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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Finance & General Purposes Committee

Councillor B E Read (Chairman)  
Councillor R J Lees (Vice-Chairman)  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P M Harman  
Councillor Ms L C Howes  
Councillor K M Kelly  
Councillor D J Mote  
Councillor B R Parry  
Councillor Mrs I A Read  
Councillor S J Ryan

To all other Councillors: For information only.

**A Meeting of the above Committee will be held on**

**Thursday 12 January 2017 at 7.00pm**

**at: The Council Offices, The Grove, Swanscombe, DA10 0GA**

**Graham Blew  
Town Clerk**

Dated: 5 January 2017

*Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.*

**FINANCE & GENERAL PURPOSES COMMITTEE  
12 JANUARY 2017**

**A G E N D A**

1. To receive apologies for absence.
2. Substitutes.
3. To declare interests in items on the agenda.

***At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.***

4. Items as Deemed Urgent by the Chairman / matters arising from previous minutes and their position on the Agenda (*for information, not for decisions*).
5. To confirm and sign the Minutes of the Meeting held 2 November 2016 (*Town Council 15 December 2016*).

**6. MONTHLY BANK RECONCILIATION.**

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory needs to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor K G Basson was appointed under minute 57/15-16.

**Recommended:** That the bank reconciliations for October, November and December 2016 verified by Councillor K G Basson be noted.

**7. BANK TRANSFERS (p).**

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken in October, November and December 2016 for approval.

**Recommended:** To approve the bank transfers undertaken in October, November and December 2016.

**8. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT (p).**

In accordance with Financial Regulation 5.5 (a), please find attached a detailed list of all receipts and payments for October, November and December 2016 for approval.

**Recommended:** To approve receipts and payments for October, November and December 2016.

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**12 JANUARY 2017**

**9. SUMMARY OF ACCOUNTS (p).**

Please find attached the Summary of Accounts balanced to 31 December 2016.

**Recommended:** To note the Summary of Accounts balanced at 31 December 2016.

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

**10. FUTURE PROCUREMENT OF EXTERNAL AUDIT FOR SMALLER AUTHORITIES AND THE SECTOR LED BODY (SLB) (p).**

Further to minutes 422/15-16 (FGP 14 January 2016) Members are asked to note the updated information from NALC regarding the procurement process for Parish and Town Councils external audit for 2017-18.

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

**11. REVIEW OF PLANNED PREVENTATIVE MAINTENANCE CONTRACT (p).**

Please see the attached report.

**Recommended:** To note the review and to remain with the existing contractor.

**12. REVIEW OF BUILDING MAINTENANCE CONTRACTS (p).**

Please see the attached report.

**Recommended:** Instruct the alternative contractor to take on responsibility for the automated doors and review/compare the quality of service after one year.

**13. ANNUAL ESTIMATES FOR 2017 – 2018 (p).**

Further to minute 330/16-17 (full council 17 December 2016) Members are asked to consider the attached report and Annual Estimates for 2017 - 2018.

Members were previously supplied with the draft Annual Estimates 2017 – 2018, since then the final property figures from DBC have been added and the additional revenue of £2000 used to mitigate both the loss of income from the pre-school at the Heritage Community Hall and the agreed expenditure for the KCC Volunteer Warden Scheme for 2017-18.

**Recommended:** Members to consider and approve the Annual Estimates for 2017- 2018 and submit to full Council for endorsement.

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**12 JANUARY 2017**

**14. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Members are asked to begin considering suitable/appropriate projects for this year's scheme.

**Recommended:** To note.