

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 12 JANUARY 2023 at 7.00PM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Lorna Cross – Vice-Chairman  
Councillor Ann Duke  
Councillor Peter Harman  
Councillor Maurice Weet

**ALSO PRESENT:** Councillor Peter Harris  
Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk / RFO  
x1 member of the public

**ABSENT:** There were none.

356/22-23. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

357/22-23. **APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Emma Ben Moussa, due to other commitments.

An apology for absence was submitted by Councillor Sue Butterfill, due to other commitments.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 21 July 2022 (minute 117/22-23).

An apology for lateness was received from Councillor Maurice Weet.

**Recommended:** That the reasons for absence, for the Councillors listed, be formally accepted, and approved.

358/22-23. **SUBSTITUTES.**

There were none.

359/22-23. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

***As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.***

**360/22-23. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**361/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 NOVEMBER 2022.**

**Recommended:** That the Minutes of the meeting held on 3 November 2022 were confirmed and signed as a true record.

**362/22-23. MONTHLY BANK RECONCILIATIONS.**

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Ann Duke was appointed (minute 31/22-23).

**Recommended:** That the bank reconciliations for December 2022 be noted.

**363/22-23. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for October, November, and December 2022.

**Recommended:** That the bank transfers undertaken for October, November and December 2022 be approved.

**364/22-23. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for October, November, and December 2022.

**Recommended:** That the receipts and payments for October, November, and December 2022, as per the annexed list, be approved.

**365/22-23. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 31 December 2022.

**Recommended:** That the summary of accounts to 31 December 2022 be noted.

**TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER'S (RFO) REPORT.**

**366/22-23. LOCAL GOVERNMENT PENSION SCHEME – VALUATION REPORT MARCH 2022.**

Members considered the 3 yearly valuation report for the Town Councils pension pot managed by Kent County Council on behalf of the Local Government Pension Scheme.

**Recommended:** That the item be noted.

**367/22-23. FIRE EXTINGUISHER SERVICING CONTRACT**

Members considered the 3 quotations that had been obtained from suitably certified and qualified contractors and, after discussion, it was agreed.

**Recommended:** That Quote B be selected for the servicing of fire extinguishers beginning 2023.

**368/22-23. TOWN COUNCIL OFFICES COMMUNITY HALL – FLOORING MAINTENANCE.**

To ensure a continuity of works and best value and, in accordance with Financial Regulation 4.5, and in consultation with the Chairman of the Finance & General Purposes Committee, a quote from the contractor that had installed the original flooring and had satisfactorily undertaken previous works, had been approved for the 5 yearly maintenance to the hard wood floor in the Community Hall.

**Recommended:** That the item be noted and that the actions taken in agreeing the quotation be endorsed.

369/22-23. **ANNUAL ESTIMATES FOR 2023– 2024.**

Further to minute 331/22-23 (*full Council 8 December 2022*) Members considered the Annual Estimates for 2023 – 2024.

Members were very pleased to see that, despite the current adverse financial climate the country was experiencing, the Town Council had managed to freeze the Council Tax yet again.

It was proposed, duly seconded, and unanimously agreed:

**Recommended:** That the Annual Estimates for 2023 – 2024 be approved and submitted to full Council for endorsement.

There being no further business, the Meeting closed at 7.15 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)