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SWANSCOMBE & GREENHITHE TOWN COUNCIL

Finance & General Purposes Committee

Councillor Lesley Howes - Chairman
Councillor Sue Butterfill - Vice-Chairman
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Lorna Cross
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 31 October 2019 at 7.00pm

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



Graham Blew
Town Clerk

Dated: 24 October 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
31 OCTOBER 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 5 September 2019 (*Town Council 9 October 2019*).

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 Jay Shah was appointed under minute 32/19-20.

Recommended: That the bank reconciliations for August and September 2019 be noted.

7. BANK TRANSFERS (p).

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken in August and September 2019 for approval.

Recommended: To approve the bank transfers undertaken in August and September 2019.

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 August and September 2019 for approval.

Recommended: To approve receipts and payments for August and September 2019

9. SUMMARY OF ACCOUNTS (p).

Please find attached the Flex-Budget Report balanced to 30 September 2019.

Recommended: To note the summary of accounts to 30 September 2019.

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

10. FINANCIAL RISK ASSESSMENTS (FRA) FOR 2020 – 2021 (p).

The FRA Working Group met on 1 October 2019 to undertake a review

Attached is the report from the FRA Working Group which details the recommended adjustments to the FRA's going into 2020 - 2021.

Members are asked to consider the report which would form part of a recommendation to full Council (11 December 2019), to enable the Estimates 2020 – 2021 to be drafted for consideration, and then approval by both the Finance and General Purposes Committee and Special Town Council at their meetings on 9 January 2020.

Recommended: To propose a recommendation for full Council 11 December 2019.

11. ESTIMATES FOR 2020 – 2021.

As Members are aware, Officers began work on the Annual Estimates for 2020 – 2021 earlier in the year and members were first asked for any suggestions in July (minute 151/19-20), with an agreed deadline of 31 August 2019. The Town Council meeting on 11 December 2019 will need to make a decision on the suggestions for estimates (minute 269/19-20) and the continuation of current ongoing projects, these will be detailed within the draft Annual Estimates 2020 – 2021.

The draft Annual Estimates 2020 – 2021 will need to be approved and endorsed by the full Council in January 2020 before setting the Council Tax Base for the 2020 – 2021 financial year.

Recommended: To note



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<http://www.swanscombeandgreenhithe town council.gov.uk>

