**SOUTHBOROUGH TOWN COUNCIL**

Minutes of the Full Council Meeting of Southborough Town Council held on **Thursday 25th July 2024 at 7.00 pm** at the Southborough Civic Centre, 137 London Road, Southborough, Kent TN4 0NA.

**MEMBERS PRESENT:** Councillors J Francis (Chair) Hill, Figgett, Francis, Kinghorn, O Kinghorn, Lewis, Opara (arrived 19.20), Poile, Wharton, Bullion,

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

1. **APOLOGIES AND REASONS FOR ABSENCE**

Cllr Bridges - Work

Cllr Spicket -

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 27th June 2024 were **APPROVED** and signed as a correct record.

Planning and Transportation on the 1st July 2024 **APPROVED Mayor was in attendance**

Open Spaces and Environment 2nd July 2024 **APPROVED**

Personnel Committee 15th July 2024 **APPROVED**

Finance and General Purposes 18th July 2024 **APPROVED**

**5** **LISTING A COMMUNITY ASSET**

Councillors agreed that the building needed to be brought back into use. APPROVED

**6. CCTV POLICIES AND PROCEDURES**

All the policies and procedures were **APPROVED**

**7. GALLARDS ALMS HOUSE**

Councillor Poile advised that a representative was need for the group and that Mrs Jackie Prance

Had agreed to take the position. **APPROVED**

**8 MENTAL HEALTH SUPPORT**

Cllr Hill ask for support to purchase some books to support Mental Health in Local Schools.

It was recommended that £300 would be split between schools **APPROVED**

**9. EXTERNAL HR SUPPORT**

That all HR policies put forward by the HR company be adopted and form part of the staff hand book related information **APPROVED**

**10. APPROVE THE FUNDING STRATGEY AND MARKET POLICY**

This was unanimously agreed and Cllr Hill recommended that the Mayor be informed as each application is made. Cllr Lewis suggested each Chair of Committee also be informed **APPROVED**

**11 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. No members of the public were present.

**12 STAFFING**

The Locum Clerk explained that no application had previously been received and that the salary scale should increase. It was further recommended that ONLY A QUALIFIED DEPUTY should be sought or the additional training needs would place undue pressure on existing staff. **APPROVED**

Councillors unanimously supported all the recommendations in the OT report and a formal response to the Clerk will be formulated and provided as soon as possible. **APPROVED**

The Finance Officer was on Annual Leave and the Mayor will call in and present more informally. **APPROVED**

**There being no further business, the Chair closed the meeting at 19:55 hrs.**

**CHAIR**