

## FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 18 January 2024, at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA.

---

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

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

1. **APOLOGIES AND REASON FOR ABSENCE** – None
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None
3. **PUBLIC OPEN SESSION** – None present.
3. **MINUTES OF THE MEETINGS** - The minutes of the meeting due to be held in December did not occur as the meeting was cancelled. Any important matters for approval were sent direct to Full Council
5. **CIVIC CENTRE OPERATIONS-** Members **NOTED** the verbal update by the Finance Officer on the Civic centre.
  - a) **Civic Centre Income report** – Members discussed and **NOTED** the reports.
6. **ACCOUNTS**
  - a) **Outstanding FPI Payments** – Members **NOTED** the previously signed FPI payments.
  - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1<sup>st</sup> December and 31 December 2023
  - c) **Financial Summary** – Members **NOTED** the financial summary between 1 December to 31 December 2023.
  - d) **Financial Comparison** - Members **NOTED** the financial comparison between 1<sup>st</sup> April 2023 to the 31 December 2023
7. **FINANCIAL MATTERS**
  - a) **NDP Expenditure** – Members **NOTED** the previously supplied spreadsheet for the Neighbourhood Plan expenditure.
  - b) **Reserves** –Members **RESOLVED** agreed to the additional spending from reserves of £28,000. This is to cover for the additional unbudgeted works.
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 to **NOTED** the staff wages for November and December 2023 which had previously been supplied.
- b) **Training report** - Members **AGREED** previously supplied report surrounding remuneration for obtaining certifications. Members also requested that the Town Clerk be asked if there were further areas that needed consideration.
- c) **Access Agreement** - Members **NOTED** the attached report surrounding Paddock Wood Town Council.

**There being no further business the Chair thanked everyone for their attendance and closed the meeting at 18.40 pm.**

**CHAIR**