

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 23 November 2023, at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA.

MEMBERS PRESENT: Councillors Francis (Chair), Dury, J Francis, I Kinghorn and Poile.

OFFICER PRESENT: Paul Gosling (Finance Officer) Farhad Khan (Senior Facilities Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Allen, Bridges, Hill (work commitments) and Councillor Reeves (family commitments)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Councillors Francis, J Francis, I Kinghorn and Poile declared an interest in item 7(b).
3. **PUBLIC OPEN SESSION** – None present.
3. **MINUTES OF THE MEETINGS** - The minutes of the meeting held on Thursday 19 October 2023 were approved by Full Council at its meeting on 26 October 2023.
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.
 - b) **RVH Signage** - Members **AGREED** the signage in its proposed format. Members Thanked the Finance Officer for the all the work in removing the damage from the original documents and cleaning of the plaque.
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 October to 31 October 2023.
 - c) **Financial Summary** – Members **NOTED** the financial summary between 1 October to 31 October 2023
7. **FINANCIAL MATTERS**
 - a) **NDP Expenditure** – Members **NOTED** the previously supplied spreadsheet for the Neighbourhood Plan expenditure.
 - b) **S137 Grant request SHDOFA** – Members **DEFERRED** the S137 application form from SHDOFA for consideration at Full Council.
 - c) **Investments** – Members **AGREED** to investing a further £75,000.00 with the CCLA. The Town Clerk to provide the required forms for submission.
8. **BUDGET 24-25** –Members discussed the final draft Budget proposals for 24-25.
 - . The Council is now waiting for the Tax base advice to enable it to submit the final budget to Full Council for approval.

9. CHRISTMAS CLOSING

Members **AGREED** to the Christmas closing for the Council Offices and ground staff. The Facilities team will be closed on 23 and 24 December 2023, Christmas day 25th, and Boxing Day 26th, But will be covering the building at other times during this period.

10. 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 October 2023 which had previously been supplied. Members further **NOTED** the NJC pay increase now received.
- b) **External Annual Audit** - Members **AGREED** to contact SAAA over the recent external audit and follow their complaints procedure.
- c) **Civic Centre** - Members **NOTED** the Finance Officers report. Members thanked the Senior Facilities Officer and the Finance Officer for their hard work in organising additional business and events.
- d) **Charges** –Members discussed the following charges:

Community Centre – Members **AGREED** to increase the hire charge by 6.7% for the year 24/25.

Southborough Civic Centre hire – Members **AGREED** to remove the additional kitchen charge. Waste removal will remain the same as previously charged. Members **AGREED** to raise the current hire charge by 5% and further **AGREED** to charge the same fee for lighting and sound hire. Members **AGREED** for a weekend charge to be made for the smaller rooms, but these will still be under constant review as previously agreed at committee.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 7.35 pm.

CHAIR