



You are summoned to the Meeting of Southwold Town Council Legal Sub Committee which will be held on **Thursday 2nd JANUARY 2020 at 10am in the Committee Room at the Town Hall, Southwold.**

Signed

H. J. Beard

Dated 20th December 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. **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 Pecuniary Interest regarding the agenda.
- c) To receive any request for dispensations regarding the agenda.
- d) To receive details of any lobbying to members.

3. **To note approved Terms of Reference of the committee;**

Aim: In conjunction with Town Clerk to research/ consider and report to full council on; legal/ professional advice received, leases, tenancies, tenders associated with the Town Council property portfolio in accordance with current legislation.

Responsibilities:

- *To consider rent reviews and leases. To consider property rental rates of return as individual rent reviews become due.*
- *To consider and report to council on professional advice received / To consider specific legal responsibility of Town Council as landlord.*
- *To consider and evaluate tenders/ quotes for work received.*
- *To consider other matters as Council requests.*

Exclusion of Public and Press: *This cttee will 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. 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;

4. **To receive and consider update on property portfolio matters already being actioned / matters in course of completion / matters outstanding as follows;**

- a) To consider tenders for works for contamination surveys at Station Yard site and consider appropriate way forward - to include consideration of any structural matters that also need to be considered.
- b) Any Rent Reviews and Lease renewals including outstanding rents.
- c) Any Professional/ Legal Advice.

5. **Date of next meeting;**

To be confirmed

