

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



Southborough Civic
Centre, Council Offices,
137, London Road,
Southborough, Kent
TN4 0NA

14 June 2024

PLEASE NOTE THE EARLIER START TIME OF THIS MEETING

FINANCE AND GENERAL PURPOSES COMMITTEE

TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE: Councillor's Allen, Bridges, Francis, J Francis, Figgitt, I Kinghorn, Lewis, Poile and Reeves

to: All other elected Members for information.

You are summoned to attend a **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting on **Thursday 20th June 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 to 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 minutes of the meeting held on Thursday 23 May 2024 were approved by Full Council at its meeting on 30 May 2024

5. CIVIC CENTRE OPERATIONS

The Deputy RFO will verbally update Members on recent activities.

- a) **Civic Centre Income** – Members to note the flow charts and reports for the Civic Centre 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 Deputy RFO
- b) **Financial Statements** - Members to note the income and expenditure reports between 1st May and 31 May 2024
- c) **Financial Summary** - Members to note the financial summary between 1st May and 31 May 2024
- d) **NDP Expenditure** – Members to note the current NDP expenditure. A new grant is being applied for

7. 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 May 2024 which were previously supplied
- b) **Staffing Issues** - Member to NOTE the letter of resignation from the admin officer -
- c) **Spinal point increase**- members to see the attached qualification and to agree a spinal point increase for a member of staff who achieved a recognized qualification.

Paul Gosling
Deputy RFO
14 June 2023