

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 23 JUNE 2022 at 7.00PM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Lorna Cross – Vice-Chairman  
Councillor Emma Ben Moussa  
Councillor Ann Duke

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk / RFO

**ABSENT:** Councillor Maurice Weet

55/22-23. **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.

56/22-23. **APOLOGIES FOR ABSENCE.**

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

An apology for absence was submitted by Councillor Peter Harman, due to other commitments.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 9 December 2021 (minute 315/21-22).

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

57/22-23. **SUBSTITUTES.**

There were none.

58/22-23. **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.***

59/22-23. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

60/22-23. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 MARCH 2022.**

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

61/22-23. **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 33/33-23).

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

62/22-23. **BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken between February and May 2022.

**Recommended:** That the bank transfers undertaken between February and May 2022 be approved.

63/22-23. **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 between February and May 2022.

**Recommended:** That the receipts and payments between February and May 2022, as per the annexed list, be approved.

64/22-23. **SUMMARY OF ACCOUNTS.**

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

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

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

### **65/22-23. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS).**

In accordance with Financial Regulation 11.1 (iv), a 3-year contract renewal quotation had been supplied for the planned preventative maintenance covering the heating, plumbing and ventilation in the Council Offices/Hall and Church Road Hall. The contract is comparable in price 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:** That, in accordance with Financial Regulation 11.1 (iv), the renewal of the contract for planned maintenance be agreed.

### **66/22-23 ACCESS CONTROL SYSTEM.**

Following a recent maintenance visit from the Town Councils security contractor it had been identified that an upgrade was required to the current access control system for the Town Council offices and community hall.

The software that operates the system was no longer supported and could cause problems in the future.

The company had provided a quotation to upgrade the system and this expenditure was able to be sourced from the plant budget area within the Financial Risk Assessments for the building.

**Recommended:** That the purchase of an upgraded access control system for the Town Council offices, as per the quotation received and to be funded from Financial Risk Assessments as indicated, be agreed.



**67/22-23. CARD PAYMENT SYSTEM – OLD FIRE STATION CAFÉ.**

Members considered the report detailing the proposal to purchase a card payment system for the Old Fire Station Community Café. This would give the café the ability to take card payments and would also resolve the issue of the current dated till faults which were unable to be repaired due to replacement parts now being obsolete.

After discussion Members agreed that a 12-month contract should be entered into and that this be reviewed at the end of this period.

**Recommended:** That a 12-month contract be entered into, as detailed in the report, for a card payment system for the Old Fire Station Community Café and that this be reviewed after that period.

**68/22-23. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were 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 would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

**Recommended:** That, in accordance with section 101 (1) (a) of the Local Government Act 1972, the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

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

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