

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 16 February 2023 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), Hill, Munn and Poile.

**OTHER MEMBERS PRESENT** – Councillor Kinghorn

**OFFICER PRESENT:** Paul Gosling (Finance Officer)

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 19 January 2023 were approved by Full Council at its meeting on 26 January 2023.

**Councillor Kinghorn entered the meeting at 7.10pm**

5. **CIVIC CENTRE OPERATIONS** - Members were given a verbal update by the Finance Officer. Members **NOTED** the report.
  - 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 January to 31 January 2023.
  - c) **Financial Summary** – Members **RESOLVED** to **ACCEPT** the Financial summary between 1 January to 31 January 2023.
  - d) **2 Day Investment account** – Members to **NOTED** that the Finance Officer had requested a movement of £130,000 from the Councils 32-day account to the Councils current business account from the Chair and Deputy Chair as per the financial regulations. This was to fund the upcoming programmed works.
7. **EXTERNAL AUDITOR – SERVICE CHARGES**

Members **NOTED** that LFF had now been appointed to carry out the Service Charge Audit for 2022 to 2023.

## 8. FINANCIAL MATTERS

- a) **HI-KENT s137 Grant request** - Members **AGREED** to the s 137 Grant of £440.00 being issued to HI- KENT
- b) **Councils Utilities-** Members **NOTED** the that new contracts had now been signed for a one-year term.
- c) **Councils Insurance-** Members **NOTED** that the Finance Officer had started to engage with different insurance companies for both the buildings insurance and the council's general insurance. It is hoped to bring a report to Full Council in May 2023.

## 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 January 2023.
  - b) **Matters arising from HR Sub-Committee** –Members **NOTED** the letter from the mayor and requested that a hard copy be posted to members with a confidential stamp.
  - c) **FM Staffing Matters** – The Finance officer informed the committee that the position had now been filled. Training and support would be given to the successful applicant.
  - d) **Southborough Town Council Staffing Matters** – Members **AGREED** that Officers can begin the process of advertising using local media to fill the position of Office Administrator.
  - e) **HR Terms of Reference-** Members **NOTED** the changes and asked that they be returned at a future date once some clarification had been sort from KALC.
  - f) **Southeast Employers** – The Finance Officer verbally updated the committee and advised that this matter will be placed on the next Finance & General-Purpose Committee once costings are available.
10. **CIVIC CENTRE CONFIDENTIAL** - Members **AGREED** to give the Councils Senior Officers discretionary allowance for bulk bookings at the Civic Centre

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

CHAIR