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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 11 January 2024 at 7.00pm**

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

**Graham Blew  
Town Clerk**

Dated: 5 January 2024

*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  
11 JANUARY 2024**

**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 2 November 2023 (full Council 7 December 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 December 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 October, November and December 2023 for approval.

**Recommended:** To approve the bank transfers undertaken for October, November and December 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 October, November and December 2023 for approval.

**Recommended:** To approve receipts and payments for October, November and December 2023.

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

Please find attached the Flex-Budget Report balanced to 31 December 2023.

**Recommended:** To note the summary of accounts to 31 December 2023.

**FINANCE & GENERAL PURPOSES COMMITTEE  
11 JANUARY 2024**

**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 £1,000.00 remaining in the 2023 - 24 budget for local funding applications (Cost Code 244).

A. We Are Beams

- ❖ 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. TOWN COUNCIL OFFICES COMMUNITY HALL – HEATING SYSTEM.**

In consultation with the Chairman of the Finance & General Purposes Committee and to ensure a continuity of works and best value, a quote has been approved for essential repair works to the heating system at the Town Council Offices and Community Hall.

These works have totalled £7,477 and are being funded from the Financial Risk Assessments for this building. This has been decided under Financial Regulations 4.1 and 4.5, along with minute 319/23-24, due to the emergency nature of the works and the requirement to maintain a continuation of service (i.e. use of the hall).

All works have now been completed by the Town Councils approved contractor for plumbing and heating.

**Recommended:** To note and endorse the actions taken in agreeing this quotation.

**12. ANNUAL ESTIMATES FOR 2024 – 2025 (p).**

Further to minute 320/23-24 (full Council 7 December 2023) Members are asked to consider the attached Annual Estimates for 2024 – 2025.

**Recommended:** Members to consider and approve the Annual Estimates for 2024 – 2025 and submit to full Council for endorsement.



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Swanscombe and Greenhithe Town Council Website:  
<http://www.swanscombeandgreenhithetowncouncil.gov.uk>

