

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 19 May 2022, at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA

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

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

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Clay, (Family matters)
Councillor Backhouse (ill health) Councillor Blackwell (Work Commitments)
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 AGREED to.....**
 - a) **Civic Centre Business Plan** – Members to discuss the provision of a 5-year business plan for the Civic Centre. If Members agree the Finance Officer and Facilities and Events Manager will supply the year one figures for consideration at the July meeting of Finance and General Purposes.
 - b) **FM Contract update report** – Members **NOTED** the previously supplied report.
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 31 May 2022.
 - c) **Financial Summary** – Members **NOTED** the financial summary between 1 May 2022 to 31 May 2022
 - d)
7. **FINANCIAL MATTERS**
 - a) **Civic Centre Income Report** – Members **NOTED** the income report for the Civic Centre.

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.

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 2022 which were previously supplied.
- b) **Crundwell Road Community Centre** - Members discussed previously supplied report and xxxx
- c) **Insurance** - Members discussed the previously supplied report and xxxx
- a) **Internal Audit** - Members **NOTED** the previously supplied year end internal audit report. They **NOTED** the previous findings had now been resolved satisfactorily.
- e) **Southborough Civic Centre Operations** – Members to discuss any Civic Centre confidential items including its finances.

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

CHAIR