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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 11 September 2025 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 5 September 2025

**Due to the confidential nature of the business to be transacted the Press
and Public will be excluded from the meeting for item 13.**

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
11 SEPTEMBER 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 19 June 2025 (Full Council 24 July 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 July 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 June and July 2025 for approval.

Recommended: To approve the bank transfers undertaken between June and July 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 June and July 2025 for approval.

Recommended: To approve receipts and payments between June and July 2025.

9. SUMMARY OF ACCOUNTS (p).

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

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

**FINANCE & GENERAL PURPOSES COMMITTEE
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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 £1000.00 remaining in the 2025 - 26 budget for local funding applications (Cost Code 244).

- A. We Are Beams
- B. St Peter & St Pauls Church
- C. Marys Child Kent
- D. Grove Irish Dancers

- ❖ 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. TOWN COUNCIL OFFICES / COMMUNITY HALL HOT WATER SYSTEM – MAJOR WORKS

In accordance with Financial Regulation 11.1.a (iii), and in consultation with both the Town Mayor and the Chairman of the Finance & General Purposes Committee, and to ensure continued operation of the Town Council building, a quote was obtained and approved for the replacement of one of the x2 hot water boilers for the site.

Recently we have experienced issues with the both the hot water boilers for the building (they are now 18 years old).

- Boiler 1 - has completely broken down and is not repairable.
- Boiler 2 - is awaiting a replacement gas valve.

The quote from our contracted maintenance company for the replacement of boiler 1 was at a cost of £12,243.29 exc VAT.

Fortunately, we have had our National Non-Domestic Rates (NNDR) reviewed by Dartford Borough Council (DBC) and the new amount across our sites is £15,000 lower than we have been paying. Utilising this saving enabled us to have Boiler 1 replaced giving it an estimated lifespan of 10 – 20 years. During this time, we will then include £1,500.00 in the Estimates each year to replace Boiler 2 (this is the same age as Boiler 1 so could breakdown at any time).

Recommended: To note and endorse the actions taken in agreeing the quotation/works carried out.

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12. EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item.

13. TOWN COUNCIL OFFICES & COMMUNITY HALL – BUILDING ALARM.

During the evening of 12 August 2025, the building alarm went off but, unfortunately it did not stop after the 10-minute period it should have, and this resulted in x2 councillors, contractors and council staff attending to gain access and silence the alarm.

One of the Councillors that attended has requested that the building alarm be reviewed (previously minutes 453/23-24 and 67/24-25).

Officers will provide a verbal update to members on the actions taken since this incident regarding the Town Councils building alarm.

Recommended: To discuss and advise accordingly.



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

