**SOUTHBOROUGH TOWN COUNCIL**

Minutes of the Full Council Meeting of Southborough Town Council held on **Thursday 30th May 2024 at 7.00 pm** at the Southborough Civic Centre, 137 London Road, Southborough, Kent TN4 0NA.

**MEMBERS PRESENT:** Councillors J Francis (Chair) Hill Allen, Elliott, Figgett, Francis, Kinghorn, Lewis, Opara, Poile, Reeves (Deputy Chair), Spickett and Wharton.

**OFFICERS PRESENT:** Stephen Nash (Locum Clerk) Paul Gosling (Deputy Finance Officer)

1. **APOLOGIES AND REASONS FOR ABSENCE**

Cllr Bridges – work commitments

Cllr O Kinghorn – ill

Cllr Bullion - ill

1. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS**

No member wished to declare an interest.

1. **PUBLIC OPEN SESSION**

There were no members of the press or public present.

1. **MINUTES**

Full Council Meeting held on the 24th of April 2024 were **APPROVED** and signed as a correct record.

Planning and Transportation one the 7th May 2024 **APPROVED**

 Finance and General Purposes 23rd May 2024 **APPROVED**

1. **ANNUAL ACCOUNTS**

Section 1. Annual Governance 2023/2024 **APPROVED**

Section 2. Accounting Statements 2023/2024 **APPROVED**

Cllr Lewis proposed that a vote of thanks be given to the Finance Officer for his excellent work in producing a clean AGAR. **AGREED** by all

1. **STANDING ORDERS / FINANCIAL REGULATIONS**

The Chairman highlighted that many councillors had not received the information in time to make an informed decision and wished to defer this item for a second time. The Locum Clerk agreed that because councillors had not had time to fully consider the documents that this should be delayed. He also advised councillors that the Group e mails would no longer be used for Agendas and Minutes and that direct e mails would be used in future to avoid confusion.

Cllr Lewis suggested a Working Group be created and Cllrs Lewis, Hill, Poile, Kinghorn and Allen were agreed as members with Cllr Francis able to attend and offer advice. **APPROVED**

1. **EXTERNAL HR SUPPORT**

There was some discussion around the companies suggested to provide HR support and how Health and Safety is also linked to this. Councillors ultimately decided to go with Peninsula and the Locum Clerk will take steps needed to engage them as Southborough Town Council’s HR provider.

**APPROVED**

1. **CYBER SECURITY INSURANCE / TERRORIST THREAT**

The Finance Officer advised councillors that out I.T. provider had been testing councillors with Spam e mails. The results are available on request. It was agreed that this should be added to the councils insurance cover. **APPROVED**

1. **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)):

“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 a resolution which shall give reasons for the public’s exclusion.”

1. **AGREEMENT**

The council agreed to engage the Locum Clerk on a 3 month rolling basis and to allow decision making on those items included in the agreement**. APPROVED**

**There being no further business, the Chair closed the meeting at 19:47 hrs.**

**CHAIR**