

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 23 July 2020** at 7.00 p.m. Joining details including passwords for internet or telephone access will be emailed separately to All Councillors.

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 please contact the Clerk 24 hours prior to the meeting so that joining instructions can be supplied to them.

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 18 June 2020 were approved by Full Council at its meeting on 25 June 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 June to 30 June 2020.
- c) **Financial Summary** – Members to note the financial summary from 1 June 2020 to 30 June 2020.

6. 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.

7. 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 June 2020 which were supplied separately.
- b) **Maternity Cover** – Members to discuss and note the attached Job Description and Job Advert.
- c) **Invoices COVID issues** – Members to discuss the previously supplied report and instruct the Clerk accordingly.
- d) **Rent Reviews COVID issues** – Members to discuss the previously supplied report and instruct the Clerk accordingly.
- e) **Southborough Hub Operations** – Members to discuss the ongoing Hub Operations progress.
- f) **Southborough Hub Finances** – Members to discuss the ongoing financial details and implications surrounding the Hub Project.



Tracy Kelly
Town Clerk
17 July 2020