

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 7 NOVEMBER 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 Harris  
Councillor Richard Lees

**ALSO PRESENT:** Martin Harding – Assistant Town Clerk / RFO  
x 1 Member of the public

**ABSENT:** There were none

229/24-25. **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.

230/24-25. **APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Dawn Johnston, due to other commitments.

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

An apology for absence was received from the Town Clerk due to other commitments.

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

231/24-25. **SUBSTITUTES.**

There were none.

232/24-25. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

At the Chairmans discretion the meeting was briefly adjourned to enable the member of the public present to supply documentation to the Town Council regarding the history and significance of the Lychgate in Swanscombe cemetery.

**233/24-25. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**234/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2024**

**Recommended:** That the Minutes of the meeting held on 12 September 2024 were confirmed and signed as a true record.

**235/24-25. 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 September 2024 be noted.

**236/24-25. BANK TRANSFERS.**

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

**Recommended:** That the bank transfers undertaken for August and September 2024 be approved.

**237/24-25. 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 August and September 2024.

**Recommended:** That the receipts and payments for August and September 2024, as per the annexed list, be approved.

**238/24-25. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 30 September 2024.

**Recommended:** That the summary of accounts to 30 September 2024 be noted.

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

239/24-25. **APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL**

Members considered the application, and, after discussion, it was agreed that the following funding be awarded from the 2024 - 25 budget:

- Oasis Domestic Abuse Service - £200.00

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

240/24-25. **PUBLIC SECTOR DEPOSIT FUND – CCLA.**

As part of the Town Councils Investment Strategy the RFO had been considering options for Specified Investments. These were defined as High Yield, Low Risk, Investments with a return of less than 3 years.

Until recently this had predominantly been achieved through the investment of funds via Treasury Deposit.

The forecast on Treasury Deposits had depleted and had a minimum investment value of £100,000.

Members considered the fund specification and details for Public Sector Deposit Fund operated by CCLA which is operated specifically for investment from within our sector as is currently used by multiple Parish Councils from within Kent.

Members discussed allowing a small investment of £25,000 to the Public Sector Deposit Fund for a period of 6 months to gauge the return for potential further investment.

**Recommended:** That the investment of £25,000, for a period of 6 months, to the Public Sector Deposit Fund be agreed.

There being no further business, the Meeting closed at 7.40pm.

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