

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 11 SEPTMEBER 2025 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Emma Ben Moussa
Councillor Peter Harris
Councillor Dawn Johnston
Councillor Richard Lees
Councillor Graham Taylor

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk / RFO

ABSENT: There were none

161//25-26. 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.

162//25-26. 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.

163//25-26. SUBSTITUTES.

There were none.

164//25-26. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Emma Ben Moussa declared a prejudicial interest in agenda item 10, Applications for Funding from the Town Council (A), as her children received support from the applicant/organisation.

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.

165//25-26. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

166//25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19 JUNE 2025

Recommended: That the Minutes of the meeting held on 19 June 2025 be confirmed and signed as a true record.

167//25-26. 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 Richard Lees was appointed (minute 30/25-26).

Recommended: That the bank reconciliations for July 2025 be noted.

168//25-26. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken between June and July 2025

Recommended: That the bank transfers undertaken between June and July 2025 be approved.

169//25-26. 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 between June and July 2025

Recommended: That the receipts and payments between June and July 2025, as per the annexed list, be approved.

170//25-26. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 July 2025.

Recommended: That the summary of accounts to 31 July 2025 be noted.

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

Having already declared a prejudicial interest Councillor Ben Moussa left the chamber and took no part in the discussion on application A.

171//25-26. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL

Members considered the applications, and, after discussion, it was agreed that the following funding be awarded from the 2025 - 26 budget:

- We Are Beams - £200.00
- St Peter & St Pauls Church - £200.00
- MCK - £200.00
- Grove Dancers - £200.00

Members also agreed that an adjustment be made to the application process to emphasise the importance of including all information relating to funding an organisation receives not just that which has been previously awarded from the Town Council.

Recommended: That the funding, as detailed above, be awarded, and that the adjustment to the application process, as detailed, be undertaken.

172//25-26. TOWN COUNCIL OFFICES 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 approved for the replacement of one of the hot water boilers for the site.

Recommended: That the quotation and actions taken be noted and endorsed.

173/25-26. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Dawn Johnston and seconded by Councillor Richard Lees.

RESOLVED:

That, 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 public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following items of business.

174//25-26. **TOWN COUNCIL OFFICES & COMMUNITY HALL – BUILDING ALARM.**

Members were advised that 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.

Officers provided a verbal update on the actions taken since this incident regarding the Town Councils building alarm. It was confirmed that this should prevent further disruption to neighbouring properties.

Recommended: That the actions taken to resolve the Town Councils Offices & Community Hall building alarm be noted and endorsed.

There being no further business, the Meeting closed at 7.45pm.

Signed: _____ Date: _____
(Chairman)