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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 L J Bobby
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

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Thursday 6 June 2013 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 30 May 2013

**FINANCE & GENERAL PURPOSES COMMITTEE
6 JUNE 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 14 March 2013 (*Town Council 24 April 2013*).
6. **TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

Please find attached a detailed list of all receipts and payments for March and April 2013.

Recommended: To approve receipts and payments for March and April 2013.

7. SUMMARY OF ACCOUNTS.

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

Recommended: To note the Summary of Accounts balanced at 30 April 2013.

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

8. INTERNAL AUDITOR'S REPORT 2012 – 2013.

The enclosed report from the internal auditor has been received following his visit to the council offices on 14 May 2013.

The report highlights the Financial Risk Assessments as well as the fact that 2012 – 2013 was a busy year for the Town Council.

The report also describes the record keeping of the Town Council as being to a "very high standard" (something the internal auditor has only used for 4 of the 60 councils that he audits).

Recommended: To note.

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9. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – LETTER TO BRANDON LEWIS MP – LOCALISM.

The attached letter has been sent by KALC to the Parliamentary Under Secretary of State for Communities and Local Government, regarding concerns on Local Government Finance and Localism and the Local Council Tax Support Scheme (LCTSS).

Recommended: That the item be noted.

10. FUNDING APPLICATION MADE TO THE TOWN COUNCIL – INGRESS PARK FAMILY FUN DAY (IPFFD).

Further to minute 369/12-13 the attached application has been received from IPFFD.

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

11. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS).

A new 3 year contract has been entered for planned preventative maintenance which covers the heating, plumbing and ventilation in the Council Offices/hall, Heritage Community Hall and Church Road Hall. The contract is comparable to the previous annual contracts used with the added feature of being a fixed cost for the next three years which provides the council with a pre-determined figure for future budgeting. 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.