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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 10 March 2016 at 7.00pm**

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

Graham Blew  
**Town Clerk**

Dated: 3 March 2016

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

**FINANCE & GENERAL PURPOSES COMMITTEE  
10 MARCH 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 14 January 2016 (*Town Council 18 February 2016*).

**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 under minute 57/15-16.

**Recommended:** That the bank reconciliations for December 2015, January and February 2016 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 December 2015, January and February 2016 for approval.

**Recommended:** To approve the bank transfers undertaken in December 2015, January and February 2016.

**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 December 2015, January and February 2016 for approval.

**Recommended:** To approve receipts and payments for December 2015, January and February 2016.

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

Please find attached the Summary of Accounts balanced to 29 February 2016.

**Recommended:** To note the Summary of Accounts balanced at 29 February 2016.

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

**10. TOWN COUNCIL WEBSITE.**

The Town Council needs to commission a new website following the involvement of the regulating body for GOV.UK domains. Following discussion with the Chairman of the Finance and General Purposes Committee 3 quotations were requested, unfortunately only 2 companies returned figures. Both have been obtained with like for like specifications.

Both quotes, exclusive of VAT, are for the initial set up of a site, additional charges may be incurred for the transfer over of existing data from the current site.

Quote:	Cost:
A	£2,680.00
B	£3,175.00

**Recommended:** To discuss and advise accordingly.

**11. PROCUREMENT OF ELECTRICITY/GAS – CONTRACT WITH KCC LASER 2016 - 2018.**

The Town Council have used Kent County Council (KCC) Laser to procure electricity & gas for the last 4 years under a tripartite agreement. The ATC/RFO, in consultation with the Chairman of Finance and General Purposes Committee has entered into a new 2 year agreement for utilities.

**Recommended:** To endorse the actions taken by the ATC/RFO in dealing with this matter.

**FINANCE & GENERAL PURPOSES COMMITTEE**  
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**12. RENEWAL OF TOWN COUNCIL INSURANCE.**

The Town Council insurance policy is due for renewal on 21 May 2016. Efforts were made to obtain 3 quotations with only 2 companies returning figures. Both have been obtained with like for like terms.

Both quotes are over a 3 year term and the figures provided are annual and inclusive of insurance premium tax:

<b>Quote:</b>	<b>Cost:</b>	<b>Excess:</b>
A	£14,139.03	£100 - £250
B	£12,928.39	£500

**Recommended:** To discuss and advise accordingly.

**13. INTERNAL AUDITOR'S INTERIM REPORT FOR THE 2015 – 2016 FINANCIAL YEAR.**

The enclosed interim report from the internal auditor has been received following his visit to the council offices on 6 January 2016.

**Recommended:** To discuss and advise accordingly.

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

Please find attached applications for funding. There is currently £1,646.00 in the 2015 - 16 budget (Cost Centre 14, Cost Code 244), for Section 137 donations.

- A. Friends of Swanscombe Heritage Park
- B. Hi Kent

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