

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 7.30pm on Tuesday 23rd May 2017

PRESENT:	Councillor	M Horwood (Town Mayor)
	“	Mrs M C Tucker (Deputy Mayor)
	“	Mrs S Allen
	“	Miss E A Betts
	“	I R Bradbury
	“	Mrs S M Doy
	“	Mrs J Jeans
	“	M Ladd
	“	D J Palmer
	“	M Rowan Robinson
	“	J A Windell

Also attending: The Town Clerk, the High Steward and 1 member of the public.

A Minute's silence was held before the start of the meeting in memory of Cllr Colin Law, Leader of Waveney District Council and in memory of those killed and injured in the Manchester Arena incident that had taken place on Monday 22nd May 2017.

BUSINESS

1. **Apologies:** There were no apologies for absence.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*

Cllr Allen declared a personal interest in agenda item 5 (a) and (b) as a member of the WDC Planning Committee.

Cllr Doy declared a personal interest in agenda item 5 (a) and (b) as a member of the Southwold & Reydon Society.

Cllr Rowan Robinson declared a personal interest item 5 (a) and (b) as President of the Southwold & Reydon Society.

Cllr Jeans and Cllr Windell declared a personal interest in item 10(a) in relation to SOS.

Cllrs Betts, Doy, Horwood, Ladd declared personal interests in relation to agenda item 7(f) as Trustees of the Millennium Foundation.
 - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*

Cllr Windell declared a disclosable pecuniary interest relating to agenda item 18 as occupier of a Town Council property.
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.*

There were no requests for dispensation.
 - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.*

Noted

3. **Minutes:** *To approve and sign the Minutes of the Meeting of the Town Council held on Monday 8th May 2017. On the proposal of Cllr Palmer, seconded Cllr Betts it was unanimously agreed to confirm and sign the Minutes of the Meeting of the Town Council held on Monday 8th May 2017.*

4. **Public session**

- a) *To receive a report from the Waveney District Councillors Sue Allen and Michael Ladd.
The WDC Councillors will then take questions from Councillors and electors (maximum 5 minutes).*

WDC Cllr Ladd advised that Cllr Mark Bee is the new Leader of Waveney District Council and a Cabinet has been appointed in which WDC Cllr Allen is Chair of Scrutiny and WDC Cllr Ladd is a Cabinet Member for Roads and Infrastructure, and Economic Development and Tourism. Cllr Chris Punt is now the WDC Housing Portfolio Chairman. Deputies have also been appointed to some of the Cabinet posts.

WDC Cllr Ladd advised that Southwold had retained its Blue Flag status and is the only beach in Suffolk to have this status. Lowestoft and Kessingland have both received Seaside Beach Awards.

Cllr Ladd advised that the Coastal Community Team launch will take place on 10th June starting at 10am from the Millennium car park, for a walk to the Boating Lake where the official launch will take place at 11am. All Councillors are invited to attend.

- b) *To receive a report from Suffolk County Councillor Ladd. Cllr Ladd will then take questions from Councillors and electors (maximum 5 minutes).*

SCC Cllr Ladd advised that the SCC Annual Council Meeting is taking place on Thursday when Cabinet posts will be awarded. Cllr Allen congratulated Cllr Ladd on being re-elected as a Suffolk County Council Member.

- 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).*

There were no comments from Southwold electors.

Public session closed

5. **To receive reports from Committees:**

- a) *To receive the written report of the meeting of the Planning and Development Committee meeting held on Tuesday 9th May 2017 (see attached). No recommendations. The report was received and noted.*
- 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) To receive the written report of the meeting of the Leisure and Environment Committee meeting held 20th April 2017 L and E REP 3.17 (see attached). *No recommendations.*

Cllr Allen made members aware of the delegated decision annotated in L and E REP 3.17. Report received and noted.

d) To receive verbal update from Jt Harbour cttee chair.

Cllr Windell advised that as WDC are in pre-election period, and with the death of the Joint Chairman, Cllr Colin Law, the Joint Harbour Committee have no formal update to make. The Project Manager is due to meet with Winkworth Sherwood next week to receive a legal update. It is hoped that a further meeting will then be arranged.

6. **To receive reports from Working Groups/ Task and Finish Groups, and N Plan Team**

a) To receive the verbal report of the Neighbourhood Plan meeting of 28th April 2017.

Cllr Bradbury advised that the consultant had attended the meeting of 28th April and was concerned how parking would be incorporated within the Plan. Much discussion took place to clarify this matter. The N Plan third draft has been promised by the end of June and this draft will include clarification regarding the Open Space Policy. Cllr Bradbury advised that the feedback received from the consultant with regards to discussions at the meeting will be circulated in due course.

7. **Correspondence:**

a) Receive information from Hearing Aid Centre. Information received and noted.

b) Receive letter from Department of Health re Queen Street Pharmacy. Cllr Palmer noted that the response from the Department of Health had been incomprehensible. Cllr Jeans asked whether there was any more help that could be extended to Queen Street Pharmacy. After discussion, it was suggested that a further letter be sent to the Department of Health asking them to ensure that the Pharmacy is on future lists, and that the Town Mayor and Town Clerk meet with the Pharmacy to understand what else the Town Council can do to provide support.

c) Receive Coastal Partnership East spring newsletter. Information received and noted.

d) Receive letter from Suffolk Accident Rescue. Noted.

e) Receive press release from Southwold And Reydon Corps of Drums – *discuss implications for Town Council civic events.* The Town Mayor advised that the Bellman has been very active in trying to recruit people to join the Band especially those who used to play in the band themselves. Mr Burrows would like to ensure that enough people were involved to enable the Band to continue especially in view of the excellent comments that were received about the Band on Civic Sunday. Cllr Doy advised that she has asked whether the Band could play at Christmas Lights, if there are sufficient new participants.

Cllr Rowan Robinson expressed concern about civic parades taking place without a Band and suggested that Leisure & Environment consider this matter later in the year. It is hoped that there will be positive news about the Band by the Autumn.

- f) Receive letter from Southwold Millennium Foundation regarding Charitable Incorporated Status – *discuss implications of the proposed governance changes for the role of the Town Council and the Town Council Trustees (see also background paper re the Town Council role in establishing the Foundation)*. Cllr Windell asked for clarification about the proposed CIO being formed by the Millennium Foundation and how the re-election of Trustees would take place and who would reappoint. A briefing of the history of the Millennium Foundation had been included with the Town Council papers and Cllr Ladd, as Chair of the Millennium Foundation, explained how the Foundation had been formed. It was explained that over the years the Foundation has been moving away from its connections with the Town Council. Lengthy discussion took place as to whether Town Council permission should be provided for the Millennium Trust to be able to relinquish Town Council representatives, or whether the Town Council would wish to retain its right within the existing governance structure to remain able to appoint Trustees. Concerns were expressed about the proposed governance structure detailed in the letter and how the Town Council would be able to remain involved with the Millennium Foundation if the changes were accepted, especially in view of the land and money that the Town Council had provided the Foundation in the past. Cllr Rowan Robinson advised that he would like to be made aware of the present work of the Foundation and understand their aims and objectives and would not wish for the Town Council to relinquish their present rights. Cllr Ladd advised that the Foundation holds an Annual General Meeting to which any member of the public can attend and that as Chair he would be pleased to provide reports on a regular basis to the Town Council and to provide a report to the Annual Town Meeting.

Discussion took place as to the connection/influence that the Town Council wished to retain.

On the proposal of Cllr Palmer, seconded by Cllr Windell it was RESOLVED (by a majority 6 in favour, 2 against, 3 abstain) that a letter should be sent to the Foundation as a formal response, advising that the Town Council would not wish to be “divorced” from the Foundation at this stage and that more information about the proposed CIO and about the aims and objectives of the Foundation would be required to enable the Town Council to consider this matter with due diligence. Town Council to also have confirmation of the term of office renewal dates for its representatives on the Foundation.

8. **To receive update from Town Mayor of events attended/matters to report including;**

Civic Sunday 21st May 2017 – the Town Mayor expressed thanks to all who attended and was pleased that the occasion had gone so well. The Town Mayor asked that Councillors become involved in the practical tasks that need undertaking to ensure that such occasions run smoothly. Cllr Tucker extended thanks also to Cllr Doy for organising the parade and advised members that Cllr Doy had

personally received a letter from the High Sheriff of Suffolk praising her for her role in organising the parade.

Charter Money to Primary School – Tuesday 23rd May 2017. The Town Mayor advised that this event had also gone well.

Forthcoming Events

Opening of Lions Fete – Monday 29th May 2017

Charter Lunch – 1st June 2017

9. **Town Mayor Charity for 2017/18.** To receive details of the charity nominated by the Town Mayor for 2017/18.

The Town Mayor advised that he had chosen The Loft Youth Centre as his organisation to support for 2017/18. The Town Mayor advised that his aim during the year was to enable them to be more financially secure and to gain a higher profile within the town.

10. **To receive 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.

- a) Southwold Hospital – to receive verbal update report.

Cllr Jeans advised that the project was progressing well and that a further update should be available for the next meeting.

- b) Blyth Estuary Group – to receive verbal update report.

Cllr Allen advised that WDC had last month released a media report about the cost of the works required at the harbour and that consultants were to be employed to consider any further works required. Cllr Allen, as Chair of BEG had advised WDC that BEG already had such reports and a meeting has taken place between both parties. Those attending the meeting noted that the estuary banks need to be kept in good order for Southwold harbour to be able to continue. It had been agreed that BEG will lead a partnership group to consider what further information is required regarding works needed on the banks to ensure the future of Southwold harbour.

Cllr Windell thanked Cllr Allen for the report.

Cllr Palmer advised that he had attended the meeting as an invited guest and had felt that the meeting had provided WDC with information which they had not previously been aware of.

Cllr Rowan Robinson recommended that future reports from both BEG and the Joint Harbour Committee could be written reports to enable Councillors to consider them in more detail. The proposal from Cllr Rowan Robinson was seconded by Cllr Palmer with 2 in favour, 7 against and 1 abstain.

Cllr Jeans recommended that instead of regular written reports, an initial report be provided now to update Councillors about the status of both the Blyth Estuary Group and the Joint Harbour Committee to update members on the technical issues that both groups are presently considering. This recommendation was proposed by Cllr Jeans but received no seconder.

11. **To confirm membership of Committees/Working groups/ Task and Finish and other groups for 2017/18** (*See attached*). To fill any vacancies and confirm membership.

The membership report was received and vacancies noted. It was agreed that those wishing to take up the vacancies be approved en bloc. All agreed.

There were no members forthcoming to fill one vacancy on the Planning & Development Committee nor one vacancy on the Leisure & Environment Committee. It was suggested that the new Councillor be asked to fill these vacancies.

12. **To confirm Town Council Representatives on outside bodies for 2017/18** (*See attached*). To fill any vacancies and confirm membership.

Cllr Rowan Robinson had asked to be the representative for the Summer Theatre and Cllr Horwood offered to stand down from this role to enable Cllr Rowan Robinson to take this on.

Cllr Palmer advised that he would wish to retire from the Sizewell Group.

It was proposed by Cllr Palmer, seconded by Cllr Rowan Robinson that there be one representative for each group plus one substitute so that there is always someone to attend. Discussion took place regarding this proposal. In favour 5, against 5. Casting vote of Chairman was that the present system of 1 representative and no substitute be retained.

Cllr Rowan Robinson advised that he would like to attend BEG meetings as the Town Council representative. Cllr Allen as Chair of BEG, advised that each organisation only has one representative to prevent the group becoming unwieldy. Discussion took place regarding Town Council representatives to BEG. Cllr Allen was asked whether she attended on behalf of WDC. Cllr Allen advised that she was unsure whether she now represented WDC, STC or herself as an individual and will look at the draft constitution and previous records to find out. Cllr Allen advised that Cllr Palmer had been invited onto the group in his individual capacity as an advisor on technical issues. It was suggested that Cllr Palmer therefore be the Town Council representative. Cllr Palmer advised that he would prefer not to represent STC, but remain as an independent advisor, thus allowing Cllr Rowan Robinson to be the Town Council representative and Cllr Allen to be the WDC representative.

Cllr Tucker summarised by advising that clarity was needed about who is able to be a member of the group and in what capacity, and to understand what vacancies there are. This will need to come back to a future meeting.

Harbour Users – Cllr Bradbury advised that he was presently the representative to the Harbour Users but would be willing to stand down to enable Cllr Rowan Robinson and Cllr Palmer to attend in his place.

13. **Financial Matters**

a) To receive the Accounts for Payment for May 2017 (*circulated to members*).

All documents were received and it was RESOLVED unanimously to approve the Accounts for Payment

- b) Financial Officer: to re-appoint the Clerk as the Council's Responsible Financial Officer for 2017/18. **It was RESOLVED unanimously to reappoint the Clerk as the Council's Responsible Financial Officer for 2017/18.**
- c) Risk Assessment: To receive Risk Assessment for 2017/18(*see attached*). **It was unanimously RESOLVED to receive and approve the Risk Assessment for 2017/18 with no amendments.**
- d) Accounts 2016/17:
- i. To received and if approved, confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31st March 2017. (Note: (i) In signing the Annual Governance Statement the Town Council is obliged under Schedule 12, para 41(1) of the Local Government Act 1972 to record the yes/no answers in Section 1). **On the proposal of Cllr Bradbury, seconded by Cllr Doy it was unanimously RESOLVED to receive and approve Section 1 of the Annual Governance Statement of the Annual Return to the Audit Commission, for the year ended 31st March 2017. The Town Council RESOLVED that the appropriate answers in boxes 1 – 8 inclusive were yes, and that the answer in Section 9 was N/A.**
 - ii. To receive and if approved, confirm Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31st March 2017. **On the recommendation of Cllr Bradbury, seconded by Cllr Doy and unanimously agreed, it was RESOLVED to confirm Section 2, the Statement of Accounts of the Annual Return to the Audit Commission for the year ended 31st March 2017.**
 - iii. To note that whole council budget session will be held 20th June 2017 at 6.30pm to discuss the figures from the financial year end 2016/17 and any budget implications for 2017/18.
Noted.
 - iv. To note that Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed.
Noted. The present Fidelity Guarantee Insurance is presently being covered at £700,000.
 - v. To receive the SALC internal audit report for 2016/17.
The SALC internal audit report for 2016/17 was received and noted by all.
- v a) To Resolve to adopt the Action Plan arising from the internal audit report. (*see attached*). **On the proposal of Cllr Bradbury, seconded by Cllr Windell it was RESOLVED unanimously to adopt and implement the action plan arising from the internal audit report of 2016/17.**
- v b) To Resolve to re-adopt the Reserves Policy (*as attached*). **It was RESOLVED unanimously to readopt the Reserves Policy.**

- v c) To Resolve to renew the General Power of Competence for Southwold Town Council.

To Resolve that; Southwold Town Council hereby confirms the General Power of Competence. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.

It was unanimously RESOLVED to renew the General Power of Competence for Southwold Town Council.

e) Internal Auditor

- i. To confirm that SALC are an effective internal auditor for Town Council audit requirements.

On the proposal of Cllr Bradbury, seconded by Cllr Windell it was RESOLVED unanimously to confirm that SALC are an effective internal auditor for Town Council audit requirements.

- ii. To appoint SALC as the internal auditor for 2017/18.

On the proposal of Cllr Bradbury, seconded by Cllr Windell it was RESOLVED unanimously to appoint SALC as the internal auditor for 2017/18.

- iii. To confirm that Internal Controls are appropriate and effective for Council purposes.

On the proposal of Cllr Bradbury, seconded by Cllr Windell it was RESOLVED unanimously to confirm that the internal controls are appropriate and effective for Council purposes.

- f) To receive the minutes of the Finance and Governance cttee meeting held on 16th May 2017 REP 4.17 (see attached). Recommendations relating to Internal Audit Action plan and Council Policies on Laptops and Tablets/ Social Media/ Electronic Information and Sickness Absence.

Internal Audit report action plan from audit for year end 2016/17 – it is recommended that the Action Plan be agreed and implemented. See approval above.

Recommended Policies: It was unanimously RESOLVED to approve all Policies below;

***Laptops/ Tablets Policy*– it was agreed to recommend that the Town Council confirm this Policy with no amendments.**

***Social Media Policy for Councillors* - - it was agreed to recommend that the Town Council confirm this Policy with no amendments. Copy of the Policy to be circulated to all Councillors to re-emphasise the need to be diligent in the use of social media.**

***Social Media Policy for Employees*- - it was agreed to recommend that the Town Council confirm this Policy with no amendments. Copy of the Policy to be circulated to all employees to re-emphasise the need to be diligent in the use of social media.**

***Electronic Information policy* - it was agreed to recommend that the Town Council confirm this Policy with no amendments.**

***Sickness absence policy* - it was agreed to recommend that the Town Council confirm this Policy with no amendments.**

14. **Model Code of Conduct:** to confirm the Model Code of Conduct as set out in the Local Authorities (Model Code of Conduct) Order 2007 including clause 12(2) and to reaffirm the Suffolk local Code of Conduct as adopted 29th July 2014.
On the proposal of Cllr Bradbury, seconded by Cllr Betts it was unanimously RESOLVED to confirm the Model Code of Conduct as set out in the Local Authorities (Model Code of Conduct) Order 2007 including clause 12(2) and to reaffirm the Suffolk local Code of Conduct as adopted 29th July 2014.
15. **Standing Orders:** to confirm the Town Council's Standing Orders (financial and ordinary) for 2017/2018 (documents as agreed by Council in 2016/17).
On the proposal of Cllr Bradbury, seconded by Cllr Windell it was unanimously RESOLVED to confirm the Town Council's Standing Orders (financial and ordinary) for 2017/2018 (documents as agreed by Council in 2016/17).
16. **Sealing of Documents 17/18:** to authorise the Clerk to seal legal and civic documents.
On the proposal of Cllr Bradbury, seconded by Cllr Betts it was unanimously RESOLVED to authorise the Clerk to seal legal and civic documents.
17. **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.

The Town Mayor advised that Mr Steven Wright had accepted the post of Serjeant-at-Mace and would be taking up this role at the Charter Lunch on 1st June 2017.

Flag Policy – it was suggested that the Flag Policy be reviewed considering the atrocities in Manchester to enable a flag to be flown on such an occasion. Members agreed that it should be considered, but there needed to clarity as to which instances it would be flown for, and an understanding of the Policy of other Government buildings on such occasions. It was agreed by all that the Finance & Governance Committee consider the Policy on behalf of the Council.

Letter had been received from Reydon Parish Council enclosing £4,000 towards the operation of the shuttle bus and nominating a Councillor to liaise with Southwold Town Council on setting up a separate charitable trust. Thanks, were extended to Reydon Parish Council for their generosity. Formal letter to be sent.

18. **Exclusion of Public and Press:** *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;*
To receive verbal update on Town Council properties including 5 Strickland Place. See L/L REP 5.17. for full details.

- a) Boating Lake – Resolved that Town Council approved water quote. Unanimous.
- b) Waste recycling site – Resolved to modify rent and assess prospects.
- c) Red Cross Hut – Resolved to extend lease to existing tenant.
- d) 5 Strickland Place – Resolved to commence period of market sale.
- e) Police and Fire Station site – council agreed to reconsider position regarding this site.

19. **Date of next Town Council Meeting:**

Tuesday 20th June at 7.30pm at the Town Hall.

_____ TOWN MAYOR 20th June 2017