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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Finance & General Purposes Committee

Councillor Lesley Howes - Chairman  
Councillor Lorna Cross - Vice-Chairman  
Councillor Emma Ben Moussa  
Councillor Peter Harris  
Councillor Dawn Johnston  
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 9 January 2025 at 7.00pm**

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

**Graham Blew  
Town Clerk**

Dated: 3 January 2025

*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  
9 JANUARY 2025**

**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 November 2024 (Full Council 5 December 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 December 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 October, November and December 2024 for approval.

**Recommended:** To approve the bank transfers undertaken for October, November and December 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 October, November and December 2024 for approval.

**Recommended:** To approve receipts and payments for October, November and December 2024.

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

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

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

**FINANCE & GENERAL PURPOSES COMMITTEE  
9 JANUARY 2025**

**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 £800.00 remaining in the 2024 - 25 budget for local funding applications (Cost Code 244).

A. Gateway Salvation Church

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

Further to minute 239/24-25 (Finance & General Purposes Committee 7 November 2024) where Oasis Domestic Abuse Service were awarded £200, they have informed the Town Council that they are unable to comply with the terms of the funding regarding publicity.

They have confirmed that their Head Office is too far away for staff to travel and staff from the refuge in Gravesend cannot be released for publicity due to safety concerns.

They have requested to take a picture with a donation cheque from their offices and send it through for us to use for publicity.

**Recommended:**

1. To decide on the application received and, if successful, any amount of funding to be awarded.
2. To consider the request from Oasis Domestic Abuse Service.

**11. ANNUAL ESTIMATES FOR 2025 – 2026 (p).**

Further to minute 299/24-25 (full Council 9 December 2024) Members are asked to consider the attached report and Annual Estimates for 2025 – 2026.

**Recommended:**

To select and finalise which option to take forward as the recommended estimates for endorsement by the Special Town Council meeting on the rising of this committee.



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

