

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

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Kent
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24 July 2020

Dear Councillor

A virtual meeting of Southborough Town Council will be held on **Thursday 30 July 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 please contact the Clerk 24 hours prior to the meeting so that joining instructions can be supplied to them.

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 25 June 2020 and the EO Full Council meeting held on 15 July 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	EO 13 July 2020
Finance and General Purposes	23 July 2020

6. ANNUAL ACCOUNTS

Members to review and adopt the Town Council accounts for the year 2019 / 2020.
Members need to approve as follows: -

Section 1. Annual Governance Statement 2019 / 2020

Once approved the Chairman will need to sign the declaration allowing for Section 2 to be completed.

Section 2. Accounting Statements 2019 / 2020

Once approved the Chairman will need to sign the declaration allowing for the return to be submitted.

7. SECTION 137 GRANTS POLICY

Members to approve the previously supplied Southborough Town Council Section 137 Grants Policy.

8. SOUTHBOROUGH TOWN COUNCIL EMERGENCY PLAN

The current Pandemic has highlighted that local Town and Parish Councils are more likely to be a coordination point for its residents and businesses. Members to discuss a possible working group to produce an effective emergency plan for Southborough and High Brooms to deal with possible future emergencies. Members to see the following link as a guide:

<https://www.local.gov.uk/councillors-guide-civil-emergencies>

9. SOUTHBOROUGH TOWN COUNCIL NEIGHBOURHOOD PLAN

Members to discuss the process of developing a Neighbourhood Plan for the Town. A Neighbourhood Plan will give the community direct power to develop a shared vision for the Town, shaping development and its growth.

10. BURIAL FEES

Members to discuss the previously supplied report and instruct the Town Clerk.

11. HOLDEN POND – FUTURE PLANS

Members to discuss the previously supplied report and instruct the Town Clerk.

12. LITTER ISSUES – NEW SIGNS

Members to see the attached poster. The Chairman is keen to encourage residents to take care of their green spaces and take their own litter home with them. Members to discuss possibly using a similar poster on this Councils green spaces and decide accordingly.

13. PLAY AREAS REOPENING - REVIEW

Members to discuss any concerns following the reopening of the Councils Play areas and agree any required actions.

14. SOUTHBOROUGH COMMUNITY HUB UPDATE

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

15. SOUTHBOROUGH COMMUNITY HUB – HUB OPENING WORKING GROUP

Members to discuss the forming a working group to deal with opening celebrations or activities and instruct the Town Clerk.

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	25 June and EO 15 July 2020
Finance and General Purposes	23 July 2020

- b) **Ridgeway Fields drainage** – Members to discuss the report previously supplied to Members and the associated recommendations. Members to agree on the proposed works and instruct the Town Clerk.

- c) **Southborough Community Hub Confidential Matters** – Members to discuss ongoing hub operations and requirements.

- d) **Southborough Hub Finances** - Members to discuss the ongoing finances surrounding the Hub Project. Members to discuss and agree the possible additional expenditure required for the provision of a professional standard kitchen within the hub. Members to discuss and agree the possible additional expenditure required for the provision of exterior power sources in the Town square.

- e) **Internal Audit** – Members to note the previously supplied report following the end of year internal audit for 2019-20



Tracy Kelly
Town Clerk
24 July 2020