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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 8 January 2026 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 24 December 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
8 JANUARY 2026**

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 6 November 2025 (Full Council 11 December 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 November 2025 be noted.

7. BANK TRANSFERS (p).

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken for October and November 2025 for approval.

Recommended: To approve the bank transfers undertaken for October and November 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 for October and November 2025 for approval.

Recommended: To approve receipts and payments for October and November 2025.

9. SUMMARY OF ACCOUNTS (p).

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

Recommended: To note the summary of accounts to 30 November 2025

**FINANCE & GENERAL PURPOSES COMMITTEE
8 JANUARY 2026**

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

10. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS).

In consultation with the Chairman of the Finance & General Purposes Committee, and in accordance with Financial Regulation 11.1 (iv), and to ensure a continuity of works and best value, a 3-year contract renewal quotation has been approved for the planned preventative maintenance covering the heating, plumbing and ventilation in the Council Offices/Hall and Church Road Hall.

The contract is comparable in price to the previous 3-year fixed contract and allows for effective budgeting over this period.

NB. The contract can be terminated by either party giving three months' notice in writing.

Recommended: To note and endorse the actions taken in agreeing this contract renewal.

11. ANNUAL ESTIMATES FOR 2026 – 2027 (p).

Further to minute 331/25-26 *(full Council 11 December 2025)* Members are asked to consider the attached Annual Estimates for 2026 – 2027.

Recommended: Members to consider and approve the Annual Estimates for 2026 – 2027 and submit to full Council for endorsement.



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

