

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 11 JANUARY 2024 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Ann Duke
Councillor Peter Harman
Councillor Richard Lees

ALSO PRESENT: Councillor Peter Harris
x1 Member of the public
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk / RFO

ABSENT: There were none

348/23-24. 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.

349/23-24. APOLOGIES FOR ABSENCE.

An apology for absence was submitted by Councillor Anita Barham, due to health reasons.

An apology for absence was submitted by Councillor Emma Ben Moussa, due to health reasons.

An apology for absence was submitted by Councillor Hazel Stephens, due to other commitments.

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

350/23-24. SUBSTITUTES.

There were none.

351/23-24. 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.

352/23-24. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

353/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 NOVEMBER 2023.

Recommended: That the Minutes of the meeting held on 2 November 2023 were confirmed and signed as a true record.

354/23-24. 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 December 2023 be noted.

355/23-24. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for October, November, and December 2023

Recommended: That the bank transfers undertaken for October, November and December 2023 be approved.

356/23-24. 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 October, November, and December 2023.

Recommended: That the receipts and payments for October, November, and December 2023, as per the annexed list, be approved.

357/23-24. SUMMARY OF ACCOUNTS.

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

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

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

358/23-24. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL

Members considered the application, and, after discussion, it was agreed that the following funding be awarded from the 2023 - 24 budget:

- We Are Beams - £500.00

Recommended: That the funding, as detailed above, be awarded.

359/23-24 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 had been approved for essential repair works to the heating system at the Town Council Offices and Community Hall.

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

Recommended: That the actions taken in having the works undertaken be noted and endorsed.

360/23-24 ANNUAL ESTIMATES FOR 2024– 2025.

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

After discussion it was proposed, duly seconded and agreed unanimously:

Recommended: Members considered and approved the Annual Estimates for 2024 – 2025 and agreed to submit to full Council for endorsement.

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

Signed: _____ Date: _____
(Chairman)