

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden  
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10<sup>th</sup> August 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **WEDNESDAY 16<sup>th</sup> AUGUST 2023** at **Hartley Library, Ash Road**, commencing at **10.00 a.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.**

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## 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 17<sup>th</sup> May 2023 as a correct record. (Previously sent by email).

**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.**

### 4. Review of income and expenditure (BLUE)

To review the Council's income and expenditure from 1<sup>st</sup> April 2023 to 10<sup>th</sup> August 2023. (Annexed).

### 5. CIL (PINK)

To review the current CIL funds available. (Annexed).

## **6. Insurance (YELLOW)**

To note that the Parish Council's Cyber insurance policy fell due for renewal on 12<sup>th</sup> August 2023 and to consider whether the policy still meets the requirements of the Council. (Previously set by email)

## **7. Budget 2024 – 25 (WHITE)**

To consider the draft budget for the Newsletter, Annual Report, Website and Youth Services for the next financial year 2024 - 25.

### *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).*

## **8. Youth Provision (PINK)**

(a) To receive a report from the Lead Youth Worker at West Kent Housing Association. (Annexed).

(b) Kent County Council has given notice that it will be ending all commissioned youth services, which includes West Kent Housing Association (WKHA) from 31 March 2024.

WKHA are now considering options for the provision of detached youth work from 2024.

Currently they employ a Youth Worker, two apprentices and a Schools Officer, but are unlikely to be able to afford to keep staff on.

Sevenoaks District Council will be liaising with WKHA to consider possible solutions including costs and will send them out shortly.

The Committee is requested to consider any information received.

## **9. Highway Improvement Plan (CREAM)**

To review the Parish Council's Highway Improvements Plan. (Annexed).

## **10. Speed Indicator Device**

To consider a report on the status of the speed indicator device, jointly owned by Hartley & Ash-cum-Ridley Parish Councils.

## **11. Kent County Council - Local Transport Plan (GREEN)**

To consider an email dated 14<sup>th</sup> July 2023, received from Kent County Council regarding the consultation on its new draft Emerging Local Transport Plan. (Annexed).

The closing date for comments is 18<sup>th</sup> September 2023.

*More information on this consultation and how to respond on the draft plan and the supporting information including the Health Impact Assessment and Equalities Impact assessment is available at [www.kent.gov.uk/ltp5](http://www.kent.gov.uk/ltp5)*

## **12. Kent County Council – Kent Family Hub Services Public Consultation (WHITE)**

To consider an email dated 19<sup>th</sup> July 2023, received from Kent County Council regarding its eight week Family Hub Services Consultation. (Annexed).

The closing date for comments is 13<sup>th</sup> September 2023.

### **13. National Highways & Transport Network – Public Satisfaction Surveys (YELLOW)**

To consider an email dated 28<sup>th</sup> June 2023, received from Kent Highway Services, regarding the NHT Public Satisfaction Survey on highways and transport services. (Annexed).

The closing date for comments is 29<sup>th</sup> February 2024.

### **14. Newsletter**

(a) To review arrangements for the delivery of the Parish Council's newsletter.

(b) To consider a draft newsletter, using a revised layout.

### **15. Website**

To consider whether any amendments or updates are required to the new website.

*Committee members are requested to look at the website prior to the meeting.*

### **16. Remembrance Sunday Service (CREAM)**

To consider arrangements for the Remembrance Sunday Service, to be held on 12<sup>th</sup> November 2023. (Annexed).

### **17. Banking (PINK)**

To consider a letter dated 21<sup>st</sup> July 2023, received from the Nationwide Building Society. (Annexed).

### **18. Playgrounds**

The recent Annual Playground Inspection report highlighted the fact that the fencing at Woodland Avenue and the safety surfacing in all three of the Parish Council's playgrounds was in need of repair/replacement.

Due to the fact that there is no budgetary provision for the works required, the Committee is requested to give this matter its consideration.

### **19. Date of Next Meeting**

#### **List of circulated documents**

1. Minutes of the meeting of the Finance & General Purposes Committee held on 17<sup>th</sup> May 2023. **(WHITE)**.
2. Detailed income and expenditure by budget heading as at 10<sup>th</sup> August 2023. **(BLUE)**.
3. Detailed report showing CIL funds available. **(PINK)**.
4. Cyber insurance renewal documents. **(YELLOW)**.
5. Draft Budget for Newsletter and Annual Report, code 4039. **(WHITE)**
6. Draft Budget for Website, code 4050. **(WHITE)**
7. Draft budget for Youth Services, cost centre 501, code 4501. **(WHITE)**
8. Highway Improvement Plan. **(CREAM)**.
9. Email dated 14<sup>th</sup> July 2023, received from Kent County Council. **(GREEN)**.
10. Email dated 19<sup>th</sup> July 2023, received from Kent County Council. **(WHITE)**.
11. Email dated 28<sup>th</sup> June 2023, received from Kent Highway Services. **(YELLOW)**.
12. Report on arrangements for the Remembrance Sunday Service. **(CREAM)**.
13. Letter dated 21<sup>st</sup> July 2023, received from the Nationwide Building Society. **(PINK)**.

