

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
Website: www.hartleyparishcouncil.gov.uk

29th April 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **WEDNESDAY 6th MAY 2026** 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 (WHITE)

To approve the minutes of the meeting of the Finance & General Purposes Committee held on 28th January 2026 as a correct record. (Previously sent by email).

4. Review of income and expenditure (BLUE)

To review the Council's income and expenditure from 1st April 2026 to 29th April 2026. (If available).

5. Internal Auditors Report 2025-26

(a) To consider the Internal Auditor's Report for the year ending 31st March 2026. (To follow).

(b) To receive and note the Annual Internal Audit Report 2025/26 (Page 3 of the Annual Governance & Accountability Return. (To follow).

6. Annual Governance Statement 2025/26 (WHITE)

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 – 15 of the Governance & Accountability for Smaller Authorities in England, A Practitioners Guide March 2025. (Annexed)(GREEN)

7. Accounts for the Financial Year Ended 31st March 2026 – Accounting Statements

To consider the accounts for the year ending 31st March 2026 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 31st March 2026, should be returned by no later than 30th June 2026, 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 1st July 2026.**
- (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 31st March 2026;
- (4) a full explanation with figures of all significant variances in income & expenditure in 2025/26 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 2024/25.

On the basis of information from previous years, (income or expenditure of over £200,000 in 2025/26), 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 30th April 2026.

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 2026 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 2025/26

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

8. Supporting Statement (GREEN)

To consider the supporting statement to the accounts for the year ending 31st March 2026. (Annexed).

9. Financial Regulations

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

10. Insurance

To note that the Parish Council's insurance policy falls due for renewal on 1st June 2026

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

11. Risk Assessments (CREAM)

- (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 (GREEN)

- (a) To consider a letter dated 6th March 2026, received from Kent Surrey Sussex Air Ambulance Charity, requesting a donation towards their work. (Annexed).
- (b) To consider an email dated 4th February 2026, received from the Domestic Abuse Volunteer Support Services, requesting a donation towards their work. (Annexed).

13. CIL Contributions (WHITE)

To consider a letter dated 21st April 2026, received from Sevenoaks District Council. (Annexed).

14. Kent Pension Fund (GREEN)

To consider an email dated 12th February 2026, received from the Kent Pension Fund. (Annexed).

15. Family Fun Days

(a) To note that the free Family Fun Day provided by Sevenoaks District Council, will take place on Tuesday 11th August 2026 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 provided face painting at a cost of £220.

16. Highway Matters (CREAM)

(a) To consider a request received from a resident for the “lay by” on Ash Road, adjacent to Northfield, to be removed.

(b) To consider an email dated 9th March 2026, received from a resident regarding parking arrangements outside the Post Office on Ash Road. (Annexed).

17. Youth

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

18. Website

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.

19. GDPR (WHITE)

To consider the Satswana Council Update, Spring 2026. (Annexed).

20. Parish Office Lease

To receive an update on the renewal of the lease on the Parish Office.

21. Date of Next Meeting

List of circulated documents

1. Minutes of the meeting of the Finance Committee held on 28th January 2026. **(WHITE)**
2. Internal Auditors Report y/e 31st March 2026. **(YELLOW)**
3. Annual Internal Audit Report 2025/26 (page 3 of the AGAR). **(YELLOW)**
4. Annual Governance & Accountability Return Section 1 - Annual Governance Statement 2025/26. **(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 2025/26. **(GREEN)**
8. Financial Regulations. **(PINK)**
9. Cash Handling Risk Assessment. **(CREAM)**
10. Risk assessment for meetings at the Pavilion and Hartley Library. **(CREAM)**

11. Parish Office risk assessment. **(CREAM)**
12. Lone Working & Violence at Work Risk Assessment. **(CREAM)**
13. Letter dated 6th March 2026, received from Kent, Surrey, Sussex Air Ambulance Charity. **(GREEN)**
14. Email dated 4th February 2026, received from the Domestic Abuse Volunteer Support Services.. **(GREEN)**
15. Letter dated 21st April 2026, received from Sevenoaks District Council. **(WHITE)**
16. Letter dated 12th February 2026, received from the Kent Pension Fund. **(GREEN)**
17. Email dated 9th March 2026, received from a resident. **(CREAM)**
18. Satswana Council Update (Spring 2026) **(WHITE)**