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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Finance & General Purposes Committee

Councillor R J Lees (Chairman)  
Councillor Ms L C Howes (Vice-Chairman)  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
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 15 June 2017 at 7.00pm**

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

**Graham Blew  
Town Clerk**

Dated: 8 June 2017

**Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 13 onwards.**

*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**  
**15 JUNE 2017**

**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 9 March 2017 (*Town Council 27 April 2017*).
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 2017 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 2017 for approval.

**Recommended:** To approve the bank transfers undertaken in March, April and May 2017.

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 2017 for approval.

**Recommended:** To approve receipts and payments for March, April and May 2017.

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

Please find attached the Summary of Accounts balanced to 31 May 2017.

**Recommended:** To note the Summary of Accounts balanced at 31 May 2017.

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**15 JUNE 2017**

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

**10. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL (p).**

Please find the attached applications for funding. There is currently £2,000.000 remaining in the 2017 - 18 budget for local funding applications (Cost Code 244).

- A. Knockhall School PTA
- B. North West Kent Volunteer Centre

**Recommended:** To decide on the applications received and, if successful, any amounts of funding to be awarded.

**11. INTERNAL AUDITORS REPORT (p).**

The Internal Auditor completed the internal audit of the Town Council's records for 2016 – 2017 on 11 May 2017 and the report from this is attached.

**Recommended:** To note.

**12. EXCLUSION OF THE PRESS AND PUBLIC.**

TO RESOLVE: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item/s.

**13. FINANCIAL RISK ASSESSMENT WORKING GROUP – UPDATE (p).**

The Working Group met on 2 May 2017 and the confidential notes, including recommended expenditure items are included for members' consideration.

**Recommended:** To endorse the expenditure items recommended by the FRA Working Group meeting.

**14. GROVE CAR PARK WORKING GROUP – UPDATE (p).**

The Working Group met on 27 April 2017 to consider the Heads of Terms provided by Dartford Borough Council.

Enclosed are the confidential notes from the Working Group meeting and the report of expected expenditure for the Grove Car Park.

**Recommended:** To endorse the expected expenditure for the management of the Grove Car Park

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**15 JUNE 2017**

**15. 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.swanscombeandgreenhithetowncouncil.gov.uk>

