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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 6 November 2025 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 31 October 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
6 NOVEMBER 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 11 September 2025 (Full Council 23 October 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 September 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 August and September 2025 for approval.

Recommended: To approve the bank transfers undertaken between August and September 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 August and September 2025 for approval.

Recommended: To approve receipts and payments between August and September 2025.

9. SUMMARY OF ACCOUNTS (p).

Please find attached the Flex-Budget Report balanced to 30 September 2025.

Recommended: To note the summary of accounts to 30 September 2025.

**FINANCE & GENERAL PURPOSES COMMITTEE
6 NOVEMBER 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 £200.00 remaining in the 2025 - 26 budget for local funding applications (Cost Code 244).

A. Swanscombe and Greenhithe Community Transport

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

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

11. ESTIMATES FOR 2026 – 2027.

As Members are aware, Officers began work on the Annual Estimates for 2026 – 2027 earlier in the year. This committee is asked to consider whether any financial considerations need to be made ahead of the next part of the budget setting process.

The Town Council meeting on 11 December 2025 will need to consider the draft Annual Estimates 2026 – 2027 which will then pass to be approved and endorsed by the full Council in January 2026 before setting the Precept and Tax Base for the 2026 – 2027 financial year.

Recommended: To note



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

