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NOTICE

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 28th October 2025 at 6.30pm at the Town Hall

Signed L. S. Beaux Dated 21st October 2025

AGENDA

1. **Apologies:** To receive and approve apologies for absence.

2. <u>Declarations of interest</u>:

- 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.
- 3. <u>Minutes</u>: To approve and sign the Minutes of the Town Council meetings held on Tuesday 30th September 2025.
- 4. <u>Public Forum</u> (15 minutes will be allocated overall for this section- subject to Town Mayor discretion).
 - 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 a report from Suffolk CC Ward Councillor M Ladd. 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 21st October 2025. *Cllr* Goldsmith
- b) Landlords Cttee To receive the report of the meeting of the Landlords Committee held 23rd October 2025. *To consider recommendations in relation to quotes for work/ expenditure and budget. Cllr Gladwell.* **
- c) Leisure and Environment Cttee To receive the report of the meeting of the Leisure and Environment Committee held on 23rd October 2025 *To consider recommendations Cllr Goldsmith*.
- d) Roads Cttee To receive report and recommendations from meeting held 9th October 2025. *To consider any recommendation re cost of build outs in High Street Cllr Beavan*

- e) Employment working group To receive update of discussions held with specialist providers. See Finance Cttee recommendation regarding creation of a Personnel Cttee.
- f) 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 *Cllr Davy*
- g) LGR working group see Finance cttee minutes for update.

6. Business Group

- To receive update on Southwold business association/group including survey.
- To note Business networking programme and surgeries being provided by Menta as part of the business association programme.
- 7. Wi Fi Provision letter to ESC To receive update from last meeting.
- 8. **Southwold Harbour letter to ESC** To receive update from last meeting.
- 9. <u>Fire Station Site</u> to receive update *ESC Ward Cllr Beavan/ SCC Ward Cllr Ladd* **

10. Financial Matters - Audit and Governance

- a) Accounts for Payment To receive and confirm the Accounts for Payment for October 2025 (circulated to members).
- b) *To receive and consider* management accounts/ budget/ and balance sheet for month end September 2025
- c) To receive report and recommendations of Finance and Governance Cttee meeting held on 29th September 2025 To consider recommendations including; Terms of Reference of cttees, policy updates, quote for .gov.uk e mail address/Town Hall cost assessment Cllr Davy
- d) Balance for Enterprise Hub Cllr Davy/ Flunder

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

a) SAG

12. Town Mayor and Deputy Mayor updates including;

URC – Harvest Festival – 12th October 2025 at 10.30am Beccles Civic Service – 19th October 2025 at 10.30am Ipswich Civic Service – 19th October 2025 at 3.30pm Mid Suffolk District Council Civic Service – 26th October 2025 at 2pm

13. Forthcoming Events for councillors

Remembrance Parade – Town Hall – 9th November 2025 Armistice Day – Laying of Crosses – 11th November 2025 St Edmunds Day – St Edmunds Church – 20th November 2025 Light Up Southwold – 29th November 2025. Business Christmas Reception – Town Hall – 11th December 2025

14. Date of next Town Council Meeting:

Tuesday 25th November 2025 at 6.30pm, and Tuesday 16 December (if required).

15. Exclusion of Public and Press if required during discussions: Pursuant to section 1 (2) of the Public Bodied (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.

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

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.30pm on Tuesday 30th September 2025.

PRESENT:	Councillor	
	"	P Davy
	"	S Flunder
	"	V Gladwell
	"	P Goldsmith (Mayor)
	"	C Hurr
	"	R Jarvis
	"	M Palmer
	"	J Miller
	"	Temple
	"	M Wells

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

Before the meeting began members received a letter of resignation from Cllr Flunder relinquishing duties as Town Mayor/ Chair. Cllr Flunder will remain as a councillor. The Deputy Mayor offered thanks from all members for the work that Cllr Flunder had carried out for the council and the community during his two and a half years in office. Cllr Flunder advised that it had been a privilege to serve as Town Mayor and thanked all members, staff and the Town Clerk for the support that they had given him.

1. Election of Chair/ Town Mayor for the remainder of the term of 2025.2026.

Cllr Jarvis proposed that Cllr Goldsmith be elected as Chair/ Town Mayor for the remainder of the term of 2025.2026. Seconded by Cllr Wells. No other nominations. It was Agreed by All that Cllr Goldsmith be elected as Chair/ Town Mayor for the remainer of the term of 2025.2026.

Declaration of Acceptance of Office as Chair signed by Cllr Goldsmith.

Election of Deputy Mayor for the remainder of the term of 2025.2026.

Cllr Gladwell proposed that Cllr Wells be elected as Deputy Chair/ Mayor for the remainder of the term of 2025.2026. Seconded by Cllr Hurr. No other nominations. It was Agreed by All that Cllr Wells be elected as Deputy Chair/ Mayor for the remainer of the term of 2025.2026.

2. a) Apologies:

To note/approve apologies for absence. Apologies for absence were received from Cllr Beavan and Cllr Redington. Noted.

3. Declarations of interest:

a) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda. Cllr Gladwell 1 Strickland Place.

- b) To receive Declarations of Other Registerable Interests / Non registrable interest regarding the agenda. Cllr Davy re 1 Strickland Place. Cllr Jarvis re donation to Feed the Children project. Cllr Wells re the Men's Shed donation.
- d) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda. Nil.
- e) To note that the Register of Interests of all Members is to be completed within 28 days of the election and updated thereafter with changes as they occur. Noted.
- 4. <u>Minutes</u>: To approve and sign the Minutes of the Town Council meetings held on Tuesday 29th July 2025.

It was Proposed by Cllr Temple, seconded by Cllr Jarvis and Agreed by all to approve the minutes of 29th July 2025.

- 5. <u>Public Forum</u> (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. Cllr Beavan had provided apologies.

The ESC report had been circulated prior to the meeting

b) To receive a report from Suffolk CC Ward Councillor M Ladd. Cllr Ladd will then take questions from Councillors and electors. Ward Cllr Ladd advised that;

The 20mph scheme for the High Street had been approved.

The £54k funding available at SCC means that the build outs for the scheme will not incur chargeable Vat or the 18% onward cost to 3rd parties, as it will be a SCC funded project. The £54k will cover most of the costs and Cllr Ladd advised that if there was any excess payable he would hope to cover these from his own budget.

Pier Avenue Traffic survey results reveal that the majority of vehicles are within the 30mph speed limit and that the mean average speed is 22mph.

Two residents of St Edmunds Road have contacted Cllr Ladd about the state of the footpath and road, and these matters have been entered onto the Highways reporting tool.

Gull Wing Bridge has now been open for 12 months – data shows that there have been 112 incidents of people trying to cross the bridge when the red lights are going. Budget 2026 -2027 – SCC predicts an overspend of £13.8m – most of which is needed for adult social care.

Nominations for Mayor are being announced. SCC made its submission to government about LGR.

SCC will be investing further in the recycling centre in Suffolk.

Questions to SCC Cllr Ladd

Fire Station Site. Cllr Ladd advised that he was not aware of any update from SCC and that council could contact ESC Ward Cllr Beavan who might be aware of any progress.

SCC Cllr Ladd left the meeting at 7pm.

c) To receive comments from Southwold electors on matters on the agenda. Nil

6. 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 reports from meetings held 19th August 9th September, and 23rd September 2025.

Members were advised that Cllr Wells would like to withdraw from this cttee and that Cllr Redington would like to take up the vacancy. No other requests received. It was Agreed by All that Cllr Redington join the planning cttee to fill this vacancy.

Cllr Temple explained the decision with regards to pavement licences and re the alcohol licence application from Nine Deli. Cllr Temple also updated members on the pending application for a pavement licence for The Nelson, and with regards to the planning application for Woodley's.

Cllr Temple was asked about the Bay Hotel planning application – to remove the bar and restaurant areas. Cllr Temple advised that on planning grounds there was no reason to object to this application.

The Town Mayor asked SCC Cllr Ladd for an update on the tables/ chairs outside the Sole Bay Inn which have been removed. SCC Cllr Ladd advised that himself, ESC Ward Cllr Beavan and Adnams had met to see what could be done to get the tables/ chairs re-installed. Discussions are continuing.

b) Landlords Cttee – To receive the report of the meeting of the Landlords Committee held 30th July, 28th August and 25th September 2025. *To consider recommendations in relation to quotes for work/ expenditure and budget.* **

Cllr Gladwell advised that there has been much work going on with regards to both practical and strategic aspects of the property portfolio, as per the report.

Hurren Terrace Gabel End works have started.

Recommendations

Upgrade of fire alarm systems at residential premises Hurren Terrace – it has been recommended that STC upgrades the residential fire alarm systems at HT/Station Road at a total cost £9107. Recommend approve from landlords budget.

The insurers also require that STC has its own Hot works permit policy for contractors to adhere to – for which the insurers provided a template. Recommend to adopt.

Door Locks – all Hurren Terrace – to comply with new fire regulations – i.e. should be turn locks not key locks inside main exit doors to residential properties. Full cost of replacement locks - £912 plus Vat -

25 Market Place – Quote for works to downpipes/ clay air bricks/ replacement gutters – Total cost £3584.

It was AGREED by all that the four recommendations above be approved. Unanimous.

c) Leisure and Environment Cttee – To receive the reports of the meeting of the Leisure and Environment Committee held on 31st July 2025 and 25th September 2025 –*To consider recommendations*.

Cllr Miller advised that there were no recommendations from the meeting of 31st July 2025.

From meeting held on 28th September - It was suggested that a meeting be held between L and E, and ESC/ESS, to find out what budget they had available for maintance on these areas, the sort of maintenance/ planting that would be possible, the stability of the cliff area, costs/ budgets etc and who might be able to fund any improvements. Once this meeting has taken place it is then suggested that there might be the potential to set up a working group, to include other stakeholders/ interested parties such as BHOA, cafe owners along the prom, to progress issues.

It is therefore recommended that in the first instance, a meeting be arranged between L and E and ESC/ESS to follow up on the meeting which had already been held re asset transfers. On the proposal of Cllr Miller, seconded by Cllr Jarvis it was Agreed By All. Unanimous.

Quotes have been received for both repair and new. Repair will be as expensive as new in some instances.

2 Quotes have been achieved for carving a replacement from English Oak, primed painted and varnished. Quotes of £2600, or £7,347 plus VAT

L and E agreed, under Delegated Auth, that a new sign be commissioned, to copy the previous sign, and that the quote of £2600 be accepted. Within L and E budget. Council to note. On the proposal of Cllr Miller, seconded by Cllr Jarvis it was AGREED BY ALL that this would be noted. Unanimous.

Cllr Goldsmith advised that there is a vacancy now on the L and E cttee as Cllr Redington has withdrawn from this cttee.

- d) Roads Cttee To receive report and recommendations from meeting held 28th August 2025. *To consider any recommendations Cllr Beavan* No Recommendations.
- e) Comms working group To receive notes from the meeting held on 31st July 2025. *To consider recommendations*. There were no recommendations.
- f) Employment working group To receive notes from the meeting held on 17^{th} September 2025. To consider recommendations in relation to policies and HR/H and S services. **

Cllr Davy provided the report and detailed the HR companies whom the group had met to date. No recommendation at this stage with regards to this aspect.

Recommendations;

It is recommended that a Nest pension with an employer contribution of 3% be offered to the apprentice and asset officer should they wish to join a pension scheme at any stage. Town Council Pension Policy to be updated to reflect this.

On the proposal of ClIr Davy, seconded by ClIr Wells, it was Agreed by all to approve this recommendation.

It was agreed to recommend that the Eye test/ glasses policy, as attached, be adopted for Southwold Town Council.

On the proposal of Cllr Davy, seconded by Cllr Wells, it was Agreed by All to approve this recommendation.

It is recommended that council notes and approves the payment of the NJC approved Pay Award for 2025 – 2026 for the Town Clerk and admin assistant and to note that this is backdated to 1st April 2025.

On the proposal of Cllr Davy, seconded by Cllr Wells, it was Agreed by All to approve this recommendation.

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

Cllr Davy advised that there are ongoing grounds works taking place with respect to Lionlink. Statutory Consultation will be January 2026. Scottish Renewables is looking at construction works. Sealink virtual prelim meeting is being held on 5th Nov at Snape. Both SCC and ESC have made good submissions. East Suffolk Energy Partnership has a meeting next week and an open meeting before the Sealink Prelim meeting. Sizewell and the effect on transport on and around A12 is the major problem at the moment. Rail and sea are to be used at some stage in the future.

Application for 340 touring pitches has been applied for at Pakefield Caravan and camping site. Discussion about whether this would have an effect on the Southwold caravan site once the need for Sizewell use has ended. It was suggested and agreed by all that STC send in a planning response to the application to this effect.

Discussion about whether Southwold caravan site would benefit from Sizewell workers – and it was suggested that the HMC discuss this further.

Cllr Davy advised members that Council will need to consider how to get positive results from Sizewell and how to access funding from their grants, to offset some of the disruption. Discussion about the length of the 30mph restrictions on the A12 and whether this could be shortened as work is not taking place along the whole length of the 30mph.

A member asked whether there had been any update from ESC Ward Cllr Beavan about Lionlink and the suggested connection with Southwold Harbour – no update known.

It was noted that SALC is holding webinars on the Sealink process, which are open to all.

h) LGR working group – to receive updates from various meeting held – including with ESC re asset transfers on 30th July, and with all District Councils re best practices.

Cllr Jarvis advised that the submissions have been made by ESC and SCC and the outcome is awaited. Local labour MPS seem to be backing the 3 unitary proposal. But with the government financial assessment – savings are needed and a one unitary is likely to deliver more savings.

Cllr Jarvis advised of the recent decision from the Local Leaders Group to not approve funding to SALC for a NSIP co Ordinator.

Cllr Jarvis advised re the Powers which will be devolved to the Mayor- Transport will be a Mayoral responsibility including stations, rail, bus fleets, highways, and Network Rail.

7. Business Group

To receive feedback from meeting with MP re Business rates.

Members were advised that the business rate relief has been pulled, so for many the business rates have increased significantly. Added to this is the impact of NI and Wage increases.

Businesses present at the meeting felt that footfall/ spend had reduced. (5 business members were present to represent the views of the business community).

The MP advised that she had reported to a Select Cttee that there was no joined up thinking on NSIPS in this area.

To receive update on Southwold business association/group - including survey. There seems to be a desire to rejuvenate the business group and one of the business owners is circulating a survey to see if there are key priority areas.

To note Business networking programme and surgeries being provided by Menta as part of the business association programme. Noted.

8. Wi Fi Provision—To note concerns of businesses/residents regarding Wi-fi provision.

Both at the meeting with the MP, and separately, some businesses have expressed concern about the lack of mobile coverage especially at busy parts of the season, or when large events are taking place close by – i.e. when Latitude takes place. This is effecting business continuity.

This is also evidenced by the number of complaints being received about the difficulty for people to download the necessary parking App when trying to use local ESC car parks. It is understood that new fibre upgrades are taking place – but it is unknown whether this will improve coverage/ stability of the networks

After full discussion it was Agreed by all to write to ESC Economic Development Team about the effect of poor mobile coverage and to ask whether there is any help that they can provide in this respect – i.e. lobbying the providers etc.

9. Fire Station Site – to receive update – Cllr Beavan. No update available.

10. Financial Matters - Audit and Governance

- a) Accounts for Payment To receive and confirm the Accounts for Payment for September 2025 (circulated to members).
 - On the proposal of Cllr Jarvis, seconded by Cllr Temple, it was Agreed by all to approve the payments.
- b) To receive and consider management accounts/ budget/ and balance sheet for month end August 2025. Members had received the up to date documents and reports. No matters of concern were raised.
- c) AGAR 2024 .2025 To receive completion of external Audit for 2024.2025 and note recommendations/ actions required are Nil.

Thanks were extended to the Town Clerk and the team for their work on the Council financial management, which has enabled a clean audit to be received again, with no actions required.

Members considered the audit report and timescales for public notices. It was Agreed by All to note and approve the audit closure report for 2024.2025.

d) To receive report and recommendations of Finance and Governance Cttee meeting held on 29th September 2025 – To consider recommendations including donation requests, NALC Pay award 2025, policy updates.

External audit has been provided to all councillors. There are 'No matters to note' and no action plan is required for council to progress. See above. Agreed by all.

Pay award – 2025.2026. To adopt as per Employment Cttee recommendation and note the backdate to 1st April 2025. Agreed by all. See above.

Pre-payment Card - Presently online purchases are paid for on personal card and claimed back through council. If a pre-payment card was provided the VAT on purchases would be able to be reclaimed. The Cttee Recommend a pre-payment card with a pre-paid sum of £1,000 be provided for council use. Agreed by all.

Cllr Wells left the room

Donation request - Sole Bay Men's Shed toward total project cost of £75k. It is recommended that the town council donate £1000 to this project. It is within donation budget. Agreed by all.

Cllr Wells returned to the room.

Cllr Jarvis did not take part in the following discussion.

Donation request - Feed All children Project for Southwold School. Council provided £1000 in 2024 for this project.

Costs have been provided for term 1 of £1568 to feed all those not otherwise eligible to free school meals.

It is recommended that a donation of £1568 be provided to cover all the costs for the first term. This is within donation budget. Agreed by all with one abstain.

The accounting system is presently not available on the council laptops. To improve efficiency and flexibility of use it is recommended that the quote to enable the system to be web based be approved – cost £404.05. Agreed by all.

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

a) SAG - Members were advised that all recent meetings had been cancelled and that this was disappointing. The project for the caravan site does not seem to have moved forward. There seem to be examples of people enquiring about static caravan pitches and no one is going back to them. There appear to be leases/ licences which are not progressing. It was mentioned that ESC does not seem to be supporting local businesses at the harbour.

Discussion took place on the above. It was suggested that a letter be sent to ESC, detailing the concerns of the town council in relation to; how the businesses are being affected, the length of time being taken on leases/ licences, up to date annual accounts for the harbour, up to date details of the reserves retained for the harbour, how these reserves will be accounted for and transferred to the new Unitary/ Mayor, details of the assets of the harbour held within ESC, details of who the duty holder is and who it will be in future, and how the harbour/ duty holder role will be dealt with as part of devolution/ LGR. Copy of letter to be sent to MP and Dept of Transport.

b) Summer Theatre. Members were advised that a thank you event had been held for the volunteers.

Arts Festival is likely to take place 1-4th May 2026. There is no date for the street festival. Members were advised that the Arts Festival had been very difficult to deliver this year and that the street festival cost approx. £4k to be held this year. It was suggested that the town did not seem to support the events -businesses not financially supporting/ no bunting etc. The costs for the Arts Festival had risen greatly hence the need to reduce it from 7 days to 4 days in 2026.

- c) Light Up Southwold Cllr Wells advised that the cttee is on track with their organisation of the event and that the fundraising has gone well.
- 12. <u>Sole Trustee</u> to consider whether the council would consider, in principle, being a sole trustee of The Common Southwold if requested to be.

Cllr Davy explained the background to the agenda item. Cllr Temple asked whether the Common Trust had considered becoming a CIC.

After discussion it was agreed by all to suggest to the Common Trust that they consider a CIC as a governance option. Unanimous.

13 Deputy Town Mayor updates including;

V J Day – service on Gun Hill – 15th August 2025 Tour of Britain cycle event – 2nd September 2025

Plus upcoming events

Beccles Civic Service – 19th October 2025 at 10.30am Ipswich Civic Service – 19th October 2025 at 3.30pm Mid Suffolk District Council Civic Service – 26th October 2025 at 2pm

14. Councillor updates

Meeting with Suffolk High Sheriff has taken place. No matters to bring forward at this stage.

Attendance at Battle of Britian Parade and Service Bury St Edmunds. Noted.

15. Forthcoming Events for councillors to note;

URC – Harvest Festival – 12th October 2025 at 10.30am Remembrance Parade – Town Hall – 9th November 2025 Armistice Day – Laying of Crosses – 11th November 2025 St Edmunds Day – St Edmunds Church – 20th November 2025 Light Up Southwold – 29th November 2025. Businesses Christmas reception – Town Hall – 11th December 2025

16. Date of next Town Council Meeting:

Tuesday 28th October 2025 at 6.30pm

17. Exclusion of Public and Press if required during discussions: Pursuant to section 1 (2) of the Public Bodied (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** and Strickland Place property update.

Menta lease of Enterprise Hub. Cllr Davy provided an update re the KPI detailed within the terms of the lease and confirmed that these were being achieved. ESC has suggested that additional business community surgeries/ advice support be delivered for businesses locally – see new programme of events as detailed above.

Cllr V Gladwell left the meeting

Members were updated re the interest being shown and offers received for 1 Strickland Place. No decision required at present.

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

Draft Minutes of the Roads Committee meeting held Thursday 9th October 2025 at 10.30 am the Town Hall.



Present Cllrs; Beavan (Chair) Jarvis, Hurr, Davy, Palmer.

Also present; SCC Highways officer J Kerridge (JK), Charles Harrison (CH) and Town Clerk.

- 1. To receive apologies for absence. SCC Ward Cllr Ladd
- 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. Minutes from August meeting as presented at full council. Noted
- Public section for members to speak on matters relating to the agenda items under consideration. Max of 15 minutes will be given to this section. Discussions at the discretion of the Chair of the Cttee. Nil
- 5. Update from SCC Charles Harrison and Jo Kerridge re local Highways matters, including;
 - High Street 20mph Application /High Street Build outs/ courtesy crossings— confirm SCC approval and costs receive update on progress and costs.
 Members were advised that SCC had approved the 20mph application at their meeting on 26th August. The costs for the TRO are likely to be £6k £12k.
 The estimate of costs for the build outs which are part of the Scheme have been received (£50k 62k) but it is hoped that the SCC £54K funding should be sufficient to cover the costs. Cllr M L agreed to fund any excess required for the build outs.

IT WAS AGREED BY ALL TO RECOMMEND TO ACCEPT THE COSTS AND RESPOND TO SCC HIGHWAYS ACCORDINGLY.

- East Cliff parking spaces/ road resurfacing receive update.
 The need for some resurfacing of the small piece of road outside the houses has been reported on the Highways reporting tool. But this is likely to be very low priority.
- Community Liaison Officers
 Jo Kerridge advised that Charles Harrison will be the Southwold Community Liaison Officer with immediate effect.
- Mights Bridge update
 - A resident had contacted M L about a noise heard from the bridge when crossing it by car. The bridge inspectors have taken a look to see if anything had moved on the bridge. No issues were found. DB advised that with respect to Coastal Erosion he is pushing for a bund on the seaward side of Mights Bridge, as the road cannot be raised.
- Traffic Survey Pier Avenue Survey carried out and data forwarded from SCC. The mean average is 22mph. this might fit separate criteria for a 20mph if required as it can be self-enforcing.
- 6. Update from ESC Ward Cllr Beavan on ESC parking matters;
 - Parking enforcement frequency in Southwold.
 DB will chase the data which had been requested about how much time is spent inspecting car parks compared to the on-street parking.

• Parking outside Post Office

DB will feed through the issue of people parking outside of the Post Office (there are no waiting restrictions there so no one should be parking there).

• ESC Parking machines and payment options

Complaints are being received about the inability of people to pay at the machines – either due to poor wi fi and not being able to download the parking app, or because they do not offer a cash alternative. ESC advises that new machines will be purchased and installed – which will offer card payments too. DB will check the expected installation dates.

- Resident parking exemption has been renewed by ESC.
- Mobile Homes parking close to seafront.

Discussion about any issues caused so far this year. The caravans and mobile homes should be parking at the caravan site. There are also spaces in the ESC Pier car park. There is a pilot taking place in Felixstowe re camper vans.

It was suggested that, as part of LGR, perhaps some ESC land could be requested, and additional parking facilities provided for mobile homes.

7. Other matters including;

• Inspection of Potters Bridge

SCC advise that the principal inspection has been delayed. A routine inspection will take place in 2026.

DB advised that he would still be keen to have real time electronic signage – and suggested that SCC consider implementing these from the monies saved by not carrying out the principal inspection 9approx £100k cost).

- Signage Cllr Davy and the town clerk had met and confirmed the signage which is being requested from SCC. It is hoped that these will be installed for March 2026.
- Plug in Suffolk lease agreement.

The Solicitor report had been circulated to members of the cttee prior to the next meeting. It was felt that in view of eth very small income which would be received, any further dialogue through solicitors would not be cost effective. Comments from M and R to be summarised and sent to Plug in Suffolk, as well as the thoughts around negotiation costs. ML is taking the concerns raised by M and R up with SCC.

- *Trade dispensation permits* it was suggested that the system is complex, and many do not apply.
- Benches on Highway Sole Bay Inn There has been much discussion on social media about the table/ chairs being removed. Adnams/ DB/ and ML have met to discuss way forward. Adnams are likely to apply for a pavement to be installed, on which they will then seek permission for tables/ chairs. JK will check on the position re the Red Lion.
- Pot Holes Areas including Field Stile Road, outside Adnams, and around church will be added to reporting tool.

Date of next meeting. To receive design for Build Outs – Thursday 4th December 2025 at 10.30am at Town Hall.

Southwold Town Council Annual Budget - By Combined Account Code (Actual YTD Month 6)

11:47

		Last Year		Current Year			Next year			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Budge	et Income_									
1076	Precept	118,551	118,551	0	176,651	176,651	0	0	0	0
1090	Interest Received	92,000	77,857	0	22,335	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	8,577	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	3,231	5,000	0	0	0	0
1150	Donations/Grants Received	0	8,158	0	18,628	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	0	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	13,168	15,000	0	0	0	0
1190	Miscellaneous Income	0	8	0	1,273	1,273	0	0	0	0
1400	Insurance Contributions	9,000	10,817	0	0	6,000	0	0	0	0
1411	Electricity contributions	0	7,438	0	358	500	0	0	0	0
1500	Rental Income	250,000	245,625	0	124,377	240,000	0	0	0	0
	Total Income	486,951	535,713	0	372,667	519,699	0		0	0
Direct	Expenditure									
4096	loan repayment	31,000	31,726	0	15,664	31,500	0	0	0	0
	Direct Expenditure	31,000	31,726	0	15,664	31,500	0	0	0	0
Overh	ead Expenditure									
4000	Salaries (inc. NI)	78,000	102,245	0	50,038	94,000	0	0	0	0
4005	Pensions	24,000	21,514	0	9,484	22,000	О	0	0	0

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Southwold Town Council Annual Budget - By Combined Account Code (Actual YTD Month 6)

		Last Year		Current Year			Next year			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4010	Town Hall Running Costs	14,000	14,758	0	7,441	14,500	0	0	0	0
4016	Grant Expenditure	0	15,667	0	750	0	17,878	0	0	0
4020	Chairman's Allowance	1,000	1,213	0	35	1,100	500	0	0	0
4040	Postage	0	39	0	55	100	0	0	0	0
4045	Stationery	500	2,154	0	1,086	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	885	900	0	0	0	0
4065	Travel	500	420	0	152	500	0	0	0	0
4070	Training & Conferences	500	1,365	0	85	1,000	0	0	0	0
4074	Comms & media support	3,000	4,040	0	0	5,500	0	0	0	0
4075	Software & Support	8,000	9,626	0	2,818	10,000	0	0	0	0
4080	Insurance	28,000	36,999	0	34,570	32,000	0	0	0	0
4085	Audit Fees	2,800	3,874	0	-899	2,800	2,520	0	0	0
4090	Legal Fees	15,000	36,112	0	1,683	20,000	0	0	0	0
4091	Professional fees	15,000	28,193	0	-8,516	17,000	0	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	2,260	0	0	0	0	0
4100	Safe Custody Service Charges	300	123	0	67	150	0	0	0	0
4105	Elections	1,000	3,015	0	0	3,000	0	0	0	0
4110	Allowances	400	200	0	0	400	400	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	3,708	5,000	500	0	0	0
4219	The Common	0	0	0	0	15,000	0	0	0	0
4220	Donations	8,231	6,144	0	1,920	8,600	6,600	0	0	0

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Southwold Town Council

Annual Budget - By Combined Account Code (Actual YTD Month 6)

		Last Y	<u>ear</u>		Curren	Current Year				
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4221	Community Support Services	20,000	0	0	0	10,000	0	0	0	0
4222	Business support	0	0	0	0	4,000	0	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	504	17,000	0	0	0	0
4246	SCC Feasibility	10,000	750	0	0	7,000	0	0	0	0
4260	Civic Uniform	100	1,200	0	0	100	0	0	0	0
4300	Kilcock Toilets	0	9,644	0	5,177	12,000	0	0	0	0
4310	Grounds Maintenance	12,700	17,221	0	5,229	16,200	0	0	0	0
4315	Workshop	3,000	0	0	40	1,000	0	0	0	0
4410	Market	2,000	1,631	0	774	2,000	0	0	0	0
4420	Klondyke/Tibbys Green	32,000	97,062	0	1,177	15,000	10,000	0	0	0
4425	Car parks/parking/EVC	0	21,501	0	3,400	0	0	0	0	0
4435	CCTV.wi fi. business	8,500	12,861	0	52	26,000	0	0	0	0
4445	Asset Purchases	5,000	408,885	0	436	5,000	0	0	0	0
4500	Property/Land Maintenance	130,000	191,800	0	23,703	81,600	50,000	0	0	0
4501	town hall refurb	0	0	0	0	200,000	0	0	0	0
4502	Marshes	0	69	0	295	2,000	0	0	0	0
4505	Inspections/Landlord Fees	1,000	5,080	0	1,798	2,000	0	0	0	0
4506	station rd refurb project	0	103,716	0	0	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	309	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
	Overhead Expenditure	492,531	1,188,938	0	150,562	969,950	360,598	0	0	0

Annual Budget - By Combined Account Code (Actual YTD Month 6)

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			Curren				Next year	
Budget 	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
486,951	535,713	0	372,667	519,699	0	0	0	0
523,531	1,220,664	0	166,226	1,001,450	360,598	0	0	0
-36,580	-684,951	0	206,441	-481,751	-360,598	0	0	0
0	829,124	0	0	0	0	0	0	0
0	46,000	0	0	0	0	0	0	0
(36,580)	98,173	0	206,441	(481,751)		0		
	523,531 -36,580 0	523,531 1,220,664 -36,580 -684,951 0 829,124 0 46,000	523,531 1,220,664 0 -36,580 -684,951 0 0 829,124 0 0 46,000 0	523,531 1,220,664 0 166,226 -36,580 -684,951 0 206,441 0 829,124 0 0 0 46,000 0 0	523,531 1,220,664 0 166,226 1,001,450 -36,580 -684,951 0 206,441 -481,751 0 829,124 0 0 0 0 46,000 0 0 0	523,531 1,220,664 0 166,226 1,001,450 360,598 -36,580 -684,951 0 206,441 -481,751 -360,598 0 829,124 0 0 0 0 0 46,000 0 0 0 0	523,531 1,220,664 0 166,226 1,001,450 360,598 0 -36,580 -684,951 0 206,441 -481,751 -360,598 0 0 829,124 0 0 0 0 0 0 46,000 0 0 0 0 0	523,531 1,220,664 0 166,226 1,001,450 360,598 0 0 -36,580 -684,951 0 206,441 -481,751 -360,598 0 0 0 829,124 0 0 0 0 0 0 0 46,000 0 0 0 0 0

Southwold Town Council

Budget Notes

A/c Code	Description	Centre	Description	Budget Notes
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	invoiced to ESS For maintenace of footpath to tip blyth rd (tfr to C.T now received).
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	0
1156	CIL	101	General Administration	April 2025 recived
1159	Car Charging	101	General Administration	separate spreadsheet held for income and expenditure
1190	Miscellaneous Income	101	General Administration	recredit from invoice paid twice
4060	Subscriptions	101	General Administration	salc AND nla paid
4080	Insurance	101	General Administration	£34570 PAID IN ADVANCE TO fEB 2026. NOTE £32K BUDGET FOR 12 MONTHS
4085	Audit Fees	101	General Administration	invoice now to pay as Audit completed
4091	Professional fees	101	General Administration	await invoices
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 complettion
4110	Allowances	101	General Administration	bellman and sgt at mace
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. £48k 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 -
4210	Annual Events	201	Other Expenditure	BUNTING V E DAY and charter lunch invoices
4220	Donations	201	Other Expenditure	see separate list
4221	Community Support Services	201	Other Expenditure	as set in budget 2025.26
4310	Grounds Maintenance	301	Work Contracts	STC land around town

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Budget Notes

A/c Code	Description	Centre	Description	Budget Notes
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
4508	water tower	401	Asset Management	see also 4500 code. £50k to eb allocated for works
4509	hurren terr gable	401	Asset Management	work commenced Sept 22nd. £150k is in earmarked reserve
1506	Property sale	526	6 Strickland Place -Kitchen	POTENTIAL OF 1 Strickland place

Southwold Town Council

Balance Sheet as at 30th September 2025

31st March 2025				31st	March 2026
		Current Assets			
19,713		Debtors	7,628		
9,786		Other Debtors	0		
34,570		Prepayments	0		
68,296		Current Bank Account	265,373		
620		Lloyds Business Account	622		
30,986		32 Day Notice	31,310		
1,204,878		Public Sector Deposit Fund	1,231,461		
1,368,848				1,536,395	
-	1,368,848	Total Assets		_	1,536,395
		Current Liabilities			
1,091		VAT Control Account	2,293		
12,583		Creditors	0		
27,513		Accruals	0		
41,187				2,293	
-	1,327,661	Total Assets Less Current Liabilities		_	1,534,102
		Represented By			
	150,819	General Reserves			357,260
	250,000	EM Res - Asset Purchase & Mtnc			250,000
	6,500	EM Res - Elections			6,500
	50,000	EM Res - Staff Resources			50,000
	13,223	EM Res - Grants/Pledges			13,223
	17,324	EM Res - CIL reserve fund			17,324
	71,620	EM Res - Capital Account			71,620
	573,176	EM - Res - capital sale			573,176
	43,000	EM Res - Roads			43,000
		EM Res - Course/Training			2,000
	150,000	EM Res - Hurren Terrace			150,000
	1,327,661			-	1,534,102

16/10/2025

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Southwold Town Council

Balance Sheet as at 30th September 2025

31st March 2025 31st March 2026

The above statement represents fairly the financial position of the authority as at 30th September 2025 and reflects its Income and Expenditure during the year.

Signed:
Chairman
Date:
Responsible
Financial
Officer
Date:
Date:

Budget Changes 2025- 2026 October 2025

To approve;

Income Budget amendments

1150 Donations – grants received - add budget of £20k

1156 CIL ADD BUDGET £2500 for April receipt

1159 Car charging – increase budget to £15k to reflect income

1190 Misc Income – add £1273 budget to cover

1411 Elect contributions – Increase budget to £500 to reflect increase

Expenditure Budgets – leave as is and monitor through %spend.

Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held Thursday 16th October 2025 at 9 am at the Town Hall.

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

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Goldsmith – noted.

2. Declarations of interest:

To receive any declarations of ORI/ Non-Registerable interest regarding the agenda. Nil To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil To receive any request for dispensations regarding the agenda. Nil

- 3. Matters from the public on matters relating to matters on the agenda. Nil
- 4. Minutes of the previous meetings approved.
- 5. To Review management accounts to 30th September 2025.

Members reviewed the 6-month management accounts to 30th September 2025 on a line by line basis.

Income

Second half precept received September.

Grant £1k from ESC towards a legacy from Men's Tour received September.

Income from properties in line with budget.

Market income has been sustained as pitch capacity has been v good during summer.

£3231 received to date from donations for Gardner Rd car park.

Insurance invoices for 2025.2026 will be invoiced.

Recommend approve budget changes as per document attached.

Expenditure

Audit Fee invoice now received for payment.

Prof fees Station Rd relate to final Party Wall bill.

Property land maintenance budget includes some for the Water Tower repairs.

Hurren Terrace gable end works have started.

Grant expenditure to be covered from grant income.

Donations – see separate document for full details of those agreed/committed.

6. **To review the balance sheet** and to approve reconciliations to 30th September 2025.

Balance sheet as expected – approved and agreed by all for Chair to check and sign the reconciliations and balance sheet.

- 7. **To review Reserves** –No virements required for September 2025, approved and agreed by all for Chair to sign these off.
- 8. Investment CCLA to consider whether withdrawals / investment required. CCLA remain AAA rated and still appropriate for council funds. No matters of concern. No transfer required to/ from CCLA. Agreed by all.

 There is a CCLA updating webinar in October which the Town clerk and Cllr Flunder have
- 9. **Budget 2026 2027** to note timescales for cttees to provide budgets to finance cttee by 26th November as this is date when first draft budget will be collated.
- Pension re-enrolment To note action required Third anniversary of previous reenrolment date: 17 November 2025. Re-declaration deadline: 16 April 2026 (see Employment group). Noted.
- 11. **Grants / Donations** update of those received and any new opportunities/ requests including;

Grant Monies Received – Nil in this period.

Grant Opportunities

subscribed to.

Possible grant funding available;

Sustainable Development Fund – Land E and C/Trust to consider.

National Environmental Impact Fund – L and E and C/Trust to consider.

ESC Sizewell Tourism Fund – L and E to consider the guidelines/ outcomes required.

ESC Visitor Economy Scheme – L and E to consider the guidelines/ outcomes required.

Other Grants / donations information and requests received.

- 12. Audit 2025 2026 Assertion 10 .gov.uk e mail address to consider costs. As part of Assertion 10 councils need to have an e mail address for which they hold the domain. STC does comply by holding the domain, but it is not the recommended .gov.uk address. To totally comply it is recommended that the e mail addresses for all staff be converted to a .gov.uk address. Cost £900.
- 13. Terms of Reference of Committees to be reviewed.

Members considered the revised Finance and Governance Terms of Reference and recommend that these be approved.

The HR working group have met several times in recent weeks. Many councils operate a Personnel cttee as a standing cttee as they have a consistent role with regards to HR and H and S policies as well as overseeing staff welfare. It is considered that with 4 staff now, it would be appropriate for the working group to become a standing Personnel cttee. Members considered the Terms of Reference for the suggested Personnel cttee and recommend that a cttee be formed and that the draft Terms of Reference be approved and adopted.

14. **LGR** – update since last meeting – Both ESC and SCC have put in their submissions for unitary status. Mayoral nominations are being received. Discussion took place as to whether the Harbour would be under the control of the Mayor or within a unitary. It was stated that a Mayor can request the power to do certain things, so the Town Council could petition for Southwold Harbour to come under the control of the Mayor if it wished to.

Asset mapping – ESC has a stake in the Enterprise Hub. Discussion as to whether STC should liase with ESC now about this or wait until the Unitary decision has been made. Subsequent to the meeting the town council solicitor advised that there are probably matters to be taken up direct with ESC before any LGR decisions/ transfers.

- 15. If Required Exclusion of Public and Press: Pursuant to section 1 (2) of the Public Bodied (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.
 - a. Property/ rental matters

As part of Assertion 10 councils need to have an e mail address for which they hold the domain. STC does comply by holding the domain, but it is not the recommended .gov.uk address. To totally comply it is recommended that the e mail addresses for all staff be converted to a .gov.uk address. Cost £900.

Members considered the revised Finance and Governance Terms of Reference and recommend that these be approved.

It is considered that with 4 staff, it would be appropriate for the HR working group to become a standing Personnel cttee. Members considered the Terms of Reference for the suggested Personnel cttee and recommend that a cttee be formed and that the draft Terms of Reference be approved and adopted.