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SWANSCOMBE & GREENHITHE TOWN COUNCIL

Finance & General Purposes Committee

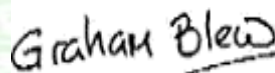
Councillor Lesley Howes - Chairman
Councillor Lorna Cross - Vice-Chairman
Councillor Emma Ben Moussa
Councillor Sue Butterfill
Councillor Ann Duke
Councillor Peter Harman
Councillor Jay Shah
Councillor Maurice Weet

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Thursday 12 January 2023 at 7.00pm

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



**Graham Blew
Town Clerk**

Dated: 6 January 2023

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 2023**

A G E N D A

1. To receive apologies for absence (*Local Government Act 1972, s.85*).
2. Substitutes (*Localism Act 2011, s.31*).
3. To declare interests in items on the agenda.
- * ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
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 3 November 2022 (full Council 8 December 2022) (*Local Government Act 1972, Sch 12, Para 41(1)*).

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 Ann Duke was appointed under minute 31/22-23.

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

7. BANK TRANSFERS (p).

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken for September 2022 for approval.

Recommended: To approve the bank transfers undertaken for October, November and December 2022.

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 September 2022 for approval.

Recommended: To approve receipts and payments for October, November and December 2022.

9. SUMMARY OF ACCOUNTS (p).

Please find attached the Flex-Budget Report balanced to 31 December 2022.

Recommended: To note the summary of accounts to 31 December 2022.

**FINANCE & GENERAL PURPOSES COMMITTEE
12 JANUARY 2023**

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

10. LOCAL GOVERNMENT PENSION SCHEME – VALUATION REPORT MARCH 2022 (p).

Attached for members information is 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: To note.

11. FIRE EXTINGUISHER SERVICING CONTRACT.

The Town Council were informed on 16 September 2022 that the existing contractor would be ceasing trading on 2 December 2022.

Officers have made contact with x 3 suitably certificated and qualified companies to source a replacement service.

Below are the quotations supplied. All three companies were provided the same specification and number of sites:

Quote:	Cost:
A	£529.80 + VAT + Replacements as needed
B	£125.00 + VAT + Replacements as needed
C	£340.00 + VAT + Replacements as needed

Recommended: To agree a contractor for the servicing of fire extinguishers from 2023 onwards.

12. TOWN COUNCIL OFFICES COMMUNITY HALL – FLOORING MAINTENANCE.

In consultation with the Chairman of the Finance & General Purposes Committee and to ensure a continuity of works and best value, a quote has been approved for the 5 yearly maintenance to the hard wood floor in the Community Hall.

This work will be undertaken by the contractor who installed the original flooring and has undertaken maintenance visits in both 2013 and 2017.

The quote is for £2,665 and constitutes an increase of only £300 from the amount paid for the same works in 2017.

Recommended: To note and endorse the actions taken in agreeing this quotation.

**FINANCE & GENERAL PURPOSES COMMITTEE
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13. ANNUAL ESTIMATES FOR 2023– 2024 (p).

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

Recommended:

Members to consider and approve the Annual Estimates for 2023 – 2024 and submit to full Council for endorsement.



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

