

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 31 OCTOBER 2019 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Sue Butterfill
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Lorna Cross
Councillor Peter Harman
Councillor Maurice Weet

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none.

294/19-20. **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.

295/19-20. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Jay Shah.

296/19-20. **SUBSTITUTES.**

There were none

297/19-20. **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.

298/19-20. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

299/19-20. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2019.**

Recommended: The Minutes of the meeting held on 5 September 2019 were confirmed and signed as a true record.

300/19-20. 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 August and September 2019, and verified by Councillor Jay Shah, be noted.

301/19-20. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in August and September 2019.

Recommended: That the bank transfers undertaken in August and September 2019 be approved.

302/19-20. 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 August and September 2019.

Recommended: That the receipts and payments for August and September 2019, as per the annexed list, be approved.

303/19-20. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 30 September 2019.

Recommended: That the summary of accounts to 30 September 2019 be noted.

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

304/19-20. FINANCIAL RISK ASSESSMENTS (FRA) FOR 2020 – 2021.

Members were supplied with the report from the FRA Working Group (dated 1 October 2019) which detailed the recommended adjustments to the FRA's going into 2020 - 2021.

Members were asked to consider the report which would form part of a recommendation to full Council (11 December 2019), to enable the Estimates 2020 – 2021 to be drafted for consideration, and then approval by both the Finance and General Purposes Committee and Special Town Council at their meetings on 9 January 2020.

Members discussed the contents of the report and that it should be agreed and submitted to full Council for approval and inclusion in the Estimates 2020 – 2021.

Recommended:

That the report from the FRA Working Group be submitted to full Council on 11 December 2019 for approval and inclusion in the Estimates 2020 – 2021.

305/19-20. ESTIMATES FOR 2020 – 2021.

Officers had begun work on the Annual Estimates for 2020 – 2021 earlier in the year and members were first asked for any suggestions in July (minute 151/19-20), with an agreed deadline of 31 August 2019. The Town Council meeting on 11 December 2019 would need to make a decision on the suggestions for estimates (minute 269/19-20) and the continuation of current ongoing projects, these will be detailed within the draft Annual Estimates 2020 – 2021.

The draft Annual Estimates 2020 – 2021 would need to be approved and endorsed by the full Council in January 2020 before setting the Council Tax Base for the 2020 – 2021 financial year.

Recommended:

That the item be noted.

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

Signed: _____ Date: _____
(Chairman)