

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Monday 26 September 2022 at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA

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

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

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Clay (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 21 July 2022 were approved by Full Council at its meeting on 28 July 2022.
5. **CIVIC CENTRE OPERATIONS** – Members discussed the Civic Centre Operations.
 - a) **Civic Centre Income Report** – Members **NOTED** the income report for the Civic Centre. Members expressed their concerns at the level of bookings and the potential loss of income. Members discussed the ongoing research surrounding setting up a Market for the Town square. Members **AGREED** to revisit Markets at a future date when more interest may be available. Members expressed that more promotion on social media needs to occur to fully promote the building. This should be on at least a weekly basis. Use of the professional photographs for the rooms could be used. Survey forms should be used to try and ascertain where users heard about the building or services that are needed. It was **AGREED** that the Events and Facilities Manager needs to actively pursue other options such as quiz evenings to bring business into the building. It was **AGREED** that the Unity Hall can be offered as a Saturday special price for the next quarter. The Unity Hall needs to be set up in different configurations to show what its uses can be using photographs or drawings of layouts. Members **AGREED** to the provision of a professional mobile bar for use at events. Ready mixed canned drinks would be provided along with the piccolo sized wine bottles. Three quotes will be actively attempted to be provided. Members **AGREED** to the provision of an industrial fridge to be stored in the workshop at the side of the Unity Hall. These would be returned to the October meeting.
 - b) **Warm Hubs** – Members discussed the opening of the Civic Centre as a warm hub during the winter months to try and assist the community during the country's energy crisis. It was **AGREED** that The Event and Facilities Manager would get in touch with the local churches and organisations to work in conjunction to provide this valuable service as often as possible. It was **AGREED** that a press release be issued to promote the service. It was further **AGREED** that tea and coffee be provided and board games when and if required. It was suggested that a tea dance could be organised on a monthly basis depending on demand.

Councillor Francis entered the meeting at 7.00pm

6. ACCOUNTS

- a) **Outstanding cheques** – Members **NOTED** the previously signed cheque lists.
- b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1 July 2022 to 31 August 2022.
- c) **Financial Summary** – Members **NOTED** the financial summary between 1 July 2022 to 31 August 2022

7. FINANCIAL RISK ASSESSMENTS 22/23. – Members **NOTED** to the Financial risk assessments and further **NOTED** these would be reviewed quarterly in future.

8. 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 July and August 2022 which were previously supplied.
- b) **Draft Budget 23/24** – Members **NOTED** the draft budgetary requirements. Discussion took place over the additional requirements for the increase in energy prices and proposed income for the Civic Centre. The next budgetary meeting would be held in October.

The Deputy Chair asked for an extension for 30 minutes.

- c) **Vehicle Charging point** – Members **AGREED** to the upgrading of the charging point to be a payable app service and until the works are carried out the charging point would not be used. Charges should be set to the local garage charge rates.
- d) **Crundwell Road Community Centre** - Members **AGREED** to the Town Clerks recommendation and to proceed with the lease option on those recommendations.
- e) **Petty Cash Holdings** - Members **AGREED** to the reduction in petty cash holdings to £100.00 pounds only.
- f) **Advertising / Display boards Civic Centre** – Members discussed the provision of display boards. Members **AGREED** for two A1+ size display boards be provided. To be sited at the front of the building in the front flower bed. Planning permission would need to be obtained.

- g) Unity Hall Screen-** Members **AGREED** to the provision of a new 6 metre screen. It was further **AGREED** that the current screen be sold to recoup some of the costs to provide a bigger screen. Members would like further information before providing a new lens for the projector.
- h) Southborough Civic Centre Operations –** Members discussed the confidential matters relating to the Civic Centre and hiring matters.

There being no further business the Deputy Chair thanked everyone for their attendance and closed the meeting at 8.30 pm.

DEPUTY CHAIR