

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

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Royal Tunbridge Wells
Kent
TN1 1RS

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 18 February 2021** 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/81567406139?pwd=UTgwaU50SkNDSGk1TktzcmRH
SnhkQT09](https://us02web.zoom.us/j/81567406139?pwd=UTgwaU50SkNDSGk1TktzcmRHSnhkQT09)

Meeting ID: 815 6740 6139

Passcode: 079770

One tap mobile

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+44 131 460 1196 United Kingdom

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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 21 January 2021 were approved by Full Council at its meeting on 28 January 2021.

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 January to 31 January 2021.
- c) **Financial Summary** – Members to note the financial summary from 1 January to 31 January 2021.
- c) **Financial Comparison** – Members to note the financial comparison from 1 April 2020 to 31 January 2021.

6. **FINANCIAL MATTERS**

- a) **Home Start** - Members to see the previously supplied correspondence and grant application form received from Home Start. Members to consider the grant application and instruct the Clerk accordingly.

7. **PROPOSED CONDITIONS OF HIRE**

Members to see the previously supplied proposed conditions of hire for the new Hub buildings for discussion and review.

8. **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 January 2021 which were previously supplied.
- b) **Charges – Possible increases for 2021-** Members to discuss and decide if charges are to be increased for the following: - Any increases agreed will take effect from 1 April 2021.

Community Centre – Members to see the attached copy of the current charges for the hire of the Community Centre, and the charges assuming a 3% rounded increase for 2021/22.

- c) **Southborough Hub hire** – Members to discuss, update and agree the previously supplied proposed list of potential hire charge areas for the Hub Facilities. Members to see the attached copy of another venue as an example of charges. Members to see the attached email request surrounding a potential booking and to instruct the Town Clerk accordingly.
- d) **Southborough Hub Operations** – Members to discuss the ongoing Hub Operations progress.
- e) **Southborough Hub Finances** – Members to discuss the ongoing financial details and implications surrounding the Hub Project.



**Tracy Kelly
Town Clerk**

12 February 2021