

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

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137, London Road,
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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 17 February 2022** at 7.00 p.m. to be held at the 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 Clerk at finance@southboroughcouncil.co.uk or call 01892 529176.

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 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 20 January 2022 were approved by Full Council at its meeting on 27 January 2022.

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 between 1 December 2021 to 31 January 2022.
- c) **Financial Summary** – Members to note the financial summary between 1 December 2021 to 31 January 2022.
- d) **Financial Comparison** – Members to note the financial comparison from 1 April 2021 to 31 January 2022

6. FINANCIAL MATTERS

- a) **Civic Centre Income Report** – Members to note the income report for the Civic Centre
- b) **The Counselling Centre** - Members to see the previously supplied grant application form received from The Counselling Centre. Members to consider the grant application and instruct the Clerk accordingly.
- c) **Citizens Advice** - Members to see the previously supplied grant application form received from Citizens Advice. Members to consider the grant application and instruct the Clerk accordingly.

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 for January 2022 which was previously supplied.
- b) **Transfer of funds** - Members to note the application process to the CCLA is now complete. Members to confirm agreement to the transferring the Funds from its current holding account and to confirm the amount to be transferred.
- c) **Charges – Possible increases for 2022- 23.** Members to discuss and decide if charges are to be increased for the following: - Any increases agreed will take effect from 1 April 2022.

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% or 4% increase for 2022/23.

Southborough Civic Centre hire – Members to see the attached copy of the current charges for the hire of the Civic Centre, and the charges assuming a 3% increase for 2022/23 should Members decide to increase at this time. Members may decide that no increase is required as these charges are currently on constant review whilst the business establishes.

- d) **Southborough Civic Centre Operations** – Members to discuss any Civic Centre confidential items including its finances.

Paul Gosling
Finance Officer
11 February 2022