

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 22 JUNE 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 Richard Lees
Councillor Hazel Stephens

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

ABSENT: There were none

61/23-24. **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.

62/23-24. **APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Peter Harman, due to other commitments.

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

63/23-24. **SUBSTITUTES.**

There were none.

64/23-24. **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.

65/23-24. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

66/23-24. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 MARCH 2023.**

Recommended: That the Minutes of the meeting held on 9 March 2023 were confirmed and signed as a true record.

67/23-24. **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 May 2023 be noted.

68/23-24. **BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for April and May 2023

Recommended: That the bank transfers undertaken for April and May 2023 be approved.

69/23-24. **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 April and May 2023.

Recommended: That the receipts and payments for April and May 2023, as per the annexed list, be approved.

70/23-24. **SUMMARY OF ACCOUNTS.**

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

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

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

71/23-24. **TOWN COUNCIL WEBSITE – REDESIGN.**

Members considered the website report and after discussion it was proposed, duly seconded and agreed:

Recommended:

1. To commission the redesign of the Town Council website.
2. To begin a tender process to seek a further x 2 quotations alongside the one provided by the Town Councils Web Consultant.
3. To add a suitable progressive budget to the Town Councils FRAs to enable a redesign process to be undertaken on a 5–7-year cycle.

72/22-23. **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 would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted.

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 7.25 pm.

Signed: _____ Date: _____
(Chairman)