

Issued 16<sup>th</sup> June 2016

**To all members of Swanley Town Council Finance and Audit Committee  
you are summonsed to  
a meeting of the  
Finance and Audit Committee of Swanley Town Council  
to be held in the Council Chamber, The Civic Centre, St Mary's Road, Swanley,  
on Wednesday 22<sup>nd</sup> June 2016 immediately following the  
Development Control Committee meeting**

Members (7):

Conservative: Cllr V Southern (Chairman); Cllr T Searles (Vice Chairman); Cllr L Ball;  
Cllr J Barnes; Cllr L Dyball and Cllr R Morris

Labour: Cllr E Komolafe

<b><u>AGENDA</u></b>	<b><u>Page No</u></b>
<b>1. Apologies for Absence and Substitutes</b>	
<b>2. Declarations of Pecuniary and Non-Pecuniary Interest</b>	
<b>3. Minutes</b>	
(a) To receive and approve the minutes of the meeting of 16 <sup>th</sup> March and 18 <sup>th</sup> May 2016	(1-2)
<b>4. To receive report from Responsible Financial Officer</b>	(3)
(a) To consider report	
<b>5. Annual Return 2015/16</b>	
(a) To approve Annual Governance Statement 2015/16	(4-5)
(b) To approve Accounting Statements for 2015/16	(6-9)
(c) To approve bank reconciliation for 2015/16	(10-12)
(d) To receive budget reports for 2015/16	(13-21)
(e) To approve statement of internal control	(22-25)

*Julie Pilbeam*

Julie Pilbeam, Chief Executive Officer  
Swanley Town Council  
The Civic Centre, St Mary's Road, Swanley, Kent BR8 7BU  
Tel: 01322 611663 Fax: 01322 613000

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



Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity. The maximum number of persons allowable in the Council Chamber at any one time for fire safety purposes is 40; the Town Council reserve the right to suspend a meeting by means of a vote should the standing orders of the Council be breached. A copy of Swanley Town Council standing orders is available upon request.