

## Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held Monday 30<sup>th</sup> March 2026 at 9.30 am at the Town Hall.

Present; Cllrs Jarvis (Chair), Davy, Flunder, Goldsmith.

1. **Apologies:** To receive apologies for absence. Nil
2. **Declarations of interest:**  
To receive any declarations of ORI/ Non-Registerable interest regarding the agenda. Nil  
To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil  
To receive any request for dispensations regarding the agenda. Nil
3. **Matters from the public on matters relating to matters on the agenda.** Nil
4. **Minutes of the previous meetings** – approved.
5. **To Review management accounts to 28<sup>th</sup> February 2026.**  
Members reviewed the 11-month management accounts to 28<sup>th</sup> February 2026 on a line-by-line basis including;  
*Income*  
All precept received  
Income from properties in excess of budget – hub income included.  
Car parking – donations exceed budget or Gardner Rd car park area.  
Donations / grants received – will be offset by grants paid out.  
Car charging income will be offset by car charging expenditure – any excess will offset capital costs of installing the high-power chargers.  
Insurance contributions include some from 2024.2025 which were outstanding.  
  
*Expenditure*  
Insurance – we have pre-paid for 2026 – 2027 and this will be corrected through re payments at year end.  
Elections – no election called for the vacancy – so no costs incurred.  
Donations exceed budget but additional budget of £10k made available through ‘community support services’.  
Highways budget costs are allocated to the 20mph and courtesy crossing/ signage schemes.  
CCTV/ wi fi – see Land E cttee report and update re this project.  
Hurren Terrace gable end – works are now complete and final invoice is expected.

6. **To review the balance sheet** and to approve reconciliations to 28<sup>th</sup> February 2026  
Balance sheet as expected – approved and agreed by all for Chair to check and sign the reconciliations and balance sheet.
  
7. **To review Reserves** – Agreed by all.  
Virements will be made at year end to/ from the appropriate accounts including Grants/ Pledges, CIL reserve fund, and capital account.  
  
Transfer from CCLA had been approved . It was noted that a further transfer may be required to cover the Gable End final invoices.
  
8. **Investment – CCLA** – to consider whether withdrawals / investment required.  
Transfer from CCLA had been approved . It was noted that a further transfer may be required to cover the Gable End final invoices. Agreed by all.
  
9. **Year End Arrangements 2025 – 2026.**  
Year end close of accounts software has been arranged.  
**SALC internal audit has been scheduled. Recommended that the SALC Letter of Engagement be approved and signed.**
  
10. **Quotes to consider – NIL.**  
See L and E for CCTV/ WI FI  
See Landlords for property.
  
11. **Policies to review;**  
Model Publication Scheme,  
IT Policy,  
GDPR Policy,  
Web Accessibility Policy,  
Data Protection Policy – to include data mapping and data protection training.  
  
**Policies detailed above had been circulated in advance of the meeting. It was recommended that all policies be Approved. Agreed by all.**
  
12. **Grants / Donations** including;  
**Grant Monies Received** - *Box up monies received* – see L and E minutes.  
  
**Other Grants / donations, information;**  
  
*VESS* - See L and E cttee minutes for North Parade Project  
*Heritage Open Days* – See L and E cttee minutes. STC to apply for the ESC grant monies for production of the advertising brochure with the other 3 towns.  
*High Street Security Improvement Grant* – See L and E cttee minutes. STC has applied for match funding for the CCTV request around the North Parade/ Pier Ave  
*Thriving Places funding opening in April.* Details awaited.  
  
**Request received** – *from Oaklands for a vehicle for their residents to get out and about.*  
**Oaklands is situated in Reydon, but Southwold residents do use the facility. There are 8**

**Southwold residents presently in Oaklands out of the 24 units. Any donation will need to be commensurate with the number of residents it would be assisting. Agreed that a donation of £250 will be recommended.**

**Updates on grant expenditure – CCF Revenue balance.** The digital screen/ map for the TIC is eligible for funding from these monies, along with the monthly Menta sessions for businesses.

**13. Banking requirements from Lloyds Bank.**

The Bank has asked for further details from the monitoring officer to verify councillor identity including confirmation of their official national association. In view of the difficulties with providing Lloyds with the information required, a local accountant has provided a letter with the information. It is hoped that this will now be sufficient.

**14. Pension redeclaration completed** Third anniversary of previous re-enrolment date: 17 November 2025. Re-declaration deadline: 16 April 2026. All documentation has been submitted prior to the deadline. Noted and confirmed.

**15. Town Hall works – Heritage Lottery Funding.**

Proposal being submitted to STC full council meeting 31<sup>st</sup> March 2026 with regards to completing the documentation required for an initial expression of interest to the Heritage Lottery Fund. Clerk has ascertained from the consultants that this could be submitted by end May 2026, and a response should then be received within 8 weeks.

Draft design scope for the Town Hall works also provided to Full Council for approval – this now to include replacement / reinforcing of balcony to ensure that it is fit for use for the future, as well as the Heritage Lottery outcomes which would be required should council be successful with an application.

**16. Website domain. Consider for 2026.27**

Council meets the Assertion 10 requirements this year by having specific councillor e mail addresses and by having a.gov.uk e mail address for all staff. The website is wholly owned by STC so again meets the Assertion 10 requirements.

To continue the improvements next steps will be to transfer the existing website to a.gov.uk domain name and for all councillors to have .gov.uk e mail addresses. Costs to be ascertained to enable this to progress within the financial year 2026 – 2027.

**17. Risk Register review - Additional Matters to be included**

Risk Register was reviewed and it was agreed to add the following;

Disruption to the town/ town council by traffic related issues on A12 which is affecting accessibility to Southwold.

Disruption to the town/ town council from energy cost escalations due to the issues in the Middle East

Disruption to the town/ town council due to Local Government Reorganisation

Effect on Town Council due to the potential loss of experienced councillors at the elections in May 2027

Effect on Town Council due to the potential lack of people wishing to stand for local parish / town councils in the 2027 local elections.

18. **LGR** – The government announcement has been made – Suffolk will consist of 3 Unitaries, with Southwold being in the Central and Eastern Suffolk Unitary. This will stretch from Lowestoft to Woodbridge along the coast, and inland as far as Stowmarket. See map attached.

Suffolk County Council elections 2026

Structural Change Order will be made in Autumn 2026

Town Council elections 2027

East Suffolk Elections 2027

Mayoral Election 2028

New Unitary election 2028

19. **If Required Exclusion of Public and Press:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.

a. Rental matters

## **Recommendations**

**Year End Arrangements 2025 – 2026.**

**SALC internal audit has been scheduled as agreed. Recommended therefore that the SALC Letter of Engagement be approved and signed.**

**Policies detailed below circulated in advance of the meeting. It is recommended that all policies be Approved.**

**Model Publication Scheme,**

**IT Policy,**

**GDPR Policy,**

**Web Accessibility Policy,**

**Data Protection Policy – to include data mapping and data protection training.**

**Request received – from Oaklands for a vehicle for their residents to get out and about. Oaklands is situated in Reydon, but Southwold residents do use the facility. There are 8 Southwold residents presently in Oaklands out of the 24 units. Any donation will need to be commensurate with the number of residents it would be assisting. Agreed that a donation of £250 will be recommended.**