



You are Summoned to the Meeting of Southwold Town Council Landlords Committee which will be held on Monday 10th June 2019 at 2pm in the Committee Room at the Town Hall, Southwold.

Signed

H. J. Beard

Dated 5th June 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. During this time, electors can put questions to the Chairman regarding matters on the agenda. Where possible, the Chairman will respond but the matter may have to be deferred and placed on a later month's agenda for discussion.

AGENDA

1. **Election of Chairman** – to appoint a Chairman of the Landlords Cttee for 2019/20.
2. **Apologies:** To receive apologies for absence.
3. **Declarations of interest:**
 - a) To receive any declarations of Personal Interest regarding the agenda.
 - b) To receive any declarations of Pecuniary Interest regarding the agenda.
 - c) To receive any request for dispensations regarding the agenda.
 - d) To receive details of any lobbying to members.
4. **To note approved Terms of Reference of the committee;**

Aim; In conjunction with Town Clerk to research/ consider and report to council on the management and maintenance of the Town Council building property portfolio in accordance with current legislation.

Responsibilities:

To consider the maintenance schedule for Town Council property and to work with the Town Clerk to request quote/ tenders for possible works as required.

To research options for Town Council properties and opportunities for potential of existing assets including increasing investment income.

To review land for registration with land registry for those parcels of land not already registered.

To consider other matters as Council requests.
5. **To receive comments from Southwold electors on matters on the agenda** (each elector will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).
6. **To establish the priorities of the cttee for 2019/20 (in line with T of Ref), and associated action plan**
7. **To receive update on works already being actioned / matters in course of completion / matters outstanding.**

Note: this cttee may consider; information about individuals disclosure of which would breach the obligations of a council under Data Protection Act 1998, information that is commercially sensitive including tenders/ quotes, communications from professional advisers solicitor/ surveyors, architects which is protected by legal professional privilege, legal documents such as leases which are subject to contract. All such information is subject to confidentiality.

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