

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

22 March 2024

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 28 March 2024 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 Finance Officer at Finance@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.

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 29 February 2024 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 March 2024
Open Spaces and Environment Committee	Cancelled
Finance and General Purposes	Cancelled

6. TOWN MAYOR'S ENGAGEMENTS

The Chair will verbally update Members on their recent engagements.

7. CREATIVE TUNBRIDGE WELLS.

Members from APPLAUSE RURAL will speak to Council Members over the possible introduction of Southborough being part of CTW activities which is part of an Arts. Council initiative. Members to discuss and decide.

8. ACCOUNTS

- a) **Outstanding Payments** - A list of FPI payments requiring authorisation. will be tabled. Previously signed cheques/ FPI Payments lists have been supplied. for Members to note. Members to note the FPI Fact Sheet supplied by the Finance. Officer
- b) **Financial Statements** – Members to note the income and expenditure reports between 1st February and 29th February 2024
- c) **Financial Summary** – Members to note the financial summary between 1st February and 29th February 2024

9. FINANCIAL MATTERS

- a) **NDP Expenditure** – Members to note the previously supplied spreadsheet for the Neighbourhood Plan expenditure.

10. CHANGE IN COMMITTEE MEMBERSHIP

Members to agree the change of membership in the H R Sub Committee. Councillor James Allen to be replaced by Councillor Ian Kinghorn.

11. 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 February 2024
Open Spaces and Environment Committee	Cancelled
Finance and General Purposes	Cancelled

- b) **Staff Wages** - Members to note the staff wages for February 2024 which were previously supplied.
- c) **HR Sub Committee** – Councillor Reeves will verbally update Members over the recent H R Sub Committee Meeting. Members to discuss the points that were raised.
- 1) **Inductions**- Members to discuss how to proceed with staff and councillor inductions, new staff already have a 2-day induction process where they are taken all over Southborough and high Brooms. How do Cllrs want to approach an induction for them
 - 2) **Meet and Greet staff**- Members to discuss how best for Cllrs to get to know what the council and its officers do both as part of their job roles and the statutory obligations.
 - 3) **Appointment of Deputy RFO** – Members to discuss and decide on the attached report.
- d). **Unity Hall Lighting** - Member to discuss the attached report and decide if they want to take up the offer of an upgrade.
- e) **Town Sign** – Members to agree the new position of the Town Sign.

P Gosling
P Gosling
Finance Officer
22 March 2024