

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

18 June 2021

Dear Councillor

A meeting of Southborough Town Council will be held in the Unity Hall, Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA on **Thursday 24 June 2021 at 7.00 p.m.** at which your attendance is required.

All meetings and agenda are open to the public except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

Seating for the public will be allocated on a first come-first-serve basis and cannot be guaranteed. If you intend to attend the meeting in person, please advise the Town Clerk at clerk@southboroughcouncil.co.uk or call 01892 529176. Please see the COVID attendance advice sent with this Agenda which outlines how the meeting will be conducted as securely as possible.

Members of the public may speak under the Public Open Session 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.

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 29 April 2021 and the EO meeting held on 5 May 2021 need to be agreed and signed as a correct record.

5. TOWN MAYOR'S ENGAGEMENTS

The Chairman will verbally update Members on their recent engagements.

6. FINANCE MATTERS

- a) **Outstanding cheques** – Members to note that due to the current operations under the COVID – 19 limitations cheques have been signed on a regular basis. Members to note the previously signed cheque lists.

7. COUNCIL COMMITTEE MEETINGS

Members to agree to the ongoing postponement of face-to-face Council committee meetings until September 2021. This will enable staff shortages to be addressed and building requirements to be met. Members to discuss and decide. Dependant on the decision reached re the postponement of committee meetings, Members discuss and agree to the continuation of delegated powers under S101 of the 1972 LGA until standing committees can recommence.

8. SOUTHBOROUGH CIVIC CENTRE UPDATE

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

9. 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

29 April 2021

- b) **Financial Investment Proposals and Investment Strategy** – Members to see the previously supplied report and strategy for agreement and adoption.

- c) **Staffing Matters** – Members to discuss and agree on the Members required for the interview panel re the post of Business Development Manager. Members to further agree that staff currently only carry out the statutory requirements of the Council along with day to day or urgent matters but that no new projects be undertaken until staffing levels allow. Members to deal with any issues they currently receive direct from members of the public as much as possible without impacting further on staff time.
- d) **Southborough Civic Buildings Confidential Matters** – Members to discuss any ongoing Civic Buildings confidential matters.
- e) **Southborough Hub Finances** -. Members to discuss any ongoing financial matters of the Civic Buildings.



Tracy Kelly
Town Clerk
18 June 2021