

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 11 JANUARY 2018 at 7.00PM

PRESENT: Councillor R J Lees (Chairman)
Councillor Ms L C Howes (Vice-Chairman)
Councillor Mrs A E D Barham (ex-officio)
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P C Harris
Councillor Mrs L Manchester

ALSO PRESENT: Councillor S J Ryan
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillor K M Kelly

394/17-18. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' P M Harman, D J Mote, B E Read and Mrs I A Read.

An apology for lateness was submitted by Councillor K G Basson.

395/17-18. **SUBSTITUTES.**

There were none.

396/17-18. **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.

397/17-18. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

398/17-18. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 NOVEMBER 2017.**

Recommended: The Minutes of the meeting held on 2 November 2017 were confirmed and signed as a true record.

399/17-18. 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, November and December 2017, and verified by Councillor K G Basson, be noted.

400/17-18. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in October, November and December 2017.

Recommended: That the bank transfers undertaken in October, November and December 2017 be approved.

401/17-18. 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, November and December 2017.

Members asked that it be recorded that, as was normal practice, each page of the finance statements and accounts was scrutinised.

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

402/17-18. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 31 December 2017.

Recommended: That the details of the Summary of Accounts, balanced to 31 December 2017 be noted.

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

403/17-18. ANNUAL ESTIMATES FOR 2018 - 2019.

Further to minutes 306/17-18 (*FGP 2 November 2017*) and 369/17-18, 370/17-18 (*full Council 14 December 2017*) Members were asked to consider the report and Annual Estimates for 2018 – 2019.

Members commended officers for the work that had gone into preparing the Annual Estimates, and for the additional savings that had been made throughout the financial year 2017 – 2018 which had contributed towards a £5.61 reduction to the Band D rate.

Recommended: That the Annual Estimates for 2018 – 2019 be agreed and submitted to full Council for approval.

404/17-18. SUCCESSFUL FUNDING APPLICATIONS.

Members were pleased to be advised that the following funding applications had been confirmed as successful:

- Kent Police & Crime Commissioner – Safer in Kent Fund – Enhanced CCTV Scheme in The Grove Car park.
- Kent County Council Members Grant – Christmas Lights in Greenhithe and Swanscombe High Streets.

Recommended: That the item be noted and officers thanked for the work undertaken in securing these funding awards.

405/17-18. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Members were asked to begin considering suitable/appropriate projects for the forthcoming year's scheme (2018-2019).

Recommended: That the item be noted.

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

Signed: _____ Date: _____
(Chairman)