

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the VIRTUAL **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 18 March 2021 at 7.00 p.m.

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

OTHER MEMBERS PRESENT: Councillor Elliott

OFFICER PRESENT: Tracy Kelly (Town Clerk) Paul Gosling (Finance Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Clay (Family matters)
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 18 February 2021 were approved by Full Council at its meeting on 25 February 2021.
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 28 February 2021.
 - c) **Financial Summary** – Members **NOTED** the summary from 1 February to 28 February 2021.
 - d) **Financial Comparison** – Members **NOTED** the financial comparison from 1 April 2020 to 28 February 2021. Councillor Harris would work with office staff over his proposals for the reporting layout.
6. **FINANCIAL MATTERS**
 - a) **Home Start** - Members **NOTED** the letter of thanks received from Home Start.
 - b) **Financial Risk Assessment** - Members **NOTED** the financial risk assessment. Members further **NOTED** this would be represented to committee when the information surrounding the new Civic buildings and the hiring/ lease processes have been finalized.
 - c) **Asset Register** - Members **NOTED** the Councils Asset Register. Members further **NOTED** this document will be updated and represented to Committee when the full list of the new Civic buildings values and fixtures and fittings were available.
7. **PROPOSED CONDITIONS OF HIRE** - Members **NOTED** the draft Conditions of Hire and that these would be updated and checked for legal and health and safety details before final approval.
8. **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 2021
- b) **Southborough Hub hire** – Members **AGREED** to the proposed charges and further **AGREED** to review every two months to ensure they were meeting the business needs. It was **PROPOSED** that the staffing requirement be added to the Full Council Agenda on 25 March 2021 to enable the staff to be in place before the Civic Buildings open.
- c) **Southborough Hub Operations** – Members **NOTED** the ongoing Hub Operations.
- d) **Southborough Hub Finances** – Members discussed the ongoing financial details surrounding the Hub Project.

There being no further business the Chairman thanked everyone for their attendance and closed the meeting at 9.05pm.

CHAIRMAN