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NOTICE

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 29th July 2025 at 6.30pm at the Town Hall

Signed

L. J. Beavan

Dated 22nd July 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 updated with changes as they occur.
3. **Minutes:** To approve and sign the Minutes of the Town Council meetings held on Tuesday 24th June 2025, and Tuesday 8th July 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 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 report of the meeting of the Planning and Development Committee meetings – to receive report from meeting held 8th July 2025. *Cllr Temple*

To consider the following planning applications;

Dc/25/2233/FUL – Replace two existing single glazed wooden windows with new wooden double-glazed windows at 27A High Street

Dc/25/2181/FUL – Erection of a 3.24m long fence adjacent to pavement of Pier Avenue – fence to be 1.6m high. At 24 Pier Avenue.

- b) Landlords Cttee – No meeting held – *30th July next meeting.*
 - c) Leisure and Environment Cttee - No meeting held – *31st July next meeting.*
Aim to encourage volunteers to assist with enquiries at TIC over school summer holidays.
 - d) Roads Cttee – To receive report and recommendations from meeting held 23rd July 2025. *Cllr Beavan*
6. **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) **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*
7. **LGR** – to receive updates. *Cllr Jarvis*
8. **Financial Matters - Audit and Governance**
- a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for July 2025 (*circulated to members*). To note that with no meeting scheduled for August, contractual payments will be made as required, and other payments as per standing orders.
 - b) *To receive and consider* management accounts/ budget/ and balance sheet for June 2025
 - c) *To receive report and recommendations of Finance and Governance Cttee* meetings held on 26th June and 14th July 2025 – recommendations including donation requests, and signatories.
9. **Deputy Town Mayor updates including;**
Opening of Men's Shed
Scout Group AGM
10. **Councillor updates**
ESC – Chair and clerks meeting – *Cllr Davy*
11. **Forthcoming Events**
V J Day – service on Gun Hill – 15th August at 11am
Tour of Britain cycle event – 2nd September 2025 – North Parade being the finish of Stage1 of the tour.
12. **Date of next Town Council Meeting:**
Tuesday 30th September 2025 at 6.30pm (*unless one is required on 26th Aug*)
- Some items from this agenda might need to be considered within a confidential session as below.*
13. **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.
Strickland Place property update.

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 24th June 2025.

PRESENT: Councillor
“ P Davy
“ P Goldsmith (Deputy Mayor)
“ C Hurr
“ R Jarvis
“ M Palmer
“ V Redington
“ M Wells

Best wishes were extended to the Town Mayor.

Also present: The Town Clerk and the High Steward.

1. a) **Apologies:**
To note/approve apologies for absence. Apologies for absence were received from Cllrs Beavan, Gladwell, Miller, Temple. Noted. Apologies were received from Cllr Flunder. Accepted.
2. **Declarations of interest:**
 - a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.* Cllr Redington re 1 Strickland Place.
 - b) *To receive Declarations of Other Registerable Interests / Non registrable interest regarding the agenda.* Cllr Davy re 1 Strickland Place.
 - 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.
 - 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.
3. **Minutes:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 27th May 2025. **It was Proposed by Cllr Jarvis, seconded by Cllr Davy and agreed by all to approve the minutes of 27th 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.
Nil.
 - b) To receive a report from Suffolk CC Ward Councillor M Ladd.
Cllr Ladd will then take questions from Councillors and electors.
Nil.
 - c) To receive comments from Southwold electors on matters on the agenda. Nil.

5. To receive reports from Committees and Working Groups:

- a) To receive the report of the meeting of the Planning and Development Committee meetings – to receive reports from meetings held 3rd and 17th June 2025. No recommendations.
Noted by all.
- b) Landlords Cttee – to receive report and recommendations from meeting held 12th June 2025. See recommendations with regards to land etc. *Cllr Goldsmith* – see recommendations.

Quotes to consider

11 Station Road - increase loft hatch and board out – Quote £2500 C and D
1 Strickland place garden/ Red Cross Hut – gardens to be tidied - £20 per hour.
Flat 21a Market Place – Painting of front door – C and D £252 plus vat.
Unit 9a H Terrace – internal works in office/ stock room – C and D £1459 plus vat.
Under arch Hurren Terrace – old commercial gas meter – Cadent to remove £400.
Discussion re the quotes. **It was Proposed by Cllr Wells, seconded by Cllr Hurr to approve all quotes as above. All agreed**

Hub parking - It is recommended that;

- a) the licence to the Millennium Trust is not renewed so that the Trust can have the spaces for public parking. **Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**
- b) that the car parking spaces required are made available on the parking area offered by the Allotment Assoc. Instead of an annual fee/ donation being made, a one-off donation of £5k be provided to the Allotment Association - (which will help them complete the purchase of the compostable toilets that they are wishing to install). **Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**
- c) Leisure and Environment Cttee - No meeting held.
- d) Roads Cttee – To receive report and recommendations from meeting held 4th June 2025. Report received – no recommendations from meeting. Noted.
- e) Communication working group – date to be arranged. Nil.
- f) Employment working group – date to be arranged. No date.

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

Registration for Sealink DCO

Cllr Davy advised that 23rd June 2025 is the DCO deadline. STC has registered.

SEAS are in the process of writing a lengthy response following solicitor advice which they have paid for.

ESCEP have also responded. STC has been asked to sign Terms of Reference to sign up to ESCEP. There is no financial commitment to these Terms of Reference.

Recommended by Cllr Davy. Seconded by Cllr Hurr. All agreed.

7. **LGR** – to receive updates.

Cllr Jarvis advised that those members who had been available had just met with SCC and received a presentation about Devolution and LGR. Implementation will be complex.

STC needs to start thinking about services/ assets it wants and how LGR will be delivered. STC has the opportunity to do whatever it can to process the services/ assets.

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

a) **Financial Officer:** to re-appoint the Clerk as the Council's Responsible Financial Officer for 2025/26. **Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**

b) **Internal Auditor**

- i. To receive and note the SALC internal audit report for 2024.2025 and the Annual Internal Audit Report page on the AGAR. Members had received the documents.
It was agreed to approve the SALC Internal Audit report for 2024.2025 and the Annual Internal Audit report page. Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.
- ii. To note that no Action Plan is required arising from the internal audit report – Finance Cttee to review individual advisory notes and report back to Full Council.
Noted. It was proposed that no Action Plan is required Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed. Thanks were extended to the Town Clerk for all her hard work in relation to the audit.
- iii. To receive Internal Control Statement and to confirm that Internal Controls are appropriate and effective for Council purposes as per the Internal audit report for 2024/25 and the Annual Internal Audit Report 2024/25 page on the AGAR.
It was proposed that the Internal Controls are appropriate and effective for Council purposes as per the Internal audit report for 2024/25 and the Annual Internal Audit Report 2024/25 page on the AGAR. Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.
- iv. To confirm that SALC are an effective, competent, independent internal auditor for Town Council audit requirements. **It was proposed that SALC are an effective, competent, independent internal auditor for Town Council audit requirements. Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**
- v. To appoint SALC as the internal auditor for 2025/26. **Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**
- vi. To confirm that the Finance and Gov cttee has delegated authority to review and sign off the SALC Letter of Engagement for internal audit 2025.2026. **Proposed by Cllr Jarvis, seconded by Cllr Davy All agreed.**

- c) Risk Assessment: To receive and approve Risk Assessment for 2025/26 – Finance Cttee to review as a working document.
Proposed by Cllr Jarvis, seconded by Cllr Davy. Noted and approved by all.
- d) Accounts 2024/25:
- i) To receive and if approved, confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31st March 2025 and provide permission for signature as required. (*Note: (i) In signing the Annual Governance Statement the Town Council is obliged under Schedule 12, para 41(1) of the Local Government Act 1972 to record and note the yes/no answers in Section 1) and provide permission for the Chairman of this meeting to sign these accordingly.*
Proposed by Cllr Jarvis, seconded by Cllr Davy to approve and confirm Section 1 as above. All agreed.
 - ii) *To consider and approve Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31st March 2025 and provide permission for the Chairman of this meeting to sign these accordingly.* **Proposed by Cllr Jarvis, seconded by Cllr Davy to approve Section 2 as above. All agreed.**
 - iii) *To confirm that the date for the Public Rights will be as follows; date of announcement – 25th June 2025. Documents will be available from 26th June 2025 – 6th August 2025.* **Proposed by Cllr Jarvis, seconded by Cllr Davy to confirm the dates for the Public Rights as above. All agreed.**
- e) *To Resolve to re-adopt the Reserves Policy together with confirmation of the earmarked reserves as detailed at 31st March 2025.* **Proposed by Cllr Jarvis, seconded by Cllr Davy to adopt the Reserves Policy together with the confirmation of the earmarked reserves as detailed at 31st March 2025. All agreed.**
- f) *Accounts for Payment* - To receive and confirm the Accounts for Payment for June 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 June 2025. All agreed.**
- g) *To receive report and recommendations of Finance and Governance Cttee* – No meeting held.
- h) *Cil report* - To receive and if agreed, approve the draft CIL statement report for 2024.2025.
Draft Cil report received by all. **On the proposal of Cllr Jarvis, seconded by Cllr Davy it was agreed by all to approve the 2024.2025 Cil report.**
It was noted that the remaining balance of £17k has been allocated to the Roads Committee projects.
- i) NALC Practitioners Guide 2025 – new requirements to be considered by Finance and Gov cttee and reported back to full council. All noted.

9. **Town Mayor updates including.**

Charter Fair and Charter Lunch
Civic Sunday – 22nd June 2025
Suffolk Day – Saturday 21st June 2025
Street Festival – Saturday 21st June 2025
Armed Forces Day – Saturday 28th June 2025
Harbour Event – Saturday 28th June 2025

All noted. Thanks to all the volunteers who took part and to the Arts group and Rotary Club for their work in organising the Street Festival.

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

Tuesday 29th July 2025 at 6.30pm.
No STC meeting to be held in August unless there is something urgent that needs attention. Agreed by all.

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 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.

Fire Station Site – Update provided from SCC. It was agreed to arrange a meeting with all councillors for a brainstorming session at the end of July.

Strickland Place property update provided to all. It was agreed that 2 members will meet with those parties who have made an offer for the property.

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.45pm on Tuesday 8th July 2025.

PRESENT: Councillor
“ P Davy
“ P Goldsmith (Deputy Mayor)
“ C Hurr
“ M Palmer
“ J Miller
“ R Temple
“ M Wells

Also present: The Town Clerk.

1. a) **Apologies:**
To receive and approve apologies for absence. Apologies for absence were received from Cllrs Beavan, Gladwell, Jarvis and Redington. Noted. Apologies from Cllr Flunder were noted and approved.
2. **Declarations of interest:**
 - a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Nil.
 - b) *To receive Declarations of Other Registerable Interests.*
 - c) *To receive Declarations of Non-Registerable Interests regarding the agenda.* Cllr Davy re 1 Strickland place.
 - 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.
3. **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.
4. **Date of next Town Council Meeting:**
Tuesday 29th July 2025 at 6.30pm.
5. **Exclusion of Public and Press if required during discussions:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it will 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.
Strickland Place property – to consider and if agreed approve way forward.
Cllr Wells has met the 2 sets of interested parties. Both parties are comfortable with the principal residence covenant. Sum being offered is the same from each. One party advise that they would be a cash buyer, whilst one party has a property to sell.
It was agreed with one abstain, to accept offer from cash buyer subject to proof of funds.

There being no further business the meeting closed at 7pm.

Signed Dated



SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 8th July 2025 at 6pm.**

Present; Cllrs; Temple, Flunder, Gladwell, Goldsmith, Hurr, Palmer, Wells. Also, the Town Clerk, 2 representatives from Plaipe Architects and 2 members of the public.

1 - Apologies:

To receive and approve apologies for absence. Nil.

2 - Declarations of interest:

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. DC/25/1867/ful. Cllrs Flunder and Gladwell as neighbours.
- b. To receive any declarations of Other Registerable Interests regarding the agenda. All Councillors as Trustees of the Common Trust.
- c. To receive any declarations of Non-Registerable Interest. Nil.
- d. To receive any request for dispensations regarding the agenda. Approval for Cllrs Flunder and Gladwell to speak on DC/25/1867/ful.
- e. To receive details of any lobbying to members. Letter had been sent to all members from applicant of DC/25/1867/ful. Correspondence had also been received from Cllr Redington.

3. To approve minutes of meeting of 17th June 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).

A member of the public advised that they were concerned about the proposals and would oppose on the grounds of; design, overdevelopment and out of keeping for the Conservation Area. Brick façade will not be in keeping / character (p7 Heritage Report). Roof ridge is higher than existing. Pool noise will be detrimental. Chimney is out of place. Access and safety – damage will be created on the Common. Safety of the public on the public footpath and track along Strickland Place will be affected. Construction vehicles will have an effect on foundations of other local properties.

Chris Game, Plaipe Architects spoke on behalf of the application and advised that this will be primary residence. Design has been set as per pre-app information. Information provided by the architect included that the existing property has a bathroom and 2 bedrooms on the first floor. Southwold Conservation Assessment says surrounding properties = original and this application is for an original aesthetic.

Central section = lower than existing.

Swimming pool – will have noise buffeted.

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

DC/25/1867/FUL - Woodleys, The Common – Southwold Neighbourhood Plan Policy 6 = Design and it was noted that this had not been referred to in the application and is the key concern for STC. Councillors expressed disappointment that the Common Trust had not initially been consulted.

Discussion by members included comments below;

Swimming pool is in the wrong place. Design is not in keeping. Should incorporate more stone/brickwork. Access via the Track is not in keeping with the scale of the works required. Gate/wall needs to be increased in width and this will be detrimental.

Design issues – no eaves. More cobbles needed on the proposed design. Design needs to be more reflective of a chalet style.

See Historic England and SCC replies – STC has same concerns.

Too industrial design. Too functional. No character. In the Conservation Area. Surrounded by properties with character. Environmental issues = swimming pool. Digging down to create a floor under the ground will create excavation issues foundation issue for others.

Too functional/industrial looking.

Design is not in keeping with the Neighbourhood Plan. Is not in keeping with the Paddock and will therefore be contrary to Neighbourhood Plan design requirements.

In summary it was agreed that the application has; “not maximised opportunities to improve design” (see Neighbourhood Plan Policy).

- Height needs to be lowered
- Proximity to significant listed buildings is a concern
- Chimney is not in keeping
- Access is a concern
- Damage to the common is a concern
- There would need to be a management plan for access and remediation/reinstatement of the common.

It was agreed by all to recommend that ESC REFUSE THE APPLICATION on the basis of the above.

Trees

DC/25/2566/TCA - Anfield House, 2 Strickland Place. Noted

b. ESC decisions – see below SCC/0118/24W - Reydon AD Plant, Adnams Eco Distribution Centre. APPROVED. Noted.

c. Applications to ESC Committee. Nil

d. Any Planning Inspectorate Appeals Lodged. Nil.

e. Any licence applications/decisions to consider;

Bloom, 25 High Street – Licence application. Noted. No objections.

Jakery Bakery, 38 High Street - *Pavement Licences are now legislated under the Levelling Up & Regeneration Act 2024, should this application be granted the licence will last for 2 years.*

The application does not meet with STC policy.

f. Any consultations to consider. Nil

g. Other Matters:

East Suffolk Planning Forum - open to Chair/1 other member. Wednesday 23rd July 2025 from 9.30am to 12.30pm at East Suffolk Council Riverside Office. Noted.

Southwold Fish & Chip Company signage and flagpole – This is in a conservation area and there does not appear to have been any planning application. LPA to be advised. And licensing to be contacted regarding the tables and chairs.

Open Reach Pole - Park Lane. Members noted the correspondence received on this matter. STC is not a statutory consultee.

Previous Application for carousel on the prom. The applicant had made contact with a member of the cttee and asked that a trampoline be permitted on the prom this year as the carousel would not be ready. No formal planning application has yet been received. STC to ask LPA whether a formal application has been submitted if required.

6 - Date of next Planning and Development Committee Meeting: Tuesday 22nd July 2025 at 6pm.

Signed Dated

Balance Sheet as at 30th June 2025

31st March 2025

31st March 2026

Current Assets

19,713	Debtors	15,544
9,786	Other Debtors	0
34,570	Prepayments	0
68,296	Current Bank Account	160,541
620	Lloyds Business Account	621
30,986	32 Day Notice	31,151
1,204,878	Public Sector Deposit Fund	1,218,515

1,368,848

1,426,372

1,368,848 Total Assets

1,426,372

Current Liabilities

1,091	VAT Control Account	219
12,583	Creditors	0
27,513	Accruals	0

41,187

219

1,327,661 Total Assets Less Current Liabilities

1,426,153

Represented By

150,819	General Reserves	249,311
250,000	EM Res - Asset Purchase & Mtn	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
2,000	EM Res - Course/Training	2,000
150,000	EM Res - Hurren Terrace	150,000

1,327,661

1,426,153

08/07/2025

Southwold Town Council

11:57

Balance Sheet as at 30th June 2025

31st March 2025

31st March 2026

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

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held on 26th
June 2025 at 9.30am at the Town Hall.**

REP FG 06.25

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

Town Clerk/ RFO

Members of public – Nil

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Flunder.
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
 - c. 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 May 2025 - Fin Rep 05.25.** Received and noted._ Signed by Chair of Cttee.
5. **To review management accounts to 31st May 2025.**

Management accounts for Month 2 May 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.

The month 2 management accounts and bank reconciliations, including the Earmarked reserves, were reviewed and approved by committee and it was agreed that the Chair of the Cttee sign off as required.

Income

First half precept £88,326 received.

ESC grant money for community connector resource received £6,500.

First half CIL received - £2,499.99.

Expenditure

Year end adjustments had been brought through to the budget.

Spend analysis.

The cttee checked the previous 12 month financial spend to some of the suppliers and contractors. It was confirmed that these were in line with financial standing orders and that best value was being achieved in each instance.

6. **To review the balance sheet and to approve reconciliations to 31st May 2025.**

Balance sheet – Balances £1,423,247 with general reserves at £245,318. CCLA = £1.2m of those balances – rest in Lloyds accounts.

7. **To review Reserves – see detailed analysis.**

Reserves noted and approved. See attached. No changes since year end.

8. **Investment in CCLA** = £1.2m of those balances – rest in Lloyds accounts.

The monthly CCLA update had been circulated and noted by all.

9. **Cil Balances 2024.2025** – The draft Cil report had been circulated. £21,257 had been spent during the year with **£17,323.19** left available for the Roads cttee projects. The Cil report had been presented to full council and approved. The report will be sent to ESC and placed on the town council website.

10. **Internal Audit Report to 31st March 2025. To consider report, and new Assertion 10 Audit requirements for 2025.2026 including Data Protection requirements.**

Internal audit report had been circulated to all council members for the full council meeting this week. There were no matters requiring an action plan as noted by council.

The cttee reviewed the report in detail. A summary of comments for further consideration had been produced by the clerk and was circulated to all prior to the meeting. Timescales were added for further consideration of these items, and these will be discussed at each cttee meeting to ensure that each matter is receiving attention.

Agar 2025. 2026 – will have an additional assertion clause 10. This will incorporate reviews of data protection and accessibility statements. The clerk will attend a course next week which will explain the requirements in more detail.

11. **Transparency Code requirements** – The cttee reviewed the transparency code requirements to ensure that they were up to date with the requirements. It was confirmed that as per the internal audit, all matters were being complied with.

12. **Agar** – External Audit – and Public Rights. The period for public rights had been signed off by full council earlier in the week. Due to the date of the June council meeting, an extension had been approved by the external auditor for the submission of the required documents and the AGAR. It was confirmed that the submission will be made prior to the deadline.

13. **Tenders** – the Hurren Terrace Gable End tender has not yet been signed off with the contractor and no start date has yet been agreed.

14. **Bank signatories / CCLA signatories** - To review.

CCLA signatories have been reviewed – recommendation for the deletion of the 2 signatories who are no longer councillors. Agreed by all.

In view of the likely longer-term absence of Cllr Flunder it was recommended and approved that Cllr Goldsmith be added to the signatories for both CCLA and Lloyds Bank. Agreed by all.

15. **Policies for review** – Clerk has recently attended up to date training on the recommendations for councils for their digital security/ cyber defence. It was suggested and agreed that the cttee review the Digital Security/ Cyber Defence policies of the council to ensure that they include those additional procedures being recommended to safeguard council.

Martyns Law – the new legislation requirements were discussed, together with ways in which the town council might need to assist events in the town with physical safety items which might be required. Budget to be considered within the finances for 2026-2027. Although the legislation

refers to ticketed events it was felt that this might also give the opportunity to strengthen security at other events too.

16. **LGR – update** –The clerk had attended the NALC Power Shift conference in London and circulated the presentations in advance of the meeting.
SCC had met with councillors earlier in the week to discuss the formers preference for a one unitary for Suffolk. Discussions included the concerns being raised about how local communities would be able to get their voice heard and how a one unitary would be able to interact and be available for local people.

Discussion around assets and what the town might want to consider taking back into local ownership from the district council. It was suggested that a meeting be arranged with the district council to start these discussions.

17. **Grants / Donations** update of those received and any new opportunities/ requests including;
Monies Received
Nil

Grant Opportunities

See ESC weekly grant Finance updates.

Other Grants / donations information and requests received.

Update re request from Primary School – The primary school advises that it would still like the £1k which had been agreed in principle in 2024, but that they had not yet completed their designs for the outside area improvements. The school will contact us again once these have been completed.

Light Up Southwold request – request for donation of £1k from Light Up Southwold for the event for 2025. Full application and accounts supplied. **It was agreed by all to recommend that a donation of £1k be provided for the Xmas lights for 2025.**

Date of next meeting – 14th July 2025.

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

Recommendations

CCLA signatories have been reviewed – recommendation for the deletion of the 2 signatories who are no longer councillors. Agreed by all.

In view of the likely longer-term absence of Cllr Flunder it was recommended and approved that Cllr Goldsmith be added to the signatories for both CCLA and Lloyds Bank. Agreed by all.

Light Up Southwold request – request for donation of £1k from Light Up Southwold for the event for 2025. Full application and accounts supplied. **It was agreed by all to recommend that a donation of £1k be provided for the Xmas lights for 2025.**

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held on 14th July
2025 at 9.00am at the Town Hall.**

REP FG 07.25

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

Town Clerk/ RFO

Members of public – Nil

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Flunder. Approved.

2. **Declarations of interest:**

- a. To receive any declarations of Non-Registrable Interest regarding the agenda. Cllr Davy re 1 Strickland Place.
- b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interest regarding the agenda. Nil
- c. 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 June 2025 - Fin Rep 06.25.** Received and noted. Signed by Chair of Cttee.

5. **To review management accounts to 30th June 2025.**

Management accounts for Month 3 June 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.

The month 3 management accounts and bank reconciliations, including the Earmarked reserves, were reviewed and approved by committee and it was agreed that the Chair of the Cttee sign off as required.

Income

First half precept £88,326 received.

ESC grant money for community connector resource received £6,500. Also £5528 for Ferry rd. garden works carried out.

First half CIL received - £2,499.99.

Expenditure

Year end adjustments had been brought through to the budget.

Insurance has been paid in advance through to Feb 2026.

Professional fees for Station Rd is the invoice for the final party wall inspections.

Donations CREDIT BALANCE – include an agreement for SEAS £500 which has not yet been required.

Ev chargers – costs £2740 . Income £3466. Bills/ income do not align in time periods – see separate spreadsheet.

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

Balance sheet – Balances £1,426,153 with general reserves at £249,311. CCLA = £1.2m of those balances – rest in Lloyds accounts.

7. **To review Reserves – see detailed analysis.**

Reserves noted and approved. See attached. No changes since year end.

8. **Investment in CCLA** = £1.2m of those balances – rest in Lloyds accounts.

The monthly CCLA update had been circulated and noted by all.

9. **Internal Audit Report to 31st March 2025. To consider progress of advisory notes.**

See Timeline / project plan - all those due by June 2025 have been completed.

New Assertion 10 Audit requirements for 2025. Clerk has attended some information sessions about the new requirements and will keep updated as more information is available.

10. **Agar – External Audit – and Public Rights**. The period for public rights had been signed off by full council. Due to the date of the June council meeting, an extension had been approved by the external auditor for the submission of the required documents and the AGAR. It was confirmed that the submission had been made prior to the deadline

11. **Tenders** – the Hurren Terrace Gable End tender has not yet been signed off with the contractor and no start date has yet been agreed.

12. **Bank signatories / CCLA signatories** - To review.

Signatory forms obtained for completion as required.

Cllr Jarvis will find out more about the sale of CCLA and if/ how that might affect the funds.

13. **Pension re enrolment – To note action required.** Third anniversary of previous re enrolment date – 17th November 2025. Redecoration deadline 16th April 2026. Noted.

14. **Policies for review** – Draft pension policy to go to Employment working group.

15. **Grants / Donations** update of those received and any new opportunities/ requests including;

Monies Received

Nil

Grant Opportunities

See ESC weekly grant Finance updates.

Other Grants / donations information and requests received.

Southgen group has asked for donation of £1320 for some planters, parasols etc for the outdoor area previously used by the nursey. This will be used for children who go to the family tea club.

Recommend that council approves donation of £1320. Plaque to evidence the STC contribution to be requested.

16. **LGR – update.**

ESC will be making their decision in July as to how many unitaries they will be advocating.
Cttee will meet with ESC in July to start discussions re asset transfers.

Date of next meeting – Likely to be 29th September at 9am.

Future meetings; 16th October 9am. 19th Nov 9am. Budget setting 26th Nov 9am. 20th Dec 9am.

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

Await update re Fire Station site.

Recommendations

**Southgen group has asked for donation of £1320 for some planters, parasols etc for the outdoor area previously used by the nursey. This will be used for children who go to the family tea club.
Recommend that council approves donation of £1320. Plaque to evidence the STC contribution to be requested.**