

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

19 November 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 25 November 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 meetings held on the 28 October 2021 and EO Meeting held on 18th October 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 November 2021
Finance and General Purposes	18 November 2021

6. TOWN MAYOR'S ENGAGEMENTS

The Chairman will verbally update Members on their recent engagements.

7. MEETING DATES 2021 - 22

Members to confirm agreement to the final Full Council of 2021 being held on 23 December 2021. Should Members wish to make this earlier in the month this will also affect the Finance and General Purposes Meeting due to be held on 16 December 2021.

8. PROVISION OF BENCH – MEMORIAL GARDENS

Members to see the previously attached email requesting a replacement bench in the Memorial Gardens. Members to discuss and agree.

9. SECTION 137 GRANTS

Members to discuss the previously supplied grant application received.

10. ALLOTMENTS

Members to discuss the previously attached report.

11 CIVIC AWARDS 2022

Members to note the previously attached poster and nomination forms for the Civic Awards 2022. Members to discuss if they wish this to go ahead in 2022 as there are still outstanding awards to be given for 2019. Members main wish to review the criteria required.

12. SOUTHBOROUGH CIVIC CENTRE UPDATE

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

13. 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
Finance and General Purposes

28 October and 18 November 2021
18 November 2021

- b) **Staffing Matters** – Members to see the two previously attached papers relating to staffing matters for discussion and agreement.
- c) **Southborough Civic Buildings FM Contract** – A verbal update on the tender process will be given.
- d) **Pennington Grounds Pavilion Lease** – Members to see the previously supplied draft lease and license documents for discussion and approval.
- e) **Southborough Civic Buildings Confidential Matters** – Members to discuss any ongoing Civic Buildings confidential matters.
- f) **Southborough Civic Buildings Finances** -. Members to discuss any ongoing financial matters of the Civic Buildings.


Tracy Kelly
Town Clerk
19 November 2021