

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

Tel: (01892) 529176



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

21 October 2022

Dear Councillor

A meeting of Southborough Town Council will be held at the Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA on **Thursday 27 October 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 meeting held on the 29 September 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	03 October 2022
Finance and General Purposes	20 October 2022

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

The Chair will verbally update Members on their recent engagements.

#### **7. TOWN COUNCIL - CHARGES FOR SERVICES**

Members will know that the Town Council normally sets its charges for the services it provides in February each year. Some Members had felt that this may not give the councils users, hirers, or tenants the opportunity to make allowance for any increases in their own budgets for the upcoming year. Members will need to decide on an alternative date if in agreement, but it is recommended that these charges are not set any earlier than in December to fall in line with the Councils own budgetary process.

#### **8. SECTION 137 GRANTS - SHDOFA**

Members to see the previously supplied grant application form received from SHDOFA. Members to consider the grant application and instruct the Clerk accordingly.

#### **9. CIVIC AWARDS**

Members to discuss how they wish to proceed the Civic Awards. Civic Awards were last allocated in 2020 but only presented in this current year (2022) due to the problems previously caused by the pandemic. Members had also asked for a review of the criteria for the allocation of the awards. Members to discuss the attached report and instruct the Town Clerk accordingly.

#### **10. CORONATION EVENT - 6 MAY 2023**

Members to discuss if they wish to hold a coronation event at the Southborough Civic Centre. It is proposed to possibly show the Coronation on the large screen in the Unity Hall with a Town Square food festival /party outside of the building. Members to advise the Clerk accordingly.

#### **11. TUNBRIDGE WELLS BOROUGH COUNCIL – ELECTION SURVEY**

Members will have received the recent email from Tunbridge Wells Borough Council with respect to a survey being conducted for the Electoral System Consultation. Members to see the link below and advise the Clerk on how they wish to respond as a Town Council.

<https://talkingpointtunbridgewells.uk.engagementhq.com/a-consultation-on-our-electoral-system>

## 12. 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	29 September 2022
Finance and General Purposes	20 October 2022

- b) **Tenancy agreement Cemetery Cottage** – Members to see the attached report for discussion and decision after a meeting of the H R Sub Committee.
- c) **Playing Fields**– Members to discuss the previously supplied report for consideration and decision. Members to instruct the Town Clerk accordingly.
- d) **Lime Trees Pollarding**– Members to discuss the previously supplied report for consideration and decision.
- e) **Southborough Civic Buildings Confidential Matters** – Members to discuss any confidential matters surrounding the Civic Buildings.



Tracy Kelly  
Town Clerk  
21 October 2022