

## FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 21 September 2023, at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA.

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

**OFFICER PRESENT:** Paul Gosling (Finance Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – None
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None

**Councillor Bridges entered the meeting at 6.07pm**

3. **PUBLIC OPEN SESSION** – None present.
  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 discussed and **NOTED** the Civic centre update. The Finance Officer verbally updated Members over recent events and activities.
    - a) **Civic Centre Income report** – Members discussed and **NOTED** the reports.
  6. **ACCOUNTS**
    - a) **Outstanding cheques** – Members **NOTED** the previously signed FPI payments.
    - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1 July 2023 to 31 August 2023.
    - c) **Financial Summary** – Members **NOTED** the financial summary between 1 July 2023 to 31 August 2023
  7. **FINANCIAL MATTERS**
    - a) **NDP Expenditure** – Members **NOTED** the previously supplied spreadsheet for the Neighbourhood Plan expenditure.
    - b) **Release of Funds for Tree Surgery** – Members **AGREED** on the release of funds from the Councils reserves for £10,000 for recent works carried out.
  8. **BUDGET 24-25** –Members discussed general points over Budget proposals for 24-25. Further information will be fed back to future meetings after the budget subcommittee has met.
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- 8. 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 July and August 2023 which were previously supplied.
- b) **Staffing Matters** - Members **AGREED** to the recommendation made in the Town Clerks report after previous discussions at the H.R. Committee. The Town Councils annual leave policy will be adjusted accordingly.
- c) **Account write - offs** - Members **AGREED** to writing off the two outstanding invoices due to their monetary value and the costs involved to recover.
- d) **NDP Website provision** - Members **NOTED** the previously supplied report and quotes. Members **AGREED** to option 3 of the report for the NDP Website which will be funded from the previously allocated funds for the NDP.
- e) **Granting of Easement** - Members **NOTED** the previously supplied report for discussion and **AGREED** that the Council would require the funds in full for the easement before issuing an easement agreement. Members **REJECTED** the option of full payment at the time of sale of a property.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 7.15 pm.

CHAIR