

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden

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22<sup>nd</sup> January 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Finance & General Purposes Committee on **WEDNESDAY 28<sup>th</sup> JANUARY 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

To approve the minutes of the meeting of the Finance & General Purposes Committee held on 17<sup>th</sup> December 2025 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 1<sup>st</sup> April 2025 to 22<sup>nd</sup> January 2026. (Annexed).

#### Background document

*Detailed income and expenditure by budget heading as at 22<sup>nd</sup> January 2026.*

### 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 2025, pages 24 to 33 inclusive.

The Committee is requested to review of the effectiveness of the system of internal audit for 2025/26. (Annexed).

## **6. Risk Management Review**

To review the Risk Management Policy Statement and Risk Management Strategy approved by the Council on 10<sup>th</sup> February 2025. (Annexed).

Background document

*Risk Management Policy Statement approved by the Council on 10<sup>th</sup> February 2025. (Annexed)*

*Risk Management Strategy approved by the Council on 10<sup>th</sup> February 2025. (Annexed).*

## **7. Financial Risk Assessment**

To review the Financial Risk Assessment approved by the Council on 10<sup>th</sup> February 2025. (Annexed).

Background document

*Financial Risk Assessment approved by the Council on 10<sup>th</sup> February 2025. (Annexed).*

## **8. Risk Register**

To review the Risk Register approved by the Council on 10<sup>th</sup> February 2025. (Annexed).

Background document

*Risk Register approved by the Council on 10<sup>th</sup> February 2025. (Annexed).*

## **9. Reserves**

(a) To review the Reserves Policy approved by the Council on 10<sup>th</sup> February 2025. (Annexed).

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

Background document

*Reserves Policy approved by the Council on 10<sup>th</sup> February 2025. (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 10<sup>th</sup> February 2025.

Background document

*Statement of Internal Control for y/e 31<sup>st</sup> March 2025. (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 1<sup>st</sup> June 2025. (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 2025/26 as approved by the Council on 10<sup>th</sup> February 2025. (Annexed).*

**14. Review of investments and Banking Arrangements**

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

Background document

*Investments and banking arrangements. (Annexed).*

(b) To consider a letter dated 5<sup>th</sup> January 2026, received from the Nationwide Building Society. (Annexed).

(c) To consider a letter dated 7<sup>th</sup> January 2026, received from Barclays Bank. (Annexed).

**15. Internal Audit**

A long term 3 year agreement with Mulberry & Co was accepted on 13<sup>th</sup> October 2023, for the accounting periods 2023/24, 2024/25 and 2025/26.

The Committee is requested to consider arrangements for the Internal Audit of the Parish Council's accounts for 2026/27 onwards.

**16. Kent Pension Fund**

To consider an email dated 19<sup>th</sup> January 2026, received from Pensions Engagement & Systems Team Manager at Kent County Council. (Annexed).

**17. Lone Working**

(a) To review the Council's Lone Working Policy. (Annexed)

(b) To review the Council's Lone Working & Violence at Work Risk Assessment. (Annexed).

## **18. Parish Office Lease**

To receive an update on arrangements for renewing the lease on the Parish Office, which is due to expire on 31<sup>st</sup> March 2026.

## **19. Highways**

### **(a) Castle Hill**

To consider an email dated 7<sup>th</sup> January 2026, received from a resident. (Annexed).

### **(b) Winter Service**

To consider a letter dated 16<sup>th</sup> January 2026, received from Kent County Council, regarding their winter service. In particular St John's Lane, Wellfield and Woodland Avenue. (Annexed).

## **20. 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> December 2025. (**WHITE**).
2. Detailed income and expenditure by budget heading as at 22<sup>nd</sup> January 2026. (**BLUE**).
3. Review of the Effectiveness of the System of Internal Audit. (**PINK**).
4. Risk Management Policy Statement approved by the Council on 10<sup>th</sup> February 2025. (**GREEN**).
5. Risk Management Strategy approved by the Council on 10<sup>th</sup> February 2025. (**GREEN**).
6. Financial Risk Assessment approved by the Council on 10<sup>th</sup> February 2025. (**PINK**).
7. Risk Register approved by the Council on 10<sup>th</sup> February 2025. (**BLUE**).
8. Reserves Policy approved by the Council on 10<sup>th</sup> February 2025. (**CREAM**).
9. List of Reserves. (**CREAM**)
10. Statement of Internal Control for y/e 31<sup>st</sup> March 2025. (**YELLOW**).
11. Assets Register. (**GREEN**).
12. Insurance Schedule as at 1<sup>st</sup> June 2025. (**PINK**).
13. List of subscriptions and licences for 2025/26. (**BLUE**).
14. Investments and banking arrangements. (**CREAM**).
15. Letter dated 5<sup>th</sup> January 2026, received from the Nationwide Building Society. (**CREAM**).
16. Letter dated 7<sup>th</sup> January 2026, received from Barclays Bank. (**CREAM**).
17. Letter dated 19<sup>th</sup> January 2026, received from the Kent Pension Fund. (**WHITE**)
18. Lone Working Policy. (**PINK**).
19. Lone Working & Violence at Work Risk Assessment. (**PINK**).
20. Email dated 7<sup>th</sup> January 2026, received from a resident. (**YELLOW**).
21. Letter dated 16<sup>th</sup> January 2026, received from KCC. (**YELLOW**).