

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

PLEASE NOTE THE CHANGE IN TIME TO THIS MEETING COMMENCING.

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 21 July 2022 at 6.00 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 19 May 2022 were approved by Full Council at its meeting on 26 May 2022.

5. CIVIC CENTRE OPERATIONS

Members to discuss the Civic centre's operations and actions.

- a) **Civic Centre Business Plan** – Members to discuss the provision of a 5-year business plan for the Civic Centre. Members to see the year one figures supplied by the Facilities and Events Manager for consideration.
- b) **FM Contract update report** – Members to note the previously supplied report.
- c) **Civic Centre Income report** – Members to note the income report for the Civic Centre.

6. ACCOUNTS

- a) **Outstanding cheques** - A list of cheques requiring signature and payment will be tabled. Previously signed cheques lists have been supplied for Members to note.
- b) **Financial Statements** – Members to note the income and expenditure reports between 1 May to 30 June 2022.
- c) **Financial Summary** – Members to note the financial summary between 1 May to 30 June 2022
- d) **Financial Comparison** – Members to note the financial comparison from 1 April 2022 to 30 June 2022.

7. BUDGET REVIEW

Members to review the budgetary requirements and allocation of earmarked reserves.

8. SINKING FUND ACCOUNT

Members to agree to the setting up of a separate bank account to hold the sinking fund monies. This is required to enable tenants to view independent statements of the holdings if they so wish. There is currently an amount of £34,927.00 that needs to be transferred. Members to see the previously supplied breakdown of contributions.

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 May and June 2022 which were previously supplied.
- b) **Crundwell Road Community Centre** - Members to discuss the previously supplied report and advise the Finance Officer accordingly.
- c) **Insurance** - Members to discuss the previously supplied report.
- d) **Internal Audit** - Members to note the previously supplied year end internal audit report and to note all previous findings have now been resolved satisfactorily.
- e) **Service charge Audits** - Members to note the previously supplied year end Service charge audits and associated paperwork.
- f) **UK Shared Prosperity Fund** – Members to note the previously supplied report and information surrounding its applications to the fund.
- g) **Southborough Civic Centre Operations** – Members to discuss any Civic Centre confidential items including its finances.

Paul Gosling
Finance Officer
15 July 2022