

# SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

7<sup>th</sup> May 2024

Dear Councillor

The Annual Meeting of Southborough Town Council will be held on **Tuesday 14 May 2024 at 7.00 p.m.** In the Unity Hall at the Southborough Civic Centre, 137, London Road, Southborough TN4 0NA.

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## AGENDA

1. ELECTION OF TOWN MAYOR
2. TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE
3. ELECTION OF DEPUTY MAYOR
4. PRESENTATION OF THE PAST MAYORS MEDAL
5. APOLOGIES FOR ABSENCE
6. 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.

## 7. APPOINTMENT OF STANDING COMMITTEES

To consider the appointment of the following Standing Committees: -

- Planning and Transportation
- Finance and General Purposes
- Open Spaces and Environment

## 8. COMMITTEE TERMS OF REFERENCE

To renew the Terms of Reference and Delegated Powers to each Committee appointed under item 7 above. Copies attached for information.

## 9. APPOINTMENT OF MEMBERS TO COMMITTEES

To consider the appointment of Members to the following Committees: -

- Planning and Transportation
- Finance and General Purposes
- Open Spaces and Environment

**PLEASE NOTE:** Under Standing Order 4(d) and the Terms of Reference 3.2 the appointment of the Chairperson and Deputy Chairperson of each Committee will be carried out at the first meeting of each Committee.

## 10. STANDING ORDERS AND FINANCIAL REGULATIONS

To renew the Councils Standing Orders and Financial Regulations.

## 11. BANKING SIGNATORIES

There should be six signatories to the Council bank account. Members need to agree to which six councillors are to be signatories as required by the Councils Financial Regulations. Currently these are Councillors Elliott, Mrs Francis, Ms Hill, Poile and Reeves. The Council needs to appoint one more signatory.

## 12. APPOINTMENT OF COUNCIL'S REPRESENTATIVES

To appoint representatives to serve on the following statutory bodies and other organisations:

<b>Organisation</b>	<b>Current Representatives</b>
Access for the Disabled	Mr Munn
Barnett's Wood Nature Reserve Steering Group.	Cllrs Figgitt and Hill
Bloom Committee	Cllrs Elliott, Ms Hill, Kinghorn, Stewart and Wharton together with Members from the local community (Further Members will be determined by the Open Spaces and Environment Committee)
Civic Awards	Cllr Ms Hill, Kinghorn and Poile
Christmas Lights	Cllrs Ms Hill, Kinghorn, Wharton, Paul Cooper And Southborough Street members.
Communications Group	Cllrs Lewis, Mrs Kinghorn, and Poile
Football Committee	Cllrs Elliott, Ms Hill, Poile and Club Members James Young and Ian Baker. A representative from Southborough Football Club needs to be appointed.

Gallards Almshouses

Mrs Prance (one more year remaining) A new representative needs to be appointed.

H. R. Sub Committee

Cllrs Bridges, Francis, I  
Kinghorn, Hill, Reeves and Poile

K.A.L.C.

Cllr Ms Hill

K.A.L.C Tunbridge Wells Area Committee.

Cllr Ms Hill

SHDOFA

Cllr Francis and Mrs Prance.

Southborough and High Brooms  
and Neighbourhood plan steering group

Cllrs Bridges, Francis,  
Lewis, Elliott, Poile. Residents N  
Woolett, M Borland, C Pidwell  
M Dunn.

*P Gosling*  
Paul Gosling  
Deputy RFO  
7<sup>th</sup> May 2024