

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the VIRTUAL **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 18 June 2020 at 7.00 p.m.

MEMBERS PRESENT: Councillors Francis (Chairman), Blackwell, Harris, Hill, Lewis- Grey, Munn and Poile

OTHER MEMBERS PRESENT: Councillor Prance

OFFICER PRESENT: Tracy Kelly (Town Clerk)

1. **ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN** – Councillor Francis was duly elected Chairman and Councillor Clay was duly elected deputy Chairman.
2. **APOLOGIES AND REASON FOR ABSENCE** – None.
3. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None declared.

Councillor Harris joined the meeting at 19.10

4. **PUBLIC OPEN SESSION** – One member of public was present. No Press were present.
5. **ACCOUNTS**
 - a) **Outstanding cheques** – Members **NOTED** the previously signed cheque lists.
 - b) **Financial Statements** – Members **NOTED** the income and expenditure from 1 February to 31 March 2020 and 1 April 2020 to 31 May 2020.
 - c) **Financial Summary** – Members **NOTED** the detailed annual financial summary, the normal summary from 1 April 2019 to 31 March 2020 and the financial summary from 1 April 2020 to 31 May 2020.
 - d) **Financial Comparison** – Members **NOTED** the detailed annual financial comparison from 1 April 2019 to 31 March 2020.

6. SOUTHBOROUGH HUB WORKING GROUP

Councillor Harris (Chairman of the Southborough Hub Working Group) updated Members with the following report:

“Focusing only on the main points as all the minutes have been published and distributed.

Theatre Trust Advisory

The STC request has been submitted and is now in process. The report will be useful for indicating the scope of the hall for theatre use and any changes that would increase the hall's potential.

Hall & Meeting Rooms Marketing

We have reviewed other the web sites of a selection of town's hubs, halls and meeting rooms looking at web design and content. The best design was Oxted Community Hall and the best content was found on the Uckfield Civic Centre. An analysis of rental rates for the facilities offered indicated the range of rental rates depending on size. The many ways that facilities can be priced means there will be a need for policy decisions going forward.

Items for consideration will include minimum hire periods, increased pricing for Friday night, Saturdays and Sundays, late night pricing, discounts for repeat books, charitable events, and residents.

For the meeting rooms, we would recommend that tea & biscuits and lunch catering should be offered. Potentially a local business could be interested.

Naming of Hall and Meeting Rooms

The group proposes that the hall and meeting rooms are named. Perhaps the Southborough society can suggest some historic names that are not already in use locally that would be appropriate. STC could then involve the public in selecting those to use.

Web Site

A separate web URL is proposed for the hall and meeting rooms that would have a simple easy to use design and comprehensive content making it easy to find the information needed to make a booking inquiry. The web site will need to be prepared and ready to go prior to the hub finish date.

Parking

Reviewing other towns hubs, halls and meeting rooms highlighted the need for parking. The Yew Tree Road car park currently has two hours free and there will be additional parking spaces in Salomons Grove that have no restrictions. Propose that we request costs to provide infrastructure for pay and display to Salomons Grove in case parking becomes an issue in future.

Financial Reporting & Staffing

The group has provided an outline of the reporting that is recommended for the hall and meeting rooms going forward.

At this time a single headcount is envisaged full time for the facility management. This makes clear that STC will need to rely on councilors and perhaps volunteers if we are to make the hub a success."

7. **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 February through to May 2020
- b) **Maternity Cover** – Members **AGREED** to allowing temporary Maternity cover and for the position to be duly advertised.

- c) **Southborough Hub Operations** – Members discussed the ongoing Hub Operations. Members requested that a Hub Opening topic be added to the Full Council agenda to discuss proposals for an opening ceremony/celebration.
- d) **Southborough Hub Finances** – Members discussed the financial concerns and requests for further information. It was **AGREED** that these matters would be further discussed at the upcoming Full Council meeting.

There being no further business the Chairman thanked everyone for their attendance and closed the meeting at 20.35 p.m.

CHAIRMAN