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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 28 October 2021 at 7.00pm**

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



Graham Blew  
Town Clerk

Dated: 22 October 2021

*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  
28 OCTOBER 2021**

**A G E N D A**

1. To receive apologies for absence.
2. Substitutes.
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 9 September 2021 (*full Council 7 October 2021*)

**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 August and September 2021 be noted.

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

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken in August and September 2021 for approval.

**Recommended:** To approve the bank transfers undertaken in August and September 2021.

**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 June and July 2021 for approval.

**Recommended:** To approve receipts and payments for August and September 2021.

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

Please find attached the Flex-Budget Report balanced to 30 September 2021.

**Recommended:** To note the summary of accounts to 30 September 2021.

**FINANCE & GENERAL PURPOSES COMMITTEE  
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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 £2,150.00 remaining in the 2021 - 22 budget for local funding applications (Cost Code 244).

- A. Greenhithe Community Centre
- B. Consolidated Alms-house of Swanscombe
- C. Hi-Kent
- D. Ingress Park Residents Association

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

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

**11. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – DRAFT PROPOSAL (p).**

At its meeting on 14 December 2020 the DBC General Assembly of Council agreed that they would continue to operate the Capacity Building Fund and make a contribution of £40,000 into the fund in 2020/21 (there are x8 parish councils).

Further to minutes 92/21-22 (*FGP 8 July 2021*), members were asked to consider suitable/appropriate projects for this year's scheme.

Attached for members consideration is a proposal to the capacity fund for match funding towards Groundskeeping Equipment to support the increase to the Parks Department with the recruitment of an Apprentice.

**Recommended:** To agree the draft proposal.

**12. FUNDING AWARD – KCC COVID-19 GRANT FUND (p).**

In September 2021 the Town Council applied for a grant from the KCC COVID-19 Grant Fund to make improvements to the Church Road Hall to ensure it could be considered a full COVID Secure venue. This would include improvement to the windows and doors for better ventilation and redecoration using easy wipe paint.

KCC have confirmed that this funding bid has been successful, and work will shortly begin on making these improvements.

**Recommended:** To note.

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**13. FINANCIAL RISK ASSESSMENTS (FRA) FOR 2021 – 2022 (p).**

The FRA Working Group met on 6 October 2021 to undertake a review

Attached is the report from the FRA Working Group which details the recommended adjustments to the FRA's from 2021 – 2022 onwards.

Members are asked to consider the report which would form part of a recommendation to full Council (9 December 2021), to enable the Estimates 2022 – 2023 to be drafted for consideration, and then approval by both the Finance and General Purposes Committee and Special Town Council at their meetings on 13 January 2022.

**Recommended:** That this report be recommended to full Council, 9 December 2021, for approval.



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

