

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 17 November 2022 at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA

MEMBERS PRESENT: Councillors Blackwell, Hill, Munn and Poile.

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

As neither the elected Chair or Deputy Chair were in attendance Members in attendance duly elected Councillor Poile was the elected Chair for this meeting.

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Clay, Francis (Chair) Harris (Deputy Chair) (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 20 October 2022 were approved by Full Council at its meeting on 27 October 2022.
5. **CIVIC CENTRE OPERATIONS** - Members were given a verbal update by the Facilities and Event Manager. The Facilities and Events Manager updated Members over the ASB that had been occurring at the Civic Centre. This had now been escalated with the Police as damage to equipment had occurred along with verbal abuse to staff members. Planning permission has been submitted for the external noticeboards. They further updated on the progress of previous matters.
 - a) **Civic Centre Income report** – Members **NOTED** the flow charts and reports for the Civic Centre s income. Members requested that the Facilities and Events Manager produce a breakdown of future bookings income and individual room bookings. Members requested that more activity be shown on the social media sites to ensure people are aware of the services available.
6. **ACCOUNTS**
 - a) **Outstanding cheques** – Members **NOTED** the previously supplied cheque lists.
 - b) **Financial Statements** – Members **RESOLVED** to **ACCEPT** the income and expenditure reports between 1 October to 31 October 2022.
 - c) **Financial Summary** – Members **RESOLVED** to **ACCEPT** the Financial summary between 1 October to 31 October 2022
7. **FINANCIAL MATTERS**
 - a) **CCLA** – Members **NOTED** the previously supplied October fact sheet from the CCLA.

b) **HI-KENT s137 Grant request** - Members **DEFERRED** decision on the grant request Hi Kent until further information can be obtained on the numbers of residents it assists.

8. **CHRISTMAS CLOSING** - Members **AGREED** to the previously supplied closing dates for the Council offices and Ground Staff. The Civic centre would remain open except for the dates previously provided.

9. **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 October 2022 and further **NOTED** the advisory note surrounding the agreed pay settlement for 2022.

b) **Utilities Contracts** - Members **RESOLVED** to **AGREE** that Responsible Financial Officer be granted delegated powers to enter into energy contracts for the Town Council for up to one year only during the current energy crisis to ensure the best possible rates.

c) **UK Shared Prosperity Fund (UKSPF)**-- Members **NOTED** the previously supplied UKSPF email response from Tunbridge Wells Borough Council.

d) **Southborough Civic Centre Operations** – No further matters were discussed.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 19.10 pm.

CHAIR