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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 9 September 2021 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 2 September 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
9 SEPTEMBER 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 8 July 2021 (p)

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 June and July 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 June and July 2021 for approval.

Recommended: To approve the bank transfers undertaken in June and July 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 June and July 2021.

9. SUMMARY OF ACCOUNTS (p).

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

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

**FINANCE & GENERAL PURPOSES COMMITTEE
9 SEPTEMBER 2021**

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 £2400.00 remaining in the 2021 - 22 budget for local funding applications (Cost Code 244).

- A. Ingress Park Family Fun Day
- B. We are Beams

- ❖ 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. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL – UPDATED GUIDANCE NOTES (p).

Attached for members consideration is a copy of the *"Guidance Notes for Applications for Funding from the Town Council"*, with some proposed amendments.

Members are asked to consider these changes, which would be effective for any future applications made to the Town Council.

Recommended: To note.



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

