

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 22 June 2023, at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA.

MEMBERS PRESENT: Councillors Francis (Chair) Reeves (Deputy Chair), Allen, J Francis, Hill I Kinghorn, and Poile.

OFFICER PRESENT: Paul Gosling (Finance Officer)

1. **ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN** – Councillor Francis was duly elected Chair and Councillor Reeves was duly elected deputy Chair.
2. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Bridges and Dury (Family matters)
3. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Councillor J Francis declared an interest in Minute 8. Councillor Reeves declared a possible interest in Minute 10(e).
4. **PUBLIC OPEN SESSION** – One member of the public was present to speak on item 10(e). No Press were present.
5. **MINUTES OF THE MEETINGS** - The minutes of the meeting held on Thursday 20 April 2023 were approved by Full Council at its meeting on 27 April 2023.
6. **CIVIC CENTRE OPERATIONS-** Members discussed and **NOTED** the verbal update.
 - a) **Civic Centre Income report** – Members discussed and **NOTED** the reports.
 - b) **Brass sign** - Members discussed the previously supplied report on the proposed brass plaque to mark where the Royal Victoria Hall stood. Members **AGREED** to the following text appearing next to the original RVH Plaque *"Southborough Civic Centre was built on the site of the Royal Victoria Hall. It was the countries' first Municipal theatre and opened on 17 January 1900"*.
 - c) **Safe Town Partnership** - Members discussed the previously supplied report. Members **REFUSED** to contribute to the request of a contribution towards a safe partnership radio for the KCC Libraries. Members asked that a Police constable attend the next Full Council to update Members on recent problems in the area.
7. **ACCOUNTS**
 - a) **Outstanding cheques** – Members **NOTED** the previously signed cheque lists.
 - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1 April 2023 to 30 May 2023.
 - c) **Financial Summary** – Members **NOTED** the financial summary between 1 April 2023 to 30 May 2023
8. **FINANCIAL MATTERS**
 - a) **UKSPF Community Grants Programme - Round 2** – Members discussed the previously supplied email regarding the upcoming a community grants

programme with Tunbridge Wells Borough Council. Members **AGREED** to put forward the following Farmers Market Equipment, New Town Sign, Southborough in Bloom Equipment and a tourist type board for the Ridgewaye Fields.

9. H.R SUB COMMITTEE – MEMBERSHIP

Members duly **AGREED** the final membership for the Sub Committee as had been **AGREED** at the Annual Town Council Meeting that being Councillors Bridges, Francis, Allen, Hill, Reeves and Polle.

10. **CONFIDENTIAL MATTERS** - It was proposed that during the consideration of the Following items, the public and press shall be temporarily excluded.
(Standing Order 3 (c)): -

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 April and May 2023 which were previously supplied.
- b) **Internal Audit Report** - Members **NOTED** the previously supplied internal audit report recently carried out for the financial end of year 22/23. Members further **NOTED** the increase in the Councils internal audit for 23/24 that would be carried out over three inspections.
- c) **Service Charge Audit** - Members **NOTED** the previously supplied Service charge audit letter.
- d) **Civic Centre Marketing** - Members **DEFERRED** the decision on the marketing of the Southborough Civic Centre to the next Finance and General Purposes meeting in July when a summary could be produced.

The Chair asked for an extension to the meeting for 15 minutes.

- e) **Civic Centre Tenants Proposal** - Members discussed the previously supplied report Members **AGREED** to going forward with Item 2 of the proposal.
- f) **Town Square Farmers Market** - Members discussed previously supplied report from the Senior Facilities Officer. Members **AGREED** to the proposal under option 1 to be reviewed in 6 months.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 8.15 pm.

CHAIR