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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Finance & General Purposes Committee

Councillor Ms L C Howes (Chairman)  
Councillor Mrs S P Butterfill (Vice-Chairman)  
Councillor Mrs A E D Barham  
Councillor K G Basson  
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 6 September 2018 at 7.00pm**

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

**Graham Blew  
Town Clerk**

Dated: 30 August 2018

*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  
6 SEPTEMBER 2018**

**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 14 June 2018 (*Town Council 5 July 2018*).
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 June and July 2018 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 June and July 2018 for approval.

**Recommended:** To approve the bank transfers undertaken in June and July 2018.

**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 2018 for approval.

**Recommended:** To approve receipts and payments for June and July 2018.

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

Please find attached the Flex-Budget Report balanced to 31 July 2018.

Following minute 51/18-19, members are provided with a copy of the estimates for 2018-2019 previously issued in December 2017 and January 2018.

**Recommended:** To note the summary of accounts to 31 July 2018.

**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 £1,600.00 remaining in the 2018 - 19 budget for local funding applications (Cost Code 244).

A. Grove Irish Dancers

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

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

Further to minute 571/17-18 the Financial Services Manager, Dartford Borough Council informed that the Town Councils CBF application had been successful and that the bid for funding had been met as per the attached letter.

**Recommended:** To note.

**12. GENERAL DATA PROTECTION REGULATIONS (GDPR) – ACCEPTABLE IT POLICY FOR TOWN COUNCILLORS (p).**

As requested in minute 108/18-19 members are provided with a draft policy for member's approval.

**Recommended:** To discuss and advise accordingly.

**13. CONTRACTOR PAYMENTS (p).**

As per minute 53/18-19 members requested, for information, a list of the payments made to contractors that the Town Council regularly use.

**Recommended:** To note.



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

