

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

Tel: (01892) 529176  
Fax: (01892) 541402



Southborough Civic Centre  
Council Offices  
137, London Road  
Southborough  
Kent TN4 0NA

**Wednesday 21<sup>st</sup> April 2021**

Dear Councillor

The Annual Meeting of Southborough Town Council will be held in virtually on **Tuesday 27 April 2021 at 7.00 p.m.** at which your attendance is required.

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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/83380598685?pwd=SU1aUWVZd2x3bkwwOTFxaHJDNW5aQT09>

**Meeting ID: 833 8059 8685**  
**Passcode: 672112**

**One tap mobile**  
**+442034815237,,83380598685#,,,,\*672112# United Kingdom**  
**+442034815240,,83380598685#,,,,\*672112# United Kingdom**

**Dial by your location**  
**+44 203 481 5237 United Kingdom**  
**+44 203 481 5240 United Kingdom**  
**+44 203 901 7895 United Kingdom**  
**+44 208 080 6591 United Kingdom**  
**+44 208 080 6592 United Kingdom**  
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**+44 131 460 1196 United Kingdom**

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## **AGENDA**

- 1. ELECTION OF TOWN MAYOR**
- 2. TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. ELECTION OF DEPUTY MAYOR**
- 4. PRESENTATION OF THE PAST MAYORS MEDAL**  
(Please note this item is to be postponed until a future date)
- 5. APOLOGIES FOR ABSENCE**
- 6. 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.

### **7. APPOINTMENT OF STANDING COMMITTEES**

To consider the appointment of the following Standing Committees: -

- Planning and Transportation
- Finance and General Purposes
- Open Spaces and Environment

### **8. COMMITTEE TERMS OF REFERENCE**

To renew the Terms of Reference and Delegated Powers to each Committee appointed under item 7 above. Copies attached for information.

### **9. APPOINTMENT OF MEMBERS TO COMMITTEES**

To consider the appointment of Members to the following Committees: -

- Planning and Transportation
- Finance and General Purposes
- Open Spaces and Environment

**PLEASE NOTE:** Under Standing Order 4(d) and the Terms of Reference 3.2 the appointment of the Chairperson and Deputy Chairperson of each Committee will be carried out at the first meeting of each Committee.

### **10. STANDING ORDERS**

To renew Standing Orders and Financial Regulations.

### **11. CO-OPTION**

Co-option of County and Borough Councillors. Standing Order 25 refers.

### **12. BANKING SIGNATORIES**

There are currently six signatories to the Council bank account. Members need to agree to those six remain as signatories as required by the Councils Financial Regulations Councillors Blackwell, Elliott, Mrs Francis, Ms Hill, Harris and Poile.

### 13. ANNUAL REPORTS

To acknowledge the attached Annual Reports from the Town Council's representatives on the various statutory bodies and other organisations. Please see those received from Access for the Disabled, Gallard's Almshouses, Barnett's Wood Nature Reserve and Sir Thomas Smythe's Charity.

### 14. APPOINTMENT OF COUNCIL'S REPRESENTATIVES

To appoint representatives to serve on the following statutory bodies and other organisations:

<b>Organisation</b>	<b>Current Representatives</b>
Access for the Disabled	Cllr Munn
Barnett's Wood Nature Reserve Steering Group.	Cllrs Ms Hill
Bloom Committee	Cllrs Blackwell, Elliott, and Ms Hill and local resident Diana Blackwell
Civic Awards	Cllr Ms Hill, Kinghorn and Poile
Christmas Lights	Cllrs Ms Hill, Kinghorn and resident Brian Hampton
Communications Group	Cllrs Blackwell, Mrs Kinghorn, and Poile
Community Hub Project Board Member	Cllr Blackwell
Community Hub Working Group	Cllrs Blackwell and Hill
Cycle Group	Cllrs Blackwell, Elliott, Munn and Poile with resident Bob Prance
Football Committee	Cllrs Elliott, Ms Hill and Poile and Club Members Glyn Turley and James Young
Gallards Almshouses	Cllr Prance
K.A.L.C.	Cllr Lewis
K.A.L.C Tunbridge Wells Area Committee.	Cllr Lewis
SHDOFA	Cllrs Blackwell, Francis, and Prance
Thomas Smythe Trust	Cllr Hill

Tracy Kelly  
Town Clerk  
21 April 2021