



## **NOTICE**

**You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 30th May 2023 at 7.30pm at the Town Hall**

Signed

*H. J. Beavan*

Dated 23<sup>rd</sup> May 2023

## **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 28<sup>th</sup> March 2023, and the Annual Meeting of the Town Council held on Wednesday 17<sup>th</sup> May 2023.
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 4<sup>th</sup> April 2023, 18<sup>th</sup> April 2023 and 23<sup>rd</sup> May 2023  
*No recommendations*  
And to receive a verbal update from Planning and Development Committee on any further planning/development matters to be brought to the attention of the Council.
  - b) Landlords Cttee – No report - Next meeting 29<sup>th</sup> June 2023
  - c) Leisure and Environment Cttee –To receive verbal report re Coronation event on 6<sup>th</sup> May 2023 and upcoming Civic Events. Next Meeting 6<sup>th</sup> July 2023

- d) Sustainable travel – No report. Next meeting 23<sup>rd</sup> June 2023.
- e) Comms Working Group – No report. Next meeting 8<sup>th</sup> June 2023.

6. **Model Code of Conduct:**

To confirm the re-adoption of the LGA Model Code of Conduct.

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) RDC – *Cllr Goldsmith*
- b) Xmas Lights – *Cllr Goldsmith*
- c) National Energy Projects – Sizewell/Anglia One/Eurolink/Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - *Cllr Flunder*
- d) Southwold Beach Cttee – *Cllr Beavan*

8. **To confirm Town Council Representatives on outside bodies for 2023/24**

To confirm Town Council Representatives on outside bodies for 2023/24 – see attached.

To confirm 3 members for the Enterprise Hub Project Board

To confirm members who can assist with the Reydon/ Southwold Food Pantry.

9. **Flag Days** – To consider incorporating Armed Forces Day within the Flag Flying Days at Gun Hill and, if agreed, to confirm purchase of an Armed Forces Day Flag – see quote attached.

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

a) **Financial Officer:** to re-appoint the Clerk as the Council's Responsible Financial Officer for 2023/24.

b) **Internal Auditor**

- i. To confirm that SALC are an effective internal auditor for Town Council audit requirements.
- ii. To appoint SALC as the internal auditor for 2023/24.
- iii. To receive Internal Control Statement and to confirm that Internal Controls are appropriate and effective for Council purposes as per the Internal Control Policy.
- iv. To receive and note the SALC internal audit report for 2022/23 and the Annual Internal Audit Report 2022/23 on the AGAR.
- v. To Resolve to adopt the Action Plan arising from the internal audit report – Finance Cttee to review action note and report back to Full Council.

c) **Risk Assessment:** To receive draft Risk Assessment for 2023/24 – *Finance Cttee to consider any update required from Internal Audit Report.*

d) **Accounts 2022/23:**

- 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 31<sup>st</sup> March 2023 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.*

ii) To consider and approve Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31<sup>st</sup> March 2023 and provide permission for the Chairman of this meeting to sign these accordingly.

e) To Resolve to re-adopt the Reserves Policy together with confirmation of the earmarked reserves as detailed at 31<sup>st</sup> March 2023.

f) 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.*

g) To confirm Model Publication Scheme 2023.

h) To confirm Investment Strategy 2023.2024.

11. **Financial Matters**

a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for May 2023 (*circulated to members*).

b) *To receive report and recommendations of Finance and Governance Cttee* - Meeting 28<sup>th</sup> April 2023 FIN Rep 04.23. Recommendation as in 10e) above. Next meeting 9<sup>th</sup> June 2023.

c) To confirm delegated budget of £25k for Leisure and Environment Committee for 2023/24 as per Town Council Budget.

d) Enterprise Hub – next construction valuation assessment update.

12. **Standing Orders:**

To re-confirm the Town Council's Standing Orders for 2023/2024 and to re-confirm the Financial Standing Orders for 2023/24.

13. **Sealing of Documents 23/24:** to authorise the Clerk to seal legal and civic documents.

14. **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.

15. **Town Mayor updates including.**

Presentation to Southwold Primary School pupils – 25<sup>th</sup> May 2023

Lions Fete – 28<sup>th</sup> May 2023

Opening of Charter Fair – Thursday 1<sup>st</sup> June 2023

Songs of Praise Service – Sunday 11<sup>th</sup> June 2023

Suffolk Day Proclamation – 21<sup>st</sup> June 2023

Aldeburgh Mayors Sunday – 9<sup>th</sup> July 2023

Town Mayor to advise members of the personal theme/selected organisation for their Mayoral Year

**Councillor Dates** for Diary – Civic, Town Council, Briefings, Committees, as circulated previously by e mail.

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

Tuesday 27<sup>th</sup> June 2023. Time TBC

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

17. **Exclusion of Public and Press if required during discussions:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it might need to be resolved, due to the confidential nature of the business to be transacted, for the public and press leave the meeting during consideration of the following.

Any matters, including those above as required.

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.