

# SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

16th December  
2022

Dear Councillors

An Extraordinary meeting of Southborough Town Council will be held at the Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA on **Thursday 22 December 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 30 November 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	05 December 2022
Open Spaces and Environment	06 December 2022
Finance and General Purposes	08 December 2022

## 6. TOWN MAYOR'S ENGAGEMENTS

The Chair will verbally update Members on their recent engagements.

## 7. BUDGET 2023- 24

Members to agree the Budget for 2023 - 24. The tax base rate of 4389.75 and the band D figure of 148.49 have been provided by Tunbridge Wells Borough Council.

## 8. APPOINTMENT OF EXTERNAL AUDITORS

Members to note the previously supplied email advising of this Council's external Auditor for the next five years.

## 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	30 November 2022
Open Spaces and Environment	06 December 2022
Finance and General Purposes	08 December 2022

- b) **Tenancy agreement Cemetery Cottage** – Members to see the attached report for discussion and decision.

- c) **Frank Weare Recreation Ground** – Members to see the attached report for discussion and decision

Paul Gosling  
Finance Officer  
16th December 2022