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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 7 September 2017 at 7.00pm**

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

**Graham Blew  
Town Clerk**

Dated: 31 August 2017

*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  
7 SEPTEMBER 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 15 June 2017 (*Town Council 6 July 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 June and July 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 June and July 2017 for approval.

**Recommended:** To approve the bank transfers undertaken in June and July 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 June and July 2017 for approval.

**Recommended:** To approve receipts and payments for June and July 2017.

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

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

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

**FINANCE & GENERAL PURPOSES COMMITTEE  
7 SEPTEMBER 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 £1,600.000 remaining in the 2017 - 18 budget for local funding applications (Cost Code 244).

A. Swanscombe Senior Lunch Club

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

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

Further to minute 530/16-17 the Financial Services Manager, Dartford Borough Council (DBC) informed that the Town Councils CBF application had been successful and that the bid for funding had been met in full.

Having obtained further quotations from the contractor regarding the complete stock of Town Council columns the Town Clerk liaised with the Chairman of Finance and General Purposes Committee and it was agreed that to obtain Best Value (*conversion cost minimised, operational savings begin immediately, reduced risk of repairs etc*) the full conversion should be undertaken. This meant an additional cost to the Town Council of approximately £2,200.00 from that originally expected, the funds for this additional cost being available in the FRA's and repairs budget.

Included in the papers for this item are copies of the letter of thanks that was sent to DBC and the promotional materials used which include appropriate acknowledgement.

**Recommended:** To note the contents of the report and to endorse the actions of the Town Clerk in having the works undertaken.

**FINANCE & GENERAL PURPOSES COMMITTEE**  
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**12. ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE (p).**

The Chairman received the attached request regarding the status of the Sub-Committee and agreed that this item should be considered by the Finance and General Purposes Committee.

The appointment of Committees and Sub-Committees and also the approval of the Terms of Reference of the Committees and Sub-Committees were both agreed/approved by members at the AGM held on 18 May 2017.

To assist members the following information is attached:-

- A. The Terms of Reference of both the Finance and General Purposes Committee and the Anti-Social Behaviour & Crime Sub-Committee.
- B. Minutes 10/17-18 and 11/17-18 from the AGM held on 18 May 2017.

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

**13. 2016 – 2017 ANNUAL RETURN – EXTERNAL AUDITORS REPORT (p).**

Attached for member's information is the external auditors report from PKF Littlejohn LLP following the review of the annual return for the 2016 – 2017 financial year.

**Recommended:** To note.



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

