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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 16 June 2016 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 8 June 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.

SWANSCOMBE &
GREENTHURST TOWN
COUNCIL



Finance & General Purposes
Committee

- Councillor B. E. Price (Chairman)
- Councillor S. J. Lee (Vice-Chairman)
- Councillor A. G. Johnson
- Councillor M. J. Smith
- Councillor J. W. Jones
- Councillor P. J. Williams
- Councillor D. C. Thomas
- Councillor M. R. Evans

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The meeting of the Finance & General Purposes Committee will be held on
Thursday 11 June 2015 at 7.30pm

at the Council Offices, The Green, Swanscombe, DA14 0BA

Chairman

Secretary

June 8, 2015

Swanscombe & Greenthurst Town Council is a registered charity and a public body. It is a company limited by guarantee and is registered in England and Wales. It is also registered for VAT. The Council's registered office is at The Green, Swanscombe, DA14 0BA. The Council's principal activities are to provide and improve the services of the town and to promote the interests of the town and its residents.

Swanscombe & Greenthurst Town Council, The Green, Swanscombe, DA14 0BA
Tel: 01473 834444 Fax: 01473 834445

FINANCE & GENERAL PURPOSES COMMITTEE
16 JUNE 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. Items as 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 10 March 2016 (*Town Council 28 April 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 March, April and May 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 March, April and May 2016 for approval.

Recommended: To approve the bank transfers undertaken in March, April and May 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 March, April and May 2016 for approval.

Recommended: To approve receipts and payments for March, April and May 2016.

FINANCE & GENERAL PURPOSES COMMITTEE
16 JUNE 2016

9. SUMMARY OF ACCOUNTS (p).

Please find attached the Summary of Accounts balanced to 31 May 2016.

Recommended: To note the Summary of Accounts balanced at 31 May 2016.

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

10. CAPACITY BUILDING FUND 2016 – DARTFORD BOROUGH COUNCIL (p).

Further to minute 578/15-16 (RLA 31 March 2016) confirmation has been received from Dartford Borough Council that the funding bid has been approved. DBC have asked that they be contacted when the works are completed to arrange for some appropriate joint publicity.

Recommended: To note.

11. KCC COMBINED MEMBER GRANT SCHEME 2016-2017. QUEENS 90th BIRTHDAY PROJECT (p).

Further to minute 474/15-16 (RLA 4 February 2016) confirmation has been received from Kent County Council that, on the recommendation of County Councillor Peter Harman, the funding bid for this project has been approved.

Recommended: To note.

12. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS).

In consultation with the Chairman of Finance and General Purposes Committee and in accordance with Financial Regulation 11.1 (iv), a 3 year contract has been renewed for planned preventative maintenance covering the heating, plumbing and ventilation in the Council Offices/Hall, Heritage Community Hall and Church Road Hall. The contract is comparable to the previous 3 year fixed contract and allows for effective budgeting over this period.

NB. The contract can be terminated by either party giving three months' notice in writing.

Recommended: To note and endorse the actions taken in entering into this contract.

FINANCE & GENERAL PURPOSES COMMITTEE
16 JUNE 2016

13. APPLICATIONS FOR FUNDING (p).

Please find the attached application for funding. There is currently £2,000 in the 2016 - 17 budget for funding applications.

a) Swanscombe Seniors Lunch Club

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

14. 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

13. APPROVAL FOR FUNDING OF

These two new elected positions are being funded from the 2015-16 budget for public employees.

14. RECOMMENDATION

To approve the proposed contract and to approve the funding of public employees.

15. DELIBERATION TO DETERMINE NORMAL BUSINESS DURING HOLIDAY PERIOD

Members are requested to determine whether to the Town Clerk in consultation with the Town Manager, the Town Clerk, and the Town Manager, to determine the normal business hours of the Town during the holiday period. The Town Clerk will consult with the Commission and the Town Manager to determine the normal business hours of the Town during the holiday period. The Executive & Finance Committee will determine the normal business hours of the Town during the holiday period.

16. RECOMMENDATION

To determine the normal business hours of the Town during the holiday period.

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