



NOTICE

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 13th August 2019 at 7.30pm in the Town Council Chamber Southwold.

Signed *H. J. Beavan*

Dated 1st August 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 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 Meeting of the Town Council held on Tuesday 25th June 2019 (**see white papers**). **Pages 1-7**
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:** **Pages 8-33**
- a) To receive the written report of the meeting of the Planning and Development Committee meetings held on 2nd July and 17th July 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*
- c) Leisure and Environment Committee *No meeting held*
Maintenance of Public and Open spaces consultation drop in day 15th August 2019. Boating Lake and surrounds consultation drop in day 15th August 2019.
Both 10am – 2pm at Town Hall – *see details attached.* **Pages 34-35**
Verbal update re Blue Plaque Scheme.
- d) To receive the written report of the Landlords Committee meeting held 8th July 2019. *No recommendations.* (see mauve papers attached) **Pages 36-37**
- e) To receive the written report of the Highways and Footpaths cttee – *no meeting held.* Meeting scheduled for 22nd August 2019.
- f) Southwold Harbour Lands Joint cttee - Public meeting held 5th July 2019 at Stella Peskett Hall.

6. **Climate Emergency** (see white paper attached) **Page 38**
Following the adoption of the motion by SCC (in March 2019) and ESC (in July 2019) declaring a climate emergency, Southwold Town Council to work with SCC and ESC to consider ways in which Southwold Town Council can assist them in cutting carbon and harmful emissions and assisting them in their aspiration of making the county of Suffolk carbon neutral by 2030.

The Council to consider, and if approved to;

- a) Set up a Task and Finish group to consider ways in which Southwold Town Council can assist in cutting carbon and harmful emissions,**
b) To appoint members to the Task and Finish Group whose terms of reference will include the provision of guidelines for all Town Council cttees and working groups regarding actions required by them in this respect,
c) The Task and Finish group to report to Council within 6 months with a detailed plan of action for the Council and its cttees.

7. **Task and Finish Groups** **Pages 39-42**
- a) To receive the written report of the parking management task and finish group - Meeting scheduled for 15th August 2019.
Council to consider and approve; a) Terms of Reference, b) short medium and long term goals and c) deadlines for reporting back to council. *See green supporting papers.*
- b) To receive the written report of the neighbourhood plan task and finish group – *no meeting held.* Regulation 14 consultation commencing.

8. **Town Hall works** *Pages 43-46*
 Following approval of the phase 1 of the works in February 2019;
Council to consider and agree the preferred option for the appropriate relocation of the kitchen facilities – see white supporting papers.
9. **Town Council strategy** – update of document to be considered during September for formal approval at 24th September 2019 council meeting. To note.
10. **Financial Matters** (See Cream Papers) *Pages 47-54*
- a) To receive the Accounts for Payment for July and August 2019.
- b) To receive the minutes of the Finance and Governance cttee meeting held 8th July 2019 Rep 6.2019. *see supporting papers.*
Council to approve Investment Strategy 2019/20 and receive update.
- c) **Council to approve alteration to Bank signatories for 2019/20** for all bank accounts, investments and internet banking.
11. **Southwold and Reydon Community Emergency Group** *Page 55*
To consider and if approved confirm that Southwold Town Council will be the named lead for this group for organisational and insurance purposes. See blue backing papers.
12. **Correspondence: (See White papers)** *Pages 56-71*
- a) PCSO report – June – July 2019
 b) AONB report July 2019
 c) Sizewell C – stage 4 consultation 18th July to 27th September 2019.
 d) Holocaust Memorial Day - 27th January 2020. Invitation.
 e) NHS 5 Year Plan engagement.
 f) Coastal partnership East – presentation re Southwold Initial Assessment to be arranged for councillors for Sept
13. **To receive update from Town Mayor of events attended/ matters to report including;**
Events attended.
 NSPCC Annual Reception – 1st July 2019
 Summer Theatre opening night – 10th July 2019
 Fifth Anniversary of Great Run Local – 21st July 2019
- Forthcoming Events*
 Southwold Art Circle Summer Exhibition – 18th August 2019
 RAFA Battle of Britain Service – 15th September 2019
 Volunteers event – 28th September 2019
14. **Town Mayor organisations – 2019/20.**
 To receive updates regarding events to be held in support of the Town Mayor’s organisations for 2019/20.
15. **To receive written 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.

SouthGen – Cllr Windell

Summer Theatre – Cllr Rowan Robinson

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 24th September 2019.

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.