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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 September 2019 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 29 August 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
5 SEPTEMBER 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 13 June 2019 (*Town Council 11 July 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 May, June and July 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 June and July 2019 for approval.

Recommended: To approve the bank transfers undertaken in June and July 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 June and July 2019 for approval.

Recommended: To approve receipts and payments for June and July 2019.

9. SUMMARY OF ACCOUNTS (p).

Please find attached the Flex-Budget Report balanced to 31 July 2019.

Recommended: To note the summary of accounts to 31 July 2019.

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

10. WEBSITE ACCESSIBILITY REQUIREMENTS – PUBLIC SECTOR BODIES.

On 23 September 2018 legislation was passed requiring all public sector websites to be accessible and contain a statement confirming this. This was to ensure that each website covered complies with the Equalities Act 2010.

In practical terms any website created before 23 September 2018 (including the Town Councils) would have to meet this legal requirement by 23 September 2020.

In order to assess the work involved the Town Council have had an accessibility audit undertaken. The work resulting from that audit will now need to be undertaken over the next year.

The Town Council has funds allocated within its Financial Risk Assessment to undertake these statutory updates to the website.

Recommended: To endorse the actions taken and agree to have the updates undertaken.

11. CAPACITY BUILDING FUND (CBF) AWARD (p).

Further to minutes 391/18-19 (*FGP 10 January 2019*), 436/18-19 (*RLA 31 January 2019*), 481/18-19 (*full Council 14 February 2019*), 513/18-19 (*FGP 6 March 2019*) and 536/18-19 (*RLA 21 March 2019*), members were asked to consider suitable/appropriate projects for this year's scheme. The Financial Services Manager, Dartford Borough Council has informed that the Town Councils CBF application for funding for defibrillators has been successful as per the attached letter.

Members are now asked to consider whether to purchase either of the following:

- 2 outdoor defibrillators or;
- 3 indoor defibrillators and meet the additional cost of £187.00.

Recommended: To note the funding award and decide whether to purchase 2 outdoor or 3 indoor defibrillators.



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

