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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 Harris
Councillor Richard Lees
Councillor Hazel Stephens
VACANCY

To all other Councillors: For information only.

A Meeting of the above Committee will be held on

Thursday 12 September 2024 at 7.00pm

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

Graham Blew

**Graham Blew
Town Clerk**

Dated: 6 September 2024

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
12 SEPTEMBER 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 19 June 2024 (Full Council 25 July 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 July 2024 be noted.

7. BANK TRANSFERS (p).

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken for June and July 2024 for approval.

Recommended: To approve the bank transfers undertaken for June and July 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 for June and July 2024 for approval.

Recommended: To approve receipts and payments for June and July 2024.

9. SUMMARY OF ACCOUNTS (p).

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

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

**FINANCE & GENERAL PURPOSES COMMITTEE
12 SEPTEMBER 2024**

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

10. REVIEW OF THE TOWN COUNCILS' TELEPHONY SYSTEM (p).

As part of the Town Councils financial practices in relation to best value, and as the existing contract is coming into its final 12 months, a review and comparison has been undertaken for the Town Councils telephony system.

Attached for members consideration is a report outlining the telephony requirements of the Council and a costs comparison.

Recommended:

To advise on which quotation to pursue for the ongoing supply of telephony services to the Town Council.



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

