

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 14 JUNE 2018 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 K M Kelly
Councillor Mrs L Manchester

ALSO PRESENT:

Martin Harding – Assistant Town Clerk/RFO

ABSENT:

Councillor Mrs I A Read

41/18-19. 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.

At this point in the meeting the Chairman adjourned the meeting to conduct a minutes silence in remembrance of all those effected by the Grenfell Tower fire one year ago.

42/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' D J Mote and B E Read.

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

43/18-19. SUBSTITUTES.

There were none.

44/18-19. 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.

45/18-19. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

46/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8 MARCH 2018.

Recommended: The Minutes of the meeting held on 8 March 2018 were confirmed and signed as a true record.

47/18-19. 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 March, April and May 2018, and verified by Councillor K G Basson, be noted.

48/18-19. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in March, April and May 2018.

Recommended: That the bank transfers undertaken in March, April and May 2018 be approved.

49/18-19. 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 March, April and May 2018.

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 March, April and May 2018, as per the annexed list be approved.

50/18-19. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 31 May 2018. Following minute 529/17-18, members are provided with a Flex-Budget Report to 31 May 2018 showing the current balances against forecast expenditure as a comparison for member's consideration against the Summary of Accounts.

Members briefly discussed the merits of both reports and felt that the additional information provided on the flex budget report would be suitable going forward.

Recommended: To note the summary of accounts to 31 May 2018 and to use the flex budget report for members review at future meetings of this committee.

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

51/18-19. 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:

- Citizens Advice – North & West Kent - £400.00

In response to a member enquiry the ATC/RFO confirmed that the figure stated within the summary of accounts for Local Funding (Cost Code 244) was incorrect (£5,000 should have read £7,000) and would be amended going forward.

A member enquired about the budgets allocated for Cost Codes 121 and 245 and the ATC/RFO re-iterated that the amounts allocated for these related to projects agreed by members through the budget setting process and that information regarding these had been supplied to all members in December 2017 and January 2018. The ATC/RFO agreed to send this information out again to members to ensure transparency of figures.

Recommended:

1. That the funding, as detailed above, be awarded.
2. That the correction to Cost Code 244 be made by the ATC/RFO.
3. That the budget information for 2018/19, along with the explanatory notes, be re-circulated to members for information.

52/18-19. SUBSCRIPTIONS & MEMBERSHIPS.

As requested in minute 528/17-18 members are provided with a list of the subscriptions and memberships that the Town Council hold.

The ATC/RFO summarised each subscription and membership and explained that this excluded the payment to the Association of Local Council Clerks (ALCC) which the Town Clerk would arrange to pay himself if required.

Recommended: That the item be noted.

53/18-19. CONTRACTOR PAYMENTS.

As requested in minute 529/17-18 members were provided with a list of the contractors that the Town Council have agreements with.

Members agreed that the current position of contractor payments within Cost Centres was appropriate but requested that a list of the annual payment amounts for the next meeting for noting.

Recommended: That the allocation of contractor payments remain within their existing Cost centres and that the ATC/RFO provide a list of annual payments, to be noted, at the next meeting of this committee.

54/18-19. SECTION 137 EXPENDITURE: LIMIT FOR 2018 -2019.

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 2018 – 2019 is £7.86.

Recommended: That the item be noted

55/18-19. 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 this item be approved and noted.

There being no further business, the Meeting closed at 7.45 pm.

Signed: _____ Date: _____
(Chairman)