

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 9 SEPTEMBER 2021 at 7.00PM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Anita Barham (substituting for Councillor Sue Butterfill)  
Councillor Emma Ben Moussa  
Councillor Ann Duke  
Councillor Peter Harman

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

**ABSENT:** There were none

152/21-22. **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.

153/21-22. **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 Lorna Cross, 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.

154/21-22. **SUBSTITUTES.**

Councillor Anita Barham substituted for Councillor Sue Butterfill

155/21-22. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Emma Ben Moussa declared a prejudicial interest in item 10, Applications for funding from the Town Council, as she is a recipient of support from 'We are Beams'.

***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.***

156/21-22. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

157/21-22. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8 JULY 2021.**

**Recommended:** The Minutes of the meeting held on 8 July 2021 were confirmed and signed as a true record.

158/21-22. **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 June 2021 and July 2021 be noted.

159/21-22. **BANK TRANSFERS.**

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

**Recommended:** That the bank transfers undertaken in June 2021 and July 2021 be approved.

160/21-22. **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 June 2021 and July 2021.

**Recommended:** That the receipts and payments for June 2021 and July 2021, as per the annexed list, be approved.

161/21-22. **SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 31 July 2021.

**Recommended:** That the summary of accounts to 31 July 2021 be noted.

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

162/21-22. **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:

- We are Beams - £300.00

Members considered the application from the Ingress Park Family Fun Day and, after discussion, it was agreed that the application would be considered at the next round of funding once confirmation had been received that permission for the event had been granted from the board at Ingress Park.

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

163/21-22 **APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL - UPDATED GUIDANCE NOTES.**

Members discussed the current "*Guidance Notes for Applications for Funding from the Town Council*", which contained the suggested amendments.

Members requested that an addition be made to the acceptance letter, which would extend an invitation to the Annual Open Town meeting to provide an update for the Council on their organisation and the funding that has been received.

**Recommended:** That the changes, as detailed, be agreed and used for future applications.

There being no further business, the Meeting closed at 7.25 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)