

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

12 January 2024

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 18 January 2024** 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 meeting in December 2023 was cancelled so no minutes needed to be agreed.

5. CIVIC CENTRE OPERATIONS

Members to be verbally updated by the Finance Officer over recent events at the Civic centre.

- 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 December and 31 December 2023
- c) **Financial Summary** – Members to note the financial summary between 1st December 2023 and 31 December 2023
- d) **Financial Comparison** - Members to note the financial comparison between 1st April 2023 to the 31 December 2023

7. FINANCIAL MATTERS

- a) **NDP Expenditure** – Members to note the previously supplied spreadsheet for the Neighbourhood Plan expenditure.
- b) **Reserves** –Members to agree to the additional spending from reserves of £28,000. This being the total sum but individually 1. £25,000 replacement ride-on lawn mower 2. £2,000 for commemorative signage re RVH and 3. NDP for an additional £1,000 operational costs.

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 November and December 2023 which were previously supplied.
- b) **Training report** - Members to see the previously supplied report for discussion and decision.
- c) **Access Agreement** - Members to see the previously supplied report for noting.

Paul Gosling,
Paul Gosling
Finance Officer
12 January 2024