

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 19 JUNE 2025 at 7.00PM

PRESENT: Councillor Lorna Cross – Vice-Chairman (in the chair)
Councillor Peter Harris
Councillor Dawn Johnston
Councillor Hazel Stephens
Councillor Graham Taylor

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

ABSENT: Councillor Richard Lees

56/25-26. 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.

57/25-26. APOLOGIES FOR ABSENCE.

An apology for absence was submitted by Councillor Emma Ben Moussa, due to other commitments.

An apology for absence was submitted by Councillor Lesley Howes, due to other commitments.

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

58/25-26. SUBSTITUTES.

There were none.

59/25-26. 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.

60/25-26. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

61/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 MARCH 2025

Recommended: That the Minutes of the meeting held on 6 March 2025 be confirmed and signed as a true record.

62/25-26. 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 May 2025 be noted.

63/25-26. BANK TRANSFERS.

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

Recommended: That the bank transfers undertaken between February and May 2025 be approved.

64/25-26. 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 February and May 2025

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

65/25-26. SUMMARY OF ACCOUNTS.

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

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

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

66/25-26. 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:

- Consolidate Almshouses Charity of Swanscombe - £500.00
- Hi Kent - £500.00

After discussion Members agreed to award both requests for £500.00 funding each.

Recommended: That the funding, as detailed above, be awarded.

67/25-26. STREETLIGHTS – MAINTENANCE CONTRACT RENEWAL.

In consultation with the Chairman of the Finance & General Purposes Committee and to ensure continuity of works and best value, a quote, with a 4% increase, had been approved for the renewal of maintenance of contract for the Town Councils streetlights.

Recommended: That the actions taken in renewing this contract renewal be noted and endorsed.

68/25-26. 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. That the deposit of £25,000 in the Public Sector Deposit Fund be retained.
2. That this investment be reviewed again in October 2025 and consideration be given on increasing the deposit depending on the financial position of the Town Council.

69/25-26. **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were 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 would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted.

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.

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

Signed: _____

(Chairman)

Date: _____