

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 13 JUNE 2019 at 7.00PM

**PRESENT:** Councillor Lesley Howes - Chairman  
Councillor Sue Butterfill - Vice-Chairman  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Peter Harman  
Councillor Jay Shah  
Councillor Maurice Weet

**ALSO PRESENT:** Martin Harding – Assistant Town Clerk/RFO  
1 x member of the public

**ABSENT:** There were none

**72/19-20. 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.

**73/19-20. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Lorna Cross.

**74/19-20. SUBSTITUTES.**

There were none

**75/19-20. 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.*

**76/19-20. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**77/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 MARCH 2019.**

**Recommended:** The Minutes of the meeting held on 7 March 2019 were confirmed and signed as a true record.

**78/19-20. 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 Jay Shah was appointed (minute 32/19-20).

**Recommended:** That the bank reconciliations for February, March and April 2019, and verified by Councillor Jay Shah be noted.

**79/19-20. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in February, March, April and May 2019.

**Recommended:** That the bank transfers undertaken in February, March, April and May 2019 be approved.

**80/19-20. 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 February, March, April and May 2019.

**Recommended:** That the receipts and payments for February, March, April and May 2019, as per the annexed list, be approved.

**81/19-20. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 31 May 2019.

**Recommended:** That the summary of accounts to 31 May 2019 be noted.

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

**82/19-20. 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 2019 – 2020 budget:

- Swanscombe Senior Lunch Club - £500.00

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

**83/19-20. LOCAL FUNDING FROM THE TOWN COUNCIL.**

The Assistant Town Clerk/RFO gave members an overview of the investigation that had been undertaken regarding operating a rolling funding award.

Members discussed the current funding structure and application process, along with the implications of limiting the application rounds to enable a rolling budget. Members felt that given the level of funding awards issued by the Town Council it would not be beneficial to limit the application rounds.

Members agreed that every step had been taken by officers to promote the scheme but that everyone within the council including members had a duty to ensure more applications were received.

**Recommended:** That the number of funding rounds and process currently used for the Town Councils local funding awards remain unchanged.

**84/19-20. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS)**

The Assistant Town Clerk/RFO detailed the contract and advised that it was comparable to the previous 3 years. Members were informed that, in consultation with the Chairman of the Finance and General Purposes Committee, and in accordance with Financial Regulation 11.1 (iv), a 3 year contract has been entered into and that contract can be terminated, by either party giving three months' notice in writing.

**Recommended:** That the actions taken in entering into the 3 year contract be endorsed.

**85/19-20. RENEWAL OF TOWN COUNCIL INSURANCE.**

The Assistant Town Clerk/RFO outlined the renewal document, along with the cost saving, and advised that it was comparable to the previous 3 years. Members were informed that, in consultation with the Chairman of the Finance and General Purposes Committee, and in accordance with Financial Regulation 11.1 (iv), a 5 year policy has been entered into.

**Recommended:** That the actions taken in entering into the 5 year policy be endorsed.

**86/19-20. CIVIC REGALIA – COST OF REPAIRS.**

The Assistant Town Clerk/RFO explained the required repairs and how the costs would be funded in this financial year. In addition future expenditure would be mitigated through the use of the Town Councils Financial Risk Assessment.

Members discussed, at length, the importance of the chains, both historically, and as part of the Town Councils / Town Mayors standing within the community.

After a discussion, and a vote, it was agreed that further quotations were not required on this occasion. Members then considered the three recommendations put forward and, upon being put to a vote, each recommendation was duly agreed.

**Recommended:**

1. That the decision to have the work undertaken be endorsed.
2. That the expenditure from the administrative section of the Financial Risk Assessment be agreed.
3. That a cost area (under administration) to the Financial Risk Assessment as detailed be added.

**87/19-20. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

**Recommended:** That the item be approved and noted.

There being no further business, the Meeting closed at 8.35 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)