

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



Southborough Civic
Centre,
Council Offices,
137, London Road,
Southborough,
Kent TN4 0NA

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 24 March 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 17 February 2022 were approved by Full Council at its meeting on 24 February 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 Previously signed cheques lists will be tabled at the meeting.
- b) **Financial Statements** – Members to note the income and expenditure reports between 1 February 2022 to 28 February 2022.
- c) **Financial Summary** – Members to note the financial summary between 1 February 2022 to 28 February 2022.

6. FINANCIAL MATTERS

- a) **Internal Auditor programme of works 22/23** – Members note programme of work to be undertaken by the audit team over the next year 2022/2023. Members to approve the costs and the programme.
- b) **Civic Centre Income Report** – Members to note the income report for the Civic Centre
- c) **Citizens Advice** - Members to discuss the previously supplied grant application form received from Citizens Advice. Members see the additional information that had been requested.

7. MODEL FINANCIAL REGULATIONS

Members to see the previously supplied draft NALC model financial regulations for discussion and amendment as required before it is placed before Full Council for final agreement.

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 2022 which were previously supplied. Members to further note NALC have advised that the NJC have now agreed the pay award from 1st April 2021 to 31st March 2022. The award was for a 1.75% increase backdated. This will be applied in the March salaries following the instruction from NALC that employers be encouraged to pay the money to all employees as soon as possible in March.

- b) **Audit Report actions** - Members to note the actions taken so far by officers following on from the Internal Auditors report. The Finance Officer will update Members.
- c) **Staffing Matters** - Members to discuss the previously supplied report and advise the Clerk accordingly.
- c) **Specialist Services** – Members to agree to the continuation of services provided by the Councils FM Specialist for the first year of the new FM contact to ensure service levels are being met correctly.
- d) **STC Depot** – Members to discuss the attached emails and report concerning costs surrounding shared services. Members to agree to changing the hot water supplied to an electric supply rather than the current gas supply.
- e) **Southborough Civic Centre Operations** – Members to discuss any Civic Centre confidential items including its finances. The Finance officer will give a Framework update.

Paul Gosling
Finance Officer
18 March 2022