

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 21 October 2021, at 7.00 p.m. in the Bounds Oak, Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA

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

**OFFICER PRESENT:** 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 22 April 2021 were approved by Full Council at its meeting on 29 April 2021.
5. **ACCOUNTS**
  - a) **Outstanding cheques** – Members **NOTED** the previously signed cheque lists.
  - b) **Financial Statements** – Members **NOTED** the income and expenditure from 1 September to 30 September 2021.
  - c) **Financial Summary** – Members **NOTED** the summary from 1 September to 30 September 2021
6. **FINANCIAL MATTERS**
  - a) **Debt Collection** – Members **AGREED** to investigate the matter further and set a policy before engaging an agency.
  - b) **CCTV** – Members **AGREED** to the additional CCTV provision as per the quotation supplied.
7. **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 2021 to September 2021

**Councillor Francis entered the meeting at 7.30pm**

- b) **Staffing Matters** – Members **AGREED** to a temporary increase in hours and salary for the Finance Officer to be reviewed in six months' time.

- c) **Civic Centre Hire charges review** – Members **AGREED** to a commercial and non-commercial rate. It was further **AGREED** that a monthly review of operations would be carried out to look at the income and expenditure for the Centre.
- d) **Southborough Civic Centre Operations** – Members **NOTED** the ongoing Centres Operations.

**The Chairman asked to extend the meeting by 15 minutes.**

- e) **Southborough Civic Centre Finances** – Members **NOTED** the ongoing financial concerns surrounding Civic Centre.

There being no further business the Chairman thanked everyone for their attendance and closed the meeting at 9.10pm.

CHAIRMAN