

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.30pm on Tuesday 24th June 2025.

PRESENT: Councillor

“	P Davy
“	P Goldsmith (Deputy Mayor)
“	C Hurr
“	R Jarvis
“	M Palmer
“	V Redington
“	M Wells

Best wishes were extended to the Town Mayor.

Also present: The Town Clerk and the High Steward.

1. a) **Apologies:**
To note/approve apologies for absence. Apologies for absence were received from Cllrs Beavan, Gladwell, Miller, Temple. Noted. Apologies were received from Cllr Flunder. Accepted.
2. **Declarations of interest:**
 - a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.* Cllr Redington re 1 Strickland Place.
 - b) *To receive Declarations of Other Registerable Interests / Non registrable interest regarding the agenda.* Cllr Davy re 1 Strickland Place.
 - 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.* Nil.
 - e) *To note that the Register of Interests of all Members is to be completed within 28 days of the election and updated thereafter with changes as they occur.* Noted.
3. **Minutes:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 27th May 2025. **It was Proposed by Cllr Jarvis, seconded by Cllr Davy and agreed by all to approve the minutes of 27th May 2025.**
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.
Nil.
 - b) To receive a report from Suffolk CC Ward Councillor M Ladd.
Cllr Ladd will then take questions from Councillors and electors.
Nil.
 - c) 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 reports from meetings held 3rd and 17th June 2025. No recommendations.
Noted by all.
- b) Landlords Cttee – to receive report and recommendations from meeting held 12th June 2025. See recommendations with regards to land etc. *Cllr Goldsmith* – see recommendations.

Quotes to consider

11 Station Road - increase loft hatch and board out – Quote £2500 C and D
1 Strickland place garden/ Red Cross Hut – gardens to be tidied - £20 per hour.
Flat 21a Market Place – Painting of front door – C and D £252 plus vat.
Unit 9a H Terrace – internal works in office/ stock room – C and D £1459 plus vat.
Under arch Hurren Terrace – old commercial gas meter – Cadent to remove £400.
Discussion re the quotes. **It was Proposed by Cllr Wells, seconded by Cllr Hurr to approve all quotes as above. All agreed**

Hub parking - It is recommended that;

- a) the licence to the Millennium Trust is not renewed so that the Trust can have the spaces for public parking. **Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**
- b) that the car parking spaces required are made available on the parking area offered by the Allotment Assoc. Instead of an annual fee/ donation being made, a one-off donation of £5k be provided to the Allotment Association - (which will help them complete the purchase of the compostable toilets that they are wishing to install). **Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**
- c) Leisure and Environment Cttee - No meeting held.
- d) Roads Cttee – To receive report and recommendations from meeting held 4th June 2025. Report received – no recommendations from meeting. Noted.
- e) Communication working group – date to be arranged. Nil.
- f) Employment working group – date to be arranged. No date.

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) **NSIP working Group - National Energy Projects** – Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project -.

Registration for Sealink DCO

Cllr Davy advised that 23rd June 2025 is the DCO deadline. STC has registered.

SEAS are in the process of writing a lengthy response following solicitor advice which they have paid for.

ESCEP have also responded. STC has been asked to sign Terms of Reference to sign up to ESCEP. There is no financial commitment to these Terms of Reference.

Recommended by Cllr Davy. Seconded by Cllr Hurr. All agreed.

7. **LGR** – to receive updates.

Cllr Jarvis advised that those members who had been available had just met with SCC and received a presentation about Devolution and LGR. Implementation will be complex.

STC needs to start thinking about services/ assets it wants and how LGR will be delivered. STC has the opportunity to do whatever it can to process the services/ assets.

8. **Financial Matters - Audit and Governance**

a) **Financial Officer:** to re-appoint the Clerk as the Council's Responsible Financial Officer for 2025/26. **Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**

b) **Internal Auditor**

- i. To receive and note the SALC internal audit report for 2024.2025 and the Annual Internal Audit Report page on the AGAR. Members had received the documents.
It was agreed to approve the SALC Internal Audit report for 2024.2025 and the Annual Internal Audit report page. Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.
- ii. To note that no Action Plan is required arising from the internal audit report – Finance Cttee to review individual advisory notes and report back to Full Council.
Noted. It was proposed that no Action Plan is required Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed. Thanks were extended to the Town Clerk for all her hard work in relation to the audit.
- 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 2024/25 and the Annual Internal Audit Report 2024/25 page on the AGAR.
It was proposed that the Internal Controls are appropriate and effective for Council purposes as per the Internal audit report for 2024/25 and the Annual Internal Audit Report 2024/25 page on the AGAR. Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.
- iv. To confirm that SALC are an effective, competent, independent internal auditor for Town Council audit requirements. **It was proposed that SALC are an effective, competent, independent internal auditor for Town Council audit requirements. Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**
- v. To appoint SALC as the internal auditor for 2025/26. **Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**
- vi. To confirm that the Finance and Gov cttee has delegated authority to review and sign off the SALC Letter of Engagement for internal audit 2025.2026. **Proposed by Cllr Jarvis, seconded by Cllr Davy All agreed.**

- c) Risk Assessment: To receive and approve Risk Assessment for 2025/26 – Finance Cttee to review as a working document.
Proposed by Cllr Jarvis, seconded by Cllr Davy. Noted and approved by all.
- d) Accounts 2024/25:
- 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 31st March 2025 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 Davy to approve and confirm Section 1 as above. All agreed.
- ii) *To consider and approve Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31st March 2025 and provide permission for the Chairman of this meeting to sign these accordingly.* **Proposed by Cllr Jarvis, seconded by Cllr Davy to approve Section 2 as above. All agreed.**
- iii) *To confirm that the date for the Public Rights will be as follows; date of announcement – 25th June 2025. Documents will be available from 26th June 2025 – 6th August 2025.* **Proposed by Cllr Jarvis, seconded by Cllr Davy to confirm the dates for the Public Rights as above. All agreed.**
- e) *To Resolve to re-adopt the Reserves Policy together with confirmation of the earmarked reserves as detailed at 31st March 2025.* **Proposed by Cllr Jarvis, seconded by Cllr Davy to adopt the Reserves Policy together with the confirmation of the earmarked reserves as detailed at 31st March 2025. All agreed.**
- f) *Accounts for Payment* - To receive and confirm the Accounts for Payment for June 2025 (*circulated to members*). **On the proposal of Cllr Jarvis, seconded by Cllr Davy it was agreed by all to approve the Accounts for Payment for June 2025. All agreed.**
- g) *To receive report and recommendations of Finance and Governance Cttee – No meeting held.*
- h) *Cil report* - To receive and if agreed, approve the draft CIL statement report for 2024.2025.
Draft Cil report received by all. **On the proposal of Cllr Jarvis, seconded by Cllr Davy it was agreed by all to approve the 2024.2025 Cil report.**
It was noted that the remaining balance of £17k has been allocated to the Roads Committee projects.
- i) NALC Practitioners Guide 2025 – new requirements to be considered by Finance and Gov cttee and reported back to full council. All noted.

9. **Town Mayor updates including.**

Charter Fair and Charter Lunch
Civic Sunday – 22nd June 2025
Suffolk Day – Saturday 21st June 2025
Street Festival – Saturday 21st June 2025
Armed Forces Day – Saturday 28th June 2025
Harbour Event – Saturday 28th June 2025

All noted. Thanks to all the volunteers who took part and to the Arts group and Rotary Club for their work in organising the Street Festival.

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

Tuesday 29th July 2025 at 6.30pm.
No STC meeting to be held in August unless there is something urgent that needs attention. Agreed by all.

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

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

Any matters, including those above as required.

Fire Station Site – Update provided from SCC. It was agreed to arrange a meeting with all councillors for a brainstorming session at the end of July.

Strickland Place property update provided to all. It was agreed that 2 members will meet with those parties who have made an offer for the property.