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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 5 March 2020 at 7.00pm**

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

Graham Blew  
Town Clerk

Dated: 28 February 2020

*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  
5 MARCH 2020**

**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 January 2020 (*Town Council 20 February 2020*).

**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 December 2019 and January 2020 be noted.

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

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken in December 2019 and January 2020 for approval.

**Recommended:** To approve the bank transfers undertaken in December 2019 and January 2020.

**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 December 2019 and January 2020 for approval.

**Recommended:** To approve receipts and payments for December 2019 and January 2020.

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

Please find attached the Flex-Budget Report balanced to 31 January 2020.

**Recommended:** To note the summary of accounts to 31 January 2020.

**FINANCE & GENERAL PURPOSES COMMITTEE  
5 MARCH 2020**

**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 £1000.00 remaining in the 2019 - 20 budget for local funding applications (Cost Code 244).

- A. My Butterfly (Have indicated they will attend the meeting following members request for the opportunity to ask questions)
- B. Hi-Kent

- ❖ To assist members a copy of the "Guidance Notes for Applications for Funding from the Town Council" is attached.

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

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

The Internal Auditor completed the interim audit of the Town Council's records for 2019 – 2020 on 22 January 2020 and the report from this is attached.

**Recommended:** That the item be noted.

**12. ROLLER SHUTTER MAINTENANCE CONTRACT (3 YEARS).**

In consultation with the Chairman of the Finance & General Purposes Committee and in accordance with Financial Regulation 11.1 (iv), a 3 year contract has been renewed for roller shutter maintenance covering the Council Offices and Community Hall. The contract is comparable to the previous 3 year fixed contract and with no increase in costs allows for effective budgeting over this period.

**Recommended:** To note and endorse the actions taken in entering into this contract.

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

At its meeting on 13 January 2020 the DBC General Assembly of Council agreed that they would continue to operate the Capacity Building Fund and make a contribution of £40,000 into the fund in 2020/21 (there are x8 parish councils).

Further to minutes 441/19-20 (RLA 30 January 2020) and 497/19-20 (Town Council 20 February 2020), members are asked to consider suitable/appropriate projects for this year's scheme.

**Recommended:** To note.



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

