

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

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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 **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting on **Thursday 21 October 2021** at 7.00 p.m. to be held in the Unity Hall, Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA

All meetings and agenda are open to the public except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

Seating for the public will be allocated on a first come-first-serve basis and cannot be guaranteed. If you intend to attend the meeting in person, please advise the Town Clerk at clerk@southboroughcouncil.co.uk or call 01892 529176. Please see the COVID attendance advice sent with this Agenda which outlines how the meeting will be conducted as securely as possible.

Members of the public may speak under the Public Open Session 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.

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 22 April 2021 were approved by Full Council at its meeting on 30 April 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 September to 30 September 2021
- c) **Financial Summary** – Members to note the financial summary from 1 September to 30 September 2021

6. FINANCIAL MATTERS

- a) **Debt Collection** – Members to discuss and agree the appointment of a debt collection agency to deal with any long-standing debts the Council. May now have to deal with.
- b) **CCTV** – Members to discuss and agree to the previously attached quotation for an additional camera provision at the Civic Centre.

7. 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 from June 2021 to September 2021 which were previously supplied.
- b) **Staffing Matters** – Members to discuss and agree the previously attached report
- c) **Civic Centre Hire charges review** – Members to discuss and agree the previously attached report surrounding a review of the current hire charges for the building.

- d) **Southborough Civic Centre Operations** – Members to discuss any Civic Centre Operations
- e) **Southborough Civic Centre Finances** – Members to discuss any financial details of the Civic Centre.



Tracy Kelly
Town Clerk
15 October 2021