

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 22 June 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. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN**
- 2. APOLOGIES AND REASON FOR ABSENCE**
- 3. 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.

- 4. 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.

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

- a) **Civic Centre Income** – Members to note the flow charts and reports for the Civic Centres income.
- b) **Brass sign** - Members to see the previously supplied report on the proposed brass sign to mark where the Royal Victoria Hall stood. Members to discuss and decide.
- c) **Safe Town Partnership** - Members to see the previously supplied report. Members to discuss and decide.

7. 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 April and May 2023
- c) **Financial Summary** – Members to note the financial summary between April and May 2023

8. FINANCIAL MATTERS

- a) **UKSPF Community Grants Programme - Round 2** – Members to see the previously supplied email and reports for consideration or use towards a community project.

9. H.R SUB COMMITTEE – MEMBERSHIP

Members to agree the final membership for the Sub Committee. It was previously agreed subject to confirmation at this meeting at the Annual Town Council Meeting that Councillors Bridges, Francis, Allen, Hill, Reeves and Poile would serve this Sub - committee.

10. 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 April and May 2023 which were previously supplied.
- b) **Internal Audit Report** - Members to note the previously supplied internal audit report recently carried out for the financial end of year 22/23. Members to further note that due to the increase in the Councils responsibilities the internal audit for 23/24 will be carried out over three inspections which is an increase on the current two.
- c) **Service Charge Audit** - Members to note the previously supplied Service charge audit letter.
- d) **Civic Centre Marketing** - Members to discuss and decide the previously supplied report on the Marketing of the Southborough Civic Centre.
- e) **Civic Centre Tenants Proposal** - Members to discuss and decide the previously supplied report.
- f) **Town Square Farmers Market** - Members to see the previously supplied report from the Senior Facilities Officer. Members to discuss and decide.

Paul Gosling
Finance Officer
16 June 2023