

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 8 December 2022 at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA

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

**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 17 November 2022 were approved by Full Council at its meeting on 30 November 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 recent Christmas fayre event. Members asked for the sign to be removed that was still at the front of the building. Age UK will be hoping to attend the warm hub. BBC Radio Kent will be mentioning the Southborough warm hubs on an upcoming broadcast. Members asked that more promotion on social media be carried out. Members asked that a TV License be purchased and that the Facilities and Events Manager investigate obtaining a PRS license. The Facilities and Events Manager was asked to contact the BBC for question time hosting and other possible programmes that could be hosted at the Civic Centre. Members requested that at January's meeting additional items are added to cover for staff, opening times and bar charges.
  - a) **Civic Centre Income report** – Members **NOTED** the reports for the Civic Centre's income The Facilities and Events Manager tabled a breakdown of bookings income and individual room bookings. Members asked that investigations were made into local dance groups and why they were not using the Civic Centre.
  - b) **Refreshment charges** – Members **AGREED** that the charges made for tea and coffee be left to the discretion of the Facilities and Events Manager.
  - c) **Hire Promotions** – Members **AGREED** that the birthday party promotion be extended for January, February, and March 2023.
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 November to 30 November 2022.
  - c) **Financial Summary** – Members **RESOLVED** to **ACCEPT** the Financial summary between 1 November to 30 November 2022

## 7. FINANCIAL MATTERS

- a) **HI-KENT s137 Grant request** - Members **DEFERRED** decision on the grant request until further information can be obtained on their operations within the parish.

## 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.

**The Chairman called for an extension of 30 minutes to the meeting.**

- a) **Staff Wages** - Members **NOTED** the staff wages for November 2022 and further **NOTED** the one-off back payment fluctuation on this month’s cycle of payments.
- b) **Consultation services** – Members **RESOLVED** to accept the previously supplied breakdown of works for 23/24 for the consultant services relating to the Councils FM requirements.
- c) **Room Proposals** – Members **AGREED** to explore the possible yearly hire of one of the smaller meeting rooms. When more information was obtained this would be returned to committee for final determination.
- d) **Charges – Increases for 2023- 24.** Members discussed the possible charge increases for the following services:

**Community Centre** – Members **RESOLVED** to increase the charges for the hire of the Community Centre by 10% commencing on 1<sup>st</sup> April 2023.

**Southborough Civic Centre hire** – Members **RESOLVED** to increase the various charges for the Civic Centre by 10% to commence from 1<sup>st</sup> April 2023.

- e) **Southborough Civic Centre Operations** – Members **AGREED** to the addition of the Finance Officer as an authorised signatory of the council. It was **AGREED** that card payments should be encouraged to ensure refunds can be returned safely. It was **AGREED** that a limit of £250.00 for officer’s authorisation. The financial regulations would be updated and hiring conditions. The Chair would draft a letter to be sent to the bank.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 20.20 pm.

CHAIR

