

SOUTHBOROUGH TOWN COUNCIL

Minutes of the Finance & General-Purpose committee meeting of Southborough Town Council held on **Thursday 23 March 2023 at 6.00 p.m.** at the Southborough Civic Centre, 137 London Road Southborough, KENT TN4 0NA.

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

OFFICERS PRESENT: Paul Gosling (Finance Officer)

Other Councillors Present:

1. **APOLOGIES AND REASONS FOR ABSENCE** - None
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS**- None declared.
3. **PUBLIC OPEN SESSION**- None
4. **MINUTES OF THE MEETINGS**- The minutes of the meeting held on Thursday 16 February 2023 were approved by Full Council at its meeting on 23 February 2023
5. **CIVIC CENTRE OPERATIONS**- Members discussed and **NOTED** the Report. Members thanked the Finance Officer for such a detailed report. Members further instructed the Finance officer to resolve the urgent staffing requirements within the facilities team to ensure compliance with various matters.
 - a) **Civic Centre Income report** – Members discussed and **NOTED** the reports.
6. **ACCOUNTS**
 - a) **Outstanding cheques** – Members **NOTED** the reports.
 - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1 February 2023 to 28 February 2023
 - c) **Financial Summary** – Members **NOTED** the financial summary between between 1 February 2023 to 28 February 2023
 - d) **Comparison Report** – Members **NOTED** the financial comparison report from 1 April 2022 to 28 February 2023
 - e) **Cash Movement** – Members **NOTED** that the Finance Officer requested the movement and closure of the Councils 32 Holding account, containing £71,277.00 to facilitate reserve spending into the Councils Business Account
 - f) **Sinking Fund** – Members **AGREED** that the Finance Officer could move £33,174.40 from the council's business account into the sinking fund account. They also **AGREED** that the council would reduce its contribution amount by £2087.50 to cover the recent maintenance works carried out in the Civic Centre.

7. FINANCIAL MATTERS

- a) **HI-KENT s137 Grant**- Members **NOTED** the thank you response received from Hi-Kent

8. **FINANCE AND GENERAL PURPOSES MEETING DATE** – Members **NOTED** that a meeting of the Finance and General Purposes committee on **20 April 2023**

9. 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 **NOTED** the staff wages for February 2023 which were previously supplied.
- b) **Staffing Matters** – Members **AGREED** that the interview date would be 18 April 2023 and that the panel will consist of the Deputy Clerk, Cllr Poile, Cllr Blackwell. Backup Members will be Cllr Hill and Cllr Elliot
- c) **SE -Employers** – Members **AGREED** to adopt the reports and asked the Finance Officer to obtain quotes to carry out the findings of the report.

10. Civic Centre Confidential

- a) **Tenancy Agreement** – Members **AGREED** to the terms set out for the Brick Works Room in the Civic Centre for 2 years With Applause Rural Touring. The Lease agreement will be shortly being signed.
- b) **Citizens Advice** – Members **NOTED** that Citizens Advice be leaving the Civic Centre and moving back to the centre of Tunbridge Wells

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 8.00 pm.

CHAIR