

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

Tel: (01892) 529176



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

22 October 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 28 October 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](mailto: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 30 September 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	04 October 2021
Finance and General Purposes	21 October 2021

#### **6. BUCKINGHAM PALACE**

Members to officially acknowledge receipt of the letter to the Town Mayor from Buckingham Palace after the sad passing of The Duke of Edinburgh.

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

The Chairman will verbally update Members on their recent engagements.

#### **8. MEETING DATES 2022 - 23**

Members to see the previously sent meeting dates set out for the coming year from April 2022 to March 2023. Members to approve and amend, as necessary.

#### **9. COMMUNITY EVENTS**

Members to agree to the free provision of the Civic Centre on 4<sup>th</sup> December for the turning on of the Christmas lights and a Christmas Fayre and then on 7<sup>th</sup> and 8<sup>th</sup> January 2022 for a Southborough Cabaret Event to be organised by Nell Price.

#### **10. SOUTHBOROUGH CIVIC CENTRE UPDATE**

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

#### **11. 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	30 September 2021
Finance and General Purposes	21 October 2021

- b) **Civic Centre Pavilion repairs** – Members to discuss the previously supplied report. Members to agree to any further action that may be required.
- c) **Pennington Grounds Replacement Play equipment** – Members to discuss and agree the previously supplied report. Members to agree to any further action that may be required
- d) **Southborough Civic Buildings FM Contract** – Members to see the previously supplied report. Members to agree to any further action that may be required
- 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  
22 October 2021