

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

21 January 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 27 January 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. 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 16 December 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	Members to note that no minutes are available for the January meeting as it failed to be quorate.
Finance and General Purposes	20 January 2022

6. TOWN MAYOR'S ENGAGEMENTS

The Chairman will verbally update Members on their recent engagements.

7. 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 upcoming Fairtrade fortnight coming on 21st Feb - 6th March

8. EMPLOYEES - CODE OF CONDUCT

Members to see the previously supplied code of conduct for Employees for agreement and approval.

9. SOUTHBOROUGH CIVIC CENTRE UPDATE

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

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	16 December 2021
Finance and General Purposes	20 January 2022

- b) **Southborough Framework** – Members to see the previously supplied draft papers for the Councils Framework agreement. Member's agreement is sought. This will then enable advertisements to join the framework to be placed in the ongoing process of the FM Contract renewal.
- c) **Unauthorised structure Yew Tree Playing Fields** – Members to discuss the previously supplied report and emails. Members to advise the Town Clerk accordingly.
- d) **Civic Centre/Events Proposals** – Members to see the previously supplied report and papers for information.
- e) **Civic Centre Marketing** – Members to see the previously supplied report for discussion. The Facilities and Events Manager will be attending to answers Members questions.
- f) **Staffing Matters** – Members to see the previously supplied report for discussion and decision.
- g) **Southborough Civic Buildings Confidential Matters** – Members to discuss any ongoing Civic Buildings confidential matters including finances. An update on confidential matters surrounding the Hub Board will also be given including the field levelling.



Tracy Kelly
Town Clerk

21 January 2022