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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 4 September 2014 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 29 August 2014

**FINANCE & GENERAL PURPOSES COMMITTEE
4 SEPTEMBER 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 12 June 2014 (*Town Council 10 July 2014*).
6. **TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT**
(p).

Please find attached a detailed list of all receipts and payments for May, June and July 2014.

Recommended: To approve receipts and payments for May, June and July 2014.

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

Please find attached the Summary of Accounts balanced to 31 July 2014.

Recommended: To note the Summary of Accounts balanced at 31 July 2014.

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

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

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. **AUTOMATIC DOOR TO OFFICES.**

Unfortunately the automatic door to the offices broke down in July and the contractors informed us that the mechanism, and parts, were no longer available; a quotation for a new mechanism was provided and in accordance with Financial Regulation 4.1 it was arranged for the works to be undertaken. As the annual service was due to be undertaken it was arranged for the work to be undertaken at the same

FINANCE & GENERAL PURPOSES COMMITTEE
4 SEPTEMBER 2014

time (this reduced the cost), the cost of having the new mechanism fitted to the office door was approximately £1,500.00 which will be paid from the shortfall in the Administration Wages Budget.

Recommended: To note and endorse the actions of the Town Clerk in having this work undertaken.

10. ANTI-SPAM SOFTWARE (p).

The attached email was received from our IT Contractor. It has been agreed to include this upgrade to the anti-spam software for the councils software at the cost included in the email.

Recommended: To note and endorse the actions of the Town Clerk in having this work undertaken.

11. RADIATORS AND BOILER AT HERITAGE COMMUNITY HALL – UPDATE.

Due to the timescales involved, and in consultation with the Chairman, the work to replace the radiators and boiler at the Heritage Community Hall was scheduled to be undertaken w/c 26 August 2014. It was essential that this work be undertaken regardless of the 2 pending funding applications for this project. The Responsible Financial Officer (RFO) confirmed that sufficient funds were available the required virements will be reported to the Finance and General Purposes Committee once details/decisions on the funding are known.

Recommended: To note and endorse the Town Clerks actions in having these works undertaken.

12. INSURANCE POLICY REVIEW / ADDITION.

The Town Council's Insurance Policy is constantly being reviewed and recently it was noticed that the Axe Head Sculpture (at the entrance to the Heritage Park) was not included in the current Policy. After liaising with the insurance company it was agreed to add this (approximate cost of the sculpture £40,000) to the Policy at an additional cost of £198.90/year.

Recommended: To note and endorse the addition of the Axe Head Sculpture to the insurance policy as detailed.

13. EXTERNAL AUDITOR CERTIFICATE AND OPINION 2013 – 2014 (p).

The external auditor, PKF Littlejohn LLP, has supplied the council with their certificate for the audit of the annual return for the year ended 31 March 2014 and have stated that *“no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”*

Recommended: To note.