

**Notes of the Meeting of Southwold Town Council Landlords Committee
held on Tuesday 15th November 2022 at 9.30am at the Town Hall.**

REP LL / 7.2022

Present; Cllrs; Betts, Flunder, Jordan (Chair), and the town clerk. As the meeting was not quorate, only updates were discussed.

1. **Apologies:** To receive apologies for absence. Cllrs Sutton and Windell. Noted.
2. **Declarations of interest:**
 - a) To receive any declarations of Personal Interest regarding the agenda. Nil
 - b) To receive any declarations of Pecuniary Interest regarding the agenda. Nil
 - c) To receive any request for dispensations regarding the agenda. Nil
3. **To receive comments from public.**
Nil
4. **Minutes/ notes of previous meeting (Oct 2022)** – Noted by council
5. **Property matters – update of renovation works including:**

See LL repair spreadsheet for full updates;

21 Market Place – members were advised that one of the chillers did not restart after the electricity works were completed. Tenant will be arranging for it to be repaired. It was suggested that council might wish to consider assisting with the repair costs – await copy of invoice from tenant.

EON is fitting a new meter for the flat – and a new smart meter is being installed in December.

11 Station Road – *quote received for completion for secondary double glazing to front lounge and front bedrooms at a cost of £1569.10. It is recommended that this be approved.*

25 Market Place – tenders are now being requested.

1 Strickland Place – Tenders for works to be procured. It has have been suggested that combining the works at no1 and no 2 might reduce costs. However planning application will need to be submitted for works at no 2 , and this will cause further delay to the procurement of the works for no 1. *It is recommended that the tendering for no1 goes ahead as a standalone project in order that the costs and business case can be assessed asap.*

No 1 Hurren Terrace and 21 Market Place – assessed for the updated fire regs and works being undertaken as required.

Flat 9a Hurren Terrace – *secondary double glazing quote £2386.40. It is recommended that this be approved.*

Kilcock toilets – quotes received for new coin machines/ card machines. These costs to be considered as part of the budget for 2023/2024 and the options available including transfer back to ESC if their policy now does not include reducing the number of public conveniences.

6. **Capital Budget 2022-2023 and consideration of budget for 2023/2024**
The costs as requested above are within the budget for 2022-2023. Priority repair requirements for 2023/2024 to include;
Completion of 25 Market Place, consideration of requirements at 21 Market Place, Strickland Place residential property upgrades, and Water Tower. Budget to be prepared accordingly for full council discussion.
7. **Property governance – To carry forward** - As requested Price Bailey has prepared a report with option for alternative governance structures for the town council property portfolio. Report to be considered further by the cttee and clarity sought on the options in order that it can then be considered by full council.
8. **Other matters**
Insurance renewal – quote awaited.
9. **Legal sub cttee –** matters as in Confid report 7.22
10. **Date of next full landlords cttee meeting** – 6th Dec 2022 to be confirmed.

Note: Discussions above may need to be considered as confidential as appropriate and dealt with in the agenda item below.

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.

Legal Advice Tender for works Rent/lease reviews