

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 25<sup>th</sup> June 2024.**

PRESENT:                    Councillor        S Flunder – Town Mayor  
                                  “                    D Beavan  
                                  “                    P Davy  
                                  “                    Mrs P Goldsmith  
                                  “                    R Jarvis  
                                  “                    M Palmer  
                                  “                    Mrs V Redington  
                                  “                    R Temple  
                                  1 vacancy

Also present:    The High Steward, the Town Clerk and one member of the public.

1. a) **Apologies:**  
*To note/approve apologies for absence.* Apologies for absence were received from Cllrs Gladwell, Miller and Wells. Noted. Also apologies from SCC Ward Cllr M Ladd.
2. **Declarations of interest:**
  - a. *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
  - b. *To receive Declarations of Other Registerable Interests regarding the agenda.* Cllr Flunder re The Old Chapel, 5 Mill Lane. Cllr Goldsmith re 5 Wymering Road. All Councillors declared an interest re the Common Trust
  - c. *To receive Declarations of Non-Registerable Interests regarding the agenda.* Nil.
  - d. *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* All councillors re Common Trust.
  - e. *To note to update the Register of Interests with changes as they occur.* Noted.
3. **Minutes:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 28<sup>th</sup> May 2024.  
**On the proposal of Cllr Goldsmith, seconded by Cllr Jarvis it was RESOLVED by all to approve the Minutes of the Town Council meeting held on Tuesday 28<sup>th</sup> May 2024. All agreed.**
4. **Public Forum** (*15 minutes will be allocated overall for this section- subject to Town Mayor discretion*).
  - a) To receive a report from East Suffolk Ward Councillor D Beavan  
ESC Cllr Beavan will then take questions from Councillors and electors.  
  
Cllr Beavan advised that he had nothing further to ESC monthly report. Cllr Beavan advised that he is no longer Deputy Leader of ESC.
  - b) To receive comments from Southwold electors on matters on the agenda.  
Nil.

5. **To receive reports from Committees and Working Groups:**

a) *To receive the report of the meeting of the Planning and Development Committee meetings – to receive verbal report from meeting held 25<sup>th</sup> June 2024.*

Cllr Goldsmith spoke re the planning applications which had been considered by the cttee earlier in the evening. However, the cttee were not quorate to make decisions on behalf of STC.

**It was suggested that council provide those present at the Planning committee meeting to have delegated authority to respond to the applications as they had considered these applications earlier this evening. Proposed by Cllr Temple, seconded by Cllr Jarvis. Agreed by all.**

Cllr Goldsmith explained the individual applications to all members.

b) *Landlords Cttee – No meeting held - date to be arranged.*

*To receive verbal update on purchase of property in High Street and the opening of the information centre – volunteer rota to be established.*

Purchase of 40 a High Street completed yesterday, and the existing business will continue trading. STC will have the front of the building as a Tourist Information Centre. Need volunteer rota to be established to man the area for STC – Cllr Goldsmith will progress with this.

c) *Leisure and Environment Cttee –To receive report from meeting of 11<sup>th</sup> June 2024 including update on skatepark. Formal opening of skatepark being arranged for August 2024.*

Skatepark is now opened. Official opening evening will be on 15<sup>th</sup> August 2024 with people invited along 10am – 2pm with ribbon cutting at Midday.

d) *Roads Cttee – No report. Next meeting 24th July 2024.*

Cllr Davy mentioned that social media is mentioning the “state of the town”.

Encourage a full walk round with ESC grounds maintenance.

ESC Ward Cllr Beavan asked to be copied into any issues and suggested to list all the complaints received (and those that other authorities should be dealing with).

It was suggested that people could be advised of how to ‘self help’ and for a campaign to be run on social media.

**It was proposed seconded and approved that Cllrs Davy, Miller, Redington, and the Town Clerk form a Task & Finish Group to consider the ‘look of the town’.**

Kings Head - retarmac - very good job has been completed – thanks to SCC to be formally noted. It was suggested that Mill Lane and Pier Avenue also be done.

It was noted that there is a gas leak in Reydon by Mights Bridge and traffic lights will be on the bridge for 2 weeks.

e) *Comms Working Group – Meeting to be arranged.*

6. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**

*Reports to be provided in written format and circulated to members prior to the meeting unless time allows for a verbal report to be given, subject to the Chairs discretion.*

a) **National Energy Projects** – Lionlink / Sizewell/Anglia One/Eurolink/Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - Cllr

Davy advised that Cllr Davy and Cllr Flunder will attend ESC energy meeting at the Hub on 22<sup>nd</sup> July 2024.

7. **Flag Days** – to receive dates for 2024. Thanks were extended to Cllr Wells for his duties putting the flags up.
8. **Enterprise Hub** – Formal opening event to be arranged for September/ October 2024. Practical completion went through on 31<sup>st</sup> May 2024 and Menta went in the week after. Sub Leases are being given for 3 units to date.
9. **Business website** – to receive update. This is progressing well – should go live in early July.
10. **HMO consultation Update** – to confirm Town Council response to HMO consultation. **See response from STC. Agreed by all that this was appropriate.**
11. **Application from Southwold Tennis Club** *to become an Asset of Community Value – see consultation attached.*  
Discussion led by Cllr Flunder. Cllr Temple advised that there is no information as to why they are doing it now? Lasts only for 5 years so would need to do it 3 times within their lease period. This is a renewal of an AVC from 2019. **It was Proposed by Cllr Beavan, seconded by Cllr Goldsmith that STC support the application for an asset of community value for Southwold tennis club. Agreed with one abstain.**
12. **Councillor vacancy** – applications to be received by 30<sup>th</sup> July 2024.
13. **Suffolk Community Awards** – see attached.  
**After discussion it was proposed by Cllr Goldsmith, seconded by Cllr Palmer to put in an application for Southwold for council of the year category in view of the community projects which have been completed. All agreed.**
14. **Financial Matters - Audit and Governance**
  - a) **Financial Officer:** to re-appoint the Clerk as the Council's Responsible Financial Officer for 2024/25. **Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed.**
  - b) **Internal Auditor**
    - i. To receive and note the SALC internal audit report for 2023.2024 and the Annual Internal Audit Report on the AGAR. **The SALC internal audit report and the internal audit report on the Agar had been circulated to finance cttee and to all council members prior to the meeting for consideration. They were received and noted. Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed. It was noted that the internal audit report was very comprehensive.**
    - ii. Action Plan from 2023.24 to approve. **To note that no Action Plan is required arising from the internal audit report Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed.**  
**Finance Cttee to review individual advisory notes and report back to Full Council on any actions recommended. Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed.**

- iii. To receive Internal Control Statement and to confirm that Internal Controls are appropriate and effective for Council purposes as per the Internal audit report for 2023/24 and the Annual Internal Audit Report 2023/24 on the AGAR. **Proposed by Cllr Jarvis, seconded by Cllr Temple to approve that Internal Controls are appropriate and effective for Council purposes as per the Internal audit report for 2023/24 and the Annual Internal Audit Report 2023/24 on the AGAR. All agreed.**
  - iv. To confirm that SALC are an effective, competent, independent internal auditor for Town Council audit requirements. **Proposed by Cllr Jarvis, seconded by Cllr Temple that SALC are an effective, competent, independent internal auditor for Town Council audit requirements. All agreed.**
  - v. To appoint SALC as the internal auditor for 2024/25, approving that their internal audit programme of work has regard to the town council identified risks. SALC Terms and Conditions (letter of engagement) approved. **Proposed by Cllr Jarvis, seconded by Cllr Temple to appoint SALC as the internal auditor for 2024.25 approving that their internal audit programme of work has regard to the town council identified risks. SALC Terms and Conditions (letter of engagement) approved. All agreed.**
- c) Risk Assessment: To receive draft Risk Assessment for 2024/25 – **Proposed by Cllr Jarvis, seconded by Cllr Temple to approve Risk Assessment for 2024/25 Finance Cttee to review as a working document. Agreed by all.**
- d) Accounts 2023/24:
- i) To receive and if approved, confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31<sup>st</sup> March 2024 and provide permission for signature as required. (*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 and note the yes/no answers in Section 1) and provide permission for the Chairman of this meeting to sign these accordingly.*  
**Proposed by Cllr Jarvis, seconded by Cllr Temple to receive and approve and confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31<sup>st</sup> March 2024 and provide permission for signature as required. Agreed by all.**
  - ii) To consider and approve Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31<sup>st</sup> March 2024 and provide permission for the Chairman of this meeting to sign these accordingly.  
**Proposed by Cllr Jarvis, seconded by Cllr Temple to receive, approve, and confirm Section 2, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31<sup>st</sup> March 2024 and provide permission for the Chairman to sign as required. Agreed by all.**
- e) To Resolve to re-adopt the Reserves Policy together with confirmation of the earmarked reserves as detailed at 31<sup>st</sup> March 2024. **Proposed by Cllr Jarvis, seconded by Cllr Temple to re-adopt the Reserves Policy together with**

**confirmation of the earmarked reserves as detailed at 31<sup>st</sup> March 2024. Agreed by all.**

f) *Accounts for Payment* - To receive and confirm the Accounts for Payment for June 2024 (*circulated to members*).

**On the proposal of Cllr Jarvis, seconded by Cllr Wells it was agreed by all to approve the Accounts for Payment for June 2024. All agreed.**

g) *To receive report and recommendations of Finance and Governance Cttee* - Meeting 18<sup>th</sup> June 2024 see report. No recommendations.

**Noted and agreed by all.**

Cllr Flunder – thanks to the Town Clerk and Admin Assistant for all their work in relation to the audit and carrying on with normal work during the audit period.

15. **Town Mayor updates including.**

Charter Fair and Charter Lunch – good event.

Civic Sunday – very good event and was nice combining Arts and Council.

D Day Anniversary – very good event.

Arts/Harbour events on Sunday needing volunteers.

16. **Date of next Town Council Meeting:**

Tuesday 30th July 2024 at 7.30pm

*Some items from this agenda might need to be considered within a confidential session as below.*

17. **Exclusion of Public and Press if required during discussions:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved, due to the confidential nature of the business to be transacted, for the public and press to leave the meeting during consideration of the following.*

Any matters, including those above as required.

Discussion took place regarding the options for the Town Council to consider with regards to the governance structure of Common Trust.

Signed .....

Dated .....