

SOUTHBOROUGH TOWN COUNCIL

Minutes of the Finance & General-Purpose committee meeting of Southborough Town Council held on **Thursday 20 April 2023 at 6.00 p.m.** at the Southborough Civic Centre, 137 London Road Southborough, KENT TN4 0NA.

MEMBERS PRESENT: Councillors Francois (Chair) Blackwell, Harris (Deputy Chair), Hill, Munn, Polle

OFFICERS PRESENT: Paul Gosling (Finance Officer)

Other Councillors Present:

1. **APOLOGIES AND REASONS FOR ABSENCE** – Councillor Clay (Family matters)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS**- None declared.
3. **PUBLIC OPEN SESSION**- None in attendance
4. **MINUTES OF THE MEETINGS**- The minutes of the meeting held on Thursday 23rd March 2023 were approved by Full Council at its meeting on 30th March 2023
5. **CIVIC CENTRE OPERATIONS**- Members discussed and **NOTED** the Report. The Finance Officer verbally updated Members on recent works and changes at the Civic Centre.
 - 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 1st March 2023 and 31st March 2023
 - c) **Financial Summary** – Members **NOTED** the financial summary between 1st March 2023 and 31st March 2023
 - d) **Comparison Report** – Members **NOTED** the financial comparison report from 1st March 2023 and 31st March 2023
 - e) **Cash Approval** – Members **APPROVED** that the Finance Officer requested the additional funds of £2,500 for some additional drainage works to be carried out on the Ridgeway playing fields whilst the plant equipment is on site.
8. **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 March 2023 which were previously supplied.
- b) **Staffing Matters** – Members **AGREED** that the Town Clerks report be actioned and be backdated to 1 March 2023
- c) **SE -Employers** – Members **AGREED** to accept the quote for the additional works surrounding the recent report from SE Employers.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 7.30 pm.

CHAIR