

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 12 SEPTEMBER 2024 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Anita Barham
Councillor Emma Ben-Moussa
Councillor Ann Duke – (ex-officio)
Councillor Peter Harris
Councillor Richard Lees

ALSO PRESENT: Councillor Claire Pearce
Councillor Elizabeth Wickham
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk / RFO
x3 Members of the public

ABSENT: There were none

147/24-25. **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.

148/24-25. **APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Lorna Cross, due to other commitments.

An apology for absence was submitted by Councillor Hazel Stephens, due to other commitments.

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

149/24-25. **SUBSTITUTES.**

There were none.

150/24-25. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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.

151/24-25. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

152/24-25. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19 JUNE 2024**

Recommended: That the Minutes of the meeting held on 19 June 2024 were confirmed and signed as a true record.

153/24-25. **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 July 2024 be noted.

154/24-25. **BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken from June and July 2024

Recommended: That the bank transfers undertaken for June and July 2024 be approved.

155/24-25. **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 June and July 2024.

Recommended: That the receipts and payments for June and July 2024, as per the annexed list, be approved.

156/24-25. **SUMMARY OF ACCOUNTS.**

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

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

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

157/24-25. **REVIEW OF THE TOWN COUNCILS' TELEPHONY SYSTEM**

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

Following discussion, it was proposed, seconded and duly agreed that quote B be selected as the provider for the Town Councils telephony system.

Recommended: That quote B be selected as the provider for the Town Councils telephony system.

There being no further business, the Meeting closed at 7.15 pm.

Signed: _____ Date: _____
(Chairman)