

SOUTHBOROUGH TOWN COUNCIL

Locum Town Clerk

Tel: (01892) 529176



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

23 May 2024

Dear Councillor

You are summoned to attend 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 30th May 2024 at 7.00pm** 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 Locum Town Clerk at steve.nash@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 Locum 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.

Stephen Nash

S. Nash BSc MinstF
Locum Clerk

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 Locum 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. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS**
a. Full Council 24th April 2024
b. Planning and Transportation 7th May 2024
c. Finance and General Purposes Committee 23rd May 2014

5. ANNUAL ACCOUNTS

Members to review and adopt the Town Council accounts for the year 2023 / 2024.
Members need to approve as follows: -

Section 1. Annual Governance Statement 2023 / 2024

Once approved the Chairman will need to sign the declaration allowing for Section 2 to be completed.

Section 2. Accounting Statements 2023/ 2024

Once approved the Chairman will need to sign the declaration allowing for the return to be submitted.

6. STANDING ORDERS / FINANCIAL REGULATIONS

To approve the Standing Orders and Financial Regulations for 2024 as recommended by the Locum Town Clerk

7. EXTERNAL HR SUPPORT

To see the Locum Clerks report and recommendation to seek external HR support to ensure this council is kept legally compliant with HR (Report A)

8. CYBER SECURITY INSURANCE / TERRORIST THREAT

To consider the need for additional insurance cover for these topics

9. CONFIDENTIAL ITEMS

The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed provided:

(a) the meeting resolves so to exclude the public, and that resolution identifies the proceedings or part of the proceedings to which it applies, and

(b) that resolution states by reference to the descriptions in Schedule 12A to the Local Government Act 1972 (paragraph 10.4 below) the description of the exempt information giving rise to the exclusion of the public.

(c) that resolution states, by reference to reasons given in a relevant report or otherwise, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10. AGREEMENT

To consider the Locum Clerks report and recommendations contained within it (Report B)