



NOTICE

The Meeting of Southwold Town Council will be held on Tuesday 11th December 2018 at 7.30pm in the Methodist Church Hall, Southwold.

Signed *H. J. Beavan*

Dated 4th December 2018

The purpose of the meeting is for Councillors to discuss Town Council business and whilst the attendance of electors is welcomed, they are not allowed to join in the discussions of the Councillors.

During each meeting the council will adjourn for a period for public questions for a maximum of 10 minutes. During this time, electors can put questions to the Chairman regarding matters on the agenda. An elector must not speak for more than 3 minutes. Where possible, the Chairman will respond but the matter may have to be deferred and placed on a later month's agenda for discussion. (see full Protocol for Public Participation in Council Meetings)

AGENDA

1. **Apologies:** To receive apologies for absence.
2. **Declarations of interest:**
 - a) To receive any declarations of Personal Interest regarding the agenda.
 - b) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.
 - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
 - d) Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.
3. **Minutes:** (i) To approve and sign the minutes of the Meetings of the Town Council held on Tuesday 27th November 2018 (**see Blue papers**).
4. **Public Participation**
 - a) To receive a report from Waveney District Ward Councillors; Cllr D Beavan and Cllr M Ladd.
The Ward councillors will then take questions from councillors and electors
 - b) To receive report from Suffolk County Councillor M Ladd including update on works to Bailey Bridge.
 - c) To receive comments from Southwold electors on matters on the agenda (each *elector will be allowed a maximum of 3 minutes*).
(10 minutes will be allocated overall for this section- subject to Town Mayor discretion).
5. **To receive reports from Committees:**
 - a) To receive the written report of the meeting of the Planning and Development Committee meeting held on Tuesday 4th December 2018. *No recommendations (See Yellow papers)*
 - 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.
 - c) To receive report from the Leisure and Environment Committee. *No meeting held*
 - d) Jt Harbour cttee – to note next meeting scheduled for 18th December 2018.

6. **To receive update on projects**
 - a) Neighbourhood Plan – *No update. N Plan group to meet in Jan 2019.*
 - b) Parking - *Cllr Tucker. Also see H and F working group notes as below.*
 - c) Station Yard update (see cream paper attached) – *Cllr Rowan-Robinson.*

7. **To receive reports from Working Groups/Task and Finish Groups.**
 - a) Neighbourhood Plan Task and Finish Group – *see above.*
 - b) Highways and Footpaths working group and Parking Review sub group – to receive written report of meeting held on Monday 26th November 2018 (verbal report provided at previous council meeting). (see green papers attached)
 - c) Landlords working group – *No meeting held.*
 - d) Community Shuttle Task and Finish Group – *no meeting held.*

8. **Consultation on the Business rates treatment of self-catering accommodation.**
 Consultation to 16th January 2019. To receive verbal update. (Draft Town Council response to be considered at next Town Council meeting). *Cllr Jeans.*

9. **Process for Election of Mayor/ Deputy Mayor 2019.**
See discussion paper attached - to consider and agree as/if appropriate (blue papers)

10. **Fully Funded PCSO 2019/20** - To note that confirmation of the continuation of the funded PCSO is required by Suffolk Police Authority by 31st December 2018.

 To receive verbal update from Cllr Tucker re the draft Service Level Agreement
 To confirm and agree as/if appropriate commitment of £34,000 from Revenue Account for 2019/20 for the funding of a PCSO for Southwold.

11. **Town Hall accessibility and refurbishment works** – to consider/agree costs for further feasibility work. See grey paper attached.

12. **Correspondence: (See White papers)**
For consideration and agreement of a response if appropriate.
 - a) WDC/ Suffolk Coastal budget review meeting dates.
 - b) Reminder - Consultation on Air Quality in East Suffolk – consultation to 18th Jan 2019.
 - c) Reminder - Sizewell C Community Forum – Wed 23rd Jan.
 - d) Reydon Parish – Neighbourhood Area Determination and Decision.
 - e) Waveney Local Plan: Modifications - consultation to 28th January 2019.
 - f) Written Report from Cllr Bradbury re ‘*The Councillors Voice.*’

13. **Financial Matters (See Cream Papers)**
 - a) To receive and approve the Accounts for Payment for December 2018.

 - b) To note precept setting deadline – 25th January 2019.

14. **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.

15. **To receive update from Town Mayor of events attended/ matters to report including:**
Events attended.
 Suffolk Wildlife Trust drop in - 28th November 2018
 Bungay Town Dinner – 30th November 2018

Forthcoming Events

St Felix Carol Service – 12th December 2018

WDC Carol Service – 14th December 2018
Felixstowe Carol Service – 14th December 2018
Southwold Carol Service 16th December 2018
Town Council Drinks Reception – 16th December 2018
Southwold Scout Group Xmas Draw – 17th December 2018

16. **Town Mayor organisations - 2018/19.**

To receive details of the events specifically being held to support the Town Mayor's chosen projects/organisations for 2018/19.

Spring Ball - 16th March 2019

It's a Knockout – 6th May 2019

17. **Urgent Business:** to act upon any matter of a non-financial urgency, within the meaning of the Standing Orders, which may be brought to the attention of the Town Council with the consent of the Town Mayor previously obtained.

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

Provisional Monday 14th January 2019 at the Methodist Church Hall. *To be confirmed*

Tuesday 29th January 2019 at the Methodist Church Hall at 7.30pm

19. **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 verbal update report re 'possession order' for site on marsh area.

To receive any updates on property lease/ rent negotiations.

Personnel matters – no matters to report.

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.