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SWANSCOMBE & GREENHITHE TOWN COUNCIL

Finance & General Purposes Committee

Councillor Lesley Howes - Chairman
Councillor Sue Butterfill - Vice-Chairman
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Lorna Cross
Councillor Peter Harman
Councillor Jay Shah
Councillor Maurice Weet

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Thursday 13 June 2019 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 6 June 2019

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.

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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 7 March 2019 (*Town Council 25 April 2019*).

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 Jay Shah was appointed under minute 32/19-20.

Recommended: That the bank reconciliations for February, March and April 2019 be noted.

7. BANK TRANSFERS (p).

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken in February, March, April and May 2019 for approval.

Recommended: To approve the bank transfers undertaken in February, March, April and May 2019.

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 February, March, April and May 2019 for approval.

Recommended: To approve receipts and payments for February, March, April and May 2019.

9. SUMMARY OF ACCOUNTS (p).

Please find attached the Flex-Budget Report balanced to 31 May 2019.

Recommended: To note the summary of accounts to 31 May 2019.

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

10. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL (p).

Please find the attached application for funding. There is currently £2000.00 remaining in the 2019 - 20 budget for local funding applications (Cost Code 244).

A. Swanscombe Senior Lunch Club

- ❖ To assist members a copy of the "*Guidance Notes for Applications for Funding from the Town Council*" is attached.

Recommended: To decide on the application received and, if successful, any amount of funding to be awarded.

11. LOCAL FUNDING FROM THE TOWN COUNCIL.

At the meeting of the Finance & General Purposes Committee on 7 March 2019 Members requested officers assess the feasibility of making an adjustment to the local funding scheme the Town Council operates. This adjustment would be to enable any un-awarded money to be carried into the available funds for the following financial year.

Officers have investigated this and it would be possible if all funding awards were made prior to the setting of the budget in January of each year.

Members are asked to consider whether this change should be considered for the 2020 – 2021 financial year.

Recommended: To discuss and advise accordingly.

12. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS) (p).

In consultation with the Chairman of the Finance and General Purposes Committee, and in accordance with Financial Regulation 11.1 (iv), a 3 year contract has been renewed for planned preventative maintenance covering the heating, plumbing and ventilation in the Council Offices/Hall, Heritage Community Hall and Church Road Hall. The contract is comparable to the previous 3 year fixed contract and allows for effective budgeting over this period.

NB. The contract can be terminated by either party giving three months' notice in writing.

Recommended: To note and endorse the actions taken in entering into this contract.

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13. RENEWAL OF TOWN COUNCIL INSURANCE (p).

In consultation with the Chairman of the Finance and General Purposes Committee, and in accordance with Financial Regulation 11.1 (iv), a 5 year contract has been renewed for insurance across all the Town Councils assets. The contract is comparable to the previous 3 year fixed contract and allows for effective budgeting over this period.

Recommended: To note and endorse the actions taken in entering into this contract.

14. CIVIC REGALIA – COST OF REPAIRS.

An assessment has been undertaken on the condition of the Town Councils Civic Regalia following the Annual General Meeting in May 2019. This assessment has been undertaken by a recommended local company who specialises in this field.

Repairs and cleaning are required to the Town Mayors, Deputy Town Mayors and Escort Chains. These works are quoted at £1,896 including updating all engraving.

This amount exceeds the annual budget set aside for Chains of Office (Cost Code 239). It is proposed that this expense is incurred from the Financial Risk Assessments – Administrative Section.

In order to mitigate this from future budgetary issues, it is also proposed that a cost area (under administration) be added to the Financial Risk Assessment from the next financial year (2020-2021), headed 'Chains of Office' with an annual contribution of £300. This will enable an assessment to be undertaken every 5 years to undertake any necessary repairs and suitable companies to be sought for best value comparison.

Recommended:

1. To note and endorse the decision to have this work undertaken.
2. To agree the expenditure from the administrative section of the Financial Risk Assessment.
3. To add in a cost area (under administration) to the Financial Risk Assessment as detailed.

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15. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended:

That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to respond to planning applications during the recess period



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Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithe town council.gov.uk>

