

Minutes of the Landlords Committee held on Monday 8th July 2019 at 3pm.

Present; Cllrs; Betts, Flunder, Jordan, Tucker and Windell.

Also Present the Town Mayor (ex officio non-voting) and the Town Clerk and 1 member of the public.

Agenda items

1. **Apologies for absence** – There were no apologies for absence.
2. **Declarations of Interest**
 - a. There were no Declarations of personal interest
 - b. There were no Declarations of prejudicial interest
 - c. There were no requests for Dispensation
3. **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*).
There were no matters from members of the public.
4. **To consider Town Council Property Strategy documentation;**
 - a) with regards to highlighting for the Town Council where updates to the Strategy may need to be considered.
 - b) in conjunction with the '*Issues/ Opportunities and Challenges/ constraints*' document dated June 2019.
 - c) in relation to repair works required at the Strickland Place properties, and the possible alternative options.
Discussion about timescales for the preparation of the Property strategy to enable the cttee to proceed with matters as per an agreed strategy.
It was acknowledged that the Town Council PEST and SWOT needs updating to enable the Town Council Strategy itself to be updated and that the Property Strategy should then emerge from this.
In order to achieve this 2 Meetings will be held in early September for all Councillors to have input into the Town Council Strategy Doc.
The Town Council strategy will be redrafted to include updates and made available for full Council to sign off at the September Council meeting.
Once the Town Council Strategy has been approved the Property Strategy can be updated to reflect the Town Council position. In the meantime, to aid timeliness of its consideration, the Town Clerk will update the factual and numerical information within the existing Property Strategy.

Discussion then took place regarding a 'risk strategy' for the property portfolio – This will be required to enable the landlords cttee to undertake research and make recommendations on the property portfolio in accordance with the emerging Town Council strategy and it was emphasised that this needs to be available in a timely manner. This to be prepared as part of the Property Strategy in October.

Timeline

Town Council strategy – redrafted and approved September 2019

Property Strategy – redrafted and approved October 2019 to include a Risk Strategy.

5. **To consider requesting quotes for Property management function – consider outline brief.**

This to be considered once the Property Strategy and Risk strategy is available.

6. **Works Market Place**

Cllr Windell updated the cttee on the works taking place at the back of 21 Market Place and the emergency works required in this respect with regards to an adjoining wall to no 25 Market Place.

Following Council decision in June 2019 re next repair works - the clerk and chair to meet with North and Hawkins to progress these projects.

Terms of Reference of Cttee

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.

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.