

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:30 on 10 November 2017

Preceded by a half hour public surgery

MINUTES

Present: Councillors Sue Barnard, Allyson Barron, Nasima Begum, Peter Byatt, Tara Carlton, Peter Collecott, Tracey Eastwood, Amanda Frost, Alan Green, Dick Houghton, Peter Knight (Deputy Mayor), Peter Lang, and Alice Taylor. Cllr Mathew Owen joined the meeting once coopted.

In attendance: Shona Bendix

Public: 2 (for part)

145. Welcome

The Fire Evacuation Procedure was read and the meeting was welcomed.

146. Announcement on Reporting

Councillors and members of the public were reminded of the right to report on meetings.

147. To receive and consider acceptance of apologies for absence

Apologies were accepted from Cllr Ford, Bemment, Coleby, Parker, Patience and Graham.

148. Declarations of Interests and dispensations

A disclosable pecuniary interest was declared by Cllr Lang for items 152.1f and 153.1g
An interest was declared by the Clerk in item 152.2.

149. Minutes

Cllr Begum noted that she had asked for the carer's allowance to be on the agenda. Item 153.1h covered this matter and the Clerk had emailed Cllr Begum and had raised the matter at Finance and Governance Committee. The Clerk had advised that the allowance is not payable for town councillors but is available to principal authority councillors. The minutes of the previous meeting on 17 October 2017 were approved. Proposed: Cllr Lang; seconded: Cllr Begum.

150. Public Forum and Public Service Reports

No public comments. Public service reports: A report from Cllr Barker had been received.

151. Councillors

151.1 Cooption for a councillor vacancy for Pakefield ward. Five people had expressed interest. Mathew Owen was coopted by an absolute majority. There was one abstention.
151.2 Cllr Owen signed the Declarations of Acceptance of Office and joined the meeting.

152. Finance:

152.1 The minutes of the previous Finance and Governance Committee (1/11/17) were noted including:

152.1a The recommendation that a £50k reserve be earmarked for legal work. It was clarified that this was in case of lawyer costs for any legal disputes.

152.1b The recommendation that Charter Trustee funds should be transferred to the civic and ceremonial budget. This matter was discussed below.

152.1c The draft budget 2018-19 and the need to notify the Committee of any additional project/other expenditure needs. It was agreed that a condition survey for the Town Hall should go to the Finance & Governance Committee for consideration. Authority was delegated to the Committee to agree the expenditure for the survey. There was concern that the budget for telephone and IT was too high in the budget and this should be considered by the Finance and Governance Committee. It was also noted that the Finance and Governance Committee should consider plans for the Triangle Market and their remit for their decision was further discussed at Item 160 below.

152.1d The first VAT return.

This had been submitted on 7 November 2017.

152.1e The Capital Programme funds. Noted.

Items 152.1a to 152.1e were noted and agreed, with one abstention.

Peter Lang left at 19:55.

152.1f Progress with developing Key Performance Indicators for the Waveney Norse contract. Noted. Meetings had been held with Waveney Norse.

Peter Lang returned at 19:57.

152.1b In response to a question about the amount transferred to the Town Council, the Clerk advised that the income from the Charter Trustees had been noted at the inaugural meeting of the Town Council at £9,480.

152.1g The CIL income

WDC Reference 0038099 Total + £45,220.70 breakdown as follows:

NEIGHBOURHOOD FUNDING	23/10/17	£2,339.09
NEIGHBOURHOOD FUNDING 2	23/10/17	£42,881.61

WDC Reference 0037630 (LTC Reference 20170929):

SECOND PRECEPT PAYMENT	08/09/17	£696,140.00
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152.1h The recommendation that the Personnel Committee progresses staffing recommendations to Full Council.

Items 152.1f to 152.1h were noted and agreed.

152.2 Payments.

Suffolk Preservation Society – It was agreed to pay £30 for membership of Suffolk Preservation Society. Two councillors were able to attend their urban design session in Southwold at a membership price.

Salary - It was noted that the Council is registering with HMRC for PAYE and will be using the SALC payroll service. In advance of the PAYE number being provided by HMRC and to ensure payment for the Clerk's salary can be processed on 24 November 2017, it was agreed to pay up to a maximum of 1/12 of the Clerk's annual salary calculated with national insurance and tax as calculated provisionally by SALC, with any adjustments, if needed, to be made the following month.

152.3 Budget for councillor surgeries

Those surgeries being held are on average attended by 2 or 3 people. There was a discussion about different ways to hold surgeries and it was agreed to carry this matter forward to the next agenda to further consider whether the Council should fund hire of halls for this purpose.

152.4 Offers of office furniture and other artefacts.

An expression of interest has been made to relevant parties who were interested in providing furniture and/or artefacts to the Council.

153. Assets

153.1 The minutes of the Implementation Committee (23/11/17) were noted including:

153.1a The use of SLACK as a discussion forum

153.1b The ongoing work on asset plans

153.1c The ongoing consideration of temporary options for improving the appearance of the Town Hall. There had been some discussion with the CEO of the Marina Theatre. If any proposals emerge they would be considered by the next Finance and Governance Committee. An information evening would be held for councillors by the Marina Theatre.

153.1d The meeting with Tingdene. A meeting was attended to establish a dialogue with Tingdene as tenant and as part of the community. It was noted that there had been no caravan sites extended to phase 3 and 4 of the leased land.

153.1e The Town Hall artefacts in storage. Waveney District Council were considering the artefacts and it was anticipated that they would advise the Town Council of its findings but had not done so as yet.

153.1f The establishment of Sub-Committees. It was noted that sub-committees had been established for this Committee.

Peter Lang departed 20:17

153.1g CCTV

There was a discussion about the future of CCTV and concerns including the condition of the equipment transferred to the Town Council. Discussions continue with Waveney District Council. There was a discussion about the perception of safety within Lowestoft and the impact of the existing CCTV sites. There was a need for a full analysis and modernisation programme for any future CCTV service provision. There was a continued case made for negotiating about the CCTV transfer with Waveney District Council.

153.1h The Dependants Care Allowance. As above at item 149, it was noted that this allowance is not payable to town councillors. This was noted. It was agreed that the clerk should write to Peter Aldous, through the exercise of the Mayor's casting vote.

153.2 Any further land registration issues. None. There was interest in the land on the corner of Mariner's Street and the High Street as this contained a noticeboard and was in a complementary position near the Town Hall. The Clerk confirmed that the Normanston allotments have transferred to the Council in law.

153.3 Delegate authority to two councillors to sign the surrender of the lease with Uplands Community Association and new leases to Suffolk County Council and to Uplands Community Association for their respective use of land at Uplands. It was agreed that Cllrs Peter Lang and Peter Knight would sign the documents, countersigned by the Clerk.

153.4 Any further developments on Charity registration (Arnold's Bequest). There had been no progress on this reported by Waveney District Council. Cllr Eastwood would continue progressing a volunteer group to clean up the Arnold's Bequest area, in consultation with the Norse and the Clerk. The Implementation Committee would continue to consider the future of this area.

153.5 Wayfinder proposals
No progress noted.

153.6 Heritage Action Zone work bid

The decision has been delayed two weeks.

154. Planning and Environment

154.1 The minutes of the Planning and Environment Committee (1/11/17 and 17/10/17). Noted.

155. Personnel

155.1 The minutes of the Personnel Committee (27/9/17) were noted and the following staffing Matters were considered:

155.1a Appointing a temporary Communications and Customer Services Assistant on a one-year contract within the range £12,000 to £14,000. This was agreed on the basis of the confidential paper provided. It was noted that the Finance and Governance Committee is progressing office space.

155.1b Recruiting permanent staff as follows was agreed with terms specified in the confidential paper. Delegated authority was given to the Personnel Committee to appoint to cover the work covered by the proposed structure, with flexibility to alter the job description roles, hours (e.g. part-time) and salaries between posts, (subject to overall budget for the posts and the need for overall cover the roles specified) if appropriate. The roles were agreed as follows: Deputy Clerk (£30,785-£33,437), Finance Officer (23,398-£25,951 pro rata), Facilities Manager (£30,785-£33,437) and Committee Clerk/Customer Services Assistant (£21,268-£22,658). The Personnel Committee was also to investigate the option for having a vehicle sponsored by local businesses. The Personnel Committee was given a delegated budget of a maximum of £3000 for recruitment costs. The proposed timescale noted included 5 December for shortlisting, 7, 8, 11 and 12 December for interviews.

156. Committee and Governance Matters

156.1 (agenda 138.1) It was agreed that newly-coopted councillor may join any Committee and the Clerk would provide information about the committees to Cllr Owen.

157. Written reports from Councillors including from representative roles

157.1 (agenda 139.1) Charter Tree initiative. No report.

157.2 (agenda 139.2) Coastal Communities Team. Next meeting, the following week.

157.3 (agenda 139.3) Kirkley People's Forum. No report.

157.4 (agenda 139.4) Lowestoft Development Group. No report.

157.5 (agenda 139.5) Transport Steering Group. No report.

157.6 (agenda 139.6) Lowestoft Railway Partnership. It was noted that the Town Council would have a place on the Partnership. It was noted that there was a Community Rail Norfolk Board.

157.7 (agenda 139.7) Other reports and attendance. Cllr Houghton was attending a meeting on the navigation for the Third Crossing and it was agreed that Cllr Taylor would also attend (30 November) as the formal representative of the Town Council. It was agreed that Cllr Eastwood would be the Council's representative on the Lowestoft Transport Infrastructure Partnership with Cllr Begum as substitute. One abstention. The Plaisir Twinning Association have asked for support and Cllr Lang will be attending their next meeting. Cllr Lang would feed back to the Association that the Council would need more specific detail about any financial support desired, would support with a reception at the Town Hall or new office depending on what is appropriate and possible at the time. The resourcing of this and any gifts would be considered by Finance and Governance Committee. It was noted that the visit should be beneficial to local businesses and this

would be considered with Danny Steel. The renewal of the Lowestoft Vision bid would be considered by Finance and Governance Committee.

158. To consider the adoption of a social media protocol

The protocol was adopted.

159. Date of next Council Meeting

5 December 2017 7.30pm

160. Items for the next Agenda

Finance and Governance Committee would be considering the potential for a series of 7 markets to be held at the Triangle Market (as above 152.1c). It was noted that permission would need to be applied for through the Town Council's events procedure. The Council's insurance would be checked to see if this would cover the markets at no extra cost. It was agreed that, as long as the plans were approved by the Implementation Committee, reasonable expenditure of up to £1000 insurance if required and up to £500 for Advertising would be considered by Finance and Governance Committee.

161. Confidential matters

None.