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NOTICE

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 27th May 2025 at 6.30pm at the Town Hall

Signed

L. J. Beavan

Dated 19th May 2025

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 regarding the agenda.
 - c) To receive Declarations of Non-Registerable Interests regarding the agenda.
 - d) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
 - 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.
3. **Minutes:** (i) To approve and sign the Minutes of the Town Council meetings held on Tuesday 22nd April 2025, and the Annual Meeting of the Town Council held on Tuesday 6th 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.
 - b) To receive report from Suffolk County Councillor M Ladd
SCC Cllr Ladd will then take questions from Councillors and electors. See SCC annual report attached.
 - 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 report of the meeting of the Planning and Development Committee meetings held 6th May 2025 *No recommendations*
 - b) Landlords Cttee – To receive the report of the meeting of the Landlords Committee meeting held 24th April 2025 *See recommendations.*
 - c) Leisure and Environment Cttee – *No meeting held*
V E Day 8th May 2025 – feedback
Spruce Up Southwold 18th May 2025– feedback
 - d) Roads Cttee – *No meeting held*
 - e) Comms Working Group – *no meeting held*

- f) NSIP working group – To receive verbal report from NSIP working group meeting of 21ST May 2025; to include update from East Suffolk Communities Energy Partnership (ESCEP) meeting 12th May 2025, SCC response to Sealink Project,
6. **Model Code of Conduct:**
To confirm the re-adoption of the LGA Model Code of Conduct.
7. **To confirm Town Council Representatives on Committees, Task and Finish Groups, and outside bodies for 2024/25**
- To confirm Town Council Representatives on Committees, Task and Finish groups and outside bodies for 2025/26 – see attached.
 - To consider whether the Terms of Reference of the above are still appropriate or need updating.
 - To consider whether any new Committees/ Task and Finish Groups are required and if so to consider their Terms of Reference
8. **Financial Matters - Audit And Governance**
- Financial Officer: to re-appoint the Clerk as the Council's Responsible Financial Officer for 2025/26.
 - To confirm and adopt the General Power of Competence for Southwold Town Council.
To resolve that the Council meets the conditions of eligibility set out in the Schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, thereby enabling it to use the General Power of Competence. This will remain valid until the annual meeting following the next ordinary election in May 2027. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
 - To confirm Model Publication Scheme 2025.
 - To confirm Investment Strategy 2025.2026.
9. **Financial Matters**
- Accounts for Payment* - To receive and confirm the Accounts for Payment for May 2025 (*circulated to members*).
 - To receive report and recommendations of Finance and Governance Cttee Meeting* held on 22nd May 2025. See Financial and Policy recommendations including year end accounts, reserves, electric vehicle charging contracts.
To also confirm minutes of meeting held 22nd April 2025.
 - To confirm delegated budget of £32800* for Leisure and Environment Committee for 2025/26 as per Town Council Budget.
10. **Standing Orders:**
To re-confirm the Town Council's Standing Orders for 2025/2026 (as updated) and to re-confirm the Financial Standing Orders for 2025/26 (as updated) .
11. **Sealing of Documents 25/26:** to authorise the Clerk to seal legal and civic documents.

12. **GDPR** – to confirm that Council and Councillors are aware of their responsibilities and obligations in relation to collecting, using and protecting personal information in accordance with provisions of GDPR and Data Protection Act 2018.
To consider and approve the GDPR risk assessment as reviewed.

13. **Other Updates.**

- Meeting with CEO Adnams
- Community Police attendance in Southwold, including visit by Police and Crime Commissioner
- Seawall repairs
- Local Government Review

14. **Event updates including.**

a) *Town mayor - Events attended and upcoming;*

Rotary Club 65th Charter Night – 26th April 2025
Scouts Badge event
Southwold Lions Charter Lunch – 27th April 2025
Southwold Town Mayors Charity Concert - 2nd May 2025
Alfred Corry Presentation – 3rd May 2025
Sole Bay Bowls Club official opening of outdoor green – 4th May 2025
Woodbridge Mayor's Brunch – 10th May 2025
Charter Money to Primary School – 23rd May 2025
Lions Fete Opening – 25th May 2025
Rotary event – 26th May 2025

b) *Upcoming events for councillors*

Opening of Charter Fair – 11.45am. Thursday 29th May 2025
Charter Lunch – Thursday 29th May 2025
Civic Parade/Service/reception– Sunday 22nd June 2025

c) *Other events – June 2025*

Suffolk Day – Saturday 21st June 2025
Street Festival – Saturday 21st June 2025
Armed Forces Day – Saturday 28th June 2025
Harbour Event – 28th June 2025

d) *Town Mayor - to advise members of the chosen themes for their Mayoral Year*

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

Tuesday 24th June 2025. At 6.30pm

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

16. **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.

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 22nd April 2025.

PRESENT:	Councillor	S Flunder – Town Mayor
	“	D Beavan
	“	P Davy
	“	V Gladwell
	“	P Goldsmith
	“	C Hurr
	“	R Jarvis
	“	M Palmer
	“	J Miller
	“	V Redington (arrived at 7.25pm)
	“	R Temple
	“	M Wells

Also present: The Town Clerk.

1. a) **Apologies:**
To note/approve apologies for absence. Apologies for absence were received from the High Steward.
2. **Declarations of interest:**
 - a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.* Cllr Gladwell declared an interest re 1 Strickland Place.
 - b) *To receive Declarations of Other Registerable Interests / Non registrable interest regarding the agenda.* Nil.
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Nil.
 - d) *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 25th March 2025.
Proposed by Cllr Goldsmith, seconded by Cllr Temple. 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 including update on Coastal Management work on prom north of Pier and moving of Beach Huts.*
ESC Cllr Beavan will then take questions from Councillors and public.
ESC report – no further update since Annual Town Meeting.

Questions to ESC Cllr Beavan. Nil.

- b) *To receive a report from SCC Ward Councillor M Ladd including update on proposals for a Norfolk/Suffolk Unitary Authority and Suffolk Energy projects. SCC Cllr Ladd will then take questions from Councillors and public.*
Potters Bridge – there is now money in SCC to do a full inspection of Potters Bridge in 2025-26 to find out the integrity of the bridge.
Library – coming back to SCC as “Suffolk Community Libraries”. Will be a broader offer for SCC and will offer people the opportunity to report other SCC matters i.e. potholes etc. SCC Scrutiny cttee will look in 9 months time at how the libraries are progressing.

Cllr Beavan asked what they would be looking at re Potters Bridge
SCC Cllr Ladd advised that they will be looking at both the road and bridge.
Cllr Miller asked what the plans are to resource the other offer in the libraries i.e. reporting of pot holes. SCC M Ladd advised that this includes additional training for/ and use of existing SCC staff.

Cllr Flunder asked SCC Cllr Ladd about the next steps re devolution and what would the involvement of Town Councils be. SCC Cllr Ladd advised that the Mayor election will be in 2026. LGR will be slightly different i.e. how it will all run in Suffolk in the future. There will be opportunities for larger councils to have more control of some aspects.

- c) *To receive comments from the public on matters on the agenda.* Nil.

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

To receive the report of the meeting of;

- a) *Planning and Development Committee*
- *To receive the minutes of the meeting held on 15th April 2025*
Minutes noted. No other matters to report.
- b) *Landlords Cttee – Next meeting 24th April 2025. To receive update on gable end tender works.* Cllr Gladwell advised that the preferred contractor had been notified and that a timescale will be forthcoming in due course.
- c) *Leisure and Environment Cttee To receive update re V E Day anniversary events and promotion of events.*
V E Day anniversary programme of events is available, and all members were asked to highlight the activities which are taking place.
- d) *Roads Cttee – To receive minutes and update from meeting of 16th April 2025. To consider recommendations.* The meeting was not quorate, but members are trying to keep things moving as quickly as possible, working alongside SCC.
- e) *NSIPS working group – to receive update on;*
- Sealink – DCO process and timescales.
 - Sizewell C – Feedback from Community Forum 27th March at High Lodge.
 - Anglia One/Eurolink and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project.
 - Lionlink – update.
 - Feedback from meeting on Thursday 10th April at Snape Maltings.

Cllr Davy provided an overview for all of the above.

10th April 2025 attended Snape with Cllrs Jarvis and Wells at which 20+ councils were present there plus ESC and SCC. The proposed new Terms of Reference are a better partnership with members of the community. People at the meeting had experience of going through the DCO process before.

DCO process for Sealink will start from tomorrow - STC need to register.

NSIP working group will need to meet to say what it recommends to council about the project. The strategic overview is that if Sealink gets turned down then other projects become less likely for the council too. Interested parties need to be able to respond quickly to DCO/Inspectorate.

Delegated authority is requested for NSIP Project Group or Chair of NSIP working group to respond on behalf of STC.

Cllr Flunder spoke to Reydon PC about this DCO. Reydon P C will consider what/how to do their response and register independently.

It was proposed by Cllr Flunder that the Chair of NSIP Working Group (Cllr Davy) be able to respond to the DCO process on behalf of STC. Cllr Davy to represent STC views to Sealink DCO process. Cllr Davy to update STC monthly.

Cllr Wells seconded the proposal.

It was unanimously agreed that the Chair of NSIP Working Group (Cllr Davy) be able to respond to the DCO process on behalf of STC. Cllr Davy to represent STC views to Sealink DCO process. Cllr Davy to update STC monthly.

Cllr Davy advised East Suffolk Community Partnership are meeting again tomorrow and are having discussions about mitigating/compensation.

Cllr Flunder updated members on the Sizewell C meeting attended. Local areas to Sizewell are seeing massive rent rises. Sizewell C comms is poor still. And Southwold is still excluded from grant mitigation.

f) Harbour Revision Order working group.

To receive update re STC member application for HMC vacancy.

Cllr Davy advised that the working group have met to discuss HRO and MOU. STC do not need to sign MOU yet. It was agreed by the working group that STC reserve their position on the camp site land – noting that camp site works are going ahead.

HMC vacancy. Cllr Jarvis advised that he will be appointed. But this seems to be a paid post and might have Register of Interest implications re ESC payroll, and this still needs to be worked out. HMC first meeting is on V E Day 4pm – 7pm

Cllr Beavan advised that he would not want to delay the meeting so this will need to go ahead and noted that Cllrs Flunder/Jarvis will need flexibility to leave the meeting early to attend the VE Day church service.

g) Town Awards working group – *To receive feedback from award nominations***
See confidential.

h) Devolution working group

Response sent to Norfolk Suffolk Mayor Consultation.

Cllr Jarvis advised that;

Response to consultation has been sent in.

Implications for STC; what assets/ services might come to STC and what the unitary might be and where they will be located i.e. would 1 unitary be city centric? Several unitary might be more local for town/parishes.

SALC is involved in the consultation process with SCC and the District councils and will continue to update towns/ parishes.

Members were reminded that the election of Mayor will be in 2026, with a Shadow unitary operating 2026/27 and a full unitary in 2027. Timeline may need to get pushed back to enable everything to happen smoothly.

- i) Comms working group – *next meeting 28th April.*
- j) Spruce up Southwold – *Next event Sunday 18th May 2025 10am – midday starting from Town Hall.* Similar arrangements to the autumn clear up event. KIV harbour might need to be an area to concentrate on with HMC/business owners.
Cllr Jarvis suggested that the prom is an area to concentrate on. Flower beds on prom are in need of work. Action – L&E to put pressure on ESC to focus more on this area.
- k) Public Rights of Way working group – *to receive update from Reydon P C. To consider draft Footpath/ walks information from SRS.*
Reydon PC wanted to involve STC and SRS on an ‘improving footpaths’ initiative that they are looking at. Joint meeting to be set up once Reydon PC have a new Chair.
SRS are doing a map of some footpaths but needs to have more detail added to it.

SRS would like STC logo to go on their map – discussion took place regarding this as STC has not been involved in the creation of the map and there are already many other footpaths maps available, including online walking apps. Cllr Gladwell confirmed that anyone can add a walk/route to Komoot app and that there are already many on there which include Southwold.

Discussion took place about STC logo being used on the map – it was felt that this was not appropriate at the moment due to a variety of factors. **AGREED BY ALL.** Map and text needs refinement with additional information about footpath responsibilities being included so that users know to contact SCC if there are issues with the SCC areas etc.

SRS to be made aware of the PROW working group meetings.

6. **Financial Matters** **Audit and Governance**

- a) *Accounts for Payment - To receive the management accounts, balance sheet and bank reconciliation to March 2025 and confirm the Accounts for Payment for April 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 April 2025. All agreed.

SCC Cllr Ladd left the meeting at 7.10pm.

- b) *To receive verbal report of Finance and Governance Cttee Meeting held on 22nd April 2025. To consider and if agreed approve recommendations.*

Cllr Jarvis provided a verbal update for members following the Cttee meeting earlier in the day. Members were advised that the 2024.2025-year end accounts are slightly better than budgeted. Reserves will remain at £1.3m, and there is a budget deficit for 2025-26 of £75k to cover from reserves.

Cllr Jarvis suggested that the governance of the Common Trust still needs to be reviewed with assistance from experts, and that this could be done over the next year, as this will then align with LGR.

Recommendation;

Full analysis of income/ expenditure for the electric car chargers had been circulated at the previous meeting with comparison against market figures for other charging sites.

Following recommendation/ analysis from Anglia Car Charging it is recommended that the Gardner Road charges be increased to 75p per unit, and that East Green be increased to 53p per unit - both with immediate effect.

AGREED BY ALL.

- c) *To note year end close arrangements as in previous minutes.*

The Town Clerk reminded members of the various procedures for year-end close and audit arrangements. Noted by all.

7. 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) HMC/ SAG – Caravan Site forward strategy. See above. It is hoped that the funds are available to do the works.

8. Town Mayor updates including.

Future Mayor events

Southwold Lions Charter Lunch – 27th April 2025

Southwold Town Mayors Charity Concert. 2nd May 2025

Sole Bay Bowls Club official opening of outdoor green – 4th May 2025

Mayor's Concert – It is hoped that the funding raised will help keep music in local schools.

Councillor events

ESC Town conference 27th Feb 2025 – this was very well attended, and breakout groups were held to gather views.

Commonwealth Day was good event. Thanks to all who came.

VE Day – STC will arrange 3 flags to fly Thursday – Sunday.

9. **Consultations** - *see above re Devolution.*

UKPN – Proposed overhead line works Reydon – Walberswick – *see papers attached.*
To consider and agree Town Council response to consultation.

Cllr Flunder advised members that some councillors met National Landscapes regarding the project, but that UKPN were absent. Cllr Flunder advised that general feeling is that this is not required and that the monies could be better spent. The benefit is that it will provide additional resilience, but project costs are circa £2m.

Members felt that the poles were not of significant enough disruption to the landscape to require this project to go ahead - especially in view of the changes to the landscape that will occur with the proposed NSIPS. All agreed to object.

ESC Community Governance Review – *To increase or decrease councillor numbers – responses by 30th April 2025.*

Members discussed the need for a mix of council skills to carry out the work required for council. It was noted that STC does not have a problem recruiting. Committees need populating therefore if there is a reduction in councillor numbers then the committees will suffer, and projects will not get progressed.

On the proposal of Cllr Jarvis, seconded by Cllr Gladwell it was agreed by all to stay the same number as at present. All agreed.

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

Tuesday 6th May 2025 at 6.30pm - Annual Meeting of Town Council

Tuesday 27th May 2025 at 6.30pm

** 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 was 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.*

Fire Station Site – Cllr Ladd to be asked to arrange a meeting

Awards – Agreed with working group recommendation.

Cllrs Gladwell and Redington left the meeting

1 Strickland Place – STC survey being carried out tomorrow.

Cllrs Jarvis and Wells met the potential purchasers.

There being no further business the meeting closed at 8.pm.

Signed

Dated

SOUTHWOLD TOWN COUNCIL

Minutes of the Annual Meeting of the Southwold Town Council, held in the Council Chamber at 7.00pm on Tuesday 6th May 2025.

PRESENT: Councillor S Flunder (Town Mayor/Chair)
“ P Davy
“ V Gladwell
“ P Goldsmith
“ C Hurr
“ R Jarvis
“ M Palmer
“ V Redington
“ R Temple
“ M Wells

Also attending; The Town Clerk and 1 member of the public.

Agenda

1. **Town Mayor:** *to elect a Chairman called the Town Mayor for 2025/2026.*
Declaration of Acceptance of Office of Chairman to be signed.
Cllr Davy nominated Cllr Flunder as Town Mayor for 2025/26. Cllr Jarvis seconded the proposal that Cllr Flunder be elected as Town Mayor for 2025/26. There were no other nominations.

RESOLVED: In accordance with the above it was RESOLVED unanimously to elect Cllr Simon Flunder as Chairman (called the Town Mayor) for 2025/26.

Cllr Flunder took his seat of Office. Declaration of Acceptance of Office completed by Cllr Flunder.

Cllr Flunder spoke in response, and advised that he enjoyed the role due to the support he receives from all fellow councillors, bringing different skills to the Council and enabling things to get done.

2. **Apologies:** *to receive apologies for absence.* Apologies for absence were received from Cllr Beavan and Cllr Miller. Noted.
3. **Deputy Town Mayor:** *to elect a Vice-Chairman, called the Deputy Town Mayor, for 2025/2026.*
Cllr Gladwell nominated Cllr Goldsmith as the Vice Chairman for 2025/2026. Cllr Redington seconded the proposal that Cllr Goldsmith be elected as Vice Chairman for 2025/26. There were no other nominations

RESOLVED: It was RESOLVED to elect Cllr Goldsmith as Vice-Chairman for 2025/2026 (called the Deputy Mayor). Unanimous.

Cllr Goldsmith thanked everyone for their support.

4. **Declarations of Interest:**

- a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Cllr Gladwell and Cllr Redington re 1 Strickland Place.
- b) *To receive Declarations of Other Registerable Interests regarding the agenda.*
Nil
- 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

5. **Public Forum** (15 minutes will be allocated overall for this section- subject to Town Mayor discretion).

- a) *To receive comments from Southwold electors on matters on the agenda.*
Nil.

Diary Dates

Town Mayor

10th May 2025 – Mayor’s Brunch, Woodbridge 10.30am

25th May 2025 – Lions Fete Opening – meet at Town Hall 10.15am

14th Sept 2025 – RAFA Battle of Britain Parade & Church Service 2pm

Councillors

8th May – V E Day anniversary parade – meet 1.45pm at Town Hall

8th May – V E Day anniversary Music and Memories – 3pm at Millenium Hall

8th May – V E Day anniversary Church service – 6pm at St Edmunds Church

18th May – Spruce up Southwold – 10am – midday – start at Town Hall

29th May – Opening of Charter Fair – meet 11.40am at Town Hall

29th May – Charter Lunch

22nd June – Civic Sunday – Parade and Church Service – meet 10.30 am at Town Hall

6. **Date of next Town Council Meeting:** Tuesday 27th May 2025 at 6.30pm.

Cllr Gladwell and Cllr Redington left the meeting before the start of the next item.

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 leave the meeting during consideration of the following.

Legal / Professional updates – 1 Strickland Place

Survey completed on behalf of the town council had been circulated to all.

Offer received for the property had been circulated to all.

On the basis of the above it was RESOLVED to not accept the present offer.

On the proposal of Cllr Temple, seconded by Cllr Jarvis, it was unanimously agreed to reduce sale price to £850k with the property in present condition, and with existing covenants.



SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 6th May 2025 at 6pm.**

Present; Cllrs; Temple, Flunder, Gladwell, Hurr, Palmer, Wells. Also, the Town Clerk.

1 - Apologies:

To receive and approve apologies for absence – Apologies were received from Cllr Goldsmith.

2 - Declarations of interest:

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil
- 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 minutes of meeting of 15th April 2025. Approved by all.

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

(each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).

Nil.

5- Planning Matters:

- a. To determine the Town Council response to the following applications:

DC/25/0518/FUL & DC/25/0519/LBC – 9 Church Street.

Members felt that the application is an improvement and includes hard wood instead of soft wood. The Heritage Statements are very good.

There were no objections to this application.

DC/24/4133/FUL – 15 North Parade.

Neighbours have no objection. It was noted that the use of zinc was previously objected to for the garage/and lean-to, as the property is in the Conservation Area, and there was not much zinc in the Conservation Area at the time.

There were no objections to this application.

DC/25/1629/FUL – Rose Cottage, 21 St James Green.

Surprised was expressed that this is not a listed property.

Discussion re the consistency of design of the windows.

There were no objections to this application.

Trees

DC/25/1620/TCA – 81 High Street.

No objection.

b. ESC decisions – Noted.

c. Applications to ESC Committee. Nil

d. Any Planning Inspectorate Appeals Lodged.
Nil

e. Any licence applications/decisions to consider;
Nil

f. Any consultations to consider. Nil

6 - Date of next Planning and Development Committee Meeting:
Tuesday 20th May 2025 at 6pm.

Cllr Flunder mentioned the article by local resident J. Jeans in the latest Suffolk Preservation Magazine

Signed Dated

**Draft Minutes of Southwold Town Council Landlords Committee meeting held
24th April 2025 at 9am at Town Hall Southwold. Rep LL 03.25**

Present – Cllrs Gladwell (Chair), Flunder, Goldsmith, Miller.
The Town Clerk was also present.

1. **Apologies:** To receive apologies for absence. Apologies for absence were received from Cllr M Wells and Cllr V Redington.
2. **Declarations of interest:**
 - a. *To receive any declarations of Non registerable Interest regarding the agenda.* Cllr Flunder declared an interest in relation to Southwold Museum
 - b. *To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interests 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 the previous meeting –** Minutes of meetings held March 2025 had been approved by all.
5. **Update on repairs and planned works 2024.2025 including tenants’ maintenance requests for consideration including; *** See landlords updates – April 2025 for full details.**

Flat 1 Hurren Terrace will be made available to rent once the works on the gable end have started so that a tenant can go in as soon as the works are complete. Fire risk report has been received on the flat and some recommendations will need to be implemented prior to a tenancy. Some of the doors will need to become fire doors or have the addition of intumescent strips included. There will also need to be notices on doors stating that they are fire doors.

Kilcock Toilets – no income is generated from these toilets – it was suggested that a QR code could be created and placed on the door for those wishing / willing to make a donation.

Land at rear and side of STC Water Tower – it was suggested that STC find out what could be placed on the land taking into consideration that it is understood that there are drainage soak away crates under the ground
6. **Tenders**

The tender for the Gable end works at Hurren Terrace has been completed and Mixbrow has been appointed.
7. **Budget 2025 – 2026 –** this was reviewed in line with projects being undertaken and requests being received for works.
8. **Condition surveys –** The condition surveys were last undertaken in 2021. Discussion on whether more are required at this stage. It was agreed that these will be requested on an individual basis as/ when required.

9. **Other matters**

Shop Station Road – lease to be signed within the next few days. Prospective tenants have asked about the air conditioning unit and a meeting will be held with them at the shop.

Proposed improvements at Boating Lake and Putting Green – meetings to be held with respective tenants.

10. **Landlords Responsibilities**

The majority of the fire risk assessments have now been carried out and action plans will be drawn up for works required.

11. **Grant availability for insulation/ property repairs etc.**

SCC Loft Insulation Scheme – Application has been made for insulation for flats at Hurren Terrace.

12. **Strategic considerations**

Town Hall – costs for the professionals are being ascertained – see spreadsheet attached. As the costs are likely to be in excess of £30k, tenders will be required as per Financial Standing orders.

Water Tower – repair works are being undertaken. Council will then need to consider business plan options for the site. Interest has been shown from various parties.

Red Cross Hut - meeting with planners to be arranged to assess their views on the additional information sent to them about community facilities in Southwold.

13. **Date of next meeting – June 2025**

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

14. **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

Discussion regarding tenant's arrears on insurance and why some remain unpaid. Action process approved

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

SOUTHWOLD TOWN

Committees/Task & Finish Groups 2024.2025

Committees

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 Revision Order	Employment	DEVOLUTION
Ctte 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													
J Miller		JM		JM		JM		JM	JM				
R Jarvis			RJ		RJ		RJ			RJ	RJ		RJ
M Palmer	MP/CH	MP			MP					MP	MP		
V Redington		VR		VR			VR	VR		VR	VR	VR	VR
R Temple	RT												
M Wells	MW	MW		MW				MW					

NON cllr member													
VACANCIES	0	0	1	0	1								

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

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SOUTHWOLD TOWN COUNCIL

Representatives 2024.2025

	Allotment Holders'	Blyth Estuary Group	Christmas Lights	East Suffolk Communities Energy PROJECT	Emergency Group	Harbour Users	Southwold Harbour Stakeholder Advisory Group	Reydona nd 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								
R Jarvis												RJ	
J Miller													
M Palmer											MP		
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

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held on 22nd
April 2025 at 9.00am at the Town Hall.**

REP FG 04.25

Present – Cllrs; Flunder, Jarvis (Chair), Davy

Town Clerk/ RFO

Members of public – Nil

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Goldsmith.
2. **Declarations of interest:**
 - a. To receive any declarations of Non-Registrable Interest regarding the agenda. Nil
 - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interest regarding the agenda. Nil
3. **Matters from the public on matters relating to matters on the agenda.**
Nil
4. **Minutes of previous meeting** Received and noted. Signed by Chair of Cttee.
5. **To review management accounts to 31st March 2025 alongside budget for 2024.25 and balance sheet/ reserves.**

Management accounts for year end to March 2025 are generally on track against budget/ or have been agreed as exceptions to the budget. The year end close will take place later today and some adjustments for debtors/ creditors etc will be made – members were shown details of the proposed yearend adjustments and the effect that this would have on the present management accounts.

Balance sheet - Reserves are at £1.323m — with £1.2m of this in the CCLA account. Earmarked reserves are at £1 m — with general reserves at £234k.

Management accounts against budget, balance sheet, income expenditure, earmarked reserves for the 12 months to March 2025 had been circulated prior to the meeting alongside the budget commentary. See papers attached.

Management accounts were reviewed on a line-by-line basis against budget and discussion took place on individual items.

Income for the 12 months pre last adjustments was ££525,927 against original budget of £486,951 and revised budget of £511,060.

Interest for year to date was £73.121 – mostly maximised from CCLA investments.

Cil received in 2024.25 - £29,146 of which Cil £23k has been received for the Roads cttee projects and will be placed in an annotated reserve.

Rent as expected at £243,963 against revised budget of £240,000.

Full analysis of income/ expenditure for the electric car chargers had been circulated at the previous meeting with comparison against market figures for other charging sites. Following recommendation/

analysis from Anglia Car Charging it is **recommended that the Gardner Road charges be increased to 75p per unit, and that East Green be increased to 53p per unit - both with immediate effect.**

Capital sale is now has been withdrawn from budget for 2024 – 2025 as any sale will not complete within this financial year.

Expenditure for the 12 months

As agreed, Insurance for year to Feb 2026 has been paid in full to take advantage of annual premium benefits. Premium has increased by £7k from the previous year and will create a budget deficit on insurance account codes. Adjustments will be made during year end accounts software close to account for the pre payment of the insurance for 2025.26 This is a significant increase and will need to be considered again at budgeting for 2026 – 2027.

Civic Uniform – a new Bellman's uniform has arrived for the new Bellman.

Station Road fees will be covered from reserve transfers at year end close.

Klondyke/ Tibbys Green is in excess of budget - reserves cover the invoiced costs of the new skatepark.

Works on the gable end at 7 Hurren Terrace including any refurb of toilets at Station Road has been tendered and council has chosen its preferred contractor – Mixbrow. Site meetings will be held in due course to set timescales.

Actual year to date expenditure is £ 1,183,441 including Station Rd / new skatepark/ purchase of 40A High Street - all of whose expenditure is covered from reserves.

Members considered that the accounts for the 12 months effectively represented the budgetary controls, reserves policies and investment strategies of the town council.

Balance sheet for the 12-month period reviewed and approved.

The 12-month management accounts and bank reconciliations for the 12 months, including the Earmarked reserves were reviewed and approved by committee and it was agreed that the Chair of the Cttee sign off as required.

6. To review the balance sheet and to approve bank reconciliations to March 2025

Balance sheet, earmarked reserves and transfers from reserves were reviewed. Bank reconciliations approved and signed off for all accounts. Deposits, including CCLA investment noted.

7. Reserves 2024.2025 – see detailed analysis.

Cil receipt for Roads cttee projects added to Cil reserves.

CCF revenue account balances noted – start date for an apprentice agreed as 24th Feb 2025.

Analysis of grant earmarked reserves also detailed within the summary.

Proposed year end transfers to reserves noted and approved by the finance cttee.

8. **Investment Balances** – see Cash and investment summary. Withdrawals from CCLA monies will be undertaken as/ when invoices received for payment for projects ongoing.
- Investments at CCLA noted – was agreed that CCLA was still an appropriate investment for the majority of funds. Discussion about the exposure to CCLA. CCLA Newsletter March 2025 considered. It was noted that as they are still AAA rated, the risk has been considered and negated as far as possible. The CCLA rating to be regularly considered as part of the risk review/analysis.

9. **CIL Balances – March 2025**

See draft CIL REPORT detailing income and expenditure for Cil – and detailing Cil reserve left available at year end 31st March 2025 of £17,323. 19

10. **Year end arrangements 2024.2025**

Year end account software close down will take place today.

Followed by Internal Audit as approved – SALC

Followed by external audit – to be sent off by 30th June.

Meeting dates are in place to enable these dates to be achieved.

11. **Tenders**

Hurren Terrace Tender has closed and contractor – Mixbrow – appointed.

Next significant tender/ procurement process will be relating to Town Hall improvements.

12. **Ev Chargers – options – Plug in Suffolk**

Anglia Car Charging has provided pricing and contract options for both Gardner Rd and East Green.

Presently East Green is operated by SCC and there is an option to include this within the Plug In Suffolk scheme from June 2025.

Gardner Rd is operated by Anglia Car Charging at present and they are offering new options for how to take this on moving forward.

Cllr Jarvis and Town Clerk will meet with Plug in Suffolk to discuss their option for East Green – and to also discuss the new chargers being proposed for Gardner Road. Decision on way forward for East Green can then be made after this meeting.

13. **Policies for Review** – Nil

14. **Review of Risk Management**

It was suggested that consideration be given to adding/ updating the general risk assessment for the council for the following subject areas; Cyber/ Health and Safety / Staffing/ Climate Change/ Skills mix of councillors/ LGR. These to be considered at a future meeting.

15. **Other matters to consider.**

Infrastructure Investment plan as per council strategy – after discussion it was felt that there is sufficient detail about this available to council and public.

Sponsorship and Advertising – See Lowestoft T C policy. It was suggested that this be kept in mind for as/ when council might wish to consider any sponsorship/ advertising, but it was not felt that this is applicable at the present time.

Employee Handbook – Employment cttee to consider this further.

16. **Grants to apply for and donation requests** – update of those received and any new opportunities.

Requests Received – Nil

Grant Opportunities.

- Sizewell C Community Fund update – as per previous minutes
- Sizewell C Community Housing Fund [Sizewell C Housing Grants » East Suffolk Council.](#)

Grants received

- ESC Enabling Communities Budget grant for £5k received to assist Rev Russ Gant and Erika Clegg DL community initiative of a hard copy directory of things to do/ clubs to join/ information brochure which residents had requested at the workshops which they held.

- ESC Locality £6500 to enable Community Connector – to assist with ESC housing / health scheme.

17. **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.

Property rental matters/consideration of commercial quotes/ staffing matters

18. **Date of next meeting** – 22ND May 2025 at 9.30am.

Full analysis of income/ expenditure for the electric car chargers had been circulated at the previous meeting with comparison against market figures for other charging sites.

Following recommendation/ analysis from Anglia Car Charging it is recommended that the Gardner Road charges be increased to 75p per unit, and that East Green be increased to 53p per unit - both with immediate effect.