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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 5 November 2015 at 7.00pm**

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

Graham Blew  
Town Clerk

Dated: 29 October 2015

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.

The Council Offices, The Grove, Swanscombe, Kent DA10 0GA  
Tel: (01322) 385513 Fax: (01322) 385849

**FINANCE & GENERAL PURPOSES COMMITTEE  
5 NOVEMBER 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 10 September 2015 (*Town Council 15 October 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 August and September 2015 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 August and September 2015 for approval.

**Recommended:** To approve the bank transfers undertaken in August and September 2015.

**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 August and September 2015 for approval.

**Recommended:** To approve receipts and payments for August and September 2015.

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

Please find attached the Summary of Accounts balanced to 30 September 2015.

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

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

**10. ESTIMATES FOR 2016 – 2017.**

Members are informed that officers have begun work on the estimates for 2016 – 2017 and that they are invited to contact the RFO, outside of this meeting, and inform her of any suggestions and/or items they feel should be included.

The draft Annual Estimates 2016 - 2017 will need to be approved and endorsed by the full Council in January 2016 before setting the Council Tax Base for the 2016 - 2017 financial year.

**Recommended:** To note.

**11. FINANCIAL RISK ASSESSMENTS (FRAS) 2016 – 2017.**

The Financial Risk Assessment Working Group met on 21 October 2015 to consider the current FRA's and after discussion it was agreed that, apart from the following items, there was no need to change any of the other areas covered by the FRA's:

- monies should be allocated from the current amounts held in the FRA's for the Pavilion roof repairs/renew smaller area above boiler room) and that these amounts be replaced in future years (this was felt to be more prudent than borrowing funds externally);
- that the estimated cost of the remaining roof project be built into the FRA's over a 7 year period

The Working Group felt that that the FRA's were progressing and being managed very well and acknowledged that until factors such as the number of new houses (for instance Castle Hill, Ingress Park), any Council Tax Grant reduction etc. were known the final figures could not be calculated (a further meeting of the FRA Working Group had been scheduled for 26 November 2015).

**Recommended:**

- 1 To note the work of the FRA Working Group to date and to agree that the FRA's should remain the same with the exception of the matters raised above (All current Members of the Town Council were supplied with a copy of the FRA's in May).

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- 2 That the final FRA figures be submitted to full Council (17 December 2015) for information and to the Finance and General Purposes Committee and full Council (14 January 2016) for endorsement and inclusion in the Annual Estimates for 2016 – 2017.

**12. PAVILION UPDATE.**

Further to minutes 249/15-16 and 287/15-16, and as per Standing Order 19, the financial aspect of this matter will be reported to the 14 January 2016 Finance and General Purposes Committee meeting when the FRA/annual Estimates are agreed by the Committee.

**Recommended:** To note.