

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

Tel: (01892) 529176



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

22 April 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 28 April 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](mailto: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.

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## **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 31 March 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	04 April 2022
Open Spaces and Environment	05 April 2022
Finance and General Purposes	21 April 2022

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

The Chairman will verbally update Members on their recent engagements.

#### **7. ABUSIVE, PERSISTENT, OR VEXATIOUS COMPLAINTS POLICY**

Members to agree the Councils Abusive, Persistent, or Vexatious Complaints Policy previously supplied.

#### **8. TOWN SQUARE – MOBILE FOOD VEHICLE**

Members to discuss and decide on if they wish to grant use of the Town Square for regular mobile food vehicle use. If Members are in favour, then a user policy will need to be developed outlining times of operation and charges to be agreed. Members will need to remember that the Town Square is within a residential area, and this should be considered along with other permissions.

#### **9. 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	31 March 2022
Open Spaces and Environment	05 April 2022
Finance and General Purposes	21 April 2022

- b) **Vexatious complainant** – Members to discuss the previously attached report for consideration and agreement.
- c) **Unity Hall Hire** – Members to discuss the previously attached report and instruct the Town Clerk accordingly.
- b) **Field Drainage** – Members to discuss the previously attached report for consideration and agreement.
- e) **Southborough Civic Buildings Confidential Matters** – Members to discuss any confidential matters surrounding the Civic Building



Tracy Kelly  
Town Clerk  
22 April 2022