

# 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 19 May 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](mailto: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.

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## **AGENDA**

- 1. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN**
- 2. APOLOGIES AND REASON FOR ABSENCE**
- 3. 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.

- 4. 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.

## 5. MINUTES OF THE MEETINGS

The minutes of the meeting held on Thursday 21 April 2022 were approved by Full Council at its meeting on 28 April 2022.

## 6. ACCOUNTS

- a) **Outstanding cheques** - A list of cheques requiring signature and payment will be tabled. Previously signed cheques lists will be tabled at the meeting for Members to note.
- b) **Financial Statements** – Members to note the income and expenditure reports between 1 April to 30 April 2022.
- c) **Financial Summary** – Members to note the financial summary between 1 April to 30 April 2022

## 7. 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 attached email thank you received from The Counselling Centre after this Council's recent donation.

## 8. CIVIC CENTRE SUB COMMITTEE – MEMBERSHIP AND TERMS OF REFERENCE

Members to discuss and agree the attached proposed Terms of Reference for the Civic Centre Sub Committee. Members to agree the membership for the Sub Committee. It is further proposed to hold the Sub Committee meeting 30 minutes prior to the commencement of the Finance and General Purposes committee moving forward to ensure Officers time is not impacted by the additional meeting and Members availability.

## 9. 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 April 2022 which were previously supplied.
- b) **Audit Report actions** - Members to note the actions taken so far by officers. The Finance Officer will verbally update Members.

- c) **Unity Hall Equipment** - Members to discuss the previously supplied report and advise the Finance Officer accordingly.
- d) **Southborough Civic Centre Operations** – Members to discuss any Civic Centre confidential items including its finances.

**Paul Gosling**  
**Finance Officer**  
**13 May 2022**