

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 20 October 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 and Munn (Family matters)
Councillor Blackwell (Work commitments)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – 3 Members declared an interest in item 7(b) which means the item would be sent to Full Council for consideration.
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 Monday 26 September 2022 were approved by Full Council at its meeting on 29 September 2022.
5. **CIVIC CENTRE OPERATIONS**

Members were given a verbal update by the Facilities and Event Manager. Members **AGREED** to the provision of a mobile bar to be used at events to encourage hirers into the building and for Council run events. The cost would be in the region £4,200. Members further **AGREED** to the provision of an industrial fridge up to a cost of £2,000. Members **AGREED** to the warm hubs going ahead on a Monday and could potentially increase in future should the need arise.

- a) **Civic Centre Income report** – Members **NOTED** the flow charts and reports for the Civic Centre s income. Members thanked the Finance Officer for the production of the flow charts.
6. **ACCOUNTS**
 - a) **Outstanding cheques** – Members **NOTED** the previously supplied cheque lists.
 - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1 September to 30 September 2022.
 - c) **Financial Summary** – Members **NOTED** the Financial summary between 1 September 2022 to 30 September 2022.
 - d) **Financial Comparison** – Members **NOTED** Financial Comparison between April 2022 to 30 September 2022

7. **FINANCIAL MATTERS**

- a) **Write off accounts** – Members **AGREED** to the writing off accounts **STCA/10 - £1.80**
STCW/147 - £0.74 and **STCW/158 - £1.00**.

- b) **SHDOFA s137 Grant request** - Members **AGREED** to defer decision for this grant to the Full Council.

7. INVESTMENTS

Members **AGREED** to transferring of £50,000.00 from its business current account into the Councils 32-day business investment account.

8. CONFIDENTIAL MATTERS

It was proposed that during the consideration of the following items the public and press would 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 **NOTED** the staff wages for September 2022.
- b) **Draft Budget 23/24** – Members **NOTED** the draft budgetary proposals. Members further **NOTED** the Budget will be submitted to Committee for approval once the tax base rate is received.
- c) **Southborough Football Club** – Members **AGREED** to allowing a discretionary rate being granted on this occasion.
- d) **Tenancy agreement Cemetery Cottage** – Members **AGREED** to defer this matter to the Full Council for decision so that it correctly followed the Councils’ agreed financial regulations.
- e) **Southborough Civic Centre Operations** – There were no further confidential items to be discussed.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 7.50 pm.

CHAIR