

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 10 JANUARY 2019 at 7.00PM

PRESENT: 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 D J Mote

ALSO PRESENT: Councillor Ms L M Hall
Councillor J A Hayes
Councillor R J Lees
x1 Member of the public
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillor K M Kelly
Councillor Mrs L Manchester

378/18-19. **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.

379/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' B E Read and Mrs I A Read.

380/18-19. **SUBSTITUTES.**

There were none.

381/18-19. **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.

In response to an enquiry by Mr G Baker the meeting was advised that a site visit was scheduled for 12 January 2019 at The Alma PH by the Development Control Board (Dartford Borough Council).

382/18-19. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

383/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 1 NOVEMBER 2018.

Recommended: The Minutes of the meeting held on 1 November 2018 were confirmed and signed as a true record.

384/18-19. 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 October and November 2018, and verified by Councillor K G Basson, be noted.

385/18-19. BANK TRANSFERS.

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

Recommended: That the bank transfers undertaken in October and November 2018 be approved.

386/18-19. 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 October and November 2018.

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

387/18-19. SUMMARY OF ACCOUNTS.

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

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

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

388/18-19. KENT COUNTY COUNCIL – LIBRARIES, REGISTRATION AND ARCHIVES CONSULTATION.

Members considered, and completed the response form for the consultation, which had a deadline of 29 January 2019. Members had previously been emailed the information on 29 November 2018.

Recommended: That the response form be submitted with the agreed responses.

389/18-19. ANNUAL ESTIMATES FOR 2019 – 2020.

Further to minutes 287/18-19 (*FGP 1 November 2018*) and 347/18-19, 348/18-19 (*full Council 13 December 2018*) Members considered the report and Annual Estimates for 2019 – 2020.

The Responsible Financial Officer advised members that slight in response to advice received from Dartford Borough Council, adjustments to the draft Estimates had been made to include an increase in the budget for election costs.

Recommended: That the Annual Estimates for 2019 – 2020 be approved and submitted to full Council for endorsement.

390/18-19. SUCCESSFUL FUNDING APPLICATIONS.

Officers had received confirmation that the Town Councils applications to the following schemes had been successful:

- Tesco Bags of Help – Community Benches.
- Kent Sport – Summer of Sport 2018.
- Historic England – Heritage Watch and Heritage Projects.
- Kent County Council Members Grant – Christmas Lights in Greenhithe and Swanscombe High Streets 2018.

Members congratulated officers on the amount of funding that had been successfully applied for.

Recommended: That the item be noted.

391/18-19. **CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

Members were asked to begin considering suitable/appropriate projects for this year's scheme (2019).

Recommended: To the tem be noted.

There being no further business, the Meeting closed at 7.30 pm.

Signed: _____ Date: _____
(Chairman)

