



© 2009

# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Finance & General Purposes Committee

Councillor Lesley Howes - Chairman  
Councillor Lorna Cross - Vice-Chairman  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Peter Harman  
Councillor Peter Harris  
Councillor Richard Lees  
Councillor Hazel Stephens

To all other Councillors: For information only.

**A Meeting of the above Committee will be held on**

**Wednesday 19 June 2024 at 7.00pm**

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

**Graham Blew  
Town Clerk**

Dated: 13 June 2024

**Due to the confidential nature of the business to be transacted the Press and Public will be excluded from the meeting from item 14 onwards.**

*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  
19 JUNE 2024**

**A G E N D A**

1. To receive apologies for absence (*Local Government Act 1972, s.85*).
2. Substitutes (*Localism Act 2011, s.31*).
3. To declare interests in items on the agenda.

\* ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***

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 7 March 2024 (Full Council 18 April 2024 (*Local Government Act 1972, Sch 12, Para 41(1)*)).

**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 Dawn Johnston was appointed under minute 30/24-25.

**Recommended:** That the bank reconciliations for May 2024 be noted.

**7. BANK TRANSFERS (p).**

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken from February to May 2024 for approval.

**Recommended:** To approve the bank transfers undertaken from February to May 2024

**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 from February to May 2024 for approval.

**Recommended:** To approve receipts and payments from February to May 2024.

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

Please find attached the Flex-Budget Report balanced to 31 May 2024.

**Recommended:** To note the summary of accounts to 31 May 2024.

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**19 JUNE 2024**

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

**10. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL (p).**

Please find the attached application for funding. There is currently £2,000.00 remaining in the 2024 - 25 budget for local funding applications (Cost Code 244).

- A. Dragon Spirit Martial Arts
- B. We Are Beams

- ❖ To assist members a copy of the *"Guidance Notes for Applications for Funding from the Town Council"* is attached.

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

**11. EMPLOYEE PENSION PROVIDER – UPDATE (p).**

Attached for members information is a letter confirming a change to the pension provider that the Town Council will be using going forward for its Employee Pension Scheme.

**Recommended:** That the item be noted.

**12. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

**Recommended:** That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**19 JUNE 2024**

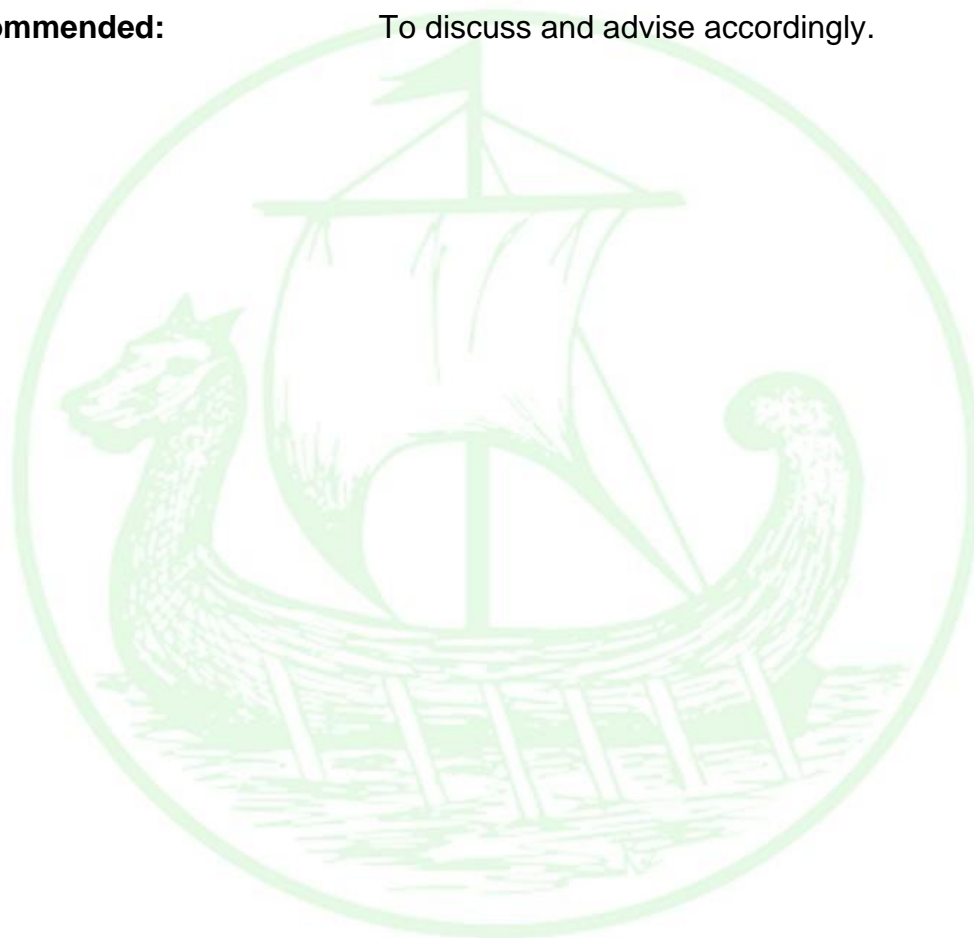
**13. EXCLUSION OF THE PRESS AND PUBLIC.**

TO RESOLVE: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item.

**14. TOWN COUNCIL OFFICES & COMMUNITY HALL – BUILDING / FIRE ALARM (p).**

Attached is a confidential report for Members consideration.

**Recommended:** To discuss and advise accordingly.



You can follow us on Social Media and via our website.

Swanscombe and Greenhithe Town Council Website:  
<http://www.swanscombeandgreenhithe town council.gov.uk>

