

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 19 January 2023 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, Munn and Poile.

OFFICER PRESENT: Paul Gosling (Finance Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Clay (family matters) Councillor Blackwell (ill health)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None declared.
3. **PUBLIC OPEN SESSION** – No members of the public were present. No members of the press were present.
4. **MINUTES OF THE MEETINGS** - The minutes of the meeting held on Thursday 08 December 2022 were approved by Full Council at its meeting on 22 December 2022.
5. **CIVIC CENTRE OPERATIONS** - Members were given a verbal update by the Finance Officer. New screen is being fitted week commencing 23 January 2023. The Finance Officer reported on some recent issues on the statutory testing failures within a tenant's area. The Council's own areas are up-to-date with its statutory testing.
 - a) **Civic Centre Income report** – Members **NOTED** the reports for the Civic Centre's income.
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 December to 31 December 2022.
 - c) **Financial Summary** – Members **RESOLVED** to **ACCEPT** the Financial Summary between 1 December to 31 December 2022

7.EXTERNAL AUDTIOR – SERVICE CHARGES – Members **RESOLVED** to **AGREE** to approaching LLF Accountants to conduct the Audit on the Council's service charges.

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.

Councillor Hill joined the meeting at 6.40 p.m.

- a) **Staff Wages** - Members **NOTED** the staff wages for December 2022.
- b) **Civic Centre Car Park** - Members **RESOLVED** to **AGREE** to the proposed changes to the car parking area and works will hopefully commence shortly.
- c) **Internal Audit Report** -- Members **NOTED** the previously supplied report for information. The Internal Auditor is now aware of Member's concerns, and it was **AGREED** that the Chair would write direct following the meeting.
- d) **Staffing Matters** – Members **AGREED** to using SE Employers for external employment or HR advice. Members further **AGREED** to the Job Title, Job Description and salary for the Senior Facilities Officer post which will be advertised internally in the first instance. Members **AGREED** to investigating marketing companies to provide a service to the Town Council and bring back proposals to a future meeting.
- e) **Regular Hirers** - Members **AGREED** to the recommendations made in the report for hirers of over one year.

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

CHAIR