

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 OF THIS MEETING.

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 20 October 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 Monday 26 September 2022 were approved by Full Council at its meeting on 29 September 2022.

5. CIVIC CENTRE OPERATIONS

Members to discuss the Civic centre's operations and actions. The Facilities and Event Manager will give a verbal update to Members.

- a) **Civic Centre Income report** – Members to note the flow charts and reports for the Civic Centre s income.

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 September to 30 September 2022.
- c) **Financial Summary** – Members to note the financial summary between 1 September 2022 to 30 September 2022.
- d) **Financial Comparison** – Members to note the Financial Comparison between April 2022 to 30 September 2022

7. FINANCIAL MATTERS

- a) **Write off accounts** – there are currently three invoices that remain outstanding on the council's accounts of which date back to April 2022. All the accounts have been chased but payment remains outstanding. The amounts in question are **STCA/10 - £1.80 STCW/147 - £0.74** and the final account being **STCW/158 - £1.00**. The Town Clerk would like permission to write these debts off. If contact is made by any of the parties, then the office would seek to gain the outstanding at that time.
- b) **SHDOFA s137 Grant request** - Members to see the previously supplied grant application form received from SHDOFA. Members to consider the grant application and instruct the Clerk accordingly.

7. INVESTMENTS

Members agreement is sought in transferring some of the councils' funds from its business current account into the 32-day business investment account. Members to instruct the clerk accordingly.

8. 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 September 2022 which were previously supplied.
- b) **Draft Budget 23/24** – Members to review the draft budgetary proposals. When the tax base rate is advised the Budget will be submitted to Committee for approval.
- c) **Southborough Football Club** – Members to see the previously supplied report for consideration.
- d) **Tenancy agreement Cemetery Cottage** – Members to see the attached report for discussion and decision after the meeting of the H R Sub Committee.
- e) **Southborough Civic Centre Operations** – Members to discuss any Civic Centre confidential items including its finances.

Paul Gosling
Finance Officer
14 September 2022