

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 8 JANUARY 2026 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 Hazel Stephens  
Councillor Graham Taylor

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk / RFO  
Indigo Allred – Administration Officer  
Councillor Ann Duke  
Councillor Elizabeth Wickham  
x2 Members of the Public

**ABSENT:**

There were none.

**359/25-26. 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.

**360/25-26. APOLOGIES FOR ABSENCE.**

There were none.

**361/25-26. SUBSTITUTES.**

There were none.

**362/25-26. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

*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.*

**363/25-26. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**364/25-26. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 NOVEMBER 2025.**

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

**365/25-26. 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 November 2025 be noted.

**366/25-26. BANK TRANSFERS.**

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

**Recommended:** That the bank transfers undertaken between October and November 2025 be approved.

**367/25-26. 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 October and November 2025

**Recommended:** That the receipts and payments between October and November 2025, as per the annexed list, be approved.

**368/25-26. SUMMARY OF ACCOUNTS.**

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

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

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

**369/25-26. PLANNED PREVENTATIVE MAINTENANCE CONTRACT (3 YEARS).**

In accordance with Financial Regulation 11.1 (iv), a 3-year contract renewal quotation had been supplied and agreed, in consultation with the Chairman of this Committee, for the planned preventative maintenance covering the heating, plumbing and ventilation in the Council Offices/Hall and Church Road Hall. The contract was comparable in price to the previous 3-year fixed contract and allowed for effective budgeting over this period.

**Recommended:** That, in accordance with Financial Regulation 11.1 (iv), the actions taken in the renewal of the contract for planned preventative maintenance be endorsed.

**370/23-24 ANNUAL ESTIMATES FOR 2026 – 2027.**

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

After discussion it was proposed, duly seconded, and put to a vote with seven in favour, and one abstention.

**Recommended:** That the Annual Estimates for 2026 – 2027, as detailed, be approved and submitted to the Special Town Council Meeting, proceeding this meeting, for endorsement and to set the precept for 2026 – 2027.

There being no further business, the Meeting closed at 7.15pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)