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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Finance & General Purposes Committee

Councillor Ms L C Howes (Chairman)  
Councillor Mrs S P Butterfill (Vice-Chairman)  
Councillor Mrs A E D Barham  
Councillor K G Basson  
Councillor Ms L M Cross  
Councillor P M Harman  
Councillor P C Harris  
Councillor K M Kelly  
Councillor Mrs L Manchester  
Councillor D J Mote  
Councillor B E Read  
Councillor Mrs I A Read

To all other Councillors: For information only.

**A Meeting of the above Committee will be held on**

**Thursday 10 January 2019 at 7.00pm**

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

**Graham Blew  
Town Clerk**

Dated: 4 January 2019

*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**  
**10 JANUARY 2019**

**A G E N D A**

1. To receive apologies for absence.
2. Substitutes.
3. To declare interests in items on the agenda.

***At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.***

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 1 November 2018 (*Town Council 13 December 2018*).

**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 K G Basson was appointed under minute 57/15-16.

**Recommended:** That the bank reconciliations for October and November 2018 verified by Councillor K G Basson be noted.

**7. BANK TRANSFERS (p).**

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken in October and November 2018 for approval.

**Recommended:** To approve the bank transfers undertaken in October and November 2018.

**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 and November 2018 for approval.

**Recommended:** To approve receipts and payments for October and November 2018.

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

Please find attached the Flex-Budget Report balanced to 30 November 2018.

**Recommended:** To note the summary of accounts to 30 November 2018.

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**10 JANUARY 2019**

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

**10. KENT COUNTY COUNCIL – LIBRARIES, REGISTRATION AND ARCHIVES CONSULTATION (p).**

Members are asked to consider completing the attached response form which has a deadline of 29 January 2019. Members were previously emailed the information on 29 November 2018.

**Recommended:** To complete and submit the response form for the consultation.

**11. ANNUAL ESTIMATES FOR 2019 – 2020 (p).**

Further to minutes 287/18-19 (*FGP 1 November 2018*) and 347/18-19, 348/18-19 (*full Council 13 December 2018*) Members are asked to consider the attached report and Annual Estimates for 2019 – 2020.

**Recommended:** Members to consider and approve the Annual Estimates for 2019 – 2020 and submit to full Council for endorsement.

**12. SUCCESSFUL FUNDING APPLICATIONS.**

Officers have received confirmation that applications to the following schemes have been successful:

- Tesco Bags of Help – Community Benches.
- Kent Sport – Summer of Sport 2018.
- Historic England – Heritage Watch and Heritage Projects.
- Kent County Council Members Grant – Christmas Lights in Greenhithe and Swanscombe High Streets 2018.

**Recommended:** To note.

**13. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Members are asked to begin considering suitable/appropriate projects for this year's scheme (2019).

**Recommended:** To note.



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

