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SWANSCOMBE & GREENHITHE TOWN COUNCIL

Finance & General Purposes Committee

Councillor B E Read (Chairman)
Councillor Mrs A R Harvey (Vice-Chairman)

Councillor K G Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor P C Harris
Councillor Ms L C Howes
Councillor R J Lees
Councillor V Openshaw
Councillor B R Parry
Councillor Mrs I A Read
Councillor P J Scanlan

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Thursday 12 June 2014 at 7.00pm

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

A handwritten signature in black ink that reads "Graham Blew". The signature is written in a cursive style and is underlined with a long, sweeping horizontal stroke.

Graham Blew
Town Clerk

Dated: 5 June 2014

**FINANCE & GENERAL PURPOSES COMMITTEE
12 JUNE 2014**

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 13 March 2014 (*Town Council 1 May 2014*).

6. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

Please find attached a detailed list of all receipts and payments for March and April 2014.

Recommended: To approve receipts and payments for March and April 2014.

7. SUMMARY OF ACCOUNTS.

Please find attached the Summary of Accounts balanced to 30 April 2014.

Recommended: To note the Summary of Accounts balanced at 30 April 2014.

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

8. APPLICATIONS FOR FUNDING UNDER SECTION 137 OF THE LGA 1972.

Please find the attached application for funding. Please note the Section 137 budget for 2014 – 2015 is £1700.00 with £450.00 having been allocated thus far.

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

9. INTERNAL AUDITOR'S REPORT 2013 – 2014.

The enclosed report from the internal auditor has been received following his visit to the council offices on 8 May 2014.

The report contains an "upgrade" with regards to the level of record keeping, from the previous very good standard to a very high standard with the internal auditor

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advising that he had only ever used this once before and that he audits approximately 60 parish councils.

Recommended: To note.

10. FINAL FIGURES AGAINST PROBABLE'S FOR 2013 – 2014.

The attached information details the final figures against the probable for the 2013 – 2014 financial year.

Recommended: To note.

11. THREE YEAR FINANCIAL FORECASTS OF REVENUE AND CAPITAL RECEIPTS AND PAYMENTS.

Further to minute 16/14-15, AGM 21 May 2014, the Committee need to consider on how best to begin this process.

Recommended: To discuss and advise accordingly.

12. 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 to conduct the normal business of the Council during the recess period.