

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 6 SEPTEMBER 2018 at 7.00PM

PRESENT: Councillor Ms L C Howes (Chairman)
Councillor Mrs S P Butterfill (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor K G Basson
Councillor P M Harman
Councillor P C Harris
Councillor D J Mote

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO

ABSENT: None

164/18-19. 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.

165/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Ms L C Cross, K M Kelly, Mrs L Manchester, B E Read and Mrs I A Read.

An apology for lateness was submitted by Councillor K G Basson.

166/18-19. SUBSTITUTES.

There were none.

167/18-19. 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.

168/18-19. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

169/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JUNE 2018.

Recommended: The Minutes of the meeting held on 14 June 2018 were confirmed and signed as a true record.

170/18-19. 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 June and July 2018, and verified by Councillor K G Basson, be noted.

171/18-19. BANK TRANSFERS.

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

Recommended: That the bank transfers undertaken in June and July 2018 be approved.

172/18-19. 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 June and July 2018.

Recommended: That the receipts and payments for June and July 2018, as per the annexed list be approved.

173/18-19. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 31 July 2018. Following minute 51/18-19, members were also provided with a copy of the estimates for 2018-2019 previously issued in December 2017 and January 2018.

Recommended: To note the summary of accounts to 31 July 2018.

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

174/18-19. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.

Members considered the application and, after discussion, it was agreed that the following funding be awarded from the 2018 – 19 budget:

- Grove Irish Dancers - £400

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

175/18-19. CAPACITY BUILDING FUND (CBF) AWARD.

Members considered the letter from the Financial Services Manager, Dartford Borough Council, confirming that the Town Councils CBF application had been successful.

Recommended: That the item be noted.

176/18-19. GENERAL DATA PROTECTION REGULATIONS (GDPR) – ACCEPTABLE IT POLICY FOR TOWN COUNCILLORS.

As requested in minute 108/18-19 members were provided with a draft Acceptable IT Policy for Town Councillors.

Members were informed that this policy was only appropriate should members agree to take on a Town Council email address.

Members briefly discussed the advantages and implications of continuing to use personal email addresses. It was felt that the draft policy provided was appropriate and should be adopted if members agreed to have individual Town Council email addresses at the next full meeting on 11 October 2018.

Recommended: That the Acceptable IT Policy for Town Councillors be adopted as drafted, should members agree to have individual Town Council email addresses at the next meeting of the full Council on 11 October 2018.

177/18-19. CONTRACTOR PAYMENTS.

As requested in minute 53/18-19 members were provided with a list of the contractors that the Town Council have agreements with.

Recommended: That the item be noted.

There being no further business, the Meeting closed at 7.35 pm.

Signed: _____ Date: _____
(Chairman)