

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held via Zoom at 6.30pm Thursday 17th September 2020

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| PRESENT: | Councillor | I Bradbury – Town Mayor |
| | “ | D Beavan |
| | “ | Ms E A Betts |
| | “ | S Flunder |
| | “ | Mrs P Goldsmith |
| | “ | Mrs J Jeans |
| | “ | Ms J Jordan |
| | “ | M Ladd |
| | “ | M Rowan-Robinson |
| | “ | S Tobin |
| | “ | J A Windell |

Also present; 3 members of the public, the Town Clerk, and High Steward.

1. **Apologies:** *To receive apologies for absence.*
There were no apologies for absence.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
There were no Declarations of Personal Interest.
 - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Nil.
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.*
Nil.
 - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.*
The Town Mayor reminded members of their legal requirements to update the Register of Interest online.
3. **Public Forum**
*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 subject to Town Mayor discretion).*

A member of the public advised that there was a general feeling that there should be an independent chairman of the Project Board, and asked whether there would be public participation at any stage, and whether the public would be able to have the minutes of meetings.

The Town Mayor advised that an independent Chair is being considered.
The Town Clerk advised that the Project Board meetings will not be open to the public. However, there might be a stakeholder forum at some stage and if there became a working group whose Terms of Reference included stakeholder meetings then they would take representations.

Minutes are likely to be provided to the Town Council meetings and would then be in the public domain.

Public participation closed.

4. Exec Project Board – Station Road Regeneration Project

To consider and approve the draft Terms of Reference for the Project Board for the Station Road Regeneration Project. Terms of Reference to be sent to ESC once approved.

The Draft Terms of Reference had been circulated.

Cllr Jeans advised that a robust and cohesive Project Board will be vital for quick decision making and that the Terms of Reference and Code of Conduct support quick and cohesive decision making.

Cllr Ladd advised that the Terms of Reference and Code of Conduct were a comprehensive set of documents.

Cllr Ladd advised that the Project Board would need to appoint a Chair – someone with the right skills.

The Town Mayor advised that the Board might be looking to a senior member of ESC to be the Chair. Discussion then took place about whether they would be independent. Cllr Flunder advised that ESC would not be best placed to be independent as they are the Accountable Body. Cllr Rowan-Robinson advised that 2/3rds of the funding for the project was from STC direct, and he would therefore not support an ESC Cllr being the Chair.

The Town Mayor suggested that if anyone had recommendations for an independent Chair that these be forwarded to the Town Clerk.

Cllr Jeans advised that the Chair would; need to be an efficient Chair, know the subject matter, and be approved by the Board.

Query was raised as to the total number of people who would thus be on the Project Board – Cllr Bradbury advised that this was uncertain at the present time.

Cllr Flunder advised that he was pleased to see that any strategic changes would need to be made by the Town Council.

On the proposal of Cllr Jordan, seconded by Cllr Tobin it was unanimously agreed to APPROVE the draft Terms of Reference as presented.

Signed

Dated.....