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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Finance & General Purposes Committee

Councillor Lesley Howes - Chairman  
Councillor Lorna Cross - Vice-Chairman  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Ann Duke  
Councillor Peter Harman  
Councillor Richard Lees  
Councillor Hazel Stephens

To all other Councillors: For information only.

**A Meeting of the above Committee will be held on**

**Thursday 2 November 2023 at 7.00pm**

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

*Graham Blew*

**Graham Blew  
Town Clerk**

Dated: 27 October 2023

*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.*

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.  
Tel: (01322) 385513 Fax: (01322) 385849

**FINANCE & GENERAL PURPOSES COMMITTEE  
2 NOVEMBER 2023**

**A G E N D A**

1. To receive apologies for absence (*Local Government Act 1972, s.85*).
2. Substitutes (*Localism Act 2011, s.31*).
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 14 September 2023 (full Council 19 October 2023 (*Local Government Act 1972, Sch 12, Para 41(1)*)).

**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 Ann Duke was appointed under minute 30/23-24.

**Recommended:** That the bank reconciliations for September 2023 be noted.

**7. BANK TRANSFERS (p).**

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken for September 2023 for approval.

**Recommended:** To approve the bank transfers undertaken for September 2023.

**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 September 2023 for approval.

**Recommended:** To approve receipts and payments for September 2023.

**9. SUMMARY OF ACCOUNTS (p).**

Please find attached the Flex-Budget Report balanced to 30 September 2023.

**Recommended:** To note the summary of accounts to 30 September 2023.

**FINANCE & GENERAL PURPOSES COMMITTEE  
2 NOVEMBER 2023**

**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 £2,000.00 remaining in the 2023 - 24 budget for local funding applications (Cost Code 244).

- A. Hi-Kent
- B. The Food Cellar

- ❖ To assist members a copy of the "Guidance Notes for Applications for Funding from the Town Council" is attached.

**Recommended:** To decide on the application received and, if successful, any amount of funding to be awarded.

**11. FINANCIAL RISK ASSESSMENTS (FRA) FOR 2023 – 2024 (p).**

The FRA Working Group met on 25 October 2023 to undertake a review.

Attached is the report from the FRA Working Group which details the recommended adjustments to the FRA's from 2023 – 2024 onwards.

Members are asked to consider the report which would form part of a recommendation to full Council (7 December 2023), to enable the Estimates 2023 – 2024 to be drafted for consideration, and then approval by both the Finance and General Purposes Committee and Special Town Council at their meetings on 11 January 2024.

**Recommended:** That this report be recommended to full Council, 7 December 2023, for approval.

**12. ESTIMATES FOR 2023 – 2024.**

As Members are aware, Officers began work on the Annual Estimates for 2023 – 2024 earlier in the year and members were first asked for any suggestions in July (minute 120/23-24), with an agreed deadline of 31 August 2023, which were then duly considered at the Town Council meeting on 19 October 2023.

The Town Council meeting on 7 December 2023 will need to consider the draft Annual Estimates 2023 – 2024 which will then pass to be approved and endorsed by the full Council in January 2024 before setting the Council Tax Base for the 2023 – 2024 financial year.

**Recommended:** To note



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

