
5. Northfield Management Committee Budget 2026-27. **(WHITE)**
6. Letter received from the Chief Finance Officer at Sevenoaks District Council. **(GREEN)**
7. Internal auditor's interim half year audit report for 2025 - 26.