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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 14 September 2023 at 7.00pm**

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

**Graham Blew  
Town Clerk**

Dated: 8 September 2023

*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  
14 SEPTEMBER 2023**

**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 22 June 2023 (full Council 20 July 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 August 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 March, June, July and August 2023 for approval.

**Recommended:** To approve the bank transfers undertaken for March, June, July and August 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 March, June, July and August 2023 for approval.

**Recommended:** To approve receipts and payments for March, June, July and August 2023.

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

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

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

**FINANCE & GENERAL PURPOSES COMMITTEE  
14 SEPTEMBER 2023**

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

**10. TOWN COUNCIL WEBSITE – REDESIGN (p).**

Further to minute 71/23-24 (Finance & General Purposes Committee 22 June 2023), Members are asked to consider the attached report.

**Recommended:** To agree a quotation to commission the redesign of the Town Council website.



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

