

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the VIRTUAL **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 23 July 2020 at 7.00 p.m.

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

OFFICER PRESENT: Tracy Kelly (Town Clerk)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Lewis- Grey (Work Commitments)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None declared.
3. **PUBLIC OPEN SESSION** – No members of the public were present. No Press were present.
4. **ACCOUNTS**
 - a) **Outstanding cheques** – Members **NOTED** the previously signed cheque lists.
 - b) **Financial Statements** – Members **NOTED** the income and expenditure from 1 June to 30 June 2020.
 - c) **Financial Summary** – Members **NOTED** the summary from 1 April 2020 to 30 June 2020

Councillor Harris joined the meeting at 19.33pm

5. 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.

Maintenance of Building

It has become clear that the best way to organize the maintenance of the building will be via an outsourcing provider.

Costs for Maintaining Hub

The estimated costs provided via KCC/NHS and those received from Rosemary Jones have significant differences. Cllr Blackwell will arrange follow up with Invicta Surveyors.

Web Site

Hub Group ran into a firewall problem with NetWise that prevented viewing other councils web sites, but it was fixed the next working day. It should be straightforward to migrate the STC web site although many of the older documents will be non-compliant. Councillors may be needed as volunteers to help with migration of the documents. Also, early decisions will be needed on the menus and content as there is a tight schedule.

Web pages for the new hub will initially be included in the STC web site and could be separated later. Additional pages can be created to share securely among councillors with passwords.

Training for Web Accessibility Regulations

Cllrs Harris and Blackwell will attend training by KALC on Web Accessibility Regulations on 5th August.

Theatres Trust

Progressing and next step probably a virtual meeting. Important for understanding theatrical capabilities and any changes that would be beneficial.

Advice for other Town Hubs

Cllr Blackwell is currently arranging a Zoom meeting with Mark Johnson-Brown of the Mycenae Centre in Blackheath, a much larger Centre with the help of Nell Price. Cllr Harris is attempting same with Crowborough and Eden Centre's.

Members discussed various points and **NOTED** these matters would be further discussed at an upcoming Full Council.

6. **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 June 2020
- b) **Maternity Cover** – Members **AGREED** to the advert and job description. With a minor alteration to personal specification
- c) **Invoices COVID issues** – Members **AGREED** to waive the charge for the quarter period from April 2020 to June 2020. Members instructed the Town Clerk to issue an invoice for the following quarter with covering correspondence.
- d) **Rent Reviews COVID issues** – Members discussed the rents for the properties and the local market values. It was **RESOLVED** that a 3% increase rounded, on the rents would be applied on 1 September 2020.
- e) **Southborough Hub Operations** – Members discussed the ongoing Hub Operations and **NOTED** these matters would be further reported at Full Council.
- f) **Southborough Hub Finances** – Members discussed the financial concerns and requests for further information. Members **NOTED** these matters would be further discussed at the upcoming Hub Board Meeting and again at Full Council.

There being no further business the Chairman thanked everyone for their attendance and closed the meeting at 20.15 p.m.

CHAIRMAN