

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 20 July 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.

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

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Reeves and Poile (work matters)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None
3. **PUBLIC OPEN SESSION** – None present
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 discussed and **NOTED** the Civic centre update.
  - a) **Civic Centre Income report** – Members discussed and **NOTED** the reports.
6. **ACCOUNTS**
  - a) **Outstanding cheques** – Members **NOTED** the previously signed cheque lists.
  - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1 June 2023 to 30 June 2023.
  - c) **Financial Summary** – Members **NOTED** the financial summary between 1 June 2023 to 30 June 2023
  - d) **Financial Comparison** - Members **NOTED** the financial comparison between 1<sup>st</sup> April 2023 to the 30 June 2023
7. **FINANCIAL MATTERS**
  - a) **Release of Funds for Neighbourhood Plan matters** – Members **AGREED** on the release of funds from the Councils reserves for £2,000 for the Neighbourhood Plan works.
  - b) **Release of Funds for various matters** – Members **AGREED** on the release of funds from the Councils reserves for £40,000 for recent works carried out.

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 June 2023 which were previously supplied.
- c) **Staffing Matters** - Members **RESOLVED** to **AGREE** to the proposal as put forward by the Town Clerk.
- d) **Civic Centre Marketing** - Members **RESOLVED** to place this matter on hold for a further six months due to the cost implications as compared to the income generated.
- e) **Community Centre heating Proposals** - Members **AGREED** to accept the new heating provision for the Community Centre using the wall heaters as supplied under option 2 in the report.
- f) **Hire charges for Political parties** - Members **AGREED** that Southborough Town Councillors could use the facility at no charge for group meetings dependant on staff already being available and a room being free and not already hired.
- g) **Tenancy Information** - Members **NOTED** the previously supplied report.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 7.05 pm.

CHAIR