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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  
Councillor Graham Taylor

To all other Councillors: For information only.

**A Meeting of the above Committee will be held on**

**Thursday 19 June 2025 at 7.00pm**

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

**Graham Blew  
Town Clerk**

Dated: 13 June 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**  
**19 JUNE 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 6 March 2025 (Full Council 27 March 2025 (*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 Richard Lees was appointed under minute 30/25-26.

**Recommended:** That the bank reconciliations for May 2025 be noted.

**7. BANK TRANSFERS (p).**

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken between February and May 2025 for approval.

**Recommended:** To approve the bank transfers undertaken between February and May 2025.

**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 between February and May 2025 for approval.

**Recommended:** To approve receipts and payments between February and May 2025.

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

Please find attached the Flex-Budget Report balanced to 31 May 2025.

**Recommended:** To note the summary of accounts to 31 May 2025.

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**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 £2000.00 remaining in the 2025 - 26 budget for local funding applications (Cost Code 244).

- A. Consolidated Almshouses Charity of Swanscombe
- B. Hi Kent

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

**Recommended:** To decide on the applications received and, if successful, any amount of funding to be awarded.

**11. STREETLIGHTS – MAINTENANCE CONTRACT RENEWAL.**

In accordance with Financial Regulation 11.1 (iv), and in consultation with the Chairman of the Finance & General Purposes Committee, and to ensure a continuity of works and best value, a quote has been approved for the renewal of the maintenance of contract for the Town Councils streetlights.

The contract has been increased by 4%.

**Recommended:** To note and endorse the actions taken in agreeing this contract renewal.

**12. PUBLIC SECTOR DEPOSIT FUND - CCLA.**

At the meeting of this committee on the 7 November 2024 it was agreed (minute 240/24-25) that an investment of £25,000 would be made, for a period of 6 months, to the Public Sector Deposit Fund.

Following security checks and paperwork the deposit was made in January 2025. Since that point the Town Council has seen a return of 4% of its investment, with a payment received of interest accrued on a monthly basis.

**Recommended:**

1. To agree to retain the deposit of £25,000 in the Public Sector Deposit Fund.
2. To review this investment again in October 2025 and consider increasing the deposit depending on the financial position of the Town Council.

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**13. EXTERNAL FUNDING – SUCCESSFUL APPLICATIONS (p).**

Further to minute 33/25-26 (AGM 15 May 2025) where Members were updated on the status of applications made for external funding a verbal update was provided that successful applications had been made to both Tesco Stronger Starts and the ECB Grass Improvement Fund.

Attached are the award letters and below a summary of how the money has been / or is being used:

<b>Tesco Stronger Starts</b>	This money has been allocated to the Town Councils package of Summer Entertainment which has enabled the booking of additional activities.
<b>ECB Grass Improvement Fund</b>	<p>These funds were to purchase a new cricket roller and also to make specific repairs to the wicket itself.</p> <p>The new cricket roller has been ordered and is expected in the next 10-12 weeks.</p> <p>A contractor has been appointed for the works to the wicket and scheduling is currently being negotiated to ensure the cricket field has no down time for the teams that use it.</p>

**Recommended:** That the item be noted.

**14. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

**Recommended:** That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.



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

