

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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7th February 2019

Dear Councillor

You are hereby summoned to attend a meeting of the Finance Committee to be held on **WEDNESDAY 13th FEBRUARY 2019** commencing at **10.30a.m.** at **Hartley Library, Ash Road**, or at the conclusion of the meeting of the Planning Committee, whichever is later.

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 Committee held on 19th December 2018 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 (BLUE)

To review the Council's income and expenditure from 1st April 2018 to 7th February 2019. (Annexed).

Background document

Detailed income and expenditure by budget heading as at 7th February 2019.

5. Donations/Grants

At the meeting of the Finance Committee held on 31st October 2018, it was recommended that “a grant in the sum of £3,000 be made to the Hartley Village Hall Trust, to carry out the internal works as detailed in the grant application and that the total sum be met from the Council’s General Reserves”.

At the Parish Council meeting held on 12th November 2018, it was resolved that:

“The Clerk be requested to contact the Parish Council’s Internal Auditor to ask whether the Council could insist that the grant was spent by the Hartley Village Hall Trust, in line with the Parish Council’s financial regulations, as a condition of the grant”.

The Internal Auditor has advised that the Council commissions the works and pays the resultant invoices and effectively “gifts” the works to the Trust.

6. 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 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 2017, pages 26 to 27 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 6th February 2019, by Cllrs Abraham, Bennett and Sewell. (Annexed).

The Committee is requested to consider the findings of the review.

Background document

Review of the effectiveness of the system of internal audit undertaken on 6th February 2019.

7. Risk Management Review (GREEN)

To review the Risk Management Policy Statement and Risk Management Strategy approved by the Council on 12th March 2018. (Annexed).

Background document

Risk Management Policy Statement approved by the Council on 12th March 2018. (Annexed)

Risk Management Strategy approved by the Council on 12th March 2018. (Annexed).

8. Financial Risk Assessment (PINK)

To review the Financial Risk Assessment approved by the Council on 12th March 2018. (Annexed).

Background document

Financial Risk Assessment approved by the Council on 12th March 2018. (Annexed).

9. Risk Register (BLUE)

To review the Risk Register approved by the Council on 12th March 2018. (Annexed).

Background document

Risk Register approved by the Council on 12th March 2018. (Annexed).

10. Reserves (CREAM)

(a) To review the Reserves Policy approved by the Council on 12th March 2018. (Annexed).

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

Background document

Reserves Policy approved by the Council on 12th March 2018. (Annexed).

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

11. Statement of Internal Control (YELLOW)

To review the Statement of Internal Control approved by the Council on 12th March 2018.

Background document

Statement of Internal Control for y/e 31st March 2018. (Annexed).

12. Assets Register (GREEN)

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).

13. Insurance (PINK)

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

(b) To consider whether the Council wishes to include the two new gates recently installed at Longfield Hill recreation ground against loss or damage (not including cover for loss or damage due to subsidence, heave or landslip), under the Council's insurance policy.

(c) The Annual Inspection Report carried out by the Council's playground inspector on 6th December 2018 highlighted a moderate/low risk at Woodland Avenue recreation ground.

The report referred to the team pod seat swing as the edging to the pod seat was damaged and repairs were recommended.

At the meeting of the Amenities & Open Spaces Committee held on 22nd January 2019, it was agreed that as the seat was not repairable, it should be replaced.

The Committee is requested to note that a claim has been submitted under the Parish Council's insurance policy for the vandalism sustained to the swing seat.

Background document

Insurance Schedule as at 5th October 2018. (Annexed).

14. Subscriptions and Licences (BLUE)

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

Background document

List of subscriptions and licences for 2018/19 as approved by the Council on 12th March 2018. (Annexed).

15. Review of investments and Banking Arrangements (CREAM)

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

Background document

Investments and banking arrangements. (Annexed).

16. Internal Auditor

At the meeting of the Finance Committee held on 19th December 2018, the Clerk reported that quotations had only recently been sought for the Internal Audit of the Council's accounts for the accounting periods 2019/20, 2020/21 and 2021/22, and that consequently only one had been received by the Clerk.

In view of this, the Committee agreed to defer a decision, pending receipt of the other quotations.

It was recommended that "*once received, the Clerk, in consultation with the Chairman of the Finance Committee, be authorised to accept whichever quotation they consider appropriate*".

To receive an update from the Chairman.

17. Proposed Puffin Crossing (YELLOW)

To consider an email dated 23rd January 2019, received from the Schemes Project Manager at Kent County Council. (Annexed).

18. Banking (PINK)

To consider a letter dated 13th December 2018, received from Unity Trust Bank regarding Current account cash and cheque charges effective from 4th September 2018. (Annexed).

19. Date of Next Meeting

List of circulated documents

1. Minutes of the meeting of the Finance Committee held on 19th December 2018. (WHITE).
2. Detailed income and expenditure by budget heading as at 7th February 2019. (BLUE).
3. Review of the Effectiveness of the system of internal audit undertaken on 6th February 2019. (CREAM).
4. Risk Management Policy Statement approved by the Council on 12th March 2018. (GREEN).
5. Risk Management Strategy approved by the Council on 12th March 2018. (GREEN).

6. Financial Risk Assessment approved by the Council on 12th March 2018. **(PINK)**.
7. Risk Register approved by the Council on 12th March 2018. **(BLUE)**.
8. Reserves Policy approved by the Council on 12th March 2018. **(CREAM)**.
9. List of Reserves. **(CREAM)**
10. Statement of Internal Control for y/e 31st March 2018. **(YELLOW)**.
11. Assets Register. **(GREEN)**.
12. Insurance Schedule as at 5th October 2018. **(PINK)**.
13. List of subscriptions and licences for 2018/19 as approved by the Council on 12th March 2018. **(BLUE)**.
14. Investments and banking arrangements. **(CREAM)**.
15. Email dated 23rd January 2019, from the Schemes Project Manager at Kent County Council. **(YELLOW)**.
16. Letter dated 13th December 2018, from Unity Trust Bank. **(PINK)**.

Committee membership
Cllr Abraham (ex officio)
Cllr Bennett
Cllr Sewell

Cllr Alford
Cllr Oxtoby (ex-officio)