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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Finance & General Purposes Committee

Councillor B E Read (Chairman)  
Councillor R J Lees (Vice-Chairman)  
Councillor K G Basson  
Councillor Mrs S P Butterfill  
Councillor Ms L M Cross  
Councillor P M Harman  
Councillor Ms L C Howes  
Councillor K M Kelly  
Councillor D J Mote  
Councillor B R Parry  
Councillor Mrs I A Read  
Councillor S J Ryan

To all other Councillors: For information only.

**A Meeting of the above Committee will be held on**

**Thursday 14 January 2016 at 7.00pm**

**at: The Council Offices, The Grove, Swanscombe, DA10 0GA**

Graham Blew  
**Town Clerk**

Dated: 6 January 2016

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**14 JANUARY 2016**

**A G E N D A**

1. To receive apologies for absence.
2. Substitutes.
3. To declare interests in items on the agenda.

***At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.***

4. To receive items deemed urgent by the Chairman / matters arising from previous minutes and their position on the Agenda (*for information, not for decisions*).
5. To confirm and sign the Minutes of the Meeting held 5 November 2015 (*Town Council 17 December 2015*).

**6. MONTHLY BANK RECONCILIATION.**

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory needs 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 at the last meeting (minute 57/15-16).

**Recommended:** That the bank reconciliations for October and November 2015 verified by Councillor K G Basson be noted.

**7. BANK TRANSFERS (p).**

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken in October and November 2015 for approval.

**Recommended:** To approve the bank transfers undertaken in October and November 2015.

**8. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT (p).**

In accordance with Financial Regulation 5.5 (a), please find attached a detailed list of all receipts and payments for October and November 2015 for approval.

**Recommended:** To approve receipts and payments for October and November 2015.

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**9. SUMMARY OF ACCOUNTS (p).**

Please find attached the Summary of Accounts balanced to 30 November 2015.

**Recommended:** To note the Summary of Accounts balanced at 30 November 2015.

**TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER'S (RFO) REPORT.**

**10. FUTURE PROCUREMENT OF EXTERNAL AUDIT FOR SMALLER AUTHORITIES AND THE SECTOR LED BODY (SLB) (p).**

Please see the attached report.

**Recommended:** That the Town Council does not opt out of the SLB.

**11. KENT COUNTY COUNCIL (KCC) COMBINED MEMBER GRANT SCHEME 2015 – 16 TOWARDS FESTIVE LIGHTS IN SWANSCOMBE AND IN GREENHITHE.**

The Town Council were successful in having its application to the scheme approved, on the recommendation of KCC Member for Swanscombe and Greenhithe, Mr Peter Harman.

**Recommended:** To note and to acknowledge the support of KCC and the County Member via the Combined Member Grant Scheme 2015 – 2016.

**12. APPLICATIONS FOR FUNDING UNDER SECTION 137 OF THE LGA 1972 (p).**

Please find attached an application for funding. There is currently £2,000.00 in the 2015 - 16 budget (Cost Centre 14, Cost Code 244), for Section 137 donations.

**Recommended:** To decide on the application received and, if successful, any amounts of funding to be awarded.

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**13. ANNUAL ESTIMATES 2016– 2017 (p).**

Further to minutes 314/15-16 (FGP 5 November 2015) and 402/15-16 (full Council 17 December 2015) Members are asked to consider the attached report and Annual Estimates 2016 - 2017.

Members were previously supplied with the draft Annual Estimates 2016 – 2017, since then a sum of £10,000 has been included/added for any potential setting up costs for future car park management (Cost Centre 2, Cost Code 21).

**Recommended:** Members to consider and approve the Annual Estimates for 2016- 2017 and submit to full Council for endorsement.