



© 2009

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 8 September 2016 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 1 September 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.

**FINANCE & GENERAL PURPOSES COMMITTEE
8 SEPTEMBER 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 16 June 2016 (*Town Council 7 July 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 June and July 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 June and July 2016 for approval.

Recommended: To approve the bank transfers undertaken in June and July 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 June and July 2016 for approval.

Recommended: To approve receipts and payments for June and July 2016.

9. SUMMARY OF ACCOUNTS (p).

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

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

**FINANCE & GENERAL PURPOSES COMMITTEE
8 SEPTEMBER 2016**

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

10. DARTFORD BOROUGH COUNCIL (DBC) 2016-2017 CAPACITY BUILDING FUND SCHEME (p).

Further to minute 60/16-17 (F&GP 16 June 2016), please find attached correspondence from Member Services, DBC, detailing the funding allocated to the bids approved for the 2016 – 2017 Capacity Building Fund Scheme.

Recommended: That the item be noted.

11. FINANCIAL RISK ASSESSMENT WORKING GROUP - UPDATE (p).

Please find attached the notes from the 22 June 2016 meeting of the Financial Risk Assessment (FRA) Working Group.

Recommended: That the item be noted.

12. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL (p).

Please find the attached application for funding. There is currently £1,750 in the 2016 - 17 budget for funding applications.

a) Cambria Sea Scouts

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

13. EXTERNAL AUDITOR CERTIFICATE AND OPINION 2015 – 2016 (p).

Further to minutes 22/16-17 and 23/16-17 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 2016 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.