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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 14 June 2018 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 7 June 2018

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
14 JUNE 2018

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 8 March 2018 (*Town Council 26 April 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 March, April and May 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 March, April and May 2018 for approval.

Recommended: To approve the bank transfers undertaken in March, April and May 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 March, April and May 2018 for approval.

Recommended: To approve receipts and payments for March, April and May 2018.

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9. SUMMARY OF ACCOUNTS (p).

Please find attached the Summary of Accounts balanced to 31 May 2018.

Following minute 529/17-18, members are provided with a Flex-Budget Report to 31 May 2018 showing the current balances against forecast expenditure. This as a comparison for members consideration against the Summary of Accounts.

Recommended: To note the summary of accounts to 31 May 2018 and to discuss and advise on a preferred reporting method going forward.

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 £2,000.00 remaining in the 2018 - 19 budget for local funding applications (Cost Code 244).

A. Citizens Advice – North & West Kent

Recommended: To decide on the application received and, if successful, any amount of funding to be awarded.

11. SUBSCRIPTIONS & MEMBERSHIPS (p).

As requested in minute 528/17-18 members are provided with a list of the subscriptions and memberships that the Town Council hold.

Recommended: To discuss and advise accordingly.

12. CONTRACTOR PAYMENTS (p).

As requested in minute 529/17-18 members are provided with a list of the contractors that the Town Council have agreements with.

Recommended: To discuss and advise accordingly.

13. SECTION 137 EXPENDITURE: LIMIT FOR 2018 – 2019 (p).

The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137 (4) (a) of the Local Government Act 1972 for 2018 – 2019 is £7.86.

Recommended: To note.

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14. 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 Chairman and 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>

