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NOTICE

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 24th February 2026 at 6.30pm at the Town Hall

Signed *h. J. Beavan*

Dated 17th February 2026

AGENDA

1. **Apologies:** To receive and approve apologies for absence.
2. **Declarations of interest:**
 - a) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.
 - b) To receive Declarations of Other Registerable Interests and Declarations of Non-Registerable Interests regarding the agenda.
 - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
 - d) Councillors to review their Register of Interest
3. **Minutes:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 27th January 2026.
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
To include update on Fire Station Site. ESC Cllr Beavan will then take questions from Councillors and electors.
 - b) To receive a report from Suffolk CC Ward Councillor M Ladd.
To include update on Fire Station Site. Cllr Ladd will then take questions from Councillors and electors.
 - c) To receive comments from Southwold electors on matters on the agenda.
5. **To receive reports from Committees and Working Groups:**
 - a) To receive the reports of the meetings of the Planning and Development Committee meeting – to receive report from meeting held 17th February 2026, *Cllr Temple*
 - b) Landlords Cttee – Next meeting – March 2026
 - c) Leisure and Environment Cttee – To receive the report and recommendations of the Leisure and Environment Cttee meeting held on 12th February 2026. *Cllr Goldsmith*
 - d) Roads Cttee –No meeting held.

e) NSIP Working Group

To receive an update from ESC meeting held on 12th February 2026 re Lionlink –
Cllrs Wells and Flunder

To receive an update from ESCEP steering group meeting held Feb 2026 – *Cllr
Wells*

To note ESCEP meeting at Yoxford Village Hall on 26th Feb 2026.

To receive any other update on National Energy Projects –

Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five
Estuaries Offshore Wind Farm Project - Sealink DCO

To consider STC response to *Lionlink Statutory Consultation to 10th March 2026*.

f) LGR working group – see Finance cttee minutes for update.

g) Emergency Plan working group – to receive update. Cllr Wells/ Hurr.

6. **Meeting with MP – 29th Jan 2026** – to receive update from MP meeting.

7. **Councillor Vacancy** – to receive update.

To consider committee vacancies - see attached.

8. **Town Council representatives on other bodies/organisations** – *see list as
attached*

To consider and if agreed approve the revised representatives protocol – Jan 2026

To consider an invitation for the Town Council to have a Town Council Rep on the
SRS.

9. **Town Hall Project**

To receive update from meeting with Professionals.

To consider and if agreed approve Terms of Reference and individuals for the
Project Group.

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

a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for
February 2026. (*circulated to members*).

b) *To receive and consider* management accounts/ budget/ and balance sheet for
month end January 2026.

c) *To receive report and recommendations of Finance and Governance Cttee*
meeting held on 18th February 2026 – including quotes for works - *Cllr Jarvis*

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

a) SAG / HMC – *Cllr Flunder/ Cllr Beavan*

12. **Town Mayor and Deputy Mayor updates including;**

RAF Honington Voluntary Band – 28th February 2026

Hadleigh Civic Service – 8th March 2026

13. **To note date of Annual Town Meeting** – 15th April 2026 at 6.30pm at Town Hall.

14. **Forthcoming Events for councillors**

Commonwealth Day – Monday 9th March 2026 at 10am

15. **Consultations to consider**
Statement of Community Involvement
Major Energy Projects Workers' Accommodation Planning Position Statement
NPPF consultation to 10th March 2026

16. **Date of next Town Council Meeting:** Tuesday 31st March 2026

***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 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**
Town Council Long service awards - to consider nominations.

PLEASE NOTE THAT ALL TOWN COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.30pm on Tuesday 27th January 2026.

PRESENT:	Councillor
	“ D Beavan
	“ S Flunder
	“ V Gladwell
	“ P Goldsmith (Mayor)
	“ C Hurr
	“ R Jarvis
	“ J Miller
	“ V Redington
	“ R Temple
	“ M Wells

Also present: The Town Clerk, SCC Cllr M Ladd and the High Steward.

Letter of resignation had been received from Cllr Palmer – letter to be sent to thank him for all his work whilst a councillor.

1. **Apologies:**
To receive and approve apologies for absence. Apologies for absence were received from Cllr Davy. Noted.
2. **Declarations of interest:**
 - a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.* Nil.
 - b) *To receive Declarations of Other Registerable Interests / Non registrable interest regarding the agenda.* Arts Centre donation - Cllr Hurr.
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Nil.
3. **Minutes:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 13th January 2026.
Proposed by Cllr Hurr, seconded by Cllr Jarvis it was agreed by all to approve the minutes of Tuesday 13th January 2026.
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.
ESC Cllr Beavan advised that ESC is a marmite place – and advised members that as a marmite place this looks at inequalities in communities. This is going out to consultation.
Easton Bavents planning application has been refused by ESC.

ESC Budget has been set with a 5% increase. LionLink – exhibitions are scheduled to take place.

Sole Bay Community Bus is ceasing operations. ESC Cllr Beavan advised that he is looking at setting up a bus service and would like STC to take this through to operation. There is a need to work quickly on this to ensure that a pilot project can run through the summer. It is considered that the new service could get people; round shops in Reydon/Southwold/ from beach to town/ get children to college. Need to explore these ideas further. The scheme would require a paid driver. ESC Ward Cllr Beavan advised that this is a germ of an idea to try for 2 months.

Questions to ESC Ward Cllr Beavan

Members asked about the size of the bus being proposed – A= there is an option to buy Mr Bus or hire a bus for 2 months.

Members advised that they felt that it would need a new bus as Mr Bus is very old.

A - could have for 2 months to trial.

ESC Cllr Beavan advised that if STC approves the project, a Locality Grant application needs to be submitted to get grant monies.

Members asked about data evidencing the demand for a service. Is Darsham Station to be a pickup/ drop off point. Previous bus was not very successful - What is the demand?

Has there been a survey? Do we know why the previous service was not a success. What were the challenges? Have the community been asked if it would want to use it? Where would people want it to go? How many people would want it for the surgery/dentist?

ESC Cllr Beavan suggested that the best survey is to trial a service. Mr Bus did not work as a service. But a Section 22 licence with an on-demand service operated on an app might work.

After further discussions it was suggested and agreed that both the Finance Committee and Roads Committee consider the project further and report back to council.

b) To receive a report from Suffolk CC Ward Councillor M Ladd.

To include update on Fire Station Site. Cllr Ladd will then take questions from Councillors and electors.

SCC Cllr Ladd – SCC elections have been cancelled.

Suffolk Fire & Rescue Service recruitment drive has been successful.

SCC Highways management of roads/ potholes has recently been highlighted within a press article. SCC has written to advise that the data mentioned in the article was incorrect.

SCC Budget will be 4.99% increase (2% Adult Social Care, 2.99% Ordinary = 4.99%).

A new 20mph speed limit policy has been agreed by SCC.

SCC annual carbon report received. Since 2019 SCC has spent 60% less on energy.

LED street lighting is providing savings of £6m per year.

Fire Station Site – SCC Cllr Ladd has a meeting tomorrow about this.

Questions to SCC Cllr Ladd

When will the LGR unitary decision be made A= likely to be early February.

What are the levels of SCC Reserves? A= quite good and are above the level required. £5.9m taken this year but reserves remain fine.

SCC Cllr Ladd left the meeting at 7pm.

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 reports of the meetings of the Planning and Development Committee meeting – to receive report from meeting held 27th January 2026, *Cllr Temple*

Cllr temple advised that 2 applications have been reviewed this evening. Neither are contentious but STC to write for more information on both applications.

b) Landlords Cttee – To receive the report and recommendations of the meeting of the Landlords Committee held 22nd January 2026. *Cllr Gladwell. ***

Recommendation – Valuation of Fire Station Site to be carried out for information purposes as per Police site. Proposed by Cllr Gladwell, seconded by Cllr Wells. All agreed.

c) Leisure and Environment Cttee – next meeting Feb 2026.

d) Roads Cttee – Meeting with SCC re 20mph designs – To receive report. *Cllr Beavan*

Details of the agreed 20mph design, and the signs that are needed have been agreed by SCC. New limit to start at the Kings Head (designs circulated). The 2 crossing points will be a different shaded area but not raised. Pedestrians will not have a priority right of way. Cllr Beavan advised that the cttee were hoping originally for these to be designated crossing points, but they will not be.

Concern was raised about the crossing points not being formal crossing points.

Members were advised that this is why STC have asked for the start of the 20mph area to start at York Road corner, so that traffic knows to slow down earlier.

STC has asked about having 20mph for town – but it would not be enforceable. So, the agreed scheme is better than nothing.

Discussion re the 20mph area and the proposed build outs. It was agreed that STC will need to have a proper look at the scheme and the designs again when fully provided.

Cllr Beavan advised that STC is not committed to going ahead with anything yet and that there is a need for a precise briefing from SCC so that all can understand what can be delivered.

It was also suggested to ask other local towns about shared space and what success/ challenges they have had.

e) NSIP working Group – To receive update on National Energy Projects – Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - Sealink DCO – *See papers attached including Lionlink Statutory Consultation to 10th March 2026.*

LionLink Statutory Consultation is open until 10th March.

Cllr Flunder is substituting for Cllr Davy at some of the meetings. Cllr Flunder will attend the Walberswick workshop is this week.

f) LGR working group – see Finance cttee minutes for update. Unitary decision is likely to be March.

Devolution – Mayoral elections are now scheduled for 2028 but there is a possibility of local funding coming forward earlier. The Mayor will create a strong Mayoral community.

6. **Wi Fi Provision – letter to ESC** – To receive update.
Members considered that the ESC free wi fi is a service that does not work well in Southwold. And that the service provider should be able to create a good enough service.
7. **Fire Station Site** – to receive update – *ESC Ward Cllr Beavan/ SCC Ward Cllr Ladd - see above***
8. **Proposed Southwold Harbour Revision Order** – to consider letter attached *Cllr Flunder*.

Cllr Flunder advised that both STC and the stakeholders group missed replying to a letter from Ashfords. The letter asked whether both organisations were satisfied with the responses to their queries about the HRO.

Cllr Flunder advised members that the reserves have not been clarified. Still a gap in this process and still uncertainty about where the money goes. The stakeholder group have asked for further clarity about reserves.

Cllr Jarvis who is also a member of the HMC is in the process of investigating the ringfencing of funds. There has been a judgement recently from another harbour about how monies should be allocated.

The accounts for 2024-25 state cash held as £0 for the past 3 years as the balances are transferred as per note 10 to ESC reserves. But cannot trace anything prior to 3 years – so there is a concern about the lack of reserves prior to 3 years ago. ESC account state reserves equivalent to approximately £500k cash.

Cllr Jarvis will meet with ESC finance to discuss further.

Members commented that the reserves need to be watertight for the future especially in view of the need money for the harbour to keep the harbour open.

It was agreed by all that Cllr Flunder and the Town Clerk send off a response to Ashfords detailing the concerns which have not been suitably responded to.

9. **Financial Matters - Audit and Governance**
 - a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for January 2026. (*circulated to members*).

On the proposal of Cllr Jarvis, seconded by Cllr Temple, it was agreed by all to approve the payments. All agreed.

 - b) *To receive and consider* management accounts/ budget/ and balance sheet for month end December 2025.
Noted by all with no queries raised.
 - c) *To receive report and recommendations of Finance and Governance Cttee* meeting held on 21st January 2026 – including donation for Arts Centre - *Cllr Jarvis*
Cllr Hurr did not take part in this discussion nor vote.

Donation request from the Arts Centre for £5000. £1000 left from donations budget for 2025/26 therefore recommend give £1000 now and then they could reapply if they want to. Proposed by Cllr Jarvis, seconded by Cllr Miller. Approved by all.

d) To consider and if agreed approve revised Capital Budget for 2026 – 2027. Including Town Hall – options for works. Cllr Jarvis

Capital budget had been circulated, and the town hall works represented without loan.

Proposed by Cllr Jarvis, seconded by Cllr Miller and agreed by all to approve the Capital Budget for 2026 – 2027 as circulated. Income budgeted at £307,100 with expenditure of £311,900. Deficit to be covered by reserves. Longer term budget from 2027 onwards details surplus balances.

To consider and if agreed approve draft timescale for the Town Hall project.

Draft timescales had been circulated indicating a start on site date of January 2027.

Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed. Other funds to be applied for.

To consider and if agreed appoint council members for a Town Hall Project steering Group with Terms of Reference to be arranged. - see attached.

Town Hall Project Steering Group to be set up to oversee the project. Town Council will still make all the major decisions on the project.

During construction, management of the financial aspects will be carried out by members of the Finance Committee as per arrangements on previous capital build projects.

It was suggested that an advisory group be set up with two/ three non-council representatives who are knowledgeable about historic elements of the work and could provide advice and guidance but would have no voting rights. Firm Terms of Reference would be required to detail how this would operate in practice. It was suggested that a member of Southwold Museum, and the High Steward, be asked to be on the Advisory Group. Cllr Jarvis – re Committee structure and Terms of Reference of advisory. **It was suggested that the Project Board Terms of Reference be drawn up for council to consider and approve. Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed.**

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

a) SAG / HMC – Cllr Flunder/ Cllr Beavan – as above.

11. **Town Mayor and Deputy Mayor updates including:**

River Blyth Community Workshop – 29th January 2026

RAF Honington Voluntary Band – 28th February 2026

12. **To consider format for Annual Town Meeting 2026.** It was agreed by all to ask organisations to talk about their work for up to 5 minutes each. Date to be set.

13. **Forthcoming Events for councillors**

Commonwealth Day – Monday 9th March 2026 at 10am

14. **Date of next Town Council Meeting:** Tuesday 24th February 2026

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

15. **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**

Valuation advice – see attached.

Town Council Long service awards - to consider nominations.

Signed.....

Dated



SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 17th February 2026 at 6pm.**

Present; Cllrs; Flunder, Gladwell, Goldsmith (6.10pm), Hurr, Redington and Temple (Chair). Also present the Town Clerk.

1. Apologies:

To receive and approve apologies for absence. There were no apologies for absence.

2. Declarations of interest:

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Cllr Flunder, re 13 Station Road.
- b. To receive any declarations of Other Registerable Interests regarding the agenda. Nil
- c. To receive any declarations of Non-Registerable Interest. Nil.
- d. To receive any request for dispensations regarding the agenda. Nil.
- e. To receive details of any lobbying to members. Nil.

3. To approve the Minutes of the meetings held on Tuesday 13th January 2026 and Tuesday 27th January 2026. Approved by all.

4. To receive comments from the public on matters on the agenda.

Nil.

5. Planning Matters:

a. To determine the Town Council response to the following applications: *See below for details of applications.*

17 Market Place – An appeal has been lodged against the original application. A new application has been submitted as below.

DC/26/0244/FUL & DC/26/0037/LBC – 17 Market Place

Members acknowledged the amendments made to the proposed design. However, the continued absence of any on-site parking provision remained a concern.

Response to state that this omission is contrary to the Suffolk Guidance for Parking (2019), which sets out minimum parking standards for new residential development. Under this guidance, residential properties are expected to provide allocated parking spaces appropriate to the size and type of dwelling, unless clear and justified exceptions are demonstrated. Furthermore, the proposal conflicts with the Southwold Neighbourhood Plan (2019–2036), specifically:

- Policy SWD10 – Parking, which requires new development to provide adequate off-street parking in accordance with the Suffolk Parking Guidance, and

- Policy SWD1 – Design, which emphasises that development must not exacerbate existing parking pressures within the town.

The proposal therefore does not meet the standards expected for new residential development in Southwold. It needs to also be noted that the Southwold N Plan requires a principal residence cause for any new residential build.

Retrospective

DC/25/4114/ADN – Car Park, Station Road

Members had no objection to this application.

DC/25/4987/FUL – 13 Victoria Street

Members had no objection to this application.

DC/25/4795/ADN & DC/26/0427/LBC – 94 High Street

Members had no objection to these applications.

b. ESC Decisions

DC/25/3717/FUL – 5 Pinkneys Lane - See list.

c. Applications to ESC Committee. Await next ESC Committee details.

d. Any Planning Inspectorate Appeals Lodged. Appeal – 17 Market Place as mentioned above.

e. Any licence applications/decisions to consider. Nil.

f. Any consultations to consider. Nil.

g. ESC Enforcement action updates: 21 Church Street is now as per approved Variation of Condition.
ENF/26/0038/LIST - 23 Park Lane – Officer going to look at the works taking place.

6. Date of next Planning and Development Committee Meeting

Tuesday 3rd March 2026 at 6pm.

Signed

Dated

Minutes of the meeting of the Leisure and Environment Committee held on Thursday 12th February 2026 at 10am at the Town Hall

Notes

Item	Subject	Details
1	Present	PG, JM, MW, SF
2	Apologies and Declarations of Interest	NIL
3	Minutes of the previous meeting	To note the minutes of the previous meeting - notes from December 2025. Noted.
4	Standing Orders-public section.	Nil
5	Environmental matters –	<i>Follow up to meeting with ESC re prom/ cliffs – response and update received. But there does not appear to be anything new being advised. It was suggested that council writes back and asks for the milestones for the stabilisation of the cliff and for the project timeline, and for details of when town council will be advised of the success of the interventions including the pest control (details of their measure of success of the pest control and how effective it has been). Ask for a statement which can be made public before Easter so that the public feel reassured that progress is being made.</i>
6	Ongoing Leisure and Other matters	<ul style="list-style-type: none"> • <i>Town Sign repairs – new sign is still on target to be ready Spring 2026.</i> • <i>Seeding at Klondyke – to be carried out again Spring 2026. Cllr Hurr to be asked to lead a volunteer group – Cllrs Miller and Goldsmith offered to help.</i> • <i>Play area updates. Tibbys and Klondyke remedial works are being carried out. The adult gym equipment is being removed as previously agreed.</i> • <i>Community Self Help scheme – the items requested have been signed off by SCC and will be ordered. To be stored at Town Hall. Invoice will be paid by STC and SCC will then refund.</i> • <i>CCTV - police have advised where they would like extra cameras to be placed. The council CCTV provider has visited the sites and provided a summary for the cttee. Cttee agreed with the suggestions being made and a quote is to be requested to assess costs.</i> • <i>Box Up – grant available from ESC which will virtually cover the costs. It has been confirmed that no power is required for the unit. ESC Grant application to be accepted.</i> • <i>TIC/ Digital Screen update – The CCF revenue grant will cover the costs of a window digital screen for the TIC to display a map of Southwold (as a map has been the most requested item at the TIC over the past 12 months). Full costs to be obtained for the screen and software.</i>

7	Finance – budget – quotes	<ul style="list-style-type: none"> • <i>Budget 2026 – 2027</i> – the L and E cttee budget has been incorporated within council budget and has been approved. • <i>Events Growth Grant scheme</i> – Sizewell – noted. • <i>ESC Visitor Economy Support Scheme</i> – project in relation to creating art/ sculpture trail along North Parade to join up with the existing sculpture trail. ESC will assist in working up the project and establishing potential footfall growth as a result of any scheme - ESC has engaged a consultant to assist with the project plan – meeting with ESC to be held March 2026.
8	Events To consider	<p><i>Heritage Open Day events</i> September 2026. Southwold has not been involved in the event before. Initial contact made with national organisers. Workshop for cttee members arranged for later in the month so that the regional organisers can advise what is required to take part in 2026, and what the role of STC could be in facilitating venues across the town to take part. Consider whether the Events Growth Grant would be available.</p> <p><i>Charter Fayre</i> – it was agreed by all that in view of the numerous health and safety aspects required to hold any events, an application should be lodged with ESC for the Fair to take place on South Green as usual. STC to lodge the application on behalf of the Fair.</p>
	Date of next meeting	26 th March at 10am

PLEASE NOTE THAT ALL L AND E MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.

Report from MP FOLLOWING MEETING ON 29TH Jan 2026

Jenny has been actively

- Raising concerns about business rates and the pressure on hospitality businesses directly with Ministers, alongside colleagues.
- Part of ongoing discussions with the Government on changes to business rates — we will update you when there is more clarity.
- Has written to the Chancellor highlighting how vital hospitality and tourism businesses are to Suffolk Coastal's economy, and how exposed coastal towns like Southwold are to changes in business rates and rising employment costs.
- Has raised concerns about the combined impact of business rates, National Insurance and the National Living Wage on businesses with high staffing costs and tight margins
- Wrote to all independently owned pubs in the constituency to offer support and invite them to share the challenges they are facing, which Jenny will feed back to the Chancellor.

The government has announced that

- From April, every pub in England will receive a 15% discount on their new business rates bill.
- Business rates bills for pubs will then be frozen in real terms for a further two years.
- The Government has said this means around three-quarters of pubs will see their bills fall or stay the same.
- A review of how pubs are valued by the Valuation Office Agency will take place ahead of the next revaluation in 2029.

Jenny is clear that while these steps are welcome, they do not fully reflect the challenges facing coastal and seasonal economies like Southwold, and she will continue to press that case in parliament.

SOUTHWOLD TOWN

Committees/Task & Finish Groups 2025.26

Committees						T and F Group	T and F Group	T and F Group	T and F Group	T and F Group	T and F Group	T and F Group	T and F Group
	Planning & Development Committee	Leisure & Environment Committee	Finance and Governance Cttee	Landlords	Roads Cttee	Communications WG	Entrance to Town	LOOK OF THE TOWN	NSIPS	Harbour	Harbour Revsion Order	Employment	DEVOLUTION
Cttee members	6	6	5	6	5								
	Deleg Power - quorum 4	Deleg power - quorum 4	advisory - quorum 3	advisory - quorum 3	advisory - quorum 3								
D Beavan					DB								
P Davy			PD		PD		PD	PD	PD	PD	PD		PD
S Flunder	SF	SF	SF	SF		SF	SF		SF			SF	SF
V Gladwell	VG			VG								VG	
P Goldsmith	PG	PG	PG	PG		PG				PG	PG		PG
C Hurr	CH				CH								
J Miller		JM		JM		JM		JM	JM				
R Jarvis			RJ		RJ		RJ			RJ	RJ		RJ
V Redington	VR			VR			VR	VR		VR	VR	VR	VR
R Temple	RT												
M Wells		MW		MW				MW					
VACANCIES	0	2	1	0	1								

Mayor is ex officio non voting member of all cttees/ task and finish groups except those where named above

SOUTHWOLD TOWN COUNCIL

Representatives 2025.26

	Allotment Holders'	Blyth Estuary Group	Christmas Lights	East Suffolk Communities Energy PROJECT	Emergency Group	Harbour Users	Southwold Harbour Stakeholder Advisory Group	Reydon and Southwold Food Pantry	RDC	Sizewell Stakeholder Group	Southwold Beach Cttee	Southwold/ Walberswick Flood Board	Summer Theatre
Councillor													
D Beavan		DB			ESC						ESC		
P Davy				PD						PD			
S Flunder							SF	SF		SF		SF	
V Gladwell						VG							
P Goldsmith	PG								PG		PG		
C Hurr					CH						CH		
R Jarvis												RJ	
J Miller													
V Redington													VR
R Temple													
M Wells			MW		MW								

Representatives will attend to represent Town Council views and to bring feedback to the Town Council

Representatives will not have voting rights on these organisations or groups

SOUTHWOLD TOWN COUNCIL PROTOCOL - MEMBER REPRESENTATIVES ON OUTSIDE BODIES

Southwold Town Council is often asked to nominate a councillor to sit on an outside body, an organisation that seeks support, advice and help of the Town Council but it is not a Town Council committee, function or working party. The outside body has to be agreed by the Town Council.

1. The Role of Town Council Representatives on Outside Bodies

1.1 A Town Council representative on an outside body is exactly that: he/she represents the Council as a body rather than acting in a personal capacity. This means that a Town Council representative must always act in accordance with Council policies and bear in mind the limitations of the Council as a corporate body, as well as the opportunities which Council involvement can offer to any outside group. Town Council representatives on outside bodies allow those bodies to tap into the expertise and knowledge of the Council and councillors' links with other public sector organisations, such as the County and District Councils and the Police.

1.2 A councillor nominated to serve on an outside body should ensure that details of their appointment onto the outside body are declared on their Register of Interests.

1.3 When the Council considers issues relating to or affecting the outside body you must declare a personal interest, in accordance with the Councillors Code of Conduct.

1.4 Under the Council's Constitution, appointments to outside bodies will be made by the Full Council.

1.5 Following Council's decision, the Town Clerk will write to the organisations and advise them of the Town Council's representative. The councillor will not attend any of the organisations meetings until the organisation has confirmed they are happy for the councillor to be involved.

1.6 A Town Council representative should not commit Council resources or support, whether financial or 'in kind', to an outside body but should bring all such requests back to Council in writing for consideration.

1.7 Administrative support by Council staff is not available to outside bodies nor to Town Council representatives on outside bodies. Town Council representatives are responsible for carrying out the administration to support their own role.

1.8 Town Council representatives should update Council regularly about the outside bodies they are involved in. Ideally this should be done by providing quarterly reports to Council meetings. Minutes of outside bodies' meetings should be shared with all councillors and the Town Clerk.

1.9 Town Council representatives should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend a meeting.

1.10 The Council expects its representatives to be kept informed of all meetings of Outside bodies in a timely fashion and also expects that all paperwork will be shared with them.

1.11 A Town Council representative must always observe duties of confidentiality both to the Town Council and outside body. Deliberate leaking or disclosing of confidential information will be a breach of the Councillors Code of Conduct.

1.12 Any outside body is free to reject a specific Council representative on the understanding that his/her replacement will be nominated by Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Council representative.

1.13 All outside groups are free to inform the Council at any time that Council representatives are no longer required, if their constitution so allows.

2. General advice to Representatives on Outside Bodies

2.1 Ensure that you know the legal status of the organisation – read their constitution.

2.2 Make any general declarations of interest at the first meeting.

2.3 Act with integrity.

2.4 Discuss any new activities with relevant Officers (you may need to provide them with papers).

2.5 Ask questions and make reasonable enquiries.

2.6 Observe duties of confidentiality (in both directions).

2.7 Carefully consider any conflicts of interest, declare interests, and if appropriate, leave the room for consideration of the business.

2.8 Do not vote on any matters unless Council has requested you vote on their behalf.

2.9 Take advice from the Monitoring Officer, and the Town Clerk, as appropriate.

3. Policy review

3.1 This Policy/Protocol will be reviewed every two years, or when there are changes to relevant legislation, or as necessary.

Terms of Reference For Project Board – Southwold Town Hall Renovation & Improvement Project

1. Purpose of the Project Board

The Project Board is established by **Southwold Town Council** to provide strategic oversight, governance, and decision-making for the renovation and improvement works to **Southwold Town Hall**, a Grade II listed building. The Board ensures that the project is delivered safely, legally, on time, within budget, and in accordance with heritage conservation requirements.

2. Key Responsibilities of the Project Board

The Project Board will:

- Provide strategic leadership and direction for the project.
- Recommend project scope, design proposals, procurement routes
- Ensure compliance with Listed Building Consent, planning regulations, and heritage standards.
- Oversee risk management, financial control, and programme delivery.
- Monitor progress against agreed milestones and budgets.
- Ensure effective communication with Full Council, stakeholders, and the public.
- Oversee the Project Manager and professional advisors.
- Report formally to Full Council at the monthly council meeting.

3. Membership of the Project Board

The Project Board will consist of the following members:

3.1 Elected Members (5 Town Councillors – Cllr Davy (Chair), Cllr Gladwell as Chair of Landlords Cttee, Cllr Hurr, Cllr Flunder, Cllr Goldsmith as Town Mayor)

Role:

- Represent the democratic and community interests of Southwold.
- Provide scrutiny, challenge, and oversight of project decisions.
- Approve key project stages and ensure alignment with Council priorities.
- Act as communication channels between the Board and Full Council.
- Form the membership of the finance sub group for this project

3.2 Town Clerk/ Responsible Finance Officer (RFO)

Role:

- Provide financial oversight and ensure robust budget management.
- Advise on funding sources, grant opportunities, and financial risk.
- Ensure compliance with financial regulations and audit requirements.

- Coordinate agendas, meetings, and reporting to Full Council.
- Ensure compliance with Council policies, procurement rules, and statutory obligations

3.3 Project Manager (External Appointment)

Role:

- Manage day-to-day delivery of the project.
- Coordinate contractors, consultants, and surveyors.
- Prepare progress reports, risk logs, and cost updates.
- Ensure statutory compliance (including CDM Regulations).
- Act as the operational lead for the project.
- Meet as required with the Finance sub group to analyse the cost reports/payment schedules

3.4 Conservation Architect (External Professional Advisor)

Role:

- Provide specialist heritage and design advice.
- Lead on design development, drawings, and technical specifications.
- Liaise with conservation officers and Historic England as required.
- Ensure all works respect the building's Grade II listed status.
- Advise on heritage significance, conservation principles, and statutory requirements.

3.5 Additional Professional Advisors (as required)

May include:

- Structural engineer
- Mechanical & electrical engineer
- Quantity surveyor
- Accessibility specialist
- Planning consultant
- Comms/ media

Role: To provide technical expertise when required. Advisors do not hold voting rights.

3.6 Other Advisers - One representative from the Heritage Focus Group

Role: Assist with stakeholder engagement, advise on possible heritage funding, advise on heritage conservation and interpretation. Advisors do not hold voting rights.

Heritage Focus Group – membership to include; Southwold Museum (Mr Wallington Smith), High Steward (Mr Denny)

4. Meetings & Decision-Making

- The Project Board will meet monthly, or more frequently if required.
- A meeting is quorate with the Chair, two Councillors, and one professional advisor present.
- Decisions will be made by consensus where possible; otherwise, by majority vote of voting members.
- Urgent decisions may be delegated to the Chair and Project Manager, subject to reporting back to the Board.

5. Reporting & Accountability

- The Chair will provide written updates to Full Council
- Major decisions (budget changes, design approval, procurement awards) require Full Council approval.
- The Project Manager will provide monthly progress reports to the Board.
- A public-facing update will be issued at key milestones.

6. Risk, Compliance & Quality Assurance

The Board will ensure:

- A live Risk Register is maintained and reviewed at each meeting.
- Compliance with Listed Building Consent, planning permission, and building regulations.
- Adherence to procurement law and financial regulations.
- Quality assurance through professional oversight and site inspections.
- Health & safety compliance, including CDM 2015 duties.

7. Duration of the Project Board

The Project Board will remain in place until:

- All renovation and improvement works are completed;
- Final accounts are approved;
- A post-project evaluation report is submitted to Full Council.

The Board will then be dissolved by resolution of the Council.

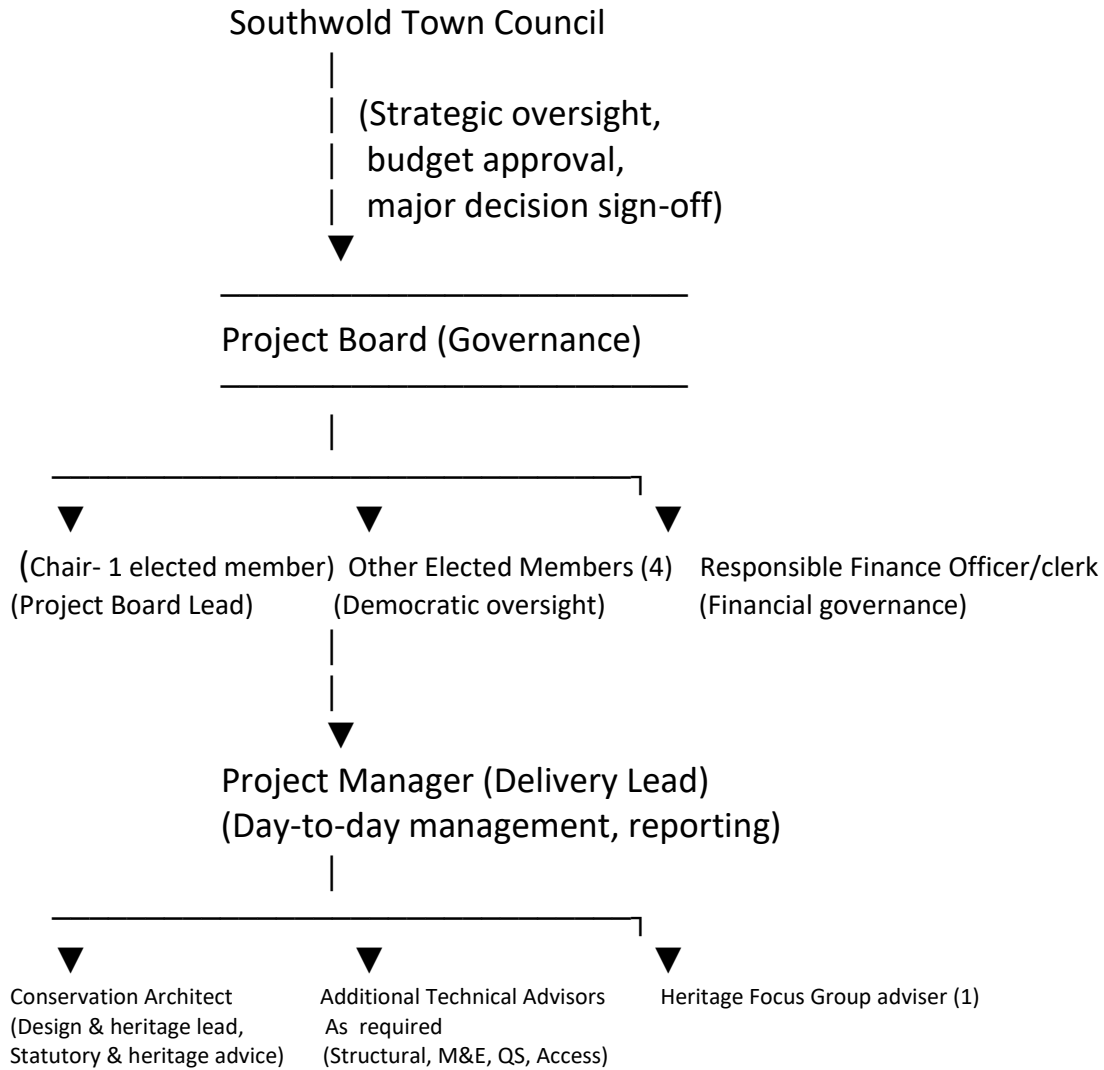
8. Review of Terms of Reference

These Terms of Reference will be reviewed:

- At project initiation;
- After planning conditions have been discharged;
- Annually;
- Or at any point where the Board or Full Council considers revision necessary

Governance Structure Diagram

Southwold Town Hall Renovation & Improvement Project



Summary

Southwold Town Council

- Holds ultimate authority
- Approves budgets, procurement decisions, and major design choices

Project Board

- Provides governance, oversight, and strategic direction
- Ensures compliance with heritage, planning, and financial regulations

Chair

- Leads the Board
- Ensures proper governance and reporting

Elected Members

- Represent the community
- Provide scrutiny and democratic accountability

Responsible Finance Officer/ clerk

- Ensures financial control, audit compliance, and budget monitoring

Project Manager

- Operational lead
- Coordinates consultants, contractors, and reporting

Professional Advisors

- Conservation Architect
- Heritage Consultant
- Engineers, QS, accessibility specialists, etc.
- Provide technical expertise but do not hold voting rights

Heritage Focus Group

- Members of the community with Heritage / Conservation interests and skills
- Do not hold voting rights

Annual Budget - By Combined Account Code (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Budget Income</u>										
1076	Precept	118,551	118,551	0	176,651	176,651	0	0	0	0
1090	Interest Received	92,000	77,857	0	38,998	40,000	0	0	0	0
1105	Footpaths Income	0	0	0	1,068	0	0	0	0	0
1110	Market Income	12,000	13,072	0	12,603	12,000	0	0	0	0
1130	Fair Site Rents	100	114	0	500	500	0	0	0	0
1149	Donations - car parking	0	0	0	7,875	5,000	0	0	0	0
1150	Donations/Grants Received	0	8,158	0	19,958	20,000	0	0	0	0
1154	Kilcock toilets	300	366	0	0	0	0	0	0	0
1155	Hire of Committee Room	0	275	0	275	275	0	0	0	0
1156	CIL	2,000	29,146	0	2,500	2,500	0	0	0	0
1159	Car Charging	3,000	24,286	0	17,945	15,000	0	0	0	0
1190	Miscellaneous Income	0	8	0	2,025	1,273	0	0	0	0
1400	Insurance Contributions	9,000	10,817	0	9,198	6,000	0	0	0	0
1410	Water Contributions	0	0	0	44	0	0	0	0	0
1411	Electricity contributions	0	7,438	0	888	500	0	0	0	0
1500	Rental Income	250,000	245,625	0	249,673	240,000	0	0	0	0
Total Income		486,951	535,713	0	540,202	519,699	0	0	0	0
<u>Direct Expenditure</u>										
4096	loan repayment	31,000	31,726	0	15,664	31,500	15,664	0	0	0
Direct Expenditure		31,000	31,726	0	15,664	31,500	15,664	0	0	0
<u>Overhead Expenditure</u>										
4000	Salaries (inc. NI)	78,000	102,245	0	103,985	94,000	16,000	0	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4005	Pensions	24,000	21,514	0	15,458	22,000	7,000	0	0	0
4010	Town Hall Running Costs	14,000	14,758	0	11,647	14,500	3,000	0	0	0
4016	Grant Expenditure	0	15,667	0	970	0	17,878	0	0	0
4020	Chairman's Allowance	1,000	1,213	0	212	1,100	500	0	0	0
4040	Postage	0	39	0	331	100	0	0	0	0
4045	Stationery	500	2,154	0	1,361	500	200	0	0	0
4050	Printing	300	1,246	0	22	5,000	2,000	0	0	0
4060	Subscriptions	700	1,500	0	1,430	900	0	0	0	0
4065	Travel	500	420	0	341	500	0	0	0	0
4070	Training & Conferences	500	1,365	0	210	1,000	0	0	0	0
4074	Comms & media support	3,000	4,040	0	191	5,500	0	0	0	0
4075	Software & Support	8,000	9,626	0	6,357	10,000	1,500	0	0	0
4080	Insurance	28,000	36,999	0	34,570	32,000	3,000	0	0	0
4085	Audit Fees	2,800	3,874	0	1,201	2,800	0	0	0	0
4090	Legal Fees	15,000	36,112	0	13,711	20,000	5,000	0	0	0
4091	Professional fees	15,000	28,193	0	6,394	17,000	11,000	0	0	0
4092	Property Governance Management	10,000	0	0	0	0	0	0	0	0
4095	Land Registry Fees	5,000	14	0	0	0	0	0	0	0
4097	Prof fee/Surveys etc Stat Road	0	20,568	0	3,850	0	0	0	0	0
4100	Safe Custody Service Charges	300	123	0	161	150	0	0	0	0
4105	Elections	1,000	3,015	0	0	3,000	0	0	0	0
4110	Allowances	400	200	0	200	400	200	0	0	0
4207	Staff Resource	25,000	0	0	0	18,000	0	0	0	0
4210	Annual Events	7,000	5,513	0	3,947	5,000	500	0	0	0
4219	Charity grant	0	0	0	0	15,000	0	0	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4220	Donations	8,231	6,144	0	13,488	8,600	5,000	0	0	0
4221	Community Support Services	20,000	0	0	0	10,000	0	0	0	0
4222	Business support	0	0	0	0	4,000	1,000	0	0	0
4223	parish support	0	0	0	0	3,000	0	0	0	0
4224	Town Website	0	0	0	23	4,000	0	0	0	0
4245	Highways works/Road Closures	20,000	975	0	1,662	17,000	15,500	0	0	0
4246	SCC Feasibility	10,000	750	0	0	7,000	7,000	0	0	0
4260	Civic Uniform	100	1,200	0	15	100	0	0	0	0
4300	Kilcock Toilets	0	9,644	0	8,094	12,000	3,000	0	0	0
4310	Grounds Maintenance	12,700	17,221	0	8,762	16,200	3,000	0	0	0
4315	Workshop	3,000	0	0	40	1,000	500	0	0	0
4410	Market	2,000	1,631	0	1,465	2,000	0	0	0	0
4420	Klondyke/Tibbys Green	32,000	97,062	0	14,667	15,000	1,000	0	0	0
4425	Car parks/parking/EVC	0	21,501	0	11,152	0	0	0	0	0
4435	CCTV.wi fi. business	8,500	12,861	0	490	26,000	7,000	0	0	0
4445	Asset Purchases	5,000	408,885	0	4,048	5,000	1,200	0	0	0
4500	Property/Land Maintenance	130,000	191,800	0	46,327	81,600	50,000	0	0	0
4501	town hall refurb	0	0	0	0	200,000	10,000	0	0	0
4502	Marshes	0	69	0	295	2,000	0	0	0	0
4505	Inspections/Landlord Fees	1,000	5,080	0	3,369	2,000	0	0	0	0
4506	station rd refurb project	0	103,716	0	55,809	0	0	0	0	0
4508	water tower	0	0	0	0	10,000	10,000	0	0	0
4509	hurren terr gable	0	0	0	39,429	250,000	250,000	0	0	0
4510	other prop	0	0	0	0	10,000	10,000	0	0	0
4511	Red Cross Hut	0	0	0	0	15,000	0	0	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 10)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	492,531	1,188,938	0	415,682	969,950	441,978	0	0	0
Total Budget Income	486,951	535,713	0	540,202	519,699	0	0	0	0
Expenditure	523,531	1,220,664	0	431,346	1,001,450	457,642	0	0	0
Net Income over Expenditure	<u>-36,580</u>	<u>-684,951</u>	<u>0</u>	<u>108,855</u>	<u>-481,751</u>	<u>-457,642</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	829,124	0	0	0	0	0	0	0
less Transfer to EMR	0	46,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(36,580)</u>	<u>98,173</u>	<u>0</u>	<u>108,855</u>	<u>(481,751)</u>		<u>0</u>		

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1076	Precept	101	General Administration	all received
1090	Interest Received	101	General Administration	CCLA interest approx £4300 per month
1105	Footpaths Income	101	General Administration	now paid to c/t nov 25
1110	Market Income	101	General Administration	FILLING MARKET WITH AS MANY STALLS AS POSSIBLE
1130	Fair Site Rents	101	General Administration	Stocks Charter Fair - paid July 2025
1149	Donations - car parking	101	General Administration	gardner rd donations
1150	Donations/Grants Received	101	General Administration	£6500 locality ESC comm connector/ £5528 refund Ferry Rd garden /£5k community publication/mens tou
1151	Dinner Contributions	101	General Administration	o
1155	Hire of Committee Room	101	General Administration	esc invoiced and paid to date
1156	CIL	101	General Administration	April 2025 recived . nil Nov 25
1159	Car Charging	101	General Administration	separate spreadsheet held for income and expenditure
1190	Miscellaneous Income	101	General Administration	recredit from invoice paid twice
1500	Rental Income	101	General Administration	on target for budget
4000	Salaries (inc. NI)	101	General Administration	some of Support salaries paid by ESC GRANT. APP SALARY PAID FROM CCF
4016	Grant Expenditure	101	General Administration	will be contra to grant income
4040	Postage	101	General Administration	covered by esc support resource grant
4045	Stationery	101	General Administration	includes photo copy charges which includes TIC
4050	Printing	101	General Administration	includes newsletter
4060	Subscriptions	101	General Administration	salc, nla, ICO, website, canva all paid - stc and visit southwold
4074	Comms & media support	101	General Administration	covers Hub website
4075	Software & Support	101	General Administration	includes .gov.uk
4080	Insurance	101	General Administration	£34570 PAID IN ADVANCE TO FEB 2026. NOTE £32K BUDGET FOR 12 MONTHS. plus 1 month from renewal prem
4085	Audit Fees	101	General Administration	paid for 2025.2026
4090	Legal Fees	101	General Administration	includes land reg work
4091	Professional fees	101	General Administration	includes h t gable end
4095	Land Registry Fees	101	General Administration	within legal work fees
4096	loan repayment	101	General Administration	2.5 years left to pay to end 2027
4097	Prof fee/Surveys etc Stat Road	101	General Administration	final bill re party wall completion
4105	Elections	101	General Administration	annual budget in case of need
4110	Allowances	101	General Administration	bellman and sgt at mace. paid in 2 installments

Continued on Page 2

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4500	Property/Land Maintenance	101	General Administration	annual budget for ord repairs on property portfolio. £50k to be allocated to water tower
4506	station rd refurb project	180	Station Road Redevelopment	covered by reerves 330 - drawdown on each payment received. Retention to may 25
4009	Strategy/Projects	201	Other Expenditure	in reserves
4207	Staff Resource	201	Other Expenditure	increase staffing to add resilience to Town Hall resourcing - see also salaries 4000 and 4005
4210	Annual Events	201	Other Expenditure	BUNTING V E DAY and charter lunch invoices. await xmas reception costs
4219	Charity grant	201	Other Expenditure	THE Common - budget not required 25.26
4220	Donations	201	Other Expenditure	see separate list. £5k to pay Dec 25 sailing club.
4221	Community Support Services	201	Other Expenditure	as set in budget 2025.26, see also code 4220
4222	Business support	201	Other Expenditure	will be needed 2026 when Bus assn is relaunched
4224	Town Website	201	Other Expenditure	being managed by inhouse apprentice resource
4245	Highways works/Road Closures	201	Other Expenditure	for Roads 20mph project
4246	SCC Feasibility	201	Other Expenditure	for Road project
4300	Kilcock Toilets	301	Work Contracts	works needed prior to reopening
4310	Grounds Maintenance	301	Work Contracts	STC land around town
4315	Workshop	301	Work Contracts	survey needed re water ingress
1400	Insurance Contributions	401	Asset Management	tenants invoiced for 2025 - and some outstanding from 2024 paid with 2025
1410	Water Contributions	401	Asset Management	Craftco contribution for premises bill
1411	Electricity contributions	401	Asset Management	ELECTRCITY USED BY MARKET TRADERS. and craftco - refunds. Golf club £5k has reduced debtors.
4410	Market	401	Asset Management	£562 RATES
4420	Klondyke/Tibbys Green	401	Asset Management	repairs and adult gym removal
4425	Car parks/parking/EVC	401	Asset Management	see separate list re evc income. expend. offset by income. see code 1159
4435	CCTV.wi fi. business	401	Asset Management	await confirmed costs for CCTV additions and improvements
4445	Asset Purchases	401	Asset Management	town sign from L and E budget
4501	town hall refurb	401	Asset Management	see project quote. prof fees to be approved
4508	water tower	401	Asset Management	see also 4500 code. £50k to eb allocated for works

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4509	hurren terr gable	401	Asset Management	work commenced Sept 22nd. £150k is in earmarked reserve
4510	other prop	401	Asset Management	see also 4500
4511	Red Cross Hut	401	Asset Management	see correspondence with planning esc
1506	Property sale	526	6 Strickland Place -Kitchen	POTENTIAL OF 1 Strickland place

Detailed Balance Sheet - Excluding Stock Movement**Month 10 Date 31/01/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	20,726
105	VAT Control Account	7,183
200	Current Bank Account	128,551
205	Lloyds Business Account	623
225	32 Day Notice	31,514
230	Public Sector Deposit Fund	1,247,919
Total Current Assets		1,436,516
<u>Represented by :-</u>		
300	Current Year Fund	108,855
310	General Reserves	150,819
311	EM Res - Asset Purchase &	250,000
314	EM Res - Elections	6,500
317	EM Res - Staff Resources	50,000
322	EM Res - Grants/Pledges	13,223
327	EM Res - CIL reserve fund	17,324
330	EM Res - Capital Account	71,620
331	EM - Res - capital sale	573,176
332	EM Res - Roads	43,000
333	EM Res - Course/Training	2,000
334	EM Res - Hurren Terrace	150,000
Total Equity		1,436,516

Notes From Meeting of Finance Cttee Held 17th February 2026

1. **Management accounts, reserves and balance sheet to 31st Jan 2026**– in councillor pack.
No matters of concern.
2. **CCLA** – no withdrawals required.
3. **Budget 2026.2027**
Revenue Budget- approved 13.01.26.
Precept approved – sent to ESC by deadline.
Capital Budget - approved 27th January 2026

4. **Town Hall works** – Heritage Lottery grant to be applied for.
Meeting has taken place with the present town council property project managers, to discuss the professional team required for this project.

Pre contract works - The design team will need to be appointed, Riba stage 4 achieved, conditions discharged and pre contract works carried out i.e. tenders invited for the construction etc. It is recommended that the council project managers be appointed carry out this service to get the council to the construction phase of the project - at a cost £8913 (plus preparation of the construction contracts).

Post contract – construction - As this is a smaller project to the Hub project, it is suggested that rather than having separate professionals carrying out Project Management/ QS/ Contract Administration in the Construction phase – one professional be appointed for this phase. Council has received a quote from the existing project managers, and a further quote will be sought for these services.

5. **Year End arrangements 2025 -2026** – software year end close confirmed.
6. **Quotes to approve;**
Work at Kilcock Toilets – 2 quotes received. Details differ so the quotes are being checked for accuracy. Budget £8k max to be agreed – finance cttee to be able to select contractor.
Workshop brickwork repairs £595 – approve.
Repair of potholes in Gardner Road car park £1850 plus Vat – approve.
Checking of acoustics of partitions at Hub - £1880 plus Vat – approve.
7. **Grants / Donations** - No new applications received. It was noted that extra funding may be requested from the Christmas Lights group.

Enabling Community Budget application for Community Bus. Members met with Katch to understand the services available locally for community transport. Katch advise that they have capacity to operate around Southwold, and it is suggested that if community transport is required locally then this would be an option to be considered by STC. No funding is therefore required from Enabling Community Budget for STC to be involved in operating a Community Shuttle Bus.

CCF Revenue balance – the balance from the revenue funding is being monitored in accordance with budget. A cost proposal has been provided by Menta to provide business networking sessions/ surgeries, and this is within budget and will be paid monthly in arrears once the sessions have taken place.

The provision of a window digital map screen for the TIC is also within budget, and an order will be placed.

8. Insurance Policy premium – 2026.2027.	Premium is as follows;	
	2025.26	2026.27
Full council policy	£40,002.26	£41,739.86 with a 3 year agreement
Sickness/GPA	£ 483.99	£ 483.99
Cyber	£ 997.44	£ 1,109.04

It is recommended to approve the renewal of the Insurance Policy with Aviva as above, and with a new 3-year rating stability agreement

9. **Banking requirements.** Lloyds Bank is requesting confirmation of the makeup of the council from a solicitor or accountant in line with their fraud/ money laundering regs. Assistance has been sought from SALC and ESC to provide the response which the Bank requires.

10. **LGR** – Government has just announced that the local elections are not being cancelled in 2026 and therefore the SCC elections will be held in May 2026.

At present both LGR and Devolution are taking place – but delayed from original timescales.

Asset transfers are therefore back on the agenda for discussion with the District Council.

Other – Cllr Jarvis has met with the ESC finance officers with regard to the Harbour accounts.

ESC advise that no reserves were generated from the Harbour prior to the past 3 years. They advise that they will now detail the reserves within the ESC/ Harbour accounts and will also show the long term liabilities.

Town Hall Pre contract works - The design team will need to be appointed, Riba stage 4 achieved, conditions discharged and pre contract works carried out i.e. tenders invited for the construction etc. It is recommended that the council project managers be appointed carry out this service to get the council to the construction phase of the project - at a cost £8913 (plus preparation of the construction contracts).

Quotes to approve;

- **Work at Kilcock Toilets – 2 quotes received. Details differ so the quotes are being checked for accuracy. Budget £8k max to be agreed – finance cttee to be able to select contractor.**
- **Workshop brickwork repairs £595 – approve.**
- **Repair of potholes in Gardner Road car park £1850 plus Vat – approve.**
- **Checking of acoustics of partitions at Hub - £1880 plus Vat – approve.**

Insurance - It is recommended to approve the renewal of the Insurance Policy with Aviva as above, and with a new 3-year rating stability agreement