

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

FINANCE AND GENERAL PURPOSES COMMITTEE

TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE: Councillors 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 23rd March 2023 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 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.

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 16 February 2023 were approved by Full Council at its meeting on 23 February 2023.

5. CIVIC CENTRE OPERATIONS

Members to discuss and note the Civic centre's operations and actions report. The Finance Officer will verbally update Members.

- a) **Civic Centre Income report** – Members to note the flow charts and reports for the Civic Centre s income.

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 1st February 2023 and 28th February 2023.
- c) **Financial Summary** – Members to note the financial summary between 1 February 2023 and 28 February 2023
- d) **Comparison Report** – Members to note the financial comparison report from 1 April 2022 to 28 February 2023
- e) **Cash Movement** – Members to note 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** – The Finance Officer requests permission to move £35,261.90 tenants' contributions from the councils Business account into the Sinking Fund Account this would give a balance in the sinking fund of 70,256. Members to discuss and decide if the redecoration of £2,087.50 should be deducted from the councils' contributions to the sinking fund for 22/23 this would make the total requested £33,174.40, and a balance of £68,436.30.

7. FINANCIAL MATTERS

- a) **HI-KENT s137 Grant** Members to see and note the Thank you response received from Hi-Kent

- 8. **FINANCE AND GENERAL PURPOSES MEETING DATE** – Members to note that a meeting of the Finance and General Purposes committee on 21 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 to note the staff wages for February 2023 which were previously supplied.
 - b) **Staffing Matters** – Members to discuss and decide an interview date and 2 members of the HR committee to join the Deputy Clerk for the interviews for the position of Office administrator. The earliest date for this to be conducted would be after the easter holiday.
 - c) **SE -Employers** – Member to see and discuss the attached report regarding the recent Job evaluations carried out by Southeast Employers. This was last carried out in 2008 for all staff. Members will need to decide whether to accept the findings or instruct the Finance Officer of what action now needs to be taken.
- 10. Civic Centre Confidential** – Member to see attached report
- a) **Tenancy Agreement** – Members to see the attached report for discussion and decision.
 - b) **Citizens Advice** – The Finance officer will give a verbal update.

**Paul Gosling
Finance Officer
17th March 2023**