

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 6 NOVEMBER 2025 at 7.00PM

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

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk / RFO
Indigo Allred – Administration Officer
x1 Member of the Public

ABSENT: There were none.

266/25-26. 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.

267/25-26. APOLOGIES FOR ABSENCE.

An apology for absence was submitted by Councillor Dawn Johnston, due to other commitments.

An apology for absence was submitted by Councillor Hazel Stephens, due to other commitments.

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

268/25-26. SUBSTITUTES.

There were none.

269/25-26. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none at this time although Councillor Lorna Cross made a declaration of a prejudicial interest later in the agenda items.

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.

270/25-26. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

271/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 SEPTEMBER 2025

Recommended: That the Minutes of the meeting held on 11 September 2025 be confirmed and signed as a true record.

272/25-26. 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 September 2025 be noted.

273/25-26. BANK TRANSFERS.

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

Recommended: That the bank transfers undertaken between August and September 2025 be approved.

274/25-26. 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 August and September 2025, as per the annexed list, be approved.

275/25-26. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 30 September 2025.

Recommended: That the summary of accounts to 30 September 2025 be noted.

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

Councillor Lorna Cross declared a prejudicial interest in Agenda item 10. Applications for funding from the Town Council as she was a committee member for the organisation that had submitted the application.

Having declared a prejudicial interest Councillor Lorna Cross left the council chamber and took no part in the discussion, or decision, of the following item.

276/25-26. 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:

- Swanscombe and Greenhithe Community Transport - £200.00

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

277/23-24 ANNUAL ESTIMATES FOR 2026 – 2027.

Officers began work on the Annual Estimates for 2026 – 2027 earlier in the year. The committee were asked to consider whether financial considerations needed to be made ahead of the next part of the budget setting process. The Town Council meeting on 11 December 2025 would consider the draft Annual Estimates 2026 – 2027 which would then pass to be approved and endorsed by the full Council in January 2026 before setting the Council Tax Base for the 2026 – 2027 financial year.

Recommended: That the item be noted

There being no further business, the Meeting closed at 7.20pm.

Signed: _____ Date: _____
(Chairman)