

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 8 JULY 2021 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Emma Ben Moussa
Councillor Sue Butterfill
Councillor Ann Duke
Councillor Peter Harman

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

ABSENT: There were none

81/21-22. **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.

82/21-22. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Jay Shah, due to medical reasons.

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

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

83/21-22. **SUBSTITUTES.**

There were none.

84/21-22. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

85/21-22. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

86/21-22. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 MARCH 2020.**

Recommended: The Minutes of the meeting held on 5 March 2020 were confirmed and signed as a true record.

87/21-22. **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 April 2021 and May 2021 be noted.

88/21-22. **BANK TRANSFERS.**

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

Recommended: That the bank transfers undertaken in April 2021 and May 2021 be approved.

89/21-22. **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 April 2021 and May 2021.

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

90/21-22. **SUMMARY OF ACCOUNTS.**

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

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

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

91/21-22. ESTIMATES PROCESS FOR 2022 – 2023.

Members were informed that, to ensure that the full implications of the COVID-19 Pandemic could be assessed, the budget setting / estimates process would be slightly different this year.

Members would 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 would 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 would 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: That the item be noted.

92/21-22 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.

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

Recommended: That the item be noted

93/21-22

DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were 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.

There being no further business, the Meeting closed at 7.10 pm.

Signed: _____

(Chairman)

Date: _____