

# Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 611663

[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## POLICY AND FINANCE

Date 13<sup>th</sup> April 2017

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 19<sup>th</sup> April 2017 from 7:30pm** or at the conclusion of the public participation session.



Mr S Nash  
CEO / Town Clerk

### PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items with the permission of the Chairman / Mayor

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### RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

### MOBILE PHONES

Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

### AGENDA

#### 1. APOLOGIES FOR ABSENCE

#### 2. DECLARATIONS OF INTEREST

#### 3. MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 22<sup>nd</sup> March 2017

- 4. TO RECEIVE MONTHLY FINANCES**
  - a. Financial Projections
  - b. Cash spending
  - c. Alexandra Suite Income and Expenditure
  - d. Olympic Income and Expenditure
  - e. Swanley Park Income and Expenditure
  - f. Bank Reconciliation & Petty Cash
  
- 5. TO APPROVE NEW APPRAISAL PROCEDURES**

To agree the format and time scales required for appraisals/PMR
  
- 6. COUNCIL RISK ASSESSMENT**

To approve the LCRS5 Report for 2017/18
  
- 7. Date of next meeting – 17<sup>th</sup> May 2017**

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

Council Members:

(Chair) Cllr M Horwood, (Vice Chair) Cllr V Southern, Cllr R Morris, Cllr L Dyball, Cllr T Searles, Cllr M Hogg