

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 24 March 2022, at 7.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA

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

**OFFICER PRESENT:** Paul Gosling (Finance Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillors Backhouse (ill health) Clay (Family matters)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None declared
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 17 February 2022 were approved by Full Council at its meeting on 24 February 2022.
5. **ACCOUNTS**
  - a) **Outstanding cheques** – Members **NOTED** the previously signed cheque lists.
  - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1 February 2022 to 28 February 2022.
  - c) **Financial Summary** – Members **NOTED** the financial summary between 1 February 2022 to 28 February 2022.
6. **FINANCIAL MATTERS**
  - a) **Internal Auditor programme of works 22/23** – Members **NOTED** the programme of work to be undertaken by the audit team over the next year 2022/2023. Members **AGREED** to the costs and the programme.
  - b) **Civic Centre Income Report** – Members **NOTED** the income report for the Civic Centre
  - c) **Citizens Advice** - Members **NOTED** the request from Citizen’s Advice but **AGREED** due to the Councils allowance of free use of the Brickwork’s room that the Council already has met its contribution.
7. **MODEL FINANCIAL REGULATIONS** – Members **NOTED** the new model financial regulations. Members **AGREED** under Budgetary Control and allowance that sum allocate for the Clerks spend would be £5,000 pounds instead of the current £3,000 to meet the business need. The updated regulations would go to a future Full Council.

**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 2022 and the NJC agreed pay increase
- b) **Audit Report actions** - Members **NOTED** the actions taken so far by officers following on from the Internal Auditors report. Actions would be ongoing.
- c) **Staffing Matters** - Members **NOTED** the report and **AGREED** to part one of the Town Clerks recommendation.
- c) **Specialist Services** – Members **AGREED** to the continuation of services provided by the Councils FM Specialist for the first year of the new FM contact.
- d) **STC Depot** – Members **AGREED** to changing the hot water supplied to an electric supply rather than the current gas supply.
- e) **Southborough Civic Centre Operations** – Members **NOTED** the current Framework stages.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 8.30 pm.

CHAIR