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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 8 July 2021 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 2 July 2021

Due to Covid secure space restrictions a limit has had to be placed on public attendance. Admission will be on a first come first served basis.

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
8 JULY 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 5 March 2020 (*Town Council 14 July 2020*).

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 April 2021 and May 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 April 2021 and May 2021 for approval.

Recommended: To approve the bank transfers undertaken in April 2021 and May 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 April 2021 and May 2021 for approval.

Recommended: To approve receipts and payments for April 2021 and May 2021.

9. SUMMARY OF ACCOUNTS (p).

Please find attached the Flex-Budget Report balanced to 31 May 2021.

Recommended: To note the summary of accounts to 31 May 2021.

**FINANCE & GENERAL PURPOSES COMMITTEE
8 JULY 2021**

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

10. ESTIMATES PROCESS FOR 2022 – 2023.

In order to ensure that the full implications of the COVID-19 Pandemic can be assessed the budget setting / estimates process will be slightly different this year.

Members will be formally asked to consider coming forward with suggestions for the 2022 – 2023 financial year at the Town Council meeting on 7 October 2021. This will give members a month to provide these to the RFO for costing and inclusion in the draft estimates for consideration at the Town Council meeting on 9 December 2021.

The finalised Annual Estimates 2022 – 2023 will need to be approved and endorsed (including any suggested items) by the full Council in January 2022 before setting the Council Tax Base for the 2022 – 2023 financial year at the preceding Special Town Council meeting.

Recommended: To note.

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

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 2021 - 2022 (there are x8 parish councils).

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

Recommended: To note.

12. 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 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 conduct the normal business of the Council during the recess period.



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

