

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held on Tuesday 9th June 2020 at 4pm via Zoom

PRESENT:	Councillor	I Bradbury – Town Mayor
	“	Miss A Betts
	“	D Beavan
	“	S Flunder
	“	Mrs P Goldsmith
	“	Mrs J Jeans
	“	Ms J Jordan
	“	M Ladd
	“	M Rowan -Robinson
	“	S Tobin
	“	J A Windell

Also present; 4 members of the public, and the Town Clerk.

Agenda

1. **Apologies:** Apologies were received from the High Steward.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Cllr Jeans declared a Personal Interest in any discussion in relation to the Red Cross Hut.
 - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Nil
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* N/a
 - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.* Noted.
3. **Minutes:** (i) To approve and sign the minutes of the Meeting of the Town Council held on Tuesday 26th May 2020.
On the proposal of Cllr Windell, seconded by Cllr Ladd it was unanimously RESOLVED to approve the Minutes of 26th May 2020.

Public section

4. *To receive comments from Southwold electors on matters on the agenda.*
A member of the public asked ESC Cllr Beavan whether there was any progress with regards to fortifying the sea defences with sand.
Cllr Beavan responded that he was still in discussions with Micropress on this matter.
5. **To receive reports from Committees: (See Yellow papers)**
 - a) *To receive the written report of the meeting of the Planning and Development Committee meeting held on Tuesday 2nd June 2020. No recommendations.*
Noted.

b) *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. To include update on Asset of Community Value application.*

Cllr Jeans advised that there had been no further update following the acceptance of the Police Station Site as an Asset of Community Value

6. **Southwold Harbour - ESC Consultation.**

To approve response from Town Council.

Draft response had been supplied with the supporting papers. Members was advised that they are encouraged to submit an individual response as well. Cllr Windell advised that the four STC members of the Joint Committee were in agreement with the draft response that had been proposed as it is relevant to the questions being asked by ESC. Cllr Flunder expressed disappointment that the response did not go further, and Cllr Beavan suggested that it was a lost opportunity to back the way forward for the harbour. **On the proposal of Cllr Windell, seconded by Cllr Jeans it was agreed by a majority of 8 in favour, 1 against and 2 abstain to approve the draft response as the one to be submitted for the Town Council.**

7. **To confirm membership of Committees/Working groups/ Task and Finish and other groups for 2020/21**

To confirm membership of committees/task and finish groups for 2020/2021.

Draft membership provided to members. Cllr Tobin to be added to the Highways & Footpaths/Parking Group which it is suggested will now become the Sustainable Travel Cttee. Discussion took place regarding the proposed amalgamation, which would enable all travel matters to be looked at holistically.

Cllr Ladd advised that he would like to come off the L & E Committee.

On the proposal of Cllr Jordan, seconded by Cllr Goldsmith it was RESOLVED by all to accept the membership with the amendments as above, and to amalgamate the previous Highways & Footpaths/Parking Group into ‘Sustainable Travel Committee’ with the membership as previous.

To confirm delegated budget of £25k for Leisure and Environment committee for 2020/2021 as per Town Council Budget.

On the proposal of Cllr Tobin, seconded by Cllr Jordan, it was agreed by all to confirm the delegated budged of £25k for Leisure and Environment Committee for 2020/21.

8. **To confirm Town Council Representatives on outside bodies for 2020/21**

Town Council Representatives on outside bodies for 2020/2021.

The list of outside bodies had been circulated. Cllr Rowan-Robinson advised that he come off the RDC and the Summer Theatre. Cllr Goldsmith offered to replace Cllr Rowan-Robinson on these groups, and this was agreed by all.

Representatives will therefore be as follows:

Allotment Holders – Cllr Bradbury

Blyth Estuary Partnership – Cllr Rowan-Robinson

Christmas Lights – Cllr Goldsmith

Harbour Users – Cllr Jordan

RDC – Cllr Goldsmith

Sizewell Stakeholders Group – Cllrs Bradbury, Rowan-Robinson and Windell.

Southgen – Cllr Windell

Summer Theatre – Cllr Goldsmith

It was unanimously agreed to approve the above membership of Town Council representatives on outside bodies for 2020/21.

9. **Financial Matters**

a) **Financial Officer:** to re-appoint the Clerk as the Council's Responsible Financial Officer for 2020/21.

On the proposal of Cllr Bradbury, seconded by Cllr Betts, it was unanimously agreed to re-appoint the Clerk as the Council's Responsible Financial Officer for 2020/21.

b) **Risk Assessment:** To receive Risk Assessment for 2020/21.

Discussion took place regarding the updated Risk Assessment. It was suggested that a further risk relating to contamination should be considered. Agreed by all for the Finance & Governance Committee to review the Risk Assessment and to bring back to Full Council.

c) **Internal Auditor**

i. To confirm that SALC are an effective internal auditor for Town Council audit requirements.

On the proposal of Cllr Windell, seconded by Cllr Betts, it was unanimously agreed to confirm that SALC are an effective internal auditor for Town Council audit requirements.

ii. To appoint SALC as the internal auditor for 2020/21.

On the proposal of Cllr Windell, seconded by Cllr Tobin, it was unanimously agreed to confirm that SALC are an effective internal auditor for Town Council audit requirements

iii. To confirm that Internal Controls are appropriate and effective for Council purposes. Quarterly reviews as minuted by F and G cttee.

On the proposal of Cllr Beavan, seconded by Cllr Jordan, it was unanimously agreed to confirm that Internal Controls are appropriate and effective for Council purposes. Minimum quarterly reviews to be undertaken and minuted by F and G cttee.

iv. To receive and note the SALC internal audit report for 2019/20 and the Annual Internal Audit Report 2019/20 on the AGAR.

On the proposal of Cllr Beavan, seconded by Cllr Goldsmith, it was unanimously agreed to receive and note the SALC internal audit report for 2019/20, and the Annual Internal Audit Report 2019/20 as on the AGAR.

v. To Resolve to adopt the Action Plan arising from the internal audit report.

On the proposal of Cllr Beavan, seconded by Cllr Goldsmith, it was RESOLVED unanimously to adopt the action plan provided, arising from the internal audit report.

d) Accounts 2019/20:

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 2020 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.*

On the proposal of Cllr Jordan, seconded by Cllr Jeans, it was unanimously RESOLVED to receive and approve Section 1 of the Annual Governance Statement of the Annual Return to the Audit Commission, for the year ended 31st March 2020. The Town Council RESOLVED that the appropriate answers in boxes 1 – 8 inclusive were yes, and that the answer in Section 9 was N/A.

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 2020 and provide permission for the Chairman of this meeting to sign these accordingly.

On the recommendation of Cllr Jeans, seconded by Cllr Windell, and unanimously agreed, it was RESOLVED to confirm Section 2, the Statement of Accounts of the Annual Return to the Audit Commission for the year ended 31st March 2020 and to provide permission for these to be signed off accordingly.

e) To note that Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed by the RFO.
Noted.

f) To Resolve to re-adopt the Reserves Policy together with the earmarked reserves as detailed at 31st March 2020.

On the proposal of Cllr Jeans, seconded by Cllr Windell, and agreed by all to re-adopt the Reserves Policy.

g) To Resolve that the Internal Controls remain appropriate as per policy.

On the proposal of Cllr Tobin, seconded by Cllr Jeans, and agreed by all that the Internal Controls remain appropriate as per policy.

h) To confirm the General Power of Competence for Southwold Town Council.

To Resolve that; Southwold Town Council hereby confirms the General Power of Competence. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.

On the proposal of Cllr Bradbury, seconded by Cllr Jordan, it was unanimously RESOLVED to renew the General Power of Competence for Southwold Town Council. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk

10. Model Code of Conduct:

to confirm the Model Code of Conduct as set out in the Local Authorities (Model Code of Conduct) Order 2007 including clause 12(2) and to reaffirm the Suffolk local Code of Conduct as adopted 29th July 2014.

On the proposal of Cllr Jeans, seconded by Cllr Windell, it was unanimously agreed to confirm the Model Code of Conduct as set out in the Local Authorities (Model

Code of Conduct) Order 2007 including clause 12(2) and to reaffirm the Suffolk local Code of Conduct as adopted 29th July 2014.

11. **Standing Orders:**

To adopt the Town Council's Standing Orders for 2020/2021 and to re-confirm the Financial Standing Orders for 2020/21 – both updated as per model NALC requirements. **On the proposal of Cllr Jordan, second by Cllr Jeans, it was unanimously RESOLVED to adopt the Town Council's Standing Orders for 2020/2021 and to adopt the Financial Standing Orders for 2020/21 (financial documents as agreed by Council).**

12. **Sealing of Documents 20/21:** to authorise the Clerk to seal legal and civic documents. **On the proposal of Cllr Bradbury, seconded by Cllr Tobin, it was unanimously agreed to authorise the Clerk to seal legal and civic documents.**

13. **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. **On the proposal of Cllr Windell, seconded by Cllr Ladd it was RESOLVED by all to agree that 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. Cllr Ladd suggested that it would be useful for a whole Council training session to be held in early 2020/21. Noted and agreed by all.**

14. **High Street Recovery Fund** – *Fund to assist local communities. To note that an application will be submitted to ESC in accordance with ESC funding guidelines.* The Town Clerk advised that an application had been submitted to this fund in accordance with the ESC funding guidelines. Items included within this fund seem to be such items as barriers, outside seating, hand sanitiser stations together with suggestions for additional pedestrianised areas to assist with outside seating for cafes, restaurants, bars etc. A number of other businesses had asked whether the section of road at the east end of East Street could be converted to a fully pedestrianised area on a temporary basis. It was noted that emergency services may need access to the area and that access to the one property next to the Reading Room may also need to be considered. Cllr Ladd as SCC Councillor advised that he support the application. Further discussion took place regarding the type of seating that may be required, and it was suggested that a small working group of Councillors consider this in due course. Cllr Tobin proposed that the suggestion be supported, and this was agreed by Cllr Beavan. **RESOLVED by all to submit the application for a temporary road closure for the area at the east end of East Street and to await further communication from County Council in this respect.**

15. **Town Councillor Vacancy** – notice as per attached.

Members were advised that an election has been called. ESC has advised that at present, due to Government restrictions, elections cannot take place until May 2021. This date may be moved in due course and ESC will advise Town Council should this be the case.

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

Tuesday 30th June 2020 at 4pm.

17. **Exclusion of Public and Press:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.
- Property matters – To receive confidential Landlords Legal sub cttee verbal report and recommendations in relation to; a) lease negotiations for Unit 5 Hurren Terrace; and b) lease negotiations for Red Cross Hut.*
- Lease Unit 5 Hurren Terrace – **it was RESOLVED by all to permit the Landlords Legal Subcommittee to make the final decision regarding prospective tenant for 5 Hurren Terrace and for a 12 month lease to be agreed.**

Lease Red Cross Hut – **it was RESOLVED by all to renew lease for 12 months.**

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