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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 9 January 2020 at 7.00pm**

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



Graham Blew  
Town Clerk

Dated: 2 January 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**  
**9 JANUARY 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 31 October 2019 (*Town Council 11 December 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 October and November 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 October and November 2019 for approval.

**Recommended:** To approve the bank transfers undertaken in October and November 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 October and November 2019 for approval.

**Recommended:** To approve receipts and payments for October and November 2019

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

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

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

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**9 JANUARY 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 £1500.00 remaining in the 2019 - 20 budget for local funding applications (Cost Code 244).

- A. My Butterfly
- B. SaFE Advice

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

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

**11. ANNUAL ESTIMATES FOR 2020 – 2021 (p).**

Further to minutes 305/19-20 (FGP 31 October 2019) and 377/19-20, 378/19-20 (full Council 11 December 2019) Members are asked to consider the attached Annual Estimates for 2020 – 2021.

**Recommended:** Members to consider and approve the Annual Estimates for 2020 – 2021 and submit to full Council for endorsement.

**12. SECTION 137 EXPENDITURE: LIMIT FOR 2020 – 2021 (p).**

The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137 (4) (a) of the Local Government Act 1972 for 2020 – 2021 is £8.32.

**Recommended:** To note.



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

