

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

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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 March 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/87195430107?pwd=ZCs2WnRaaUZQZ1dYaGtrMjhwcHNydz09>

Meeting ID: 871 9543 0107
Passcode: 311979

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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 18 February 2021 were approved by Full Council at its meeting on 25 February 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 February to 28 February 2021.
- c) **Financial Summary** – Members to note the financial summary from 1 February to 28 February 2021.
- d) **Financial Comparison** – Members to note the financial comparison from 1 April 2020 to 28 February 2021.

6. FINANCIAL MATTERS

- a) **Home Start** - Members to see the previously supplied correspondence received from Home Start expressing their thanks for the grant of monies from the S137 Grants.
- b) **Financial Risk Assessment** - Members to note the copy of the financial risk assessment. This Assessment will be updated when all the information is available surrounding the new Civic buildings and the hiring/ lease processes have been agreed.
- c) **Asset Register** - Members to note the copy of the Councils Asset Register. Members to also note this document will be updated and represented to Committee when the full list of the new Civic buildings values and fixtures and fittings are available.

7. PROPOSED CONDITIONS OF HIRE

Members to see the previously supplied proposed conditions of hire for the new Southborough Civic Centre's Unity Hall and Community Rooms 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 February 2021 which were previously supplied.
- b) **Southborough Civic Centre hire** – Members to see the previously supplied report surrounding hire charges. To discuss and review the previously supplied list of potential hire charge areas for the Southborough Civic Centre.
- c) **Southborough Hub Operations** – Members to discuss the ongoing Hub Operations progress.
- d) **Southborough Hub Finances** – Members to discuss the ongoing financial details and implications surrounding the Hub Project.



Tracy Kelly
Town Clerk
12 March 2021