

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 8.00pm on Tuesday 27th May 2014.

PRESENT: Councillor S J Tobin (Deputy Mayor)
“ Mrs S Allen
“ I R Bradbury
“ Mrs S M Doy
“ Mrs K P Flodin
“ M Ladd
“ R D Temple
“ Mrs M C Tucker
“ J A Windell
“ J R Winter

Also attending: High Steward, Town Clerk, one member of the police, one member of the public and one member of the press.

BUSINESS

1. **Apologies:** Apologies were received from Cllr Baggott and Cllr Betts.
2. **Declarations of Interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Cllr Doy, Cllr Flodin and Cllr Allen declared a personal interest in item 5(a) and (b) Planning.
 - b) *To receive any declarations of Disclosable Pecuniary Interests.*
There were no declarations.
 - c) *To note the decision of the Town clerk regarding requests for dispensations relating to this agenda.*
Not applicable.
 - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.* Noted.
3. **Minutes:** The Minutes of the Annual Meeting of the Town Council held on Monday 12th May 2014 were confirmed and signed.
4. **Standing Orders:** It was proposed, seconded and,

RESOLVED: That Standing Orders be suspended for the consideration of the following item.

- (a) **To receive a report from Suffolk County Councillor M Ladd:** SCC Cllr Ladd advised that the annual meeting of SCC had taken place.
- (b) **To receive a report from Waveney District Councillors:** WDC Cllr Allen advised that the boating lake were taking part in a Touching the Tide event on Sunday.

- (c) **To receive a report from the police representative:** A copy of the police report was provided for councillors.

Cllr Tobin advised that the CCTV would hopefully go live on 10th June.

- (d) **To receive comments from Southwold electors:** No comments from Southwold electors.

The Meeting reopened

5. **To receive reports from Committees:**

a) *To receive the written report of the meeting of the Planning and Development Committee held on Tuesday 13th May 2014 (see attached).*

The Report was received and noted.

6. **To receive reports from Working Groups:**

a) *To receive the written report of the Budget Working Group meeting held on 13th May 2014.*

Cllr Ladd presented the Budget Working Group report the contents of which were noted.

b) *To receive the written report and recommendations of the Policy, Accounts and Best Value Working Group meeting held on 20th May 2014. Recommendations relate to 2) Transparency Code, 3) BACS Payments, 4) Licensed Wedding Venue.*

Cllr Temple presented the Report the contents of which were noted. **After full discussion it was RESOLVED unanimously to approve the recommendations contained within the Report as follows:**

2) Transparency Code - it is the recommendation of the Working Group that where such information already exists the Town Council place the information on the website. Where such information is not in a readily available format it is the recommendation of the Working Group that the Town Council works towards making all such items available as soon as practically possible.

3) Revised Financial Standing Orders - it is the recommendation of the Working Group that the new Financial Standing Orders be implemented as soon as possible together with the procedures for payment of BACS. Bank mandate will also need amending.

4) Licensed wedding venue – it is the recommendation of the Working Group that no further action be taken.

c) *To receive the proposed resolution of the Harbour working group relating to continuing dialogue with WDC in relation to governance of the Harbour Lands (see attached) .*

Cllr Windell presented the Report provided by the Harbour Working Group. Full discussion took place concerning the proposed resolution and whether the Working Group should be allowed to “make judgements” or to “make decisions. The Working Group has no delegated financial powers, and any strategic decisions that would affect the present position would need to be made by the Town Council.

After full discussion it was RESOLVED to continue dialogue with WDC in furtherance of improved governance of the Harbour Lands. STC Harbour Working Group to be permitted to continue discussions and make judgements

accordingly for the sole purpose of delivering a sustainable model of management for the Harbour Lands.

7. To receive update from Town Mayor of events attended/ matters to report including:

- a) *Radio Suffolk re Blue Flag Award*
- b) *Town Mayor Civic Service – 18th May 2014.*
- c) *Blyth Radio – 19th May 2014*
- d) *Lions Fete – 26th May*
- e) *Meeting with PC C Sadler – 20th May 2014*

Future events:

Charter Fair opening – 29th May 2014 at noon

2nd June 2014 – Sailors' Reading Room 5th Birthday 150th Anniversary

5th June 2014 – meeting Mayors from Beccles, Bungay and Halesworth Town Councils.

5th June 2014 – meeting with PC C Sadler

8th June 2014 – Felixstowe Civic Service

9th June 2014 – NSPCC

8. Mayoral Civic Charity/Organisation – 2014/15 (see details attached from the Civic Sunday church programme). This was presented by Cllr Tobin and noted.

9. To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended: There were no reports to receive.

10. To Note probable Election dates for 2015: These were noted.

11. To confirm membership of Committees/Working Groups and to confirm Representatives for 2014/15 (representatives for 2013/14 attached). Cllr Tobin advised that the members of the Working Groups and Committees needed to be renewed and discussion took place as to which groups councillors wished to be on. It was suggested that there also be reserves/substitutes present on each Working Group and Committee to ensure that quorum could be retained without the meetings having to be cancelled and to ensure that there are sufficient councillors fully informed of all matters dealt with by Working Groups so that there can be continuity after the election in 2015. After full discussion it was agreed that councillors would advise the Town Clerk of the Committees/Working Groups that they would like to be on in 2014/15 together with those that they would like to be substitutes on. Definition of substitute is advised to the meeting by the Town Clerk as detailed in the Model Standing Orders. This also clarified the role of a substitute. The matter will be placed on the June Agenda to confirm membership of the Committees and Working Groups for 2014/15. **It was RESOLVED that the existing membership would continue until decided otherwise.**

12. Southwold Neighbourhood Plan – to receive update – Cllr Windell advised the Town Council that the area designation had been approved and the WDC approval document was presented to Council. Cllr Allen advised that the decision from Waveney District Council to approve a Southwold area designated neighbourhood plan had been unanimous. Council thanked the Town Clerk for her work in relation to the area designation formalities.

13. **Southwold Town Plan** – *to receive update* – Cllr Windell advised that the document is used by every Working Group and Committee to inform the work that they are each undertaking.
14. **Financial Matters**
- a) *To receive the Accounts for Payment for May 2014 (circulated to members).* **It was RESOLVED to approve the payments.**
- b) **Financial Officer:** *to re-appoint the Clerk as the Council's Responsible Financial Officer for 2014/15.*
It was RESOLVED to appoint the Clerk as the Council's Responsible Financial Officer for 2014/15.
- c) **Risk Assessment :** *To receive Risk Assessment for 2014/15.*
The Risk Assessment for 2014 was received. **It was RESOLVED to approve the Risk Assessment for 2014/15.**
- d) **Accounts 2013/14:**
- i. *To receive and if approved, confirm Section 1, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31st March 2014.*
Council received the Accounts for 2013/14. It was RESOLVED to approve the accounts. It was RESOLVED to confirm Section (i) of the Statement of Accounts for the Annual Return to the Audit Commission for the year ended 31st March 2014.
- ii. *To confirm Section 2, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31st March 2014. (Note: (i) In signing the Annual Governance Statement the Town Council is obliged under Schedule 12, para 41(1) of the Local Government Act 1972 to record the yes/no answers in Section 2).*
Council considered the requirements of Section 2 of the Annual Governance Statement of the Annual Return to the Audit Commission for the year ended 31st March 2014. **It was RESOLVED to confirm the responses to Section 2 and for the Chair and the Town Clerk to sign off the Return as required.**
- e) **Internal Auditor**
- i. *To confirm that SALC are an effective internal auditor for Town Council audit requirements.*
It was RESOLVED by all and unanimously agreed that SALC are an effective Internal Auditor for Town Council audit requirements.
- ii. *To appoint SALC as the internal auditor for 2014/15.*
It was RESOLVED unanimously to appoint SALC as the internal auditor for 2014/15.
- iii. *To note Internal Audit report dated 20th May 2014 (section 4 of Annual Return)* Council received and noted Section 4 of the Annual Return as duly completed by the internal auditor together with their Report dated 20th May 2014. There were no recommendations from the internal auditor for Council to consider.

12. **Model Code of Conduct:** *to confirm the Model Code of Conduct as set out in the Local Authorities (Model Code of Conduct) Order 2007 including clause 12(2) (document agreed 2011/12 and no revisions required.)*
It was RESOLVED unanimously to confirm the Model Code of Conduct as set out in the Local Authorities (Model Code of Conduct) Order 2007 including clause 12(2).
13. **Standing Orders:** *to confirm the Town Council's Standing Orders (financial and ordinary) for 2014/2015 (documents agreed by Council 2011/12. Revisions presently being considered by the Policy, Standing Orders, Best Value working group).*
It was RESOLVED unanimously to confirm the Standing Orders for 2014/15.
14. **Sealing of Documents 14/15:** *to authorise the Clerk to seal legal and civic documents.*
It was RESOLVED unanimously to authorise the Clerk to seal legal and civic documents on behalf of the Town Council.
15. **Correspondence:** *to note the items as detailed in the general correspondence file together with;*
a) Letter from Southwold Sailors Reading Room Association – noted.
b)Salc Waveney Area Meeting – 11th June at Halesworth Day Centre – noted.
16. **Urgent Business:** *to act upon any matter of a non-financial urgency, within the meaning of the Standing Orders, which may be brought to the attention of the Town Council with the consent of the Town Mayor previously obtained.*

There was no urgent business..

17. **Exclusion of Public and Press:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following;
a) To receive the Report and Recommendations from the Landlords Working Group meeting of 20th May 2014. Recommendations included relate to 1) Property repairs, - it was RESOLVED to approve the repair quotes as recommended by the Working Group. 3) Present assets – it was RESOLVED to advise the Town Council tenant of the notice period required to vacate the property. 4) Dutch Barn – it was RESOLVED to take legal advice on this matter. 6) Blyth Road Affordable Housing Scheme – it was RESOLVED to have a plan of the area drawn up in relation to parking in this area. 7) Rent Reviews – it was RESOLVED to approve the recommendations from NPS.
18. **Date of next Town Council Meeting:**
 Tuesday 24th June 2014 at 8.00pm at the Town Hall.

TOWN MAYOR 24th June 2014