

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 28 OCTOBER 2021 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Peter Harris (substituting for Councillor Peter Harman)
Councillor Emma Ben Moussa
Councillor Ann Duke

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

ABSENT: There were none

232/21-22. 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.

233/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Sue Butterfill, due to other commitments.

An apology for absence was received from Councillor Peter Harman, due to other commitments.

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 24 June 2021 (minute 48/21-22).

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

234/21-22. SUBSTITUTES.

Councillor Peter Harris substituted for Councillor Peter Harman.

235/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Peter Harris declared a prejudicial interest in item 10, Applications for funding from the Town Council, as he is a member of Ingress Park Residents Association.

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.

236/21-22. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

237/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 SEPTEMBER 2021.

Recommended: The Minutes of the meeting held on 9 September 2021 were confirmed and signed as a true record.

238/21-22. 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 Jay Shah was appointed (minute 32/19-20).

Recommended: That the bank reconciliations for August 2021 and September 2021 be noted.

239/21-22. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in August 2021 and September 2021.

Recommended: That the bank transfers undertaken in August 2021 and September 2021 be approved.

240/21-22. 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 for August 2021 and September 2021.

Recommended: That the receipts and payments for August 2021 and September 2021, as per the annexed list, be approved.

241/21-22. **SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 30 September 2021.

Recommended: That the summary of accounts to 30 September 2021 be noted.

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

242/21-22. **APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL**

Members considered the applications, and, after discussion, it was agreed that the following funding be awarded from the 2021 - 22 budget:

- Greenhithe Community Centre - £250.00
- Consolidated Alms-house of Swanscombe – deferred whilst Councillor Emma Ben-Moussa liaises with applicant.
- Hi-Kent - £500.00
- Ingress Park Residents Association - £200.00

Recommended: That the funding, as detailed above, be awarded

243/21-22 **CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – DRAFT PROPOSAL.**

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 minute 92/21-22 (*FGP 8 July 2021*), members were provided with a draft application for the Capacity Building Fund for match funding towards Groundskeeping Equipment.

Members were asked to consider the proposal to the capacity fund for match funding towards Groundskeeping Equipment to support the increase to the Parks Departments with the recruitment of an Apprentice.

Recommended: That the application form provided to members be submitted for the Capacity Building Fund for match funding towards Groundskeeping Equipment to support the increase to the Parks Departments recruitment of an Apprentice.

244/21-22 **FUNDING AWARD – KCC COVID -19 GRANT FUND**

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 included improvements to the windows and doors for better ventilation and redecoration using easy wipe paint.

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

Recommended: That the item be noted.

245/21-22 **FINANCIAL RISK ASSESSMENTS (FRA) FOR 2021 - 2022**

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

Members were sent the report which detailed recommended adjustments to the FRA's from 2021 – 2022 onwards.

Members considered the report/ notes from the Working Group meeting which would form part of the recommendation to full Council (*9 December 2021*), to enable the Estimates 2022 - 2023 to be drafted for consideration, and then approval by the Finance and general Purposes Committee and Special Town council at their meetings on 13 January 2022.

Members discussed the contents of the report/notes from the Working Group meeting and agreed that they should be submitted to full Council, 9 December 2020, for approval and inclusion in the Estimates 2022 – 2023.

Recommended: That the report from the FRA Working Group be submitted to full Council on 9 December 2020 for approval and inclusion in the Estimates 2022 – 2023.

There being no further business, the Meeting closed at 7.35 pm.

Signed: _____ Date: _____
(Chairman)