

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

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

19 March 2021

Dear Councillor

A virtual meeting of Southborough Town Council will be held on **Thursday 25 March 2021 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/84719286007?pwd=RWZ4QUI5QzNZc1F3QS8rb21QbTFJQT09>

**Meeting ID: 847 1928 6007**

**Passcode: 216601**

**One tap mobile**

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**Meeting ID: 847 1928 6007**

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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**

The minutes of the Full Council meeting held on the 25 February 2021 and the EO Full Council Meeting held on 8 March 2021 need to be agreed and signed as a correct record.

### **5. COMMITTEE PROCEEDINGS**

To approve the proceedings of the following committees: -

Planning and Transportation	01 March 2021
Open Spaces and Environment	09 March 2021
Finance and General Purposes	18 March 2021

### **6. TOWN MAYOR'S ENGAGEMENTS**

The Chairman will verbally update Members on his recent engagements.

### **7. OFFICIAL OPENING WEEKEND**

Members to discuss and agree a change to the originally agreed date for the official opening weekend of 26 and 27 June 2021. The current date will be very close to when the COVID regulations will allow this size of event to take place. Members to agree a new proposed date of 31 July and 1 August 2021.

### **8. OFFICIAL OPENING OPERATIONS**

It is proposed that Council Members and Members of the Hub Action Group will work together on proposals and ideas for the official opening events. The first proposed meeting will be on 13 April 2021 at 6.30pm. Members to discuss and decide who would be interested in helping with the event both before and during.

### **9. SOUTHBOROUGH COMMUNITY HUB UPDATE**

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

## 10. 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 February & 08 March 2021
Open Spaces and Environment	09 March 2021
Finance and General Purposes	18 March 2021

- b) **Additional Staffing Requirements** – Members to see the attached Job description. At a Finance and General Purposes Committee it had been agreed to employ one additional part time staff member. After discussions it was now agreed that to enable the Buildings to operate correctly, an additional full time facilities staff member is also required. Members to discuss and agree to the additional staffing to enable this to be advertised as soon as possible.
- c) **Civic Buildings Tenants proposals** – Members to see the previously sent vending proposals received from the tenant’s representative. Members to discuss and decide on whether to permit the request and instruct the Clerk accordingly.
- d) **Civic Buildings Retail Lease Agreement** – Members to see the previously supplied updated lease agreement in respect to the retail unit. Now with the addition of the clause previously requested by Members. Members to discuss and approve the document to enable it to be signed and sealed by the Chairman and deputy Chairman
- e) **Southborough Community Hub Confidential Matters** – Members to discuss the ongoing hub operations and building handover. Members to see the follow up responses to the land regularisation that was previously presented to Full Council on 28 January 2021. Members to now decide.
- f) **Southborough Hub Finances** - . Members to see the previously attached Funding agreement. Members to agree to the signing by the Chairman and Deputy. Members to discuss the ongoing financial details surrounding the Hub Project.

  
Tracy Kelly  
Town Clerk  
19 March 2021