

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 7 SEPTEMBER 2017 at 7.00PM

PRESENT: Councillor L C Howes (Chairman)
Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P M Harman
Councillor P C Harris
Councillor Mrs L Manchester

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none.

171/17-18. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' K M Kelly, R J Lees, D J Mote, B E Read and Mrs I A Read.

172/17-18. **SUBSTITUTES.**

There were none.

173/17-18. **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.

174/17-18. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

175/17-18. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 JUNE 2017.**

Recommended: The Minutes of the meeting held on 15 June 2017 were confirmed and signed as a true record.

176/17-18. 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 2017, and verified by Councillor K G Basson, be noted.

177/17-18. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in June and July 2017.

Recommended: That the bank transfers undertaken in June and July 2017 be approved.

178/17-18. 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 2017.

Members asked that it be recorded that, as was normal practice, each page of the finance statements and accounts was scrutinised.

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

179/17-18. SUMMARY OF ACCOUNTS.

Members were provided with details of the Summary of Accounts, balanced to 31 July 2017.

Recommended: That the details of the Summary of Accounts, balanced to 31 July 2017 be noted.

180/17-18. 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 2017 – 18 budget:

- Swanscombe Senior Lunch Club - £500.00

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

181/17-18. CAPACITY BUILDING FUND (CBF) AWARD.

Members considered the contents of the report and the actions taken by the Town Clerk. Members felt that the additional work undertaken to update all of the Town Councils street lights to LED constituted Best Value.

Recommended: That the report be noted and the actions of the Town Clerk be endorsed.

182/17-18. ANTI-SOCIAL BEHAVIOUR & CRIME SUB-COMMITTEE.

Members were provided with a copy of the request that had been made, to the Chairman of this Committee, that the Anti-Social Behaviour & Crime (ASB) Sub-Committee be considered as a full Committee.

Councillors discussed the rationale behind this request and the need to raise the profile of anti-social behaviour and crime prevention activities within the community.

The ATC/RFO explained that the current Committee structure and Terms of Reference had been agreed at the Annual General Meeting of the Town Council on 18 May 2017 and, as per Standing Order 16 b), could not be changed for a period of 6 months without a recommendation for either a special resolution or a resolution moved in pursuance of the report or recommendation of a committee put before a meeting of the Town Council.

Members discussed amendments to the Terms of Reference for the ASB Sub-Committee along with the frequency and dates of meetings. This information would form the documents to be put to the next meeting of the Town Council on 12 October 2017 as a recommendation for a special resolution to change the Sub-Committee to a full Committee.

Recommended: That a recommendation be made to the next meeting of the Town Council for a resolution to change the Anti-Social Behaviour & Crime Sub-Committee to a full Committee.

183/17-18. **2016 – 2017 ANNUAL RETURN – EXTERNAL AUDITORS REPORT.**

Members were provided with a copy of the report from the Town Councils external auditor for the financial year 2016-17.

Recommended: That the contents of the report be noted.

There being no further business, the Meeting closed at 8.00 pm.

Signed: _____ Date: _____
(Chairman)

