



NOTICE

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 25th June 2024 at 7.30pm at the Town Hall

Signed

H. J. Beavan

Dated 18th June 2024

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:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 28th May 2024
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 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 verbal report from meeting held 25th June 2024.
 - b) Landlords Cttee – No meeting held - date to be arranged.
To receive verbal update on purchase of property in High Street and the opening of the information centre – volunteer rota to be established.
 - c) Leisure and Environment Cttee – To receive report from meeting of 11th June 2024 including update on skatepark. Formal opening of skatepark being arranged for August 2024
 - d) Roads Cttee – No report. Next meeting 24th July 2024.
 - e) Comms Working Group – No report. Next meeting to be arranged.

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) **National Energy Projects** – Lionlink / Sizewell/Anglia One/Eurolink/Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - *Cllr Davy*
7. **Flag Days** – to receive dates for 2024
8. **Enterprise Hub** – to receive update on practical completion, and operator. Formal opening event to be arranged for September/ October 2024.
9. **Business website** – to receive update.
10. **HMO consultation Update** – to confirm Town Council response to HMO consultation
11. **Application from Southwold Tennis Club** to become an Asset of Community Value – see consultation attached.
12. **Councillor vacancy** – update
13. **Suffolk Community Awards** – see attached.
14. **Financial Matters - Audit And Governance**
 - a) **Financial Officer:** to re-appoint the Clerk as the Council’s Responsible Financial Officer for 2024/25.
 - b) **Internal Auditor**
 - i. To receive and note the SALC internal audit report for 2023.2024 and the Annual Internal Audit Report on the AGAR.
 - 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.
 - 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 2023/24 and the Annual Internal Audit Report 2023/24 on the AGAR.
 - iv. To confirm that SALC are an effective, competent, independent internal auditor for Town Council audit requirements.
 - v. To appoint SALC as the internal auditor for 2024/25.
 - c) **Risk Assessment:** To receive draft Risk Assessment for 2024/25 – *Finance Cttee to review as a working document.*
 - d) **Accounts 2023/24:**
 - 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 2024 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 31st March 2024 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 31st March 2024.

f) *Accounts for Payment* - To receive and confirm the Accounts for Payment for June 2024 (*circulated to members*).

g) *To receive report and recommendations of Finance and Governance Cttee* - Meeting 18th June 2024. *Recommendations as per report.*

15. **Town Mayor updates including.**

Charter Fair and Charter Lunch

Civic Sunday

D Day Anniversary

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

Tuesday 30th July 2024 at 7.30pm

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.