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SWANSCOMBE & GREENHITHE TOWN COUNCIL

Finance & General Purposes Committee

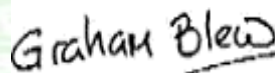
Councillor Lesley Howes - Chairman
Councillor Lorna Cross - Vice-Chairman
Councillor Emma Ben Moussa
Councillor Sue Butterfill
Councillor Ann Duke
Councillor Peter Harman
Councillor Jay Shah
Councillor Maurice Weet

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Thursday 23 June 2022 at 7.00pm

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



**Graham Blew
Town Clerk**

Dated: 16 June 2022

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.

FINANCE & GENERAL PURPOSES COMMITTEE
23 JUNE 2022

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 3 March 2022 (full Council 21 April 2022) (*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 31/22-23.

Recommended: That the bank reconciliations for May 2022 be noted.

7. BANK TRANSFERS (p).

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken between February and May 2022 for approval.

Recommended: To approve the bank transfers undertaken between February and May 2022.

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 between February and May 2022 for approval.

Recommended: To approve receipts and payments between February and May 2022.

9. SUMMARY OF ACCOUNTS (p).

Please find attached the Flex-Budget Report balanced to 31 May 2022.

Recommended: To note the summary of accounts to 31 May 2022.

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

10. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS).

In accordance with Financial Regulation 11.1 (iv), a 3 year contract renewal quotation has been supplied for the planned preventative maintenance covering the heating, plumbing and ventilation in the Council Offices/Hall and Church Road Hall. The contract is comparable in price to the previous 3-year fixed contract and allows for effective budgeting over this period.

NB. The contract can be terminated by either party giving three months' notice in writing.

Recommended: To agree to the renewal of the contract for planned preventative maintenance.

11. ACCESS CONTROL SYSTEM.

Following a recent maintenance visit from the Town Councils security contractor it has been identified that an upgrade is required to the current access control system for the Town Council offices and community hall.

The software that operates the system is no longer supported and could cause problems in the future.

The company have provided a quotation to upgrade the system of £1,748.00 + VAT. This expenditure can be sourced from the plant budget area within the Financial Risk Assessments for the building.

Recommended: To agree to the purchase of an upgraded access control system for the Town Council offices, to be funded from Financial Risk Assessments as indicated.

12. CARD PAYMENT SYSTEM – OLD FIRE STATION CAFÉ (p).

Please see the attached report.

Recommended: To agree to enter into a contract for a card payment system for the Old Fire Station Café, to be funded as detailed in the report.

FINANCE & GENERAL PURPOSES COMMITTEE
23 JUNE 2022

13. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are 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 will consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

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.



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

