

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 6 MARCH 2019 at 7.00PM

PRESENT: Councillor Mrs S P Butterfill - Vice-Chairman in the Chair
Councillor Ms L M Cross
Councillor P M Harman
Councillor P C Harris
Councillor R J Lees (substituting for Councillor B E Read)
Vacancy

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillor K M Kelly

502/18-19. 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.

503/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Mrs A E D Barham, K G Basson, Ms L C Howes, D J Mote, B E Read and Mrs I A Read.

504/18-19. SUBSTITUTES.

Councillor R J Lees substituted for Councillor B E Read.

505/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillors' Mrs S P Butterfill and PC Harris declared a prejudicial interest in agenda item 10 as they were both "arms length" members of Cambria Sea Scouts.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

506/18-19. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

507/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 JANUARY 2019.

Recommended: The Minutes of the meeting held on 10 January 2019 were confirmed and signed as a true record.

508/18-19. 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 December 2018 and January 2019, and verified by Councillor K G Basson, be noted.

509/18-19. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in December 2018 and January 2019.

Recommended: That the bank transfers undertaken in December 2018 and January 2019 be approved.

510/18-19. 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 December 2018 and January 2019.

Recommended: That the receipts and payments for December 2018 and January 2019, as per the annexed list, be approved.

511/18-19. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 January 2019. Members were pleased to be advised that the recently appointed Data Protection Officer had complimented the Council on how transparent, and frequently published/readily accessible, the transactions of the Council were.

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

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

512/18-19. 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 2018 – 19 budget:

- Dartford Cambria Sea Scouts - £285.85
- Hi-Kent - £250

After discussion Members agreed that the application submitted by UKCMFL did not meet the criteria provided in the Guidance Notes for Applications and unfortunately therefore could not be considered.

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

513/18-19. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Further to minutes 391/18-19 (*FGP 10 January 2019*), 436/18-19 (*RLA 31 January 2019*) and 481/18-19 (*full Council 14 February 2019*) members were 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 7.35 pm.

Signed: _____ Date: _____
(Chairman)