

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

18 February 2022

Dear Councillor

A meeting of Southborough Town Council will be held in the Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA on **Thursday 24 February 2022 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.

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 27 January 2022 need to be agreed and signed as a correct record.

5. COMMITTEE PROCEEDINGS

To approve the proceedings of the following committees: -

Planning and Transportation	07 February 2022
Finance and General Purposes	17 February 2022

6. COMMITTEE MEMBERSHIP CHANGES

Members to discuss and agree the changes to the Councils standing committee memberships due to the recent changes in political affiliations.

7. TOWN MAYOR'S ENGAGEMENTS

The Chairman will verbally update Members on their recent engagements.

8. FAIRTRADE – SOUTHBOROUGH AND HIGH BROOMS

Members to hear a verbal report to be given at the meeting by Tunbridge Wells Fairtrade Town Group for the Fairtrade fortnight which commenced on 21st Feb - 6th March

9. EVENTS IN PARTNERSHIP WITH SOUTHBOROUGH STREET

Members to see the previously supplied correspondence received from the Southborough Street organisers. Members to consider the points raised and to decide how they wish to proceed.

10. 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	27 January 2022
Finance and General Purposes	17 February 2022

b) Charges – Possible increases for 2022/2023 - Members to discuss and decide if charges are to be increased for the following services. Any increases agreed will take effect from 1st April 2022.

Cemetery Charges – Members to discuss a possible increase to the charges made within Southborough Cemetery. Please see the attached current charges and the charges assuming an increase of 3% or 4%. There is no VAT applicable here.

The Office Administrator has completed the attached comparison between the fee structure of other local councils acting as Burial Authorities and our own. Southborough prices are the proposed increase in charges compared with these other local councils acting as Burial Authorities.

Football Maintenance Charge – The current annual costs from each of the Clubs towards the cost of the maintenance of the fields are as follows:

Southborough Football Club £686.72

Armada £686.72

Tunbridge Wells Youth Football Club £3202.75.

Members to see the attached possible increase of 3% or 4%. VAT is applicable here.

The Office Administrator has completed the attached comparison between the fee structure of other local councils and our own

Allotments – As Members are aware, the Council must advise all Tenants of any increase one year in advance of the increase. If Members wish to increase the rents from 1st April 2023 that decision needs to be made now.

The current cost is £6.21 per rod, the approved increase of 3% will take this to £6.39 per rod from April 2022. A 3% increase from 1st April 2023 would take the cost to £6.58 per rod. A 4% increase from 1st April 2023 would take the cost to £6.65 per rod.

Common and Council Land Exercise Groups – The current charge is £29.00 plus VAT and the proposed charge from 1st April 2022 with a 3% increase applied is £30.00 plus VAT.

- c) **Staffing** – Members to see the previously supplied report for discussion and agreement.
- d) **Pennington Grounds Play Equipment** – Members to see the previously supplied report for discussion and decision.
- e) **Wheelers Field and The Piggery** – Members to see the previously supplied report from the Deputy Clerk for discussion and decision.
- f) **Southborough Civic Buildings Confidential Matters** – Members to discuss any ongoing Civic Buildings confidential matters including finances.



Tracy Kelly
Town Clerk
18 February 2022