

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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14th October 2021

Dear Councillor

You are hereby summoned to attend a meeting of the Finance Committee to be held on **WEDNESDAY 20th OCTOBER 2021** at **Hartley Library, Ash Road**, commencing at **10.30a.m. or at the conclusion of the meeting of the Planning Committee, whichever is later.**

Yours sincerely

Helen Boden

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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. Election of Chairman

To elect a Chairman of the Finance Committee until the Annual meeting of the Council to be held in May 2022.

2. Election of Vice Chairman

To elect a Vice Chairman of the Finance Committee until the Annual meeting of the Council to be held in May 2022.

3. Apologies

To receive apologies for absence.

4. Declarations of Interest

To receive Members' declarations of interest not already included on their Register of Interest.

5. Minutes of the previous meeting (WHITE)

To approve the minutes of the meeting of the Finance Committee held on 28th April 2021 as a correct record. (Annexed).

6. Terms of Reference (CREAM)

To review the Terms of Reference of the Finance Committee as approved by the Council at a meeting held on 5th May 2021. (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.

7. Review of income and expenditure (BLUE)

To review the Council's income and expenditure from 1st April 2021 to 1st October 2021. (Annexed).

Background document

Detailed income and expenditure by budget heading as at 1st October 2021.

8. Accounts for the Financial Year Ended 31st March 2021 (WHITE)

To receive and note the External Auditor's Report and Certificate 2020/21 contained in Section 3 of the Annual Governance & Accountability Return (AGAR). On the basis of their review of the AGAR, in their opinion, the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The notice of conclusion of the audit and right to inspect the AGAR for the year ended 31st March 2021, was displayed on the Council's noticeboard and on the Council's website on 12th August 2021, together with a certified copy of sections 1, 2 and 3 of the AGAR.

Background documents

Annual Governance & Accountability Return (AGAR). 2020/21, Section 3. (ANNEXED).

9. Donations/Grants (BLUE)

(a) To consider a letter dated 11th July 2021, received from The Community Cupboard requesting a donation towards their work. (Annexed).

(b) To consider a letter dated 12th May 2021, received from the New Ash Green Horticultural Society, requesting a donation towards the regeneration of the allotments located at the rear of the Black Lion. (Annexed).

(c) To consider a letter dated 15th May 2021, received from Neighbourhood Watch West Kent, requesting a donation towards their work. (Annexed).

(d) At the meeting of the Amenities & Open Spaces Committee held on 28th April 2021, it was recommended that *"this Council gives consideration to making a donation of up to a maximum of £2,500, to Hartley De Sales Football Club, towards the purchase of 2 sets or portable goals and that the matter be referred to the Finance Committee to investigate and make recommendation to the Council"*.

The Committee is requested to give this matter its consideration.

10. Interim half year audit 2021/22

To note that the Internal Auditor intends to carry out the interim half year audit for 2021/22, on 1st November 2021.

11. Reserves (CREAM)

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

12. Community Infrastructure Levy Payments

To note that the current available CIL receipts are as follows:

CIL Receipts A - £2,891.46

CIL Receipts B - £11,258.62

TOTAL - £14,150.08

The sum above is remaining from the CIL monies received on 25th October 2019 and 27th April 2021.

It is a requirement that CIL monies are spent within 5 years of receipt.

13. Budget 2022-2023 (WHITE)

To consider the draft Budget for 2022-23, including the Northfield Management Committee Budget. (Annexed).

2021/22 Precept - £136,451

2020/21 Precept - £137,773

2021/22 Tax Base - 2,532.03

2020/21 Tax Base – £2,556.57

2020/21 Band D - £53.89

2020/21 Band D - £53.89

The tax base is calculated by converting all banding and discount figures to “band D equivalents”, together with an allowance for non-collection. The final figure represents the amount of tax that would be raised by the levy of £1 in band D.

Under amended regulations, any Town or Parish with a precept over £140,000 is required to provide a breakdown of its precept over the following services:

Highways, Planning & Economic Development, Recreation & Tourism and Other Services.

Background documents

Draft Budget 2022-23. (Annexed)

Draft Northfield Management Committee Budget 2022-23. (Annexed).

Nominal ledger a/c for general reserves – code 310

Nominal Ledger a/c for capital reserve – code 320

Nominal Ledger a/c for HVH Earmarked Reserve – code 322

Nominal ledger a/c for New Burial Ground EMR – code 323

Nominal ledger a/c for CIL Receipts A – code 326

Nominal ledger a/c for CIL Receipts B – code 327

Nominal ledger a/c for EMR Platinum Jubilee – code 328

Nominal ledger a/c for EMR Neighbourhood Plan – code 331

14. Bank Accounts (GREEN)

(a) To consider a letter dated 7th June 2021, received from Barclays Bank, regarding a change to their terms and conditions and tariffs for business accounts. (Annexed).

(b) To consider a letter dated 17th June 2021, received from Unity Trust Bank, regarding their Current Account cash and cheque charges. (Annexed).

15. Date of Next Meeting

List of circulated documents

1. Minutes of the meeting of the Finance Committee held on 28th April 2021. **(WHITE)**
2. Detailed income and expenditure by budget heading as at 1st October 2021 **(BLUE)**
3. Annual Governance & Accountability Return (AGAR). 2020-21, Section 3. **(WHITE)**
4. Letter dated 11th July 2021, received from The Community Cupboard. **(BLUE)**
5. Letter dated 12th May 2021, received from the New Ash Green Horticultural Society. **(BLUE)**
6. Letter dated 15th May 2021, received from Neighbourhood Watch West Kent. **(BLUE)**
7. List of reserves held by the council **(CREAM)**
8. Draft Budget 2022/23. **(WHITE)**
9. Northfield Management Committee Budget 2022-23. **(WHITE)**
10. Letter dated 7th June 2021, received from Barclays Bank. **(GREEN)**
11. Letter dated 17th June 2021, received from Unity Trust Bank. **(GREEN)**