

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

24 September 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 30 September 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 meeting held on the 24 June 2021 need to be agreed and signed as a correct record.

5. TOWN MAYOR'S ENGAGEMENTS

The Chairman will verbally update Members on their recent engagements.

6. FINANCE MATTERS

- a) **Outstanding cheques** – Members to note that due to the current operations under the COVID – 19 limitations cheques have been signed on a regular basis. Members to note the previously signed cheque lists.
- b) **Financial Statements** – Members to note the income and expenditure reports from 1 June to 31 August 2021.
- c) **Financial Summary** – Members to note the financial summary from 1 June to 31 August 2021

7. ANNUAL EXTERNAL AUDIT

Members to note the previously supplied completed Audit received from PKF Littlejohn. There were two minor points for the Council to note surrounding its finances and its procedures during 2020/21.

8. COUNCIL COMMITTEE MEETINGS

Members to agree to all Council committee meetings being held in the Unity Hall at the Southborough Civic Centre for the time being to allow for easier management of access and COVID precaution measures to be implemented. Members to further agree to the postponement of the Open Spaces and Environment Committee until March 2022. Any urgent matters will be reported to Full Council during the interim period.

9. FLAGPOLE – TOWN SQUARE

Members to agree to the provision of a flagpole to the new Town Square to be sited next to the Flower bed on the London Road. Members need to agree to the relevant planning permission being sought and all associated costs.

10. REMEMBRANCE SUNDAY EVENT

The Remembrance Service had been unable to go ahead in its normal format last year due to the effects of the Pandemic. Members to discuss how they wish to proceed with this years' Service. This may be subject to any alteration with the advice surrounding COVID 19 before the Event. It is proposed to arrange the Event as it had been prior to the Pandemic but to be mindful that the Event may need to be altered at short notice. Members need to elect a lead Councillor and there will be a requirement for at least 8 Councillors to manage the roads closures.

11. STREET NAMING – LAND OFF HORNBEAM AVENUE, SOUTHBOROUGH

Members to discuss and agree suggestion for street names as per the previously supplied email received from TWBC.

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

24 June 2021

- b) **Lease Agreements Civic Centre Pavilion** – Members to discuss the previously supplied report. Members to agree to any further action that may be required.
- c) **Lease Agreements Pennington Grounds Pavilion** – Members to discuss the tenant’s proposal for a lease extension. The current lease agreement is due to expire at the end of July 2022. If Members agree to the tenant’s proposal, agreement be given for the relevant legal documents be drawn up and agreed.
- d) **Yew Tree Road Playing Fields** – Members to discuss and agree the previously supplied report as recommended by the Working group on their recent meeting with residents on site.
- e) **Southborough Civic Buildings Confidential Matters** – Members to discuss any ongoing Civic Buildings confidential matters. Members to see the attached email request and advise if they wish to go ahead with this booking at no charge.
- f) **Southborough Civic Buildings Finances** -. Members to discuss any ongoing financial matters of the Civic Buildings.



Tracy Kelly
Town Clerk

24 September 2021