



## **NOTICE**

### **The Annual Meeting of Southwold**

**Town Council will be held on Tuesday 18<sup>th</sup> May 2021 at 7.00pm in the Methodist Hall.**

Signed .....

Dated .....

This meeting is being held in person in order to comply with the Local Government Act 1972. In order to comply with Coronavirus regulations and guidance, the number of people at this meeting will have to be restricted.

If you do wish to attend we encourage you to notify [admin@southwoldtowncouncil.com](mailto:admin@southwoldtowncouncil.com) of your intention to do so not later than 12 noon on the day of the meeting in order that the meeting can be managed in a Covid secure way and we can try and accommodate you and advise you of the necessary health and safety precautions. However we are not able to guarantee you a space/ seat and you are advised that it may be that, regrettably, we are not able to admit you to the Hall for this meeting.

We would therefore urge you to write to the town council with any question that you wished to raise on a matter on this agenda via e mail to;  
[admin@southwoldtowncouncil.com](mailto:admin@southwoldtowncouncil.com)

### **All Declarations of Acceptance of Office to be signed prior to the commencement of the meeting.**

1. **Town Mayor:** to elect a Chairman called the Town Mayor for 2021/2022. Declaration of Acceptance of Office of Chairman to be signed.
2. **Apologies:** to receive apologies for absence.
  - a) Welcome to the new Town Councillors.
3. **Deputy Town Mayor:** to elect a Vice-Chairman, called the Deputy Town Mayor, for 2021/2022.
4. **Declarations of Interest:**
  - a) To receive Declarations of Interest on matters on 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.
5. **Standing Orders:** *to suspend standing orders for consideration of the following:* a) To receive comments from Southwold electors on matters on the agenda (each *elector will be allowed a maximum of 3 minutes*). *The purpose of the meeting is for Councillors to discuss Town Council business and whilst the attendance of residents 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.*
6. **Councillor Diary Dates**  
Thursday 3<sup>rd</sup> June 2021 – Opening of Charter Fayre/Charter Parade.
7. **Date of next Town Council Meeting:** Tuesday 25<sup>th</sup> May 2021 – venue and time to be confirmed.

