

Issued 16th 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 22nd 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

AGENDA

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| 1. Apologies for Absence and Substitutes | |
| 2. Declarations of Pecuniary and Non-Pecuniary Interest | |
| 3. Minutes | |
| (a) To receive and approve the minutes of the meeting of
16 th March and 18 th May 2016 | (1-2) |
| 4. To receive report from Responsible Financial Officer | (3) |
| (a) To consider report | |
| 5. Annual Return 2015/16 | |
| (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
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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.