

SOUTHBOROUGH TOWN COUNCIL

Minutes of the Full Council meeting of Southborough Town Council held on Thursday 25 November 2021 at 7.00 p.m. in the Bounds Oak, Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA.

MEMBERS PRESENT: Councillors Ms Hill (Chairman) Blackwell, Bullion Elliott, Francis, Harris, Kinghorn, Lane, Lewis, Lewis- grey, Munn, Poile and Wharton.

OFFICERS PRESENT: Paul Gosling (Finance Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillors Backhouse, Mrs Kinghorn, (ill health) and Clay. (Family commitments)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Councillors Lewis, Poile, Hill, Elliott, Prance declared an interest in item 9.
3. **PUBLIC OPEN SESSION** – There were no Public and no Press present.
4. **MINUTES** - The minutes of the Full Council meeting held on the 25 October 2021 and the EO Full Council held on 18 November were **APPROVED**.
5. **COMMITTEE PROCEEDINGS** – Members **RESOLVED** to approve the minutes from the following meetings.

Planning and Transportation	01 November 2021
Finance and General Purposes	18 November 2021
6. **TOWN MAYOR'S ENGAGEMENTS** – Members **NOTED** the Chairman's recent engagements.
7. **MEETING DATES 2021- 22** - Members **AGREED** to bringing forward the Finance and General Purposes it will now be held on the 9th December 2021 and Full Council will now be held on 19th December 2021.
8. **PROVISION OF BENCH – MEMORIAL GARDENS** – Members **AGREED** to the St Matthews Scouts providing a bench for the Memorial Gardens, High Brooms
9. **SECTION 137 GRANTS** – Members **NOTED** the request for a grant of funds under S137 powers. Members **AGREED** to the sum of £1000.00 being granted to SHDOFA.
10. **ALLOTMENTS** – Members **AGREED** to review the provision of more starter plots when the waiting list for 5 rod plots had been met.
11. **CIVIC AWARDS 2022**– Members **AGREED** to postponing the awards for a further year until the previous awards had been able to be presented to the recipients.
12. **SOUTHBOROUGH CIVIC CENTRE UPDATE**- Councillor Blackwell verbally updated the meeting with the following:

There has been little progress from the Project Board this. At our last meeting we agreed a site visit would take place this place this month prior to our next Board

Meeting. After agreeing a date with Board Members this has now had to be rescheduled as KCC and TWBC Board Members were both unable to attend. The Board Meeting for November has therefore been moved to 25th January 2022.

In the meantime, our Finance Officer has arranged for BDR to complete additional tests as part of the recommendations from our insurers.

We have not received a financial report as requested for this month.

There has been no progress on the VAT/SDLT report from KCC.

We have commissioned RSM to assist with the VAT transaction on the Civic Centre/ Medical Centre/Sports Pavilion. They have drafted a letter to HMRC putting them on notice to expect a large repayment VAT return due to the capital project.

We are awaiting confirmation of date with VAT team at KCC.

13. CONFIDENTIAL ITEMS

It was proposed that during the consideration of the following items, the public and press shall be temporarily excluded (Standing Order 3 (c)): -

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** – Members **APPROVED** the following confidential minutes: -

Full Council Meeting	25 October & 18 November 2021
Finance and General Purposes	18 November 2021

- b) **Staffing Matters** – Members **NOTED** the additional payment of sickness cover. The motion surrounding the Town Clerk was withdrawn.
- c) **Southborough Civic Buildings FM Contract** – Members **AGREED** to the report's recommendations and the seeking of the relevant legal support to carry out the tendering process. Members asked for further clarification on advertising.
- d) **Pennington Grounds Pavilion Lease** – Members **AGREED** to the draft lease and license which would now be sent to the tenant.
- e) **Southborough Civic Buildings Confidential Matters** – Members discussed the Civic Buildings confidential matters.
- f) **Southborough Civic Buildings Finances** -. Members discussed the financial matters

The Chairman thanked Members for their attendance and closed the meeting at 8.55 pm

CHAIRMAN