

THE PARISH COUNCIL OF HARTLEY

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2nd May 2017

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Hartley Parish Council to be held at the **Pavilion, Manor Field, Church Road** on **MONDAY 8th MAY 2017** commencing at **7.30 p.m.** The business to be transacted at the meeting is:

Yours sincerely

Helen Gilder

Helen Gilder
Proper Officer

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Clerk prior to the day of the meeting.

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. Election of Chairman of the Council

To elect a Chairman of the Council for the ensuing municipal year.

2. Chairman's declaration of acceptance of office

To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.

3. Election of Vice-Chairman

To elect a Vice-Chairman of the Council for the ensuing municipal year.

4. Apologies

To receive and approve, if necessary, any apologies for absence.

5. Declarations of Interest

To receive Members' declarations of interest which have not already been entered in the Members' Register of Interests or notified to the Monitoring Officer.

Members are reminded of the duty to register with the Monitoring Officer any change to interests or new interests in Appendices A and B of the Council's adopted Code of Conduct within 28 days of becoming aware of it.

6. Dispensations

To consider any request/s received from Members to grant a dispensation in order to participate in discussion and voting, as appropriate, on matter/s to be considered at this meeting where a Member has an interest in Appendices A and/or B of the Council's Code of Conduct adopted on 10th November 2014.

7. Minutes (WHITE)

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 10th April 2017. (Annexed).

Pursuant to Standing Order 3 (e) the Chairman of the Council 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.

Adjournment

The meeting will be adjourned to receive any reports from the County Councillor and the District Councillors and to allow a public question time.

8. Appointment of committees, advisory committees and representatives on outside bodies and joint management committees

(a) To establish Committees and Advisory Committees for the ensuing municipal year and to approve their Terms of Reference and delegated powers.

A schedule showing the Committees and Advisory Committees and their Terms of Reference established during 2016/2017 is also attached as Appendix 1 for Members information. **(YELLOW)**

(b) To appoint the membership of the Committees and Advisory Committees.

A schedule indicating the membership of Committees and Advisory Committees during 2016/17 is attached as Appendix 1. **(YELLOW)**

(c) To approve appointment of representatives to outside bodies and joint management committees.

A schedule showing the appointments made during 2016/2017 is attached as Appendix 1. **(YELLOW)**

9. Standing Orders (WHITE)

To confirm the Council's Standing Orders as approved by the Council on 10th November 2014. (Copy provided in Councillors Handbook)

10. Financial Regulations (GREEN)

To confirm the Council's Financial Regulations as reviewed by the Finance Committee at a meeting held on 26th April 2017. (Annexed)

11. Complaints Procedure (CREAM)

To confirm the Council's complaints procedure as approved on 9th May 2016. (Annexed).

Background document

Complaints procedure adopted by the Council on 9th May 2016.

12. Publication Scheme, Freedom of Information Act 2000 and Data Protection Act 1998 (WHITE)

To confirm the Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

At a meeting of the Council held on 14th March 2011 it was resolved that the Council's procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998 shall be as set out in Legal Topic Notes published by the National Association of Local Councils, as may be in place at the time of the request.

Background document

Information available from Hartley Parish Council under the model publication scheme approved on 9th May 2016. (Annexed)

Legal Topic Note 37 Freedom of Information July 2009 (Available from the Parish Office on request).

Legal Topic Note 38 Data Protection January 2013 (Available from the Parish Office on request).

13. Calendar of Meetings

(a) Meetings of the Council

To approve the dates, times and place of ordinary meetings of the Council during the ensuing municipal year.

Apart from the Annual Meeting of the Council, the Parish Council is required by Schedule 12, paragraph 8(1) of the Local Government Act 1972 to hold at least 3 other meetings. Standing Order 6 (d) states that ordinary meetings of the Council shall be held on such dates and times as the Council directs.

It has been the custom to hold monthly meetings on the second Monday of each month, except for the month of August when there is no meeting, and that the meetings are held at the Pavilion, Manor Field commencing at 7.30 p.m.

It is suggested that meetings for the ensuing year be held on the following dates:

12 th June 2017	10 th July 2017
11 th September 2017	9 th October 2017
13 th November 2017	11 th December 2017
8 th January 2018	12 th February 2018

12 th March 2018	9 th April 2018
14 th May 2018 (Annual Meeting of the Council)	

(b) Annual Parish Meeting

To consider the date for the Annual Parish Meeting. Annual Parish Meetings must be held annually between 1st March and 1st June (inclusive). Historically the Annual Parish Meeting has been held on a Friday evening to allow the local Member of Parliament to attend.

The Council is requested to consider the suggested date of Friday 18th May 2018 for the Annual Parish Meeting.

14. Finance Committee (BLUE)

To adopt the minutes of the meeting of the Finance Committee held on 26th April 2017 and to consider any recommendations contained therein. (Annexed).

15. Planning Committee (YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 12th April 2017 and 26th April 2017 and to consider any recommendations contained therein. (Annexed).

16. Northfield Management Committee (GREEN)

To consider the minutes of the meeting of the Northfield Management Committee held on 11th July 2017 and to consider any recommendations contained therein. (Annexed).

17. Insurance

To consider arrangements for the Council's insurance falling due for renewal on 1st June 2017.

18. Review of the Effectiveness of the System of Internal Audit (CREAM)

Assertion 2 of the Annual Governance Statement contained in Section 1 of the Annual 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 arrangements exist to prevent and detect fraud and corruption. The Council is required to confirm that it has tested those arrangements, at least once in the year, to make sure that 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 2014, pages 38 to 43 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 1st February 2017 by Cllrs Bennett, Oxtoby and Sewell. (Annexed).

At the meeting of the Finance Committee held on 15th February 2017, Members considered and approved the review of the effectiveness of internal audit, undertaken on 1st February 2017, by Cllrs Bennett, Oxtoby and Sewell.

Background document

Review of the effectiveness of the system of internal audit undertaken on 1st February 2017. (Annexed)

19. Annual Governance Statement 2016/17 (WHITE)

The Council is required to complete and approve Section 1 of the Annual 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 6 – 14 of the Governance & Accountability for Smaller Authorities in England, A Practitioners Guide. (Annexed)

20. Accounts for the Financial Year Ended 31st March 2017 – Accounting Statements (WHITE)

To consider the accounts for the year ending 31st March 2017 and to confirm the dates selected for the period of exercise of public rights.

The Council has received notice from the external auditor, PKF Littlejohn, that the Annual Return for the financial year ending 31st March 2017, should be returned by 12th June 2017, with the following documentation;

- (1) a fully completed and signed annual return. Section 1 must be approved before Section 2 either at separate meetings or as separate agenda items in the correct order;
- (2) the completed yellow confirmation of dates of the period for the provision of public rights form;
- (3) a bank reconciliation showing how the cash balance in Box 8 is arrived at;
- (4) a full explanation, with figures, of any significant variances between the current and prior accounting statements;
- (5) a reconciliation for the difference between Boxes 7 and 8.

The Council has not been selected within the 5% sample for intermediate level review procedures.

Section 4 of the Annual 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 10th April 2017.

The Audit Commission has suggested **5th June 2017** as the date on or after which interested parties and local electors for the area to which the annual return for the financial year ending 31st March 2017 relates, may exercise their rights under the Local Audit and Accountability Act 2014, Sections 26 and 27, and the Accounts and Audit Regulations 2015 (SI 2015/234).

The notice of appointment of date for the exercise of electors' rights shall be displayed on the Council's notice board outside Hartley Library. It is a requirement of the Regulations, that this notice is published not less than one day before the start of the inspection period.

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 business saver account

Explanation of significant variances

Annual Return, Section 2 – working details

Annual Return, Section 2 – Accounting Statements 2016/17

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

21. Parish Office

At the meeting of the Personnel Committee held on 29th March 2017, it was recommended that *“the Parish Office opening hours be altered from 8.30a.m. – 5.00p.m. on Tuesdays to 10.30a.m. – 5.00p.m. with immediate effect “*.

It was suggested that blinds be fitted to both the window and door of the office to prevent the Clerk and Assistant Clerk from being disturbed during the period of closure.

The Council is requested to consider the installation of blinds in the Parish Office and any quotations received.

22. Payments (BLUE)

(a) To approve the payment of the following accounts for May 2017. (Annexed).

(b) To note that the total shown on the Schedule of Payments for April 2017 was incorrect. The list of payments approved was correct, but there had been an error with the total on the spreadsheet.

The Council is requested to approve the correct Schedule of Payments. (Annexed original and corrected Schedule).

(c) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 2nd May 2017. (If available).

(d) To verify the bank reconciliations for the Council's three bank accounts. Bank statements and reconciliations will be available at the meeting.

List of circulated documents

1. Minutes of the meeting of the Council held on 10th April 2017. **(WHITE)**
2. Appendix 1 - List of Committees and Advisory Committee and their Terms of Reference established during 2016/17. **(YELLOW)**
3. Appendix 2 - Committee and Advisory Committee Membership 2016/17. **(YELLOW)**
4. Appendix 3 - Appointments to outside bodies and joint management committees 2016/17. **(YELLOW)**
5. Financial Regulations as reviewed by the Finance Committee at a meeting held on 26th April 2017. **(GREEN)**
6. Complaints procedure approved by the Council on 9th May 2016. **(CREAM)**
7. Hartley Parish Council's publication scheme approved on 9th May 2016. **(WHITE)**
8. Minutes of the meeting of the Finance Committee held on 26th April 2017. **(BLUE)**
9. Minutes of the meetings of the Planning Committee held on 12th April & 26th April 2017. **(YELLOW)**
10. Minutes of the meeting of the Northfield Management Committee held on 11th July 2017. **(GREEN)**
11. Review of the effectiveness of the system of internal audit undertaken on 1st February 2017. **(CREAM)**
12. Annual Governance Statement 2016/17. **(WHITE)**
13. RBS Software Solutions: Income & Expenditure, Balance Sheet, Trial Balance, Creditors & Debtors, Council Detail Report, year end reconciliation of current accounts and business saver account. **(WHITE)**
14. Explanation of Significant Variances. **(WHITE)**
15. Annual Return Section 2 Accounting Statements. **(WHITE)**
16. Annual Return Section 2 working details. **(WHITE)**
17. Yellow form confirming dates of the period for the provision of public rights. **(WHITE)**
18. Schedule of payments for May 2017. **(BLUE)**
19. Schedule of payments for April 2017 (Original & Corrected). **(YELLOW)**
20. Council detail report setting out actual income and expenditure against budgeted estimates as at 2nd May 2017. **(BLUE)**

HARTLEY PARISH COUNCIL

Appointments to Committees and Advisory Committees 2016 – 17 (As approved at the meeting of the Council on 12th December 2016).

Chairman and Vice Chairman are ex officio members on all committees –
Chairman and Vice Chairman are marked with an * and shown in *italics*.

Amenities and Open Spaces Committee (9)

Cllrs **Abraham*, Bennett, Burchell, Cole, Graeme, * *Oxtoby*, Sewell, Tremain and Vesey.

Burial Grounds and Gardens of Remembrance Committee (5)

Cllrs **Abraham*, Beaman, Burchell, Ramsay and **Oxtoby*.

Finance Committee (7)

Cllrs **Abraham*, Alford, Bennett, * *Oxtoby*, Ramsay, Sewell and Vesey.

General Purposes Committee (8)

Cllrs **Abraham*, Alford, Cole, Graeme, * *Oxtoby*, *Rogers*, Sewell and Tremain.

Personnel Committee (3)

Chairman of the Council, Vice Chairman of the Council and Chairman of Finance Committee.

Planning Committee (7)

Cllrs **Abraham*, Alford, Bennett, Burchell, * *Oxtoby*, Ramsay and Sewell.

Advisory Committees

Standing Orders Advisory Committee

Cllrs Abraham, Alford, Oxtoby and Ramsay

Appointment of representatives on outside bodies and joint management committees

(as approved at the Annual meeting of the Council on 9th May 2016)

Organisation	Membership
Kent Association of Local Councils (2 representatives)	Cllr L Abraham VACANCY
Northfield Management Committee (the Constitution states that the Chairman of the Council and two other members will be appointed)	Cllr R Burchell Cllr D Graeme Cllr A Oxtoby (Chairman)
Rural Age Concern	VACANCY
Footpaths Representative	Mrs J Rye

HARTLEY VILLAGE HALL MANAGEMENT COMMITTEE

(as approved by the Trust at a meeting on 14th November 2016)

Cllr Christopher Alford
Cllr Roger Burchell
Cllr Penny Cole
Cllr David Graeme
Cllr Brian Ramsay
Cllr Dorothy Vesey

plus three representatives from the main user groups of the Hall, i.e. Hartley Women's Institute, Hartley Play

Amenities and Open Spaces Committee

Terms of Reference

1. To manage the operation of the Manor Field, Pavilion and all open spaces, woodland, playing fields, recreation grounds, play grounds owned by the Council and the allotments at Woodland Avenue; and such land owned by the Council at the village pond and lay-by, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire.
2. To arrange for the maintenance of the Pavilion.
3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public.
4. To undertake and monitor health and safety inspections of all playground equipment.
5. To prepare an annual budget for review by the Council's Finance Committee each year and to monitor expenditure against the annual budget approved by the Council.
6. To keep under review opportunities to secure funding support from external sources.
7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.

Burial Grounds and Gardens of Remembrance Committee

Terms of Reference

1. To ensure the Burial Grounds, Gardens of Remembrance and Closed Churchyard remain areas of peace and tranquillity for the benefit of the residents.
2. To make arrangements for the general maintenance of the Burial Grounds and Gardens of Remembrance subject to the approval of the Parish Council
3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed.
4. To work towards establishing a new Burial Ground and obtain the necessary costings.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. The Clerk, in consultation with the Chairman of the Burial Grounds and Gardens of Remembrance Committee, be authorised to approve applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground and to approve applications to place plaques and tablets in the Garden of Remembrance, provided such applications comply with the Council's rules and regulations.

Finance Committee

Terms of Reference

1. To make recommendations to the Council on the Budget for the ensuing year; such Budget shall be prepared having regard to the Council's statutory duties, obligations and such objectives that the Council wishes to undertake for the benefit of the Parish.
2. To undertake quarterly reviews of income and expenditure against the approved Budget and to report thereon to the Council highlighting any variations.
3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972, if appropriate.
4. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance where these do not already fall within another Committee.
5. To ensure proper arrangements for the conduct of the interim audit of the Council's accounts and statutory annual audit, including the appointment of the internal auditor.
6. To review the effectiveness of the Council's systems of internal controls and internal audit, as required by the Audit Regulations.
7. To approve the Annual Statement of Accounts and submit them to the Council for adoption.
8. To undertake a regular review of the Council's banking arrangements, investments and insurance.
9. To review the Council's financial risk assessment.
10. To review donations to outside organisations.
11. To review the subscriptions/licences falling to be paid annually.
12. To review the assets and the land leased by the Council annually.

General Purposes Committee

Terms of Reference

Administrative functions

1. To review the administrative functions of the Council and make recommendations to the Council, as appropriate.
2. To review the Council's office accommodation.

Communications

1. To inform residents about the Council's business and activities through the newsletter and website.
2. To publish a newsletter quarterly and an annual report.
3. To monitor and update the website at least monthly.
4. To undertake any initiatives thought necessary to inform and consult with residents.
5. To maintain and update the Councillors' handbook.
6. To monitor the Council's Quality Parish status at regular intervals.

Highways

1. To determine the issues and assess the priorities associated with traffic, highway and associated infrastructure within the Parish and make recommendation, as appropriate, to the Council.

Youth

1. To work on behalf of all of the Youth of Hartley to assist them in taking a full and active role in the life of the village.
2. To engage with any organisation involved with youth work and young people to work with the Council for the benefit of the Youth of Hartley.

General

1. To deal with any matters which do not fall within the Terms of Reference of any other committee.

Delegated powers

1. To authorise expenditure on Youth matters that fall within the sums contained in the annual Budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.
2. To authorise expenditure on those matters relating to the publication of the Council's quarterly regular newsletters, Annual Report and the Council's website up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council
3. To co-opt for such time as is necessary members, in a non-voting capacity, to assist with specific items or who have expertise in a particular matter.

Personnel Committee

Terms of Reference

1. To review the Clerk's and the Assistant Clerk's terms and conditions of employment and make recommendation to Council.
2. To review the Council's disciplinary and grievance procedures and make recommendation to Council.
3. To ensure staff have annual appraisals.
4. To deal with any other matters relating to staff and make recommendation to Council.

PLANNING COMMITTEE

Terms of Reference

Delegation from the Council

These Terms of Reference were agreed by the Parish Council at its meeting held on **9th May 2016** and recorded in the minute number **8 (a)**.

Membership

The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.

Procedures

(1) The Committee shall operate in accordance with the Council's Standing Orders and the Guidelines on Procedure at Meetings of the Planning Committee adopted by the Council on 7th February 2005.

(2) At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman and, if the Committee deems necessary, a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman, if appointed, may be re-elected.

(3) The Committee shall submit its minutes for adoption to the next meeting of the Parish Council.

(4) The Clerk or Assistant Clerk shall provide administrative support for the Committee.

Committee functions

(1) To respond on behalf of the Council to requests from the local planning authorities for comments on planning applications, tree preservation orders and breaches of planning control.

(2) Where appropriate, prepare for the Council, grounds for supporting the local planning authority in any planning appeals against refusal of planning permission.

(3) To advise the Council on all planning matters including changes to the Sevenoaks District Local Plan.

(4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits

(5) To respond on behalf of the Council to consultation documents from any appropriate Government body and other local Councils.

Delegated Powers

(1) To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control.

(2) To undertake such action, publicity and consultations considered necessary to provide residents with an opportunity to make representations on planning applications and other planning matters.

(3) To appoint working groups to research and advise the Committee on planning applications and appeals.

(4) To determine and submit the Councils comments on applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits.

(5) To determine and submit the Council's comments on consultation documents from any appropriate Government body and other local Councils.