

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 5 SEPTEMBER 2019 at 7.00PM

**PRESENT:** Councillor Lesley Howes - Chairman  
Councillor Emma Ben Moussa  
Councillor Lorna Cross  
Councillor Peter Harman  
Councillor Jay Shah

**ALSO PRESENT:** Martin Harding – Assistant Town Clerk/RFO

**ABSENT:** Councillor Maurice Weet

190/19-20. **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.

191/19-20. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Anita Barham and Sue Butterfill.

192/19-20. **SUBSTITUTES.**

There were none

193/19-20. **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.*

194/19-20. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

195/19-20. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 13 JUNE 2019.**

**Recommended:** The Minutes of the meeting held on 13 June 2019 were confirmed and signed as a true record.

**196/19-20. 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 May, June and July 2019, and verified by Councillor Jay Shah, be noted.

**197/19-20. BANK TRANSFERS.**

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

**Recommended:** That the bank transfers undertaken in June and July 2019 be approved.

**198/19-20. 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 June and July 2019.

**Recommended:** That the receipts and payments for June and July 2019, as per the annexed list, be approved.

**199/19-20. SUMMARY OF ACCOUNTS.**

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

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

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

**200/19-20. WEBSITE ACCESSIBILITY REQUIREMENTS – PUBLIC SECTOR BODIES.**

On 23 September 2018 legislation was passed requiring all public sector websites to be accessible and contain a statement confirming this. This was to ensure that each website covered complies with the Equalities Act 2010.

In practical terms any website created before 23 September 2018 (including the Town Councils) would have to meet this legal requirement by 23 September 2020.

The Assistant Town Clerk explained the work required to update the accessibility of the Town Councils website along with the associated costs.

**Recommended:** That the actions taken be endorsed and that the required updates be undertaken.

**201/19-20. CAPACITY BUILDING FUND (CBF) AWARD.**

The Financial Services Manager, Dartford Borough Council had informed that the Town Councils CBF application for funding for defibrillators had been successful

Members discussed the possible locations, advantages and disadvantages, of purchasing either indoor or outdoor defibrillators.

**Recommended:** That the funding award be noted and that the Town Council purchase x3 indoor defibrillators, meeting the additional cost of £187.00, with one defibrillator to be located in each ward of the Town.

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

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