

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 19 JUNE 2024 at 7.00PM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Lorna Cross – Vice-Chairman  
Councillor Emma Ben-Moussa  
Councillor Ann Duke – ex-officio  
Councillor Peter Harman  
Councillor Peter Harris  
Councillor Hazel Stephens

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk / RFO

**ABSENT:** There were none

53/24-25. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

54/24-25. **APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Anita Barham, due to other commitments.

An apology for absence was submitted by Councillor Richard Lees, due to other commitments.

**Recommended:** That the reasons for absence, for the Councillors listed, be formally accepted, and approved.

55/24-25. **SUBSTITUTES.**

There were none.

56/24-25. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Emma Ben Moussa declared a prejudicial interest in agenda item 10, Applications for Funding from the Town Council (B), as her children received support from the applicant/organisation.

***As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.***

**57/24-25. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**58/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 MARCH 2024**

**Recommended:** That the Minutes of the meeting held on 7 March 2024 were confirmed and signed as a true record.

**59/24-25. MONTHLY BANK RECONCILIATIONS.**

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required 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 (minute 30/24-25).

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

**60/24-25. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken from February to May 2024

**Recommended:** That the bank transfers undertaken for February to May 2024 be approved.

**61/24-25. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for February to May 2024.

**Recommended:** That the receipts and payments for February to May 2024, as per the annexed list, be approved.

**62/24-25. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 31 May 2024.

**Recommended:** That the summary of accounts to 31 May 2024 be noted.

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

### **63/24-25. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL**

Members considered the applications, and, after discussion, it was agreed that the following funding be awarded from the 2024 - 2025 budget:

- Dragon Spirit Martial Arts - £500.00
- We Are Beams - £500.00

**Recommended:** That the funding, as detailed above, be awarded.

### **64/24-25. EMPLOYEE PENSION PROVIDER.**

Members considered the information provided regarding the 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.

### **65/24-25. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were 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 would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted.

**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.



**66/24-25. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Lorna Cross and seconded by Councillor Emma Ben Moussa.

**RESOLVED:**

That, 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 public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following items of business.

**67/24-25. TOWN COUNCIL OFFICES & COMMUNITY HALL – BUILDING / FIRE ALARM.**

Members considered the contents of the confidential report and, after discussion it was proposed, duly seconded, and agreed:

**Recommended:**

1. That the changes to building security, as detailed in the confidential report, be noted.
2. That the proposed upgrades to the fire alarm system at the Town Council building be undertaken.

There being no further business, the Meeting closed at 7.30 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)