

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

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FINANCE AND GENERAL PURPOSES COMMITTEE

TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE: Councillors Backhouse, Blackwell, Clay, Francis, Harris, Hill, Lewis- Grey, Munn and Poile

Copies to: All other elected Members for information.

You are summoned to attend a virtual **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting on **Thursday 17 September 2020** at 7.00 p.m. Joining details including passwords for internet or telephone access are as stated below.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted "online".

Any members of the public who also wish to attend on this basis and speak in the Public Open Session please contact the Clerk 24 hours prior to the meeting.

<https://us02web.zoom.us/j/82061552228?pwd=QjdGby96ZXViUmVHUzJvZ29LTVMrQT09>

Meeting ID: 820 6155 2228

Passcode: 215310

One tap mobile

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Meeting ID: 820 6155 2228

Passcode: 215310

AGENDA

1. APOLOGIES AND REASON FOR ABSENCE

2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS

Members who have a Disclosable Pecuniary or Other Significant Interest within the meaning of the Kent Code of Conduct 2012 in any matter appearing on the agenda, are invited to declare that interest at this stage and sign the register accordingly.

3. PUBLIC OPEN SESSION

Standing Order 3(d). Members of the public may speak under this item as long as 24 hours' notice of their wish to do so has been given the Town Clerk, and that the subject is relevant to this Committee. No speech may be for longer than five minutes except by resolution of the Committee or Council.

4. MINUTES OF THE MEETINGS

The minutes of the meeting held on Thursday 23 July 2020 were approved by Full Council at its meeting on 30 July 2020.

5. ACCOUNTS

- a) **Outstanding cheques** – Members to note that due to the current operations under the COVID – 19 limitations cheques have been signed on a regular basis. Members to note the previously signed cheque lists.
- b) **Financial Statements** – Members to note the income and expenditure reports from 1 July to 31 August 2020.
- c) **Financial Summary** – Members to note the financial summary from 1 July 2020 to 31 August 2020.

6. FINANCIAL MATTERS

- a) **Salary Increases** – Members to note that the staff salaries will be increased in line with the pay increases recently approved by the National Joint Council, payable from 1 April 2020. Copies of which have been previously supplied to Members.
- b) **Internet provision** – Members to discuss changing the Councillors email provision to a full Office 365 which will enable greater storage and controls on Councillors official council emails.
- c) **Provision of PC tablets or Laptops** - Members to discuss the possible provision of tablets or laptops for Members to carry out their emails and Council business due to the implications surrounding using their own equipment and GDPR / encryption requirements. It is recommended that this is passed to Full Council to enable all Members to discuss the possible provision and to reach a decision on this Committee's recommendation.

7. COMMUNITY CENTRE CRUNDWELL ROAD

Members to note the previously supplied risk assessment carried out on the Community Centre, photographs of units now installed and the updated regulations surrounding COVID –19. Members to agree the previously supplied new regulations of hire.

8. SOUTHBOROUGH HUB WORKING GROUP

Councillor Harris to update on the working groups recent discussions and proposals. Minutes of the Group meetings have previously been supplied to all Councillors.

9. CONFIDENTIAL MATTERS

It is proposed that during the consideration of the following items the public and press shall be temporarily excluded (Standing Order 3 (c)): -

“Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.”

These items are considered confidential for the following reason(s)

Information relating to the financial and personnel affairs of the Council.

- a) **Staff Wages** - Members to note the staff wages for July and August 2020 which were previously supplied separately.
- b) **Office Administrator (Maternity Cover)** – The Town Clerk will verbally update Members on the current position following the recent interviews.
- c) **Southborough Hub Operations** – Members to discuss the ongoing Hub Operations progress.
- d) **Southborough Hub Finances** – Members to discuss the ongoing financial details and implications surrounding the Hub Project. Members to discuss the previously supplied financial documents surrounding the Hub finances and proposed Hub charges. This will be further reported to Full Council.



Tracy Kelly
Town Clerk
11 September 2020