

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 5 MARCH 2020 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Lorna Cross

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

ABSENT: Councillor Jay Shah

528/19-20. **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.

529/19-20. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Sue Butterfill, Peter Harman and Maurice Weet.

530/19-20. **SUBSTITUTES.**

There were none.

531/19-20. **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.

532/19-20. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

533/19-20. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 JANUARY 2020.**

Recommended: The Minutes of the meeting held on 9 January 2020 were confirmed and signed as a true record.

534/19-20. 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 December 2019 and January 2020, and verified by Councillor Jay Shah, be noted.

535/19-20. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in December 2019 and January 2020.

Recommended: That the bank transfers undertaken in December 2019 and January 2020 be approved.

536/19-20. 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 December 2019 and January 2020.

Recommended: That the receipts and payments for December 2019 and January 2020, as per the annexed list, be approved.

537/19-20. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 January 2020.

Recommended: That the summary of accounts to 31 January 2020 be noted.

538/19-20. 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 2019 – 2020 budget:

- My Butterfly - £250.00
- Hi-Kent - £500.00

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

539/19-20. INTERIM INTERNAL AUDITORS REPORT.

Members considered the interim report from the Town Councils internal auditor.

Recommended: That the information be noted and that the RFO be thanked for his continued work on the Town Councils finances.

540/19-20 ROLLER SHUTTER MAINTENANCE CONTRACT (3 YEARS).

Members considered the information provided regarding the contract renewal for roller shutter maintenance.

Recommended: That the actions taken in entering into this contract be noted and endorsed.

541/19-20 CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

At its meeting on 13 January 2020 the DBC General Assembly of Council agreed that they would continue to operate the Capacity Building Fund and make a contribution of £40,000 into the fund in 2020/21 (there are x8 parish councils).

Further to minutes 441/19-20 (*RLA 30 January 2020*) and 497/19-20 (*Town Council 20 February 2020*), members are asked to consider suitable/appropriate projects for this year's scheme.

Recommended: That the item be noted.

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

Signed: _____ Date: _____
(Chairman)