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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 September 2015 at 7.00pm**

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

Graham Blew  
**Town Clerk**

Dated: 27 August 2015

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**10 SEPTEMBER 2015**

**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 11 June 2015 (*Town Council 9 July 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 April, May, June and July 2015 verified by Councillor K G Basson be noted.

**7. BANK TRANSFERS.**

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

**Recommended:** To approve the bank transfers undertaken in June and July 2015.

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

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

**Recommended:** To approve receipts and payments for June and July 2015.

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**10 SEPTEMBER 2015**

**9. SUMMARY OF ACCOUNTS.**

Please find attached the Summary of Accounts balanced to 31 July 2015.

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

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

**10. TERMS OF REFERENCE FOR INTERNAL AUDIT.**

Under the Accounts and Audit Regulations – A Practitioners' Guide (England) March 2014, the Town Council is required to have Terms of Reference to cover the scope of Internal Audit. The proposed Terms of Reference are attached, including the detail of the requirements of the internal audit. Going forward, the review of these Terms of Reference will be undertaken at the Annual General Meeting, in line with the review of all council policies and procedures.

**Recommended:** To agree and adopt the Terms of Reference for the scope of internal audit and submit to full Council for approval.

**11 BANK CHARGES.**

Barclays Bank has confirmed that the Town Council's arrangement for free banking will expire on 13 October 2015 and bank charges will apply from this date. Because of the various types of payments that the council makes and receives, it has been suggested that the Mixed Payment Plan would be most suitable, making the cost of the monthly charges approximately £41. It is possible to reduce this cost if using 100% electronic payments, however, although this payment method would be free, the cost for cheques and cash deposited in or out would increase and the RFO would therefore recommend that the Mixed Payment Plan is most suitable for the Town council at the current time.

**Recommended:** To note the end of the free banking period and agree that the Mixed Payments Plan be most suitable for the Town Council at the current time.