

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 14 SEPTEMBER 2023 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Ann Duke
Councillor Peter Harman
Councillor Hazel Stephens

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk / RFO
x1 member of the public

ABSENT: There were none

151/23-24. **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.

152/23-24. **APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Richard Lees, due to other commitments.

Recommended: That the reason for absence, for the Councillor listed, be formally accepted, and approved.

153/23-24. **SUBSTITUTES.**

There were none.

154/23-24. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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.

155/23-24. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

156/23-24. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 22 JUNE 2023.**

Recommended: That the Minutes of the meeting held on 22 June 2023 were confirmed and signed as a true record.

157/23-24. **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 Ann Duke was appointed (minute 30/23-24).

Recommended: That the bank reconciliations for August 2023 be noted.

158/23-24. **BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for March, June, July, and August 2023

Recommended: That the bank transfers undertaken for March, June, July, and August 2023 be approved.

159/23-24. **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 March, June, July, and August 2023.

Recommended: That the receipts and payments for March, June, July, and August 2023, as per the annexed list, be approved.

160/23-24. **SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 31 August 2023.

Recommended: That the summary of accounts to 31 August 2023 be noted.

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

161/23-24. **TOWN COUNCIL WEBSITE – REDESIGN.**

After being provided with an update on the proposed project costings, including ongoing website maintenance, Members considered the report, and, after discussion, it was proposed, duly seconded and agreed:

Recommended: That quotation A be used to recommission the redesign of the Town Councils website.

There being no further business, the Meeting closed at 7.15 pm.

Signed: _____ Date: _____
(Chairman)