

# SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



Southborough Civic  
Centre,  
Council Offices,  
137, London Road,  
Southborough,  
Kent TN4 0NA

**PLEASE NOTE THE START 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 08 December 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](mailto: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.

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### **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 Thursday 17 November 2022 were approved by Full Council at its meeting on 30 November 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 over the last months activities.

- a) **Civic Centre Income report** – Members to note the flow charts and reports for the Civic Centre s income.
- b) **Refreshments Charge** – Members to consider the current refreshment charges and possible alterations to commercial and non-commercial rates.
- c) **Hire Promotions** – Members to consider extending the promotion given on birthday parties at the Civic Centre for a further 3-month period. Members to advise the Facilities and Events Manager accordingly.

#### 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 October to 31 October 2022.
- c) **Financial Summary** – Members to note the financial summary between 1 October to 31 October 2022

#### 7. FINANCIAL MATTERS

- a) **HI-KENT s137 Grant request** - Members to see the previously supplied grant application form received from Hi Kent. Members had asked for confirmation of the residents the organisation assisted. Members to see the previously supplied email confirmation.

#### 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 November 2022 which were previously supplied. Members to note the increase shown in this month's salary allowance due to the backdated salary payments made to all staff.

- b) **Consultation services** – Following on from Members agreement in retaining the consultant services relating to the Councils FM obligations Members to see the previously supplied breakdown of proposed works.
- c) **Room Proposals** – Members to see the previously supplied report for discussion.
- d) **Charges – Possible increases for 2023- 24.** Members to discuss and decide if charges are to be increased for the following: - Any increases agreed will take effect from 1 April 2023.

**Community Centre** – Members to see the attached copy of the current charges for the hire of the Community Centre, Members need to discuss if they wish to increase for 2023/24.

**Southborough Civic Centre hire** – Members to see the attached copy of the current charges for the hire of the Civic Centre, Members to decide if to increase at this time.

- e) **Southborough Civic Centre Operations** – Members to discuss any Civic Centre confidential items including its finances.

**Paul Gosling**  
**Finance Officer**  
**02 December 2022**