

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 21 July at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA

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

OTHER MEMBERS PRESENT: Councillor Lewis

OFFICER PRESENT: Paul Gosling (Finance Officer) Kirsty Bond (Facilities and Events Manager)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Clay, (Family matters)
Councillor Backhouse (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 19 May 2022 were approved by Full Council at its meeting on 26 May 2022.
5. **CIVIC CENTRE OPERATIONS** – Members discussed the Civic Centre Operations.
 - a) **Civic Centre Business Plan** – Members **AGREED** that Facilities and Events Manager would go ahead with test events including a farmers' market. Following on from these events she would pass back the findings Monthly or via email so Council Members can be kept advised. It was further **AGREED** that more advertising on social media sites etc should be carried out. It was requested that the Facilities staff have had all the training required to use the sound and lighting systems.
 - b) **FM Contract update report** – Members **NOTED** the previously supplied report and thanked the Finance officer. The Finance officer would send out to Members the breakdown of costs.
 - c) **Civic Centre Income Report** – Members **NOTED** the income report for the Civic Centre.
6. **ACCOUNTS**
 - a) **Outstanding cheques** – Members **NOTED** the previously signed cheque lists.
 - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1 May 2022 to 30 June 2022.
 - d) **Financial Summary** – Members **NOTED** the financial summary between 1 May 2022 to 30 June 2022

7. **BUDGET REVIEW** – Members **AGREED** to hold a budgetary review meeting in August to enable a report being sent to the September meeting of the Finance and General Purposes committee.
8. **SINKING FUND ACCOUNT** – Members **AGREED** to the setting up of a separate bank account to hold the Civic Centre buildings sinking fund contributions. This will then act as an independent account showing clearly the funds held.

The Chairman asked for an extension to the meeting of 30 minutes.

9. **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 wages for May and June 2022 which were previously supplied.
- b) **Crundwell Road Community Centre** - Members **AGREED** to moving forward with the lease provision but added that it must still be available as a polling station, That the hall remain alcohol free and sub letting not be allowed.
- c) **Insurance** - Members discussed the previously supplied report and **NOTED** the actions so far.
- d) **Internal Audit** - Members **NOTED** the previously supplied year end internal audit report. Members **NOTED** the previous findings had now been resolved satisfactorily and thanked the Finance Officer and Town Clerk.
- e) **Service charge Audits** - Members **NOTED** the previously supplied year end Service charge audits.
- f) **UK Shared Prosperity Fund** – Members **NOTED** the previously supplied report
- g) **Southborough Civic Centre Operations** – Members discussed the confidential matters relating to the Civic Centre.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 8.25 pm.

CHAIR