

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 15 JUNE 2017 at 7.00PM

PRESENT: Councillor R J Lees (Chairman)
Councillor Ms L C Howes (Vice-Chairman)
Councillor P M Harman
Councillor P C Harris
Councillor Mrs L Manchester
Councillor B E Read
Councillor Mrs I A Read

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

ABSENT: Councillor D J Mote

47/17-18. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' K G Basson, Mrs S P Butterfill, Ms L M Cross and K M Kelly.

48/17-18. SUBSTITUTES.

There were none.

49/17-18. 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.

50/17-18. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

The Chairman wished to welcome Councillor Mrs L Manchester to the Finance and General Purposes Committee for the first time.

The Chairman wished to thank Councillor S J Ryan for his contribution to the Finance and General Purposes Committee.

The Chairman wished to thank Councillor B E Read for the length of service and contribution he had made as the previous Chairman of the Finance and General Purposes Committee.

51/17-18. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 MARCH 2017.**

Recommended: The Minutes of the meeting held on 9 March 2017 were confirmed and signed as a true record.

52/17-18. **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 March, April and May 2017, and verified by Councillor K G Basson, be noted.

53/17-18. **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 2017.

Recommended: That the bank transfers undertaken in March, April and May 2017 be approved.

54/17-18. **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 March, April and May 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 March, April and May 2017, as per the annexed list be approved.

55/17-18. **SUMMARY OF ACCOUNTS.**

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

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

56/17-18. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.

Members considered the applications and, after discussion, it was agreed that the following funding be awarded from the 2017 – 18 budget:

Knockhall School PTA - £200.00
North West Kent Volunteer Centre - £200.00

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

57/17-18. INTERNAL AUDITORS REPORT.

Members considered the report which had been undertaken on 11 May 2017.

Recommended: That the Internal Auditors Report be noted.

58/17-18. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor B E Read and seconded by Councillor P M Harman;

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

59/17-18. FINANCIAL RISK ASSESSMENT WORKING GROUP - UPDATE.

Members discussed the contents of the confidential notes from the Working Groups 2 May 2017 meeting.

Recommended: That the expenditure recommended by the Working Group, and contained in the confidential notes from their 2 May 2017 meeting, be endorsed.

60/17-18. GROVE CAR PARK WORKING GROUP – UPDATE.

As per the Finance and General Purposes Committee Terms of Reference members considered the expected expenditure required for the proposed management of the Grove Car Park.

Recommended: That the expected expenditure, as detailed in the report, for the management of the Grove Car Park be endorsed.

61/17-18. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were 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 would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

There being no further business, the Meeting closed at 7.40 pm.

Signed: _____ Date: _____
(Chairman)