

## SOUTHBOROUGH TOWN COUNCIL

Minutes of the Full Council meeting of Southborough Town Council held on Thursday 27 October 2022 at 7.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA.

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**MEMBERS PRESENT:** Councillors Ms Hill (Chair) Blackwell, Evans, Elliott, Francis (Deputy Chair), Harris, Lewis, Prance, Poile, and Wharton.

**OFFICER PRESENT:** Tracy Kelly (Town Clerk) Paul Gosling (Finance Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillors Clay, Kinghorn, Mrs Kinghorn, Munn (Family Commitments) Bullion, Lane, and Lewis -Grey (Work commitments)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Councillors Elliott, Francis, Hill, Lewis, Prance and Poile declared an interest in Minute item 8.
3. **PUBLIC OPEN SESSION** – There were no Members of the public or Members of the press present.
4. **MINUTES** - The minutes of the Full Council meeting held on the 29 September 2022 were **APPROVED**.
5. **COMMITTEE PROCEEDINGS** – Members **RESOLVED** to approve the minutes from the following meetings with the amendment to page 2 of the Planning and Transportation minutes to remove the entry of the conservation officer where it did not apply as this was added in error.
 

Planning and Transportation	03 October 2022
Finance and General Purposes	20 October 2022
6. **TOWN MAYOR'S ENGAGEMENTS** – Members **NOTED** the Mayoral engagements that were verbally reported. The Chair and Councillor Lewis wished to pass on their thanks to the Facilities team for their hard work and help at the SHDOFA Event that was recently held at the Civic Centre. The Chair also wished to thank Councillor Elliott for his help in organising the SHDOFA event.
7. **TOWN COUNCIL - CHARGES FOR SERVICES** - Members **AGREED** to setting the charges for its services at its December meetings to give its tenants, residents and local business the time to allow for increases within their own budgetary process. This was previously carried out in February of each year but was felt to be too close to the next financial year.
8. **SECTION 137 GRANTS - SHDOFA** - Members **APPROVED** the grant of £1,200.00 being made to SHDOFA for its services to the local community.
9. **CIVIC AWARDS** - Members **NOTED** the report for the Civic Awards it was **AGREED** that the criteria be altered on the nomination to read the following:
  - He or she needs to have provided exceptional service to the Community of Southborough and High Brooms for a significant period of time.
  - The awards are for made for voluntary work only. (This would not include the duties carried out by a Town Councillor)

10. **CORONATION EVENT - 6 MAY 2023** - Members **AGREED** the holding of an event on Coronation day using both the Civic Centre and Town Square.
11. **TUNBRIDGE WELLS BOROUGH COUNCIL – ELECTION SURVEY** - Members **AGREED** to the Town Clerk responding on behalf of the Town Council for all out elections due to saving in costs.

## 12. CONFIDENTIAL ITEMS

It was proposed that during the consideration of the following items, the public and press shall be temporarily excluded (Standing Order 3 (c)): -

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** – Members **RESOLVED** 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 **AGREED** to the letting of the Cemetery Cottage on an assured shorthold tenancy.
- c) **Playing Fields**– Members **AGREED** to the necessary works being carried out to ensure the health and safety compliance at a cost of £9,363.00. Members requested that the Clerk attempt to contact the previous contractor for their input.
- d) **Lime Trees Pollarding**– Members **AGREED** to the pollarding costs of £4,689.00
- e) **Southborough Civic Buildings Confidential Matters** – Members **NOTED** the verbal update given by the Town Clerk over ongoing concerns relating an ex-tenant of one of the council's allotment plots.

The Chair thanked Members for their attendance and closed the meeting at 20.24.

**CHAIR**