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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 Mrs I A Read
Councillor P J Scanlan
Vacant position

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Thursday 7 November 2013 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 31 October 2013

**FINANCE & GENERAL PURPOSES COMMITTEE
7 NOVEMBER 2013**

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 5 September 2013 (*Town Council 17 October 2013*).
6. **TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

Please find attached a detailed list of all receipts and payments for August and September 2013.

Recommended: To approve receipts and payments for August and September 2013.

7. SUMMARY OF ACCOUNTS.

Please find attached the Summary of Accounts balanced to 30 September 2013.

Recommended: To note the Summary of Accounts balanced at 31 June 2013.

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

8. VIREMENT.

Because the RFO was able to negotiate a substantial reduction in the council's annual insurance renewal premium, the Insurance Budget (Cost Centre 14, code 236) has come in £5,615.91 under the amount contained in the 2013 – 2014 estimates.

The below unexpected expenditure has been required and members are asked to agree for these costs to be vired from the insurance budget to the council offices building maintenance budget (Cost Centre 14, code 251). These matters were informed to the Chairman of Finance and General Purposes Committee when they arose.

**FINANCE & GENERAL PURPOSES COMMITTEE
7 NOVEMBER 2013**

Replacement of pressurisation unit in Council Office Boiler	£975.39
Work required to ceiling in Admin Office to enable access to shutters	£244.78
Total	£1,220.17

Recommended: To agree to the above amount being vired over from the insurance budget to the building maintenance budget (as detailed above).

9. FINANCIAL RISK ASSESSMENTS (FRA) 2014 - 2015.

The FRA Working Group met on 23 October 2013 to review the FRA's, previously supplied to members, approved by the 17 January 2013 Town Council meeting (minute 373/12-13) to consider whether any amendments were required/necessary. After discussion the Working Group agreed that although a constantly fluid document the FRA's should be maintained at the level indicated and that the Town Council should not, at this point, be looking to add or increase anything contained in the FRA's. The Working Group applauded the standard and quantity of work that had gone into producing the FRA's and also the Town Council for the foresight and conviction it had demonstrated in progressing this significant/important project.

Recommended: That the Finance and General Purposes Committee endorse the findings of the FRA Working Group and submit the FRA's to full Council for approval and inclusion in the Estimates for 2014 – 2015.

10. ESTIMATES FOR 2014 – 2015.

Members are informed that officers have begun work on the estimates for 2014 – 2015 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 2014 - 2015 will need to be approved and endorsed by the full Council in January 2014 before setting the Council Tax Base for the 2014 - 2015 financial year.

Recommended: To note.

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