

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 31<sup>st</sup> May 2022.**

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

Also present; The Town Clerk, High Steward, 2 members of the public at the Town Hall and 6 members of the public via Zoom.

The Town Mayor welcomed Cllr Flunder as Deputy Mayor, and thanked Cllr Bradbury for his work as Mayor and Deputy Mayor over the past 3 years, which included 2 years of Covid and the introduction of meetings on Zoom.

1. **Apologies:**  
*To receive apologies for absence.* There were no apologies for absence.
2. **Declarations of interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*  
Nil.
  - 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.* Not applicable.
  - 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 Town Council meetings held on Tuesday 26<sup>th</sup> April 2022, and the Annual Meeting of the Town Council held on Tuesday 10<sup>th</sup> May 2022.  
**On the proposal of Cllr Jordan, seconded by Cllr Betts it was RESOLVED by all to approve the Minutes of the Town Council meetings held on Tuesday 26<sup>th</sup> April 2022 and the Annual Meeting of the Town Council held on Tuesday 10<sup>th</sup> May 2022. All agreed.**
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 including Blue Flag award.*

*ESC Cllr Beavan will then take questions from Councillors and electors.*

ESC Cllr D Beavan advised that the Pier beach has received the Blue Flag.

Members were advised that there is a serious issue of housing locally – with landlords changing their minds over renting houses. Need more social housing. Waiting for Copperwheat Avenue to come on board. Social housing is needed urgently.

Disappointed that ESC is not doing more in this respect.

The meeting was advised that there will be more housing in Reydon soon as an exception site will be going forward.

The meeting was advised that people in other places across the country are also affected, and it was suggested that STC could write to the MP, as holiday letting is having an impact. ESC Cllr Beavan suggested that mention be made of the election promise regarding social housing.

Members were notified that there are 2 empty council houses in Reydon. ESC Cllr Beavan advised that repairs are required on these.

Cllr Jordan – Recent housing survey has been completed for Southwold/Reydon/Wrentham, and it is hoped to have this available at the Reydon PC meeting.

- b) *To receive report from Suffolk County Councillor M Ladd*

*SCC Cllr Ladd will then take questions from Councillors and electors.*

SCC Cllr Ladd thanked ESC Cllr Beavan for raising the issue around social housing and mentioned that it was good that the housing on Duncan's Yard had been completed.

On 11<sup>th</sup> May 2022, SCC announced the planting of 200k trees in 2 years. Queens Jubilee saw 185 community events agreed and licensing has been agreed for Thursday – Sunday (at no charge).

For Suffolk Archives, the public can contribute souvenirs from the Jubilee celebrations to go into a memory box.

- b) *To receive comments from Southwold electors on matters on the agenda.*

A resident spoke about the agenda item regarding PROW task and finish group and felt that it was a really good idea and would hope it can be taken forward.

The Town Mayor read out an email from a member of the public regarding Station Rd redevelopment.

## **5. To receive reports from Committees:**

- a) *To receive the report of the meeting of the Planning and Development Committee meetings held 3<sup>rd</sup> May 2022 and 24<sup>th</sup> May 2022. 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.* Cllr Jeans advised the member of public who had asked about the Station Yard redevelopment that the updated planning application had been approved and is available online on the ESC public portal.

- c) *Landlords Cttee – to receive update notes as at 20<sup>th</sup> May 2022 and recommendation in relation to 25 Market Place, Flat 21a Market Place, 1, 2 and 6 Strickland Place. Homes for Ukraine – please see update attached. To consider and if agreed approve that, taking into account the updates received, council still intends to register 1 Strickland Place as being available to refugees for a total period of 6 months.*  
See report.

**Recommendations**

**25 Market Place – recommend that price be obtained from North and Hawkins to project manage the next stage of the renovation works required. On the proposal of Cllr Jordan, seconded by Cllr Goldsmith, the above recommendation was proposed. Agreed by all.**

**Flat 21a Market Place – recommend that the works required by UKPN to dig trenches and separate the electricity supplies between the flat and the shop be given the go ahead, at a cost of £9865.20. On the proposal of Cllr Jordan, seconded by Cllr Flunder, the above recommendation was proposed and agreed with 3 abstain.**

**1 Strickland Place – recommend that North and Hawkins draw up a specification for the works required to adapt premises as per agreed planning permission, to enable cost of works to be ascertained through tender process. On the proposal of Cllr Jordan, seconded by Cllr Jeans this recommendation was agreed with one abstain.**

**2 Strickland Place – recommend that North and Hawkins be asked to provide costs for tendering and project managing the various works required on the exterior of this property – (in budget for 2022 -2023). On the proposal of Cllr Jordan, seconded by Cllr Jeans this recommendation was agreed by all.**

**6 Strickland Place - recommend that tenders be sought for the repair of the roof as per recent survey. On the proposal of Cllr Jordan, seconded by Cllr Jeans this was agreed by all.**

Homes for Ukraine – It was mentioned that there are now local families in need and that it was therefore important to get on with the planned refurbishment works for local people to gain a benefit from this property.

- c) *Leisure and Environment Cttee –To receive report from meeting held on 28<sup>th</sup> April 2022. No recommendations. Cllr Rowan-Robinson had met with Mr Hancock, the Environment Agency and Cllr Windell re sluice water. Environment Agency advised that rope has been attached to the flap to keep the flap open, and that they have now removed the rope. Also discussed dam boards which are the responsibility of STC. (EA noted marshes = unregistered land). Clerk advised registration is underway. Cllr Rowan-Robinson – re Jubilee events programme/leaflet - this is available locally detailing events in Reydon and Southwold commencing with Cllr Windell reading the proclamation at 2pm on Thursday.*

- e) *Sustainable travel – no meeting held.*

6. **Model Code of Conduct:**

*To adopt the new LGA Model Code of Conduct – to consider and if agreed, approve the national LGA Code of Conduct, noting specifically the changes relating to the new criteria for Declarations of Interest.*

Provided to all. County and District have signed this national Code off. Cllr Windell advised that it is stricter than previous Codes of Conduct and includes principles on conduct/confidentiality/bullying. Discussion re enforcement as there is no increase in enforcement – but an expectation that members self regulate and lead by example. Cllr Ladd confirmed that it is much tighter and is county wide and is better than the old Standard Board. Nolan Principles are key.

Discussions about dispensations – who to consider any requests? Would this be the RFO or small group or full Council – this to be considered further by Finance and Governance.

**On the proposal of Cllr Ladd, seconded by Cllr Jeans it was agreed by all to adopt the LGA Model Code of Conduct. Unanimous.**

7. **Station Yard Regeneration Project Board** (*Project = as per Town Council priorities 2019 – 2022 b) Diversify and enhance the local economy*).

*To receive update and;*

a) *To consider, and if agreed approve preferred operator– see Confid papers*

Cllr Windell introduced the discussion.

Members discussed various aspects of the project including the financing.

Regarding the operators, members advised that two very good operators came forward and that either candidate could do the job.

Discussion took place regarding operator A and B (see confidential papers for details). The intended costs for tenant rentals were explained within their business plans and reflected the different options being provided by each.

Discussion took place regarding the business plan and the occupancy rates noted within them, and the occupancy required by the operator to enable them to break even. Discussion re operator returns as per tender pack. It was noted that STC will be retaining the shop and flat.

**On the proposal of Cllr Jeans, seconded by Cllr Bradbury it was proposed that operator A be chosen as the preferred operator. Agreed, with 4 abstain.**

b) *To consider, and if agreed approve preferred contractor – see Confid papers including tender summary.* Allman Woodcock has provided an analysis report and recommendation about the scoring of the tenders, detailing the preferred contractor. It was noted that there is now a need to tell the other contractors whether they have been successful in being the preferred contractor.

References have been obtained on the two contractors interviewed. Members were advised that the weighting for the scoring was as per the analysis with cost being a consideration, along with items such as reason project management.

The tenders of all were valid until the 31<sup>st</sup> May, and in view of the requirement for this to extend into June the tender costs of the AW recommended contractor have increased by £100k. In view of rising costs the costs within the tenders of the other bidders have also risen - AW will confirm that the recommended contractor remains as per the report, after the addition of the extra costs.

Discussion about the scoring and that the preferred operator was slightly lower scoring on project management – this to be raised with Uttings to ensure that there is sufficient cover in the budget, roles of other professionals to cover this aspect.

Discussion about the delays that had taken place with the project. Mention was made that the risks need to be clear, and that affordability is the issue with some £500k gap at the moment.

Mention was made that delays are costing money and that material costs are going up all the time.

Regarding costs, it was suggested that Council might be able to do more for Southwold with that money and that if STC cannot afford the project it would need to reconsider.

A member explained that this project is more about providing jobs rather than gaining income, and that the project had been affordable when started but costs have escalated. It was stated that Council had received a negligible monthly return on the 2 properties that were sold.

Members were reminded that the Town Plan detailed the need for jobs and that this was a vision for the town.

**On the proposal of Cllr Jeans, seconded by Cllr Betts, it was agreed with a majority to select the recommended contractor as set out in the AW report as a preferred contractor. Agreed with 2 abstain and 2 against.**

c) *To consider the action needed to secure costs.*

***In order to hold the budget price to 30<sup>th</sup> June 2022, contractors have confirmed that a limited letter of intent in the value of £62,241.86 is required.***

*(Some aspects of this agenda item may be confidential)*

Cllr Windell explained that in view of material costs – see updated confidential note from 31<sup>st</sup> May 2022 – the sum required to secure the revised tender price is £62,241.86.

The Project Team has advised that this sum is required for works associated with information on the piling, and design of the build.

Discussion about specific queries from members regarding some aspects of the project build and it was suggested that arrangements be made for members to have the opportunity to raise their specific queries direct with the project managers.

With regards to the proposal, it was mentioned that if STC cannot go ahead with the project for whatever reason, the exit strategy could be to sell the site.

**On the proposal of Cllr Jeans, seconded by Cllr Rowan-Robinson, it was agreed by a majority with 8 in favour and 4 against, to proceed with the works required as per the information, with a limited letter of intent in the value of £62,241.86.**

Discussion about providing an update to members of the public. Members noted the experience of the previous public meeting held.

8. **To confirm membership of Committees/Working groups/Task and Finish and other groups for 2022/2023**

*To confirm membership of Committees/ working groups, for 2022/23 and appointing to vacancies as appropriate.*

Planning cttee - Cllr Sutton to come off, Cllr Bradbury to be added.

Sustainable Travel – Cllr Goldsmith advised that she cannot make daytime meetings – it was suggested that the meetings alternate day/evening so Cllr Goldsmith can attend.

*To consider setting up a task and finish group to liaise with Reydon PC, Common Trust, and other stakeholders to consider the PROW which cross boundaries, with the intention*

*of improving cutting, maintenance and to consider SCC routines and timescales for the PROW including the use of herbicides.*

It was agreed by all to set up a Task & Finish Group re PROW.

Cllr Ladd will represent SCC. Cllr Windell, Cllr Jeans, Cllr Goldsmith to be added for STC.

9. **To confirm Town Council Representatives on outside bodies for 2022/23**

Town Council Representatives on outside bodies for 2022/23.

Cllr Jordan to come off Harbour. Cllr Bradbury to go on.

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

a) **Financial Officer:** to re-appoint the Clerk as the Council's Responsible Financial Officer for 2022/23.

**On the proposal of Cllr Jordan, seconded by Cllr Goldsmith, it was unanimously agreed to re-appoint the Clerk as the Council's Responsible Financial Officer for 2022/23.**

b) **Internal Auditor**

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

**On the proposal of Cllr Jordan, seconded by Cllr Goldsmith, 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 2022/23.

**On the proposal of Cllr Jordan, seconded by Cllr Betts, it was unanimously agreed to appoint SALC as the internal auditor for 2022/2023.**

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. Quarterly reviews will be as minuted by F and G Cttee for 2022/2023.

**On the proposal of Cllr Jordan, seconded by Cllr Goldsmith, 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 2021/22 and the Annual Internal Audit Report 2021/22 on the AGAR.

**On the proposal of Cllr Jordan, seconded by Cllr Goldsmith, it was unanimously agreed to receive and note the SALC internal audit report for 2021/22, and the Annual Internal Audit Report 2021/22 as 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.

**On the proposal of Cllr Jordan, seconded by Cllr Goldsmith, it was RESOLVED unanimously to adopt the action plan provided, arising from the internal audit report. F and G cttee to consider the recommendation made within the report.**

- c) Risk Assessment: To receive draft Risk Assessment for 2022/23 – *Finance Cttee to consider actions in Internal Audit Report*. **On the proposal of Cllr Jordan, seconded by Cllr Goldsmith, it was RESOLVED unanimously to adopt the risk assessment for 2022/2023.**
- d) Accounts 2021/22:
- 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 2022 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 Jeans, seconded by Cllr Jordan, 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 31<sup>st</sup> March 2022.**
- 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 2022 and provide permission for the Chairman of this meeting to sign these accordingly.  
**On the recommendation of Cllr Jeans, seconded by Cllr Jordan, 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 31<sup>st</sup> March 2022 and to provide permission for these to be signed off accordingly.**
- e) To Resolve to re-adopt the Reserves Policy together with the earmarked reserves as detailed as at 31<sup>st</sup> March 2022.  
**On the proposal of Cllr Ladd, seconded by Cllr Jordan it was agreed by all to re-adopt the Reserves Policy and to note and approve the Earmarked reserves as detailed at 31<sup>st</sup> March 2022.**
- f) 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 Betts, seconded by Cllr Jordan, and agreed by all to confirm the General Power of Competence for Southwold Town Council.**
- g) To confirm Model Publication Scheme 2022.2023. **All agreed.**
- h) To confirm Investment Strategy 2022.2023. **All agreed.**

## 11. Financial Matters

- a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for May 2022 (*circulated to members*).  
**On the proposal of Cllr Betts, seconded by Cllr Ladd it was agreed by all to approve the Accounts for payment for May 2022.**
- b) *To receive report and recommendations of Finance and Governance Cttee - Meeting 16<sup>th</sup> May 2022 FIN Rep 05.22.*

*Recommendation in relation to; Klondyke community skatepark appeal.*

**Recommendations – it was agreed to recommend that the Council pledge £5k initially towards the fundraising for a new skatepark facility on the Klondyke. All agreed.**

- c) To confirm delegated budget of £25k for Leisure and Environment Committee for 2022/23 as per Town Council Budget. **All agreed.**

Mention was made that L & E should look to spend as soon as possible on the environment including the seafront and replacement of the tiles on Electricity Green. Consideration of whether “environment” does this mean “green” environment or “built” environment?

12. **Standing Orders:**

To adopt the Town Council’s Standing Orders for 2022/2023 and to re-confirm the Financial Standing Orders for 2022/23– both updated as per model NALC requirements re Section 18 thresholds.

**On the proposal of Cllr Bradbury, seconded by Cllr Goldsmith, it was unanimously RESOLVED to adopt the Town Council’s Standing Orders for 2022/2023 and to adopt the Financial Standing Orders for 2022/23 (financial documents as agreed by Council).**

13. **Sealing of Documents 22/23:** to authorise the Clerk to seal legal and civic documents.  
**On the proposal of Cllr Bradbury, seconded by Cllr Goldsmith, it was unanimously agreed 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.  
**On the proposal of Cllr Bradbury, seconded by Cllr Goldsmith 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.**

15. **Town Mayor updates/correspondence including.**

Presentations to Southwold Primary School pupils.

Opening of Charter Fair – Friday 27<sup>th</sup> May 2022 – Cllr Windell – school children got a free ride at the opening of Charter Fair.

Festival of Suffolk – Torch baton – Southwold – Saturday 28<sup>th</sup> May 2022

Songs of Praise Service – Sunday 29<sup>th</sup> May 2022

16. **Councillor Dates for Diary**

Formal events for Queens Platinum Jubilee – throughout Thursday 2<sup>nd</sup> June 2022  
2022.

2pm – Reading of Local Proclamation by Town Mayor at Town Hall

2.30pm – Beating of The Bounds starting from the Town Hall

9pm onwards – Beacon lighting etc on Gun Hill – picnics from 6pm



17. **To receive resignation of Town Crier** – and to consider way forward. Members noted that the Town Crier has resigned. Thanks were provided to the Serjeant-at-Mace but noted that they cannot do both jobs. Employment Group to draw up a job description for the Bellman.

18. **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) Southwold and Walberswick Flood Board – Cllr Bradbury – no meeting.
- b) Harbour Users – Cllr Bradbury – no meeting.
- c) Southwold Harbour Stakeholder Advisory Group – Cllr Windell – no meeting
- d) Allotment Association – Cllr Bradbury – no meeting.
- e) East Anglia One and Two/Sizewell C – Cllr Flunder. East Anglia One and Two - Going to Judicial Review. Sizewell – DCO = delayed until 8<sup>th</sup> July
- f) Southwold Beach cttee – (newly established group) – Cllr Rowan–Robinson walked the prom with the Beach Hut Owners’ Association to consider the prom and beach hut users views.

*Suspend Standing Orders for 10 minutes.*

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

Tuesday 28<sup>th</sup> June 2022.

20. **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.

To receive tenders/reports analysis re Enterprise Hub.

To receive landlords report on leases/licenses requiring consideration – no recommendations.

To receive recommendation from Employment working group in relation to appointment of Town and Community Engagement coordinator.

Members of the employment working group had interviewed 2 candidates for the Town & Community Engagement Co-ordinator role. **On the proposal of Cllr Ladd, seconded by Cllr Temple it was agreed by all to appoint the recommended candidate.**

There being no further business the meeting closed at 9.35pm.

Signed .....

Dated .....