

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 9 JANUARY 2025 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 Dawn Johnston  
Councillor Richard Lees

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk / RFO  
Councillor Paul Parsons  
Councillor Graham Taylor  
Councillor Elizabeth Wickham  
Revd Charlie Lloyd-Evans  
x 11 Members of the public

**ABSENT:** There were none

**328/24-25. 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.

**329/24-25. APOLOGIES FOR ABSENCE.**

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

**Recommended:** That the reason for absence, for the Councillor listed, be formally accepted, and approved.

**330/24-25. SUBSTITUTES.**

There were none.

**331/24-25. 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.***

**332/24-25. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**333/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2024**

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

**334/24-25. 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 December 2024 be noted.

**335/24-25. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken from October, November & December 2024

**Recommended:** That the bank transfers undertaken for October, November and December 2024 be approved.

**336/24-25. 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 October, November and December 2024.

**Recommended:** That the receipts and payments for October, November and December 2024, as per the annexed list, be approved.

**337/24-25. SUMMARY OF ACCOUNTS.**

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

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

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

**338/24-25. 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:

- Gateway Salvation Church - £500.00

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

They had offered to undertake a remote publicity picture due to distance and safety concerns.

**Recommended:**

1. That the funding, as detailed above, be awarded.
2. That the request from Oasis Domestic Abuse Service regarding the publicity photograph be agreed.

**339/24-25. ANNUAL ESTIMATES FOR 2025 – 2026.**

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

Following discussion of the options it was proposed, duly seconded and agreed:

**Recommended:**

That option 1, to increase the Town Councils portion of the Council Tax bill by 5%, be put to the Special Town Council, proceeding this meeting, for endorsement.

There being no further business, the Meeting closed at 7.25pm.

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