

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the VIRTUAL **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 21 January 2021 at 7.00 p.m.

MEMBERS PRESENT: Councillors Francis (Chairman), Blackwell, Clay (Deputy Chairman) Harris, Hill, Munn and Poile

OTHER MEMBERS PRESENT: Councillor Elliott

OFFICER PRESENT: Tracy Kelly (Town Clerk)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Backhouse (ill health)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None
3. **PUBLIC OPEN SESSION** – No members of the public were present. No Press were present.
4. **MINUTES OF THE MEETINGS** - The minutes of the meeting held on Thursday 10 December 2020 were approved by Full Council at its meeting on 17 December 2020.

The Chairman moved to bring forward item 10(e).

e) **Southborough Hub Finances** – Members discussed the ongoing financial concerns surrounding the VAT issues and discussed the initial advice letter from RSM UK Tax and Accounting Ltd. Members **AGREED** that a further meeting be set up with RSM UK together with Councillors Francis, Clay, Blackwell, and Harris. The matter would be taken to Full Council for a decision subject to the findings. Following that onto to the Hub Board and KCC Finance Officers for further action. It was further **AGREED** that the Council continue to engage the services of RSM UK Tax and Accounting Ltd until the matter is resolved.

5. ACCOUNTS

- a) **Outstanding cheques** – Members **NOTED** the previously signed cheque lists.
- b) **Financial Statements** – Members **NOTED** the income and expenditure from 1 December to 31 December 2020.
- c) **Financial Summary** – Members **NOTED** the summary from 1 December 2020 to 31 December 2020

6. FINANCIAL MATTERS

- a) **SHDOFA** - Members **NOTED** the emailed thanks received from SHDOFA.
 - b) **Citizens Advice** - Members **NOTED** the request for a grant of funds under S137 powers. Members **AGREED** to the sum of £500.00 being granted to the Citizens Advice.
 - c) **The Counselling Centre** - Members **NOTED** the request for a grant of funds under S137 powers. Members **AGREED** to the sum of £200.00 being granted to The Counselling Centre.
7. **INTERNAL AUDIT** - Members **NOTED** the internal audit programme of works for 2021/22 and **AGREED** to the costs and programme.

8. **FLEXIBLE RETIREMENT POLICY** - Members **APPROVED** and **AGREED** the Councils Policy for Flexible Retirement.
9. **FLEXIBLE WORKING POLICY**- Members **APPROVED** and **AGREED** the Policy for Flexible Working.
10. **CONFIDENTIAL MATTERS** - It was proposed that during the consideration of the Following items, the public and press shall be temporarily excluded.
(Standing Order 3 (c)): -

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 **NOTED** the staff salaries for December 2020
- b) **Additional Staffing Requirements** – Members **AGREED** to the additional staffing with minor alterations to the Job descriptions and further **AGREED** to these been advertised as soon as possible.
- c) **Internal Audit** – Members **NOTED** the mid-term audit carried out during November 2020.
- d) **Southborough Hub Operations** – Members discussed the ongoing Hub Operations progress. Councillor Blackwell verbally updated Members.

There being no further business the Chairman thanked everyone for their attendance and closed the meeting at 9.00 p.m.

CHAIRMAN