

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

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

23 April 2021

Dear Councillor

A virtual meeting of Southborough Town Council will be held on **Thursday 29 April 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/89643781948?pwd=VnhkVW4wemhqHV5VDcvZjdINUNEz09>

Meeting ID: 896 4378 1948

Passcode: 085866

One tap mobile

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Meeting ID: 896 4378 1948

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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 March 2021 and the EO meeting held on 30 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	06 April 2021
Open Spaces and Environment	07 April 2021
Finance and General Purposes	22 April 2021

6. TOWN MAYOR'S ENGAGEMENTS

The Chairman will verbally update Members on their recent engagements.

7. OFFICIAL OPENING WEEKEND- 31 JULY & 1 AUGUST 2021

It is proposed that the Hub Action Group (HAGS) organise all the operations to include the funding of the Civic Centres Opening weekend. This will also hopefully increase community involvement and participation. If Members agree, it is further proposed that the Town Council sponsors the event by donating free use of the Civic Centre including the Unity Hall, the Community rooms, and the Town square. Members to discuss and agree.

8. ANNUAL ACCOUNTS

Members to review and adopt the Town Council accounts for the year 2020 / 2021.
Members need to approve as follows: -

Section 1. Annual Governance Statement 2020 / 2021

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

Section 2. Accounting Statements 2020 / 2021

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

9. SOUTHBOROUGH CIVIC CENTRE UPDATE

Councillor Blackwell to give a verbal update on the Southborough Civic Centre

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 & EO 30 March 2021
Open Spaces and Environment	07 April 2021
Finance and General Purposes	22 April 2021

- b) **Civic Buildings Tenants proposals** – Members to see the previously sent new vending proposals received from the tenant’s representative. Members to further discuss and decide on whether to now permit the request and instruct the Clerk accordingly.
- c) **Staffing Matters** – Members to agree to an agency temporary office staff member to continue covering the Maternity leave period of the Administration Officer until their return.
- d) **Civic Buildings Operations** – Members to see the previously supplied proposal for the Civic Buildings that the Town Clerk has receive. Members to discuss and advise the Clerk accordingly.
- e) **Southborough Civic Buildings Confidential Matters** – Members to discuss the ongoing Civic Buildings confidential matters.
- f) **Southborough Hub Finances** -. Members to discuss the ongoing financial matters of the Civic Buildings.



Tracy Kelly
Town Clerk
23 April 2021