

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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23rd January 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **WEDNESDAY 29th JANUARY 2025** 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

To approve the minutes of the meeting of the Finance & General Purposes Committee held on 18th December 2024 as a correct record. (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.

4. Review of Income and Expenditure

To review the Council's income and expenditure from 1st April 2024 to 22nd January 2025. (Annexed).

[Background document](#)

Detailed income and expenditure by budget heading as at 22nd January 2025.

5. Review of the Effectiveness of the System of Internal Audit

Assertion 2 of the Annual Governance Statement contained in Section 1 of the Annual Governance and Accountability Return, requires Members of Hartley Parish

Council to confirm that they have; “*maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*”

This Assertion covers the Council’s responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption. The Council is required to confirm that it has tested these arrangements, at least once in the year to make sure they are working in an adequate and effective way.

When completing Assertion 2, 6 and 7 in the Annual Governance Statement, local councils should consider the outcome of any review of internal audit. Guidance on how the review could be conducted is set out in the Governance & Accountability for Local Council’s – A Practitioners’ Guide (England) March 2024, pages 24 to 33 inclusive.

The Committee is requested to review of the effectiveness of the system of internal audit for 2024/25. (Annexed).

6. Risk Management Review

To review the Risk Management Policy Statement and Risk Management Strategy approved by the Council on 11th March 2024. (Annexed).

Background document

Risk Management Policy Statement approved by the Council on 11th March 2024. (Annexed)

Risk Management Strategy approved by the Council on 11th March 2024. (Annexed).

7. Financial Risk Assessment

To review the Financial Risk Assessment approved by the Council on 11th March 2024. (Annexed).

Background document

Financial Risk Assessment approved by the Council on 11th March 2024. (Annexed).

8. Risk Register

To review the Risk Register approved by the Council on 11th March 2024. (Annexed).

Background document

Risk Register approved by the Council on 11th March 2024. (Annexed).

9. Reserves

(a) To review the Reserves Policy approved by the Council on 11th March 2024. (Annexed).

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

Background document

Reserves Policy approved by the Council on 11th March 2024. (Annexed).

List of Reserves held by the Council. (Annexed).

10. Statement of Internal Control

To review the Statement of Internal Control approved by the Council on 11th March 2024.

Background document

Statement of Internal Control for y/e 31st March 2024. (Annexed).

11. Assets Register

To review the Council's Assets Register showing property and land owned by the Council, other assets and land leased by the Council. (Annexed).

Background document

Assets Register. (Annexed).

12. Insurance

To review the Council's insurance schedule to ensure the Council's assets are adequately covered. (Annexed).

Background document

Insurance Schedule as at 12th November 2024. (Annexed).

13. Subscriptions and Licences

To review the Council's subscriptions and licences falling due to be paid annually.

Background document

List of subscriptions and licences for 2024/25 as approved by the Council on 11th March 2024. (Annexed).

14. Review of investments and Banking Arrangements

To review the Council's investments and banking arrangements. (Annexed).

The internal auditor's interim half year audit report for 2023/24, highlighted the fact that at the date of the interim audit, the combined balance held with Barclays, exceeds the protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council may wish to consider making arrangements to maximise the protection available to it.

At the meeting of the Finance & General Purposes Committee held on 29th November 2023, the Clerk suggested that she make enquiries regarding opening an additional bank account, to be brought back to the Committee for consideration.

The Committee is requested to consider an update.

Background document

Investments and banking arrangements. (Annexed).

15. Grants/Donations

To consider a letter dated 30th October 2024, received from Victim Support, requesting a donation towards their work. (Annexed).

16. Photocopier

At the meeting of the Finance & General Purposes Committee held on 18th December 2024, it was resolved that the Clerk, in consultation with the Chairman of the Finance & General Purposes Committee be authorised to consider all of the quotations received for a new photocopier and to accept the one considered most appropriate, over a term of 5 years.

To receive an update.

17. Lone Working

- (a) To consider a draft Lone Working Policy. (Annexed)
- (b) To review the Lone Working & Violence at Work Risk Assessment. (Annexed)

18. Date of Next Meeting

List of circulated documents

1. Minutes of the meeting of the Finance & General Purposes Committee held on 18th December 2024. **(WHITE)**.
2. Detailed income and expenditure by budget heading as at 22nd January 2025. **(BLUE)**.
3. Review of the Effectiveness of the System of Internal Audit. **(PINK)**.
4. Risk Management Policy Statement approved by the Council on 11th March 2024. **(GREEN)**.
5. Risk Management Strategy approved by the Council on 11th March 2024. **(GREEN)**.
6. Financial Risk Assessment approved by the Council on 11th March 2024. **(PINK)**.
7. Risk Register approved by the Council on 11th March 2024. **(BLUE)**.
8. Reserves Policy approved by the Council on 11th March 2024. **(CREAM)**.
9. List of Reserves. **(CREAM)**
10. Statement of Internal Control for y/e 31st March 2024. **(YELLOW)**.
11. Assets Register. **(GREEN)**.
12. Insurance Schedule as at 12th November 2024. **(PINK)**.
13. List of subscriptions and licences for 2024/25 as approved by the Council on 11th March 2024. **(BLUE)**.
14. Investments and banking arrangements. **(CREAM)**.
15. Letter dated 30th October 2024, received from Victim Support. **(WHITE)**.
16. Draft Lone Working Policy. **(PINK)**.
17. Lone Working & Violence at Work Risk Assessment. **(PINK)**.