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SWANSCOMBE & GREENHITHE TOWN COUNCIL

Finance & General Purposes Committee

Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P M Harman
Councillor Ms L C Howes
Councillor R J Lees
Councillor K M Kelly
Councillor D J Mote
Councillor B R Parry
Councillor B E Read
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 11 June 2015 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 4 June 2015

FINANCE & GENERAL PURPOSES COMMITTEE
11 JUNE 2015

A G E N D A

1. To elect a Chairman for the forthcoming year (2015 – 2016).
2. To elect a Vice-Chairman for the forthcoming year (2015 – 2016).
3. To receive apologies for absence.
4. Substitutes.
5. 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.

6. To receive items deemed urgent by the Chairman / matters arising from previous minutes and their position on the Agenda (*for information, not for decisions*).
7. To confirm and sign the Minutes of the Meeting held 12 March 2015 (*Town Council 30 April 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 March, April and May 2015 for approval.

Recommended: To approve receipts and payments for March, April and May 2015.

9. BANK TRANSFERS.

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

Recommended: To approve the bank transfers undertaken in April and May 2015.

10. SUMMARY OF ACCOUNTS.

Please find attached the Summary of Accounts balanced to 28 February 2015.

Recommended: To note the Summary of Accounts balanced at 31 May 2015.

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

11. MONTHLY BANK RECONCILIATIONS.

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.

Recommended: To appoint a member of this Committee to undertake the verification of the bank reconciliations.

12. BANK MANDATE.

It will be necessary to change the council's bank mandate due to the amendments in bank signatories (as agreed at the AGM 1 May 2015). Unfortunately there is currently an issue in relation to the existing mandate and once this has been satisfactorily resolved the RFO will implement the necessary changes. Please bear in mind that new bank signatories, Councillor Ms L M Cross and Councillor Mrs C K Openshaw will be unable to sign cheques until the new mandate has been completed.

Recommended: To note.

13. FINAL FIGURES AGAINST PROBABLES FOR THE 2014 – 2015 FINANCIAL YEAR.

The attached information details the final figures against the probable figures for the 2014 - 2015 financial year.

Recommended: To note.

14. INTERNAL AUDITOR'S REPORT FOR THE 2014 – 2015 FINANCIAL YEAR.

The enclosed report from the internal auditor has been received following his visit to the council offices on 14 May 2015.

The report records that *"the record keeping continues to be of a very high standard and the Town Council's approach to the management of risks to be sound."*

Recommended: To note.

15. SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972.

The National Association of Local Councils (NALC) have supplied the attached revised Legal Topic Note regarding S137.

Recommended: To note.

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16. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to respond to planning applications during the recess period

Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithe.kentparishes.gov.uk/>