



NOTICE

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 28th May 2019 at 7.30pm in the Town Council Chamber Southwold.

Signed

H. J. Beavan

Dated 22nd May 2019

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 10minutes. 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 Annual Meeting of the Town Council held on Monday 13th May 2019 (see **Blue papers**). **Pages 1- 3**
4. **Public Forum**
 - a) To receive a report from East Suffolk Councillor D Beavan.
Cllr Beavan will then take questions from councillors and electors (*maximum 5 minutes*).
 - b) To receive a report from Suffolk County Councillor Ladd. Cllr Ladd will then take questions from councillors and electors (*maximum 5 minutes*).
 - 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).

Public participation closed.
5. **To receive reports from Committees: (See Yellow papers)** **Pages 4 – 11**
 - a) To receive the written report of the meeting of the Planning and Development Committee meetings held on 23rd April 2019, 13th May 2019 and 21st May 2019 (see yellow papers attached). *No recommendations*

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. *No recommendations*

6. **To confirm membership of Committees/Working groups/ Task and Finish and other groups for 2019/20** (See white papers). **Page 12-23**

To confirm Terms of Reference and membership of committees/ task and finish groups for 2019/20.

To confirm delegated budget of £30k for Leisure and Environment committee for 2019/20.

To note June dates for cttee meetings.

7. **To confirm Town Council Representatives on outside bodies for 2019/20** (See Cream papers). **Page 24 - 25**

To confirm Terms of Reference for Town Council Representatives on outside bodies for 2019/20 and confirm representatives.

8. **Financial Matters** (See Cream Papers) **Page 26 – 47**

a) To receive the Accounts for Payment for May 2019.

b) Financial Officer: to re-appoint the Clerk as the Council's Responsible Financial Officer for 2019/20

c) Risk Assessment: To receive Risk Assessment for 2019/20

d) 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 2019/20.
- iii. To confirm that Internal Controls are appropriate and effective for Council purposes. Reviews as minuted by F and G cttee.
- iv. To receive and note the SALC internal audit report for 2018/19 (once received) and the Annual Internal Audit Report 2018/19 on the AGAR (once received).
- v. To Resolve to adopt the Action Plan arising from the internal audit report (as required once received).

e) Accounts 2018/19:

- 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 2019. (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 2019 and provide permission for the Chairman of this meeting to sign these accordingly.

- iii) To note that councillor briefing session will be held Wednesday 12th June 2019 re financial year end 2018/19 and implications for budget 2019/20 and future years.
- f) To note that Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed.
- g) To Resolve to re-adopt the Reserves Policy.
- h) To Resolve to renew 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.
- i) To receive the minutes of the Finance and Governance cttee meetings held 25th April 2019 Rep 4.2019
Recommendations relating to; Sale internal audit T of R, Donation to Southwold Rotary, Purchase of assisted listening system, Purchase of amplification system for Chamber.

9. **Model Code of Conduct:** (see Green Papers) **Page 48 - 53**
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.

10. **Standing Orders:** (see Green (or white) papers) **Page 54 - 91**
to re-adopt the Town Council's Standing Orders for 2019/20 and to re-confirm the Financial Standing Orders for 2019/20.

11. **Sealing of Documents 19/20:** to authorise the Clerk to seal legal and civic documents.

12. **Correspondence:** (See White papers) **Page 92 – 95**
a) Southwold Harbour Lands Jt cttee meeting – 5th July 2019 at Stella Peskett Millennium Hall.
b) PCSO report for May
c) AONB monthly update April 2019
d) E mail Suffolk Highways re School entrance marking proposed restrictions
e) E mail re proposed footpath closures – Scottish Power renewables.

13. **To receive update from Town Mayor of events attended/ matters to report including;**
Events attended.
Charter Money to Primary School – 20th May 2019
Civic Sunday 26th May 2019

Forthcoming Events
Lions Annual Charter Celebration – 2nd June 2019
St Barnabas AGM – 10th June 2019
Felixstowe Civic Service – 16th June 2019

14. **Town Mayor organisations – 2019/20.** (See White papers) **Page 96**
To receive details of the organisations to be specifically supported by the Town Mayor for 2019/20.

15. **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.
See 7 above.

16. **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.

17. **Date of next Town Council Meeting:**
Tuesday 26th June at 7.30pm.

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.