

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

PLEASE NOTE THE EARLIER START TIME OF THIS MEETING

FINANCE AND GENERAL PURPOSES COMMITTEE

TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE: Councillors Allen, Bridges, Dury, Francis, J Francis, Hill, I Kinghorn, Poile and Reeves

Copies to: All other elected Members for information.

You are summoned to attend a **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting on **Thursday 20 July 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 22 June 2023 were approved by Full Council at its meeting on 29 June 2023

5. CIVIC CENTRE OPERATIONS

Members to see the Civic centre report over recent operations and accompanying paperwork.

- a) **Civic Centre Income** – Members to note the flow charts and reports for the Civic Centres 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 June and 30th June 2023
- c) **Financial Summary** – Members to note the financial summary between 1st June 2023 and 30 June 2023
- d) **Financial Comparison** - Members to note the financial comparison between 1st April 2023 to the 30 June 2023

7. FINANCIAL MATTERS

- a) **Release of Funds for Neighbourhood Plan matters** – Members to discuss and decide on the release of funds from the Councils reserves for £1,000 for the Neighbourhood Plan works.
- b) **Release of Funds for various matters** – Members to discuss and decide on the release of funds from the Councils reserves for £40,000 for recent works carried out. Finance Officer will verbally update Members.

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 to note the staff wages for June 2023 which were previously supplied.

- b) **Staffing Matters** - Members to see the previously supplied report for discussion and decision.
- c) **Civic Centre Marketing** - Members to discuss and decide the previously supplied Marketing report of the Southborough Civic Centre. Members to see the supplied spreadsheet breakdown.
- d) **Community Centre heating Proposals** - Members to discuss and decide the previously supplied report on the new heating provision for the Community Centre.
- e) **Hire charges for Political parties** - Members to see the previously supplied report for discussion and decision.
- f) **Tenancy Information** - Members to see the previously supplied report for discussion. The Finance Officer will verbally update Members.

Paul Gosling
Finance Officer
14 July 2023