

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

15 September 2023

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 21 September 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 20 July 2023 were approved by Full Council at its meeting on 27 July 2023

5. CIVIC CENTRE OPERATIONS

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

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

6. ACCOUNTS

- a) **Outstanding Payments** - A list of FPI payments requiring authorisation will be tabled. Previously signed cheques/ FPI Payments lists have been supplied for Members to note. Members to note the FPI Fact Sheet supplied by the Finance Officer
- b) **Financial Statements** – Members to note the income and expenditure reports between 1st July and 31st August 2023
- c) **Financial Summary** – Members to note the financial summary between 1st July 2023 and 31 August 2023

7. FINANCIAL MATTERS

- a) **NDP Expenditure** – Members to note the previously supplied spreadsheet for the Neighbourhood Plan expenditure.
- b) **Draw down from investments** – Permission is sought to draw down an additional £10,000 to enable emergency tree works to be carried out due to insufficient budget funds. These monies would be for day-to-day emergencies not the planned programme of works already paid for.

8. BUDGET 24/25

The Chair will verbally update Members on the initial discussions surrounding the budget provision for 2024/2025

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 July and August 2023 which were previously supplied.
- b) **Staffing Matters** - Members to see the previously supplied report for discussion and decision.
- c) **Account write - offs** - Members to see the attached invoices that require writing off. These have been chased on numerous occasions and it is now not viable to continue chasing such small amounts set against postage costs and staff costs. They will though be kept on file and if contact is made, an attempt to collect the outstanding will be made.
- d) **NDP Website provision** - Members to see the previously supplied report and quotes for discussion and decision.
- e) **Granting of Easement** - Members to see the previously supplied report for discussion and decision.

Paul Gosling
Finance Officer
15 September 2023