

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176

Fax: (01892) 541402



c/o Tunbridge Wells Town Hall
Mount Pleasant Road
Royal Tunbridge Wells
Kent
TN1 1RS

11 December 2020

Dear Councillor

A virtual meeting of Southborough Town Council will be held on **Thursday 17 December 2020 at 7.00 p.m.** at which your attendance is required. Joining details including passwords for internet or telephone access will be emailed separately to All Councillors.

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/85738831701?pwd=S09jOTth6MWdKbmZJRW5zeE1FK0xNdz09>

Meeting ID: 857 3883 1701

Passcode: 677508

One tap mobile

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Meeting ID: 857 3883 1701

Passcode: 677508

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

The minutes of the Full Council meeting held on the 26 November 2020 need to be agreed and signed as a correct record.

5. COMMITTEE PROCEEDINGS

To approve the proceedings of the following committees: -

Planning and Transportation	07 December 2020
Finance and General Purposes	10 December 2020

6. TOWN MAYOR'S ENGAGEMENTS

The Chairman will verbally update Members on his recent engagements.

7. SECTION 137 GRANTS

Members to note the thank you received from St Matts Community Larder after receiving their grant monies.

8. ANNUAL EXTERNAL AUDIT

Members to note the previously supplied completed Audit received from PKF Littlejohn. There were two minor points for the Council to note surrounding its finances and its procedures during 2019/20.

9. BUDGET 2021- 22

Members to agree the Budget for 2021 - 22. The tax base rate of 4,223.20 and the band D figure of £128.20 have been provided by Tunbridge Wells Borough Council. This matter was previously discussed at Finance and General Purposes where upon it was agreed.

10. TUNBRIDGE WELLS AGREEMENT

Members previously agreed the TW Agreement at the Planning and Transportation meeting held on 7 September 2020 where the minutes were then ratified at Full Council on 24 September 2020. There has now been an alteration to the draft which Members now need to further agree.

11. SECTION 106 MONIES

Concerns have been raised over the allocation of S106 Monies with developments being carried out within Southborough and High Brooms. The Deputy Chairman to verbally update Members and for Members to discuss.

12. COMMUNITY HUB OPENING DATES

Members to formally agree the weekend of the 26th and 27th June 2021 as the official opening dates for the Community Hub.

13. COMMUNITY HUB LEAFLET

Members to view the proposed Hub leaflet which will be shared at the meeting. The leaflet will have been previously shared at the meeting of the Communications Working Group. Members to discuss and agree, to enable the leaflet to be dispatched prior to the Christmas period if possible.

14. LORDS OF THE MANOR

Members to formally agree to the use of the title of 'Lords of the Manor' along with the Town Crest as part of the proposed crest etching on the glass above the main entrance to the Community Hub Building.

15. SOUTHBOROUGH COMMUNITY HUB UPDATE

Councillor Blackwell to give a verbal update on the Southborough Community Hub.

16. CONFIDENTIAL ITEMS

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) Confidential Council and Committee Proceedings - To approve the following confidential minutes: -

Full Council Meeting
Finance and General Purposes

26 November 2020
10 December 2020

- b) **Upcoming required Tree works** – Members to see and agree the attached quotation for the required upcoming works to the Limes located on Sceptre Hill, Southborough.
- c) **Southborough Hub Business case** – Members to see the previously supplied draft Southborough Hub Business case and paper. Councillor Francis to update Members. Members to discuss and approve.
- d) **Southborough Community Hub Confidential Matters** – Members to discuss the ongoing hub operations and future requirements. Councillor Blackwell to update Members on confidential matters surrounding the Southborough Hub for discussion. Members to note the previously supplied letter sent to the Hub Board surrounding the Ridgeway Playing Fields.
- e) **Southborough Hub Finances** - Members to discuss the ongoing finances surrounding the Hub Project.



Tracy Kelly
Town Clerk

11 December 2020