

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 1 NOVEMBER 2018 at 7.00PM

PRESENT: Councillor Ms L C Howes (Chairman)
Councillor Ms L M Cross
Councillor P M Harman
Councillor P C Harris
Councillor D J Mote

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillor K M Kelly
Councillor Mrs L Manchester

274/18-19. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

275/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Mrs A E D Barham, K G Basson, Mrs S P Butterfill, B E Read and Mrs I A Read.

276/18-19. SUBSTITUTES.

There were none.

277/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

278/18-19. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

279/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 SEPTEMBER 2018.

Recommended: The Minutes of the meeting held on 6 September 2018 were confirmed and signed as a true record.

280/18-19. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required 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 (minute 57/15-16).

Recommended: That the bank reconciliations for August and September 2018, and verified by Councillor K G Basson, be noted.

281/18-19. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in August and September 2018.

Recommended: That the bank transfers undertaken in August and September 2018 be approved.

282/18-19. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for August and September 2018.

Recommended: That the receipts and payments for August and September 2018, as per the annexed list be approved.

283/18-19. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 30 September 2018.

Recommended: That the summary of accounts to 30 September 2018 be noted.

TOWN CLERK & RESPONSIBLE FINANCE OFFER'S (RFO) REPORT.

284/18-19. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.

Members considered the application and, after discussion, it was agreed that the following funding be awarded from the 2018 – 19 budget:

- Ingress Park Family Fun Day - £400

Recommended: That the funding, as detailed above, be awarded.

285/18-19. GROVE CAR PARK TICKET MACHINE.

Members were given a verbal update regarding the recent x 2 incidents, the current situation and possible future implications.

Recommended: That the item be noted.

286/18-19. FINANCIAL RISK ASSESSMENTS (FRA) FOR 2019 – 2020.

The FRA Working Group met on 23 October 2018 to consider the effect and the options for the FRA's following the outcome of the Community Governance Review (CGR) carried out by Dartford Borough Council (DBC minute 53, 27 September 2018).

The FRA Working Group had submitted a report which detailed the projected financial implications that the result of the CGR would have for the financial year 2019 – 2020 and also contained different options the Town Council could consider to mitigate these.

Members were asked to report to full Council (13 December 2018) with their recommendation to enable the Estimates 2019 – 2020 to be drafted for consideration and then approval by both the Finance and General Purposes Committee and Special Town Council at their meetings on 10 January 2019.

Members discussed the options available and unanimously agreed that the recommendation made by the FRA Working Group report should be agreed and submitted to full Council for approval and inclusion in the Estimates 2019 – 2020.

Members thanked both the Working Group and Officers for the work that had been undertaken in preparing the report.

Recommended: That the recommendation contained in the FRA Working Group report be submitted to full Council 13 December 2018 for approval and inclusion in the Estimates 2019 – 2020.

287/18-19. **ESTIMATES FOR 2019 – 2020.**

Officers had begun work on the Annual Estimates for 2019 – 2020 earlier in the year and members had first been asked for any suggestions in July (minute 114/18-19), with an agreed deadline of 31 August 2018. The Town Council meeting on 13 December 2018 would need to make a decision on the continuation of current ongoing projects, these would be detailed within the draft Annual Estimates 2019 – 2020.

The draft Annual Estimates 2019 – 2020 were required to be approved and endorsed by the full Council in January 2019 before setting the Council Tax Base for the 2019 – 2020 financial year.

Recommended: That the item be noted.

There being no further business, the Meeting closed at 7.25 pm.

Signed: _____ Date: _____
(Chairman)