



NOTICE

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 28th November 2017 at 6.45 pm in the Methodist Church Hall, Southwold.

Signed

H. J. Bevan

Dated 22nd November 2017

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 for a maximum of 10 minutes. During this time, electors can put questions to the Chairman regarding matters on the agenda. An elector must not speak for more than 3 minutes. Where possible, the Chairman will respond but the matter may have to be deferred and placed on a later month's agenda for discussion. (see full Protocol for Public Participation in Council Meetings)

6.45pm

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;

- a) To receive the confidential written report of the meeting of the Landlords working group held on 8th Nov 2017 REP 10.17 (see attached pink paper). Recommendations regarding Town Council properties, rent reviews and leases.
- b) To receive the confidential written report of the Employment working group meeting of 31st October 2017 (see attached pink paper). 2 recommendations regarding staffing levels.

AGENDA for public meeting commencing at 7.30pm

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 Disclosable Pecuniary Interests regarding the agenda.
 - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
 - d) Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.

3. **Minutes:** (i) To approve and sign the minutes of the Meetings of the Town Council held on Tuesday 24th October 2017 and Thursday 2nd November 2017 (see attached).
4. **Public Section**
 - a) To receive a report from Waveney District Councillors M Ladd and S Allen. Cllr Ladd and Cllr Allen will then take questions from councillors and electors (*maximum 5 minutes*).
 - b) To receive a report from Suffolk County Councillor Ladd. Cllr Ladd will then take questions from councillors and electors (*maximum 5 minutes*).
 - 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.
5. **To receive reports from Committees:**
 - a) To receive the written reports of the meetings of the Planning and Development Committee held on Tuesday 7th November 2017 (*see attached yellow papers*).
 - 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 including the Urban Design Training workshop held 21st Nov 2017.
 - c) To receive the written report of the Leisure and Environment Committee of 31st October 2017 – Rep 7.17. (*see attached gold papers*) Recommendation in relation to financing of cycle rack/ hoop provision within the town.
 - d) To receive verbal report from Marshes presentation – meeting held 22nd November 2017 at the Swan Hotel with stakeholders.
6. **To receive reports from Working Groups/Task and Finish Groups**
 - a) Highways and Footpaths working group and the Parking review task and finish group. To receive the report of the H and F meeting of 17th November 2017. Rep 5.17 (*see attached grey papers*) No recommendation.
 - b) Neighbourhood Plan Task and Finish Group – To receive the written report of the N Plan meeting of 10th November 2017 (*see attached lilac papers*). No recommendation.
 - c) Southwold Community Shuttle – to receive report of meeting of Friday 17th November 2017. To consider the following recommendations a) Confirm draft constitution of CIO and agree that this may be submitted to the Charity Commission, b) Town Council to renew their licence for the operation of the service, c) Confirm extension of Terms of Reference for the Task and Finish Group (*see attached green papers*).
7. **Mayors Organisation/ Charity Update**
8. **Coastal Community Team** – Update re People and Places partnership study of Town Centre. (*see report attached*).
To request CCT to explore options for a feasibility study of, and associated funding streams for, Boating Lake and surrounding area.

9. **Financial Matters**

- a) *Accounts for Payment* - To receive the accounts for payment for November 2017 (*circulated to members*).
- b) *Finance and Governance working group* – to receive the written report of the meeting held on Thursday 16th November 2017 - REP 8/2017 (*see attached cream papers*).
To receive recommendations regarding 2 donations, allocation of a reserve, and staff eye checks.
- c) *Precept 2018/19* – see notification from WDC.
- d) *Notification of external auditor appointments for the 2017/18 financial year Southwold Town Council*.

10. **To receive update from Town Mayor of events/meetings attended including:**

- Allotment Holders AGM – 15th November 2017
- Southwold & Reydon Society Annual Lunch – 16th November 2017
- Strategy Presentation to WDC – 20th November 2017
- Armistice Day Service and Planting of Crosses – 11th November 2017
- Remembrance Sunday Parade and Church Service – 12th November 2017
- St Edmunds Day – 20th November 2017
- Christmas Lights Switch On – 25th November 2017
- St Edmunds Church Rededication Service – 26th November 2017

11. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**

- a) Southwold Hospital – representative to provide verbal report and to present updated plans for council consideration.
- b) Christmas Lights – representative to provide verbal report
- c) Jt Harbour Committee – representative to provide verbal report.
- d) Allotment Holders AGM – representative to provide verbal report.
- e) Blyth Estuary Group - representative to provide written report of meeting of 6th Nov – *see attached*.
- f) Sizewell ‘C’ Community Forum – *see written report attached*.

12. **Correspondence:** to note the items as detailed in the general correspondence file together with;

- a) SALC Area meeting 7th Dec 2017 –at Wangford Community Centre
- b) AONB Monthly update
- c) Society of Local Clerks – agenda for meeting attended by Town Clerk
- d) Consultation Suffolk Minerals and Waste Local Plan – responses by 11th December 2017.
- e) Police report regarding activity in Halesworth SNT area.

13. **Council Meetings/Events Nov/Dec 2017**

- Saturday 3rd November 2017 - Arbor Day.
- Sunday 3rd December 2017 – midday – Town Council Drinks reception.
- Sunday 17th December – Xmas Carol Concert

14. **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.

15. **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;*
 - a) To receive the confidential written report LL10/2016 of the meeting of the Landlords working group held on Wednesday 9th November 2016 (*see attached pink paper*). *No recommendations regarding Town Council properties.*

16. **Date of next Town Council Meeting:**
Tuesday 12th December 2017 at 7.30 pm at the Town Hall.

PLEASE NOTE THAT ALL TOWN COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.