

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

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Mount Pleasant Road  
Royal Tunbridge Wells  
Kent  
TN1 1RS

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

**TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE:** Councillors Backhouse, Blackwell, Clay, Francis, Harris, Hill, Lewis- Grey, Munn and Poile

Copies to: All other elected Members for information.

You are summoned to attend a virtual **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting on **Thursday 19 November 2020** at 7.00 p.m. Joining details including passwords for internet or telephone access are as stated below.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted "online".

Any members of the public who also wish to attend on this basis and speak in the Public Open Session please contact the Clerk 24 hours prior to the meeting.

<https://us02web.zoom.us/j/81342339106?pwd=NmxWMIVJNHVCcm0yN3NzeVN SdHZodz09>

**Meeting ID: 813 4233 9106**

**Passcode: 983638**

**One tap mobile**

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**+441314601196,,81342339106#,,,,,0#,,983638# United Kingdom**

**Dial by your location**

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**+44 203 481 5240 United Kingdom**

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## 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 22 October 2020 were approved by Full Council at its meeting on 29 October 2020.

### **5. ACCOUNTS**

- a) **Outstanding cheques** – Members to note that due to the current operations under the COVID – 19 limitations cheques have been signed on a regular basis. Members to note the previously signed cheque lists.
- b) **Financial Statements** – Members to note the income and expenditure reports from 1 October to 31 October 2020.
- c) **Financial Summary** – Members to note the financial summary from 1 October to 31 October 2020.

### **6. CHRISTMAS CLOSING**

Members to see the attached closing times for the Town Council this Christmas. Members to note.

### **7. SOUTHBOROUGH HUB WORKING GROUP**

Councillor Harris to update on the working groups recent discussions and proposals. Any minutes of the Group meetings have previously been supplied to all Councillors.

### **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 October 2020 which were previously supplied.
- b) **Lease invoices** – Members to see the attached report surrounding outstanding lease invoices. Members to discuss and instruct the Clerk accordingly.
- c) **Southborough Hub Operations** – Members to discuss the ongoing Hub Operations progress.
- d) **Southborough Hub Finances** – Members to discuss the ongoing financial details and implications surrounding the Hub Project. Members to discuss the previously supplied financial documents surrounding the Hub finances. This will be further reported to Full Council.



**Tracy Kelly**  
**Town Clerk**  
**13 November 2020**