

Lowestoft Town Council
Full Council Meeting
Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on Tuesday 10 July 2018

MINUTES

Present: Cllrs Sue Barnard, Allyson Barron, Baz Bemment, Tara Carlton (arrived 19:15), Neil Coleby, Peter Collecott, Tracey Eastwood, Amanda Frost, Ian Graham (Chair), Alan Green, Peter Knight, Peter Lang and Alice Taylor

In Attendance: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

Public: Two members of the public were present

Also Present: Alison Begley (Engagement Team – Waveney – OneLife Suffolk)

334. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

335. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Alam, Byatt, Ford, Houghton, Parker and Patience.

All Councillors voted in favour of accepting the apologies from Cllrs Alam, Houghton, Parker and Patience.

Eleven Councillors voted in favour of accepting Cllr Ford's apologies; two Councillors voted against.

Eleven Councillors voted in favour of accepting Cllr Byatt's apologies; two Councillors voted against.

336. Declarations of Interests and dispensations

Cllr Lang had submitted a written request for dispensation for a disclosable pecuniary interest in item 340.1e. He has been granted dispensation by the Clerk to give professional advice and answer questions but not to remain in the meeting during the decision-making and voting process.

337. To consider the accuracy of the Minutes:

a) 5 June 2018 – Accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Knight; all in favour with one abstention.

338. Presentation from OneLife Suffolk

Leaflets containing further information were distributed at the start of the meeting.

Alison Begley explained to the meeting that OneLife Suffolk is an integrated healthy lifestyle service for Suffolk. Their purpose is to work with adults to assist them with achieving a healthy lifestyle and maintaining it. They also assist children and families with weight loss programmes and visit schools to give advice and support.

Cllr Carlton arrived 19:15

OneLife Suffolk runs a programme to help people to stop smoking, which is flexible to suit the requirements of the individual. Ms Begley explained about Health Walks, which are run by volunteers. The scheduling of the walks is dependent on the volunteers who run them and currently most of the walks take place during the week. OneLife Suffolk does not currently run a support service for those affected by addiction but can recommend other services who can

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assist. They can also do this for those with a mental health illness. OneLife Suffolk also delivers training and Ms Begley offered to deliver their 'Making Every Conversation Count' to the Council, which is aimed at those working with the general public to recognise and act upon opportunities to bring about lifestyle behaviour changes. The Health Check team deliver NHS Health Checks across the county to those aged 40 – 74, who meet the eligibility criteria.

Ms Begley welcomed Lowestoft Town Council's assistance in publicising the services OneLife Suffolk offers.

339. Public Forum

No matters were raised by the members of the public who were present.

340. Finance:

340.1 The minutes of the previous Finance and Governance Committee Meeting (26 June 2018) were received the following matters in particular were considered:

340.1a Seven spaces shall be reserved for the National Association of Local Councils' Annual Conference in Milton Keynes 30 – 31 October 2018 for the Mayor, the Chair of Each Committee, two other Councillors and the Clerk – Booking needs to be completed by 31 July to secure a discount. Two Councillor spaces are still available. Cllr Knight confirmed he would like to attend and this was agreed. It was decided that an email would be sent to all Councillors to seek interest in the remaining space, which would be decided on a 'first come, first served' basis.

340.1b The recommendation to adopt a Privacy Notice and register each Councillor as a Data Controller – The cost would be £40 per Councillor.

Cllr Carlton proposed the registration of twenty Councillors at a cost of £40 per Councillor; seconded by Cllr Taylor; all in favour.

Cllr Coleby proposed adoption of the Privacy Notice; seconded by Cllr Knight; all in favour.

340.1c Granting delegated authority to the Finance and Governance Committee of virement up to £10,000 – This would be to move funds from one budget to another if necessary. Cllr Carlton proposed approval of granting delegated authority to the Finance and Governance Committee of virement up to £10,000; seconded by Cllr Frost; all in favour. The Clerk commented that the budget and moving funds from one budget to another should be a matter reserved for Full Council only.

340.1d Enquiries are being made to Waveney District Council for five staff car parking spaces in the Battery Green or Whapload Road car parks – A season ticket would cost £350 per space per year. This is a more cost-effective option in comparison to East Coast Community Healthcare's car park on Gas Works Road and is closer to the office.

Cllr Coleby proposed approval to progress the application with Waveney District Council for five car parking spaces in the Battery Green or Whapload Road car parks, at a cost of £350 per space per year; seconded by Cllr Lang; all in favour.

340.1e The relocation of two CCTV cameras from the Great Eastern Linear Park to London Road North and the introduction of five new cameras at the Great Eastern Linear Park, at an overall cost of up to £25,000 – It was noted that Cllr Lang has a pecuniary interest in this item but was granted dispensation to answer questions and give professional advice. It was suggested that CCTV coverage should not be removed from the Great Eastern Linear Park altogether. The selection of a wireless system would save approximately £2,500 on the fees for fibre optic cables, which should then cover the cost of a maintenance contract.

Cllr Lang left the room 19:48

Cllr Collecott proposed the approval to relocate two cameras from the Great Eastern Linear Park to London Road North and the introduction of five new cameras at the Great Eastern Linear Park; seconded by Cllr Knight; all in favour.

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It was agreed that this item would be referred to the Finance and Governance Committee to decide where the associated cost of £25,000 should come from.

Cllr Barnard left the room 19:50

It was agreed that there would be no press release until the new cameras are in place.

Cllr Barnard returned 19:51

It was suggested that a meeting could be held with Sentinel Leisure to have a discussion regarding their cameras.

Cllr Lang returned 19:51

340.2 Any payments approved or made, including:

340.2a Repair work at the Denes Oval Tennis Court (using delegated authority to the Clerk) - £2,240 (+ VAT)

340.2b Repair work to tarmac at Belle Vue Park - £1,300

340.2c Rialtas Business Solutions Ltd for on-site assistance and training - £399 (+£79.80 VAT)

340.2d Waveney District Council national non-domestic rate demand 2017/18 (for Triangle Market Public Conveniences) - £1,095.10

340.2e Waveney District Council national non-domestic rate demand 2018/19 (for Triangle Market Public Conveniences) - £1,128 (to be paid as a direct debit of nine instalments of £113 and one of £111)

340.2f Lowestoft Vision BID Levy 2018/19 - £511.40

340.2g Grant application from Heritage Open Days (Lowestoft) Steering Group – up to £500

340.2h Funding to support the Plaisir Twinning Association with a civic occasion – up to £1,000

340.2i Additional office fittings and resources for Hamilton House, including signs – up to £5,000

It was confirmed that items 340.2a – i were just to be noted as they had previously been authorised by the Finance and Governance Committee. It was confirmed that the Lowestoft Vision BID Levy 2018/19 is 1.5% of the Business Rates.

Cllr Coleby proposed noting the authorised payments in items 340.2a – i; seconded by Cllr Knight; all in favour.

340.3 Any payments for approval by Full Council, including:

340.3a The associated schedule of payments –

These are mostly payments made under delegated authority:

Net	VAT	Gross	Payee	Purpose
£1,985.52	£382.15	£2,367.67	Nisbets	Office supplies
£480	£0	£480	Shona Bendix	Reimbursement for civic costs
£12.46	£2.49	£14.95	Shona Bendix	Reimbursement for health and safety sign
£275	£55	£330	ETI	Legionnaires Kit
£17.50	£3.50	£21.00	SLCC	Regional Seminar Delegate 1
£65	£13	£78	SLCC	Regional Seminar Delegate 2

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The Royal British Legion have submitted a request for £1,400 from Lowestoft Town Council for electrical work at their Drop In Centre. It was agreed that a reply be sent to them advising that the Council will consider the request in the form of a formal grant application.

340.3b Grant application from Gritfest of up to £1,500 – Cllr Barnard noted that she volunteers for Gritfest and therefore declared a non-pecuniary interest. It was requested at June's Full Council meeting that this item be added to July's Full Council agenda to give Councillors more time to consider the request.

Cllr Barron proposed that this item be referred to the Finance and Governance Committee for a decision to be made; seconded by Cllr Taylor; all in favour.

340.3c Invoice from S. Michlmayr & Company Ltd for repair work to the Town Hall clock - £652.80 (no VAT)

340.3d Invoice from Nicholsons Solicitors for professional fees relating to trespass proceedings - £559.10 (no VAT) – It was clarified that this invoice is to cover expenditure that the solicitors have had to make regarding court proceedings. They will send a separate invoice for their professional fees, for which the Clerk has delegated authority.

340.3e For asbestos surveys to be completed at a cost of £5,470 (plus VAT of £1,094) – It was queried whether these surveys would need to be completed annually. The regime would be different for each individual site.

Cllr Barron proposed the approval of the payments specified in items 340.3c – e; seconded by Cllr Knight; all in favour.

340.4 The expenditure and income reports for the month ending 31 May 2018 – It was noted that Cllr Coleby has signed the bank reconciliation until 30 June 2018. The income for June 2018 was noted as £18,821.16 and the expenditure was noted as £50,523.99, giving a bank account balance of £1,349,012.16 as at 1 July 2018.

Cllr Lang proposed that the income and expenditure and bank account balance is noted, along with the signing of the bank reconciliation; seconded by Cllr Green; all in favour.

It was requested that the financial papers be circulated to Councillors in advance of the meeting to give more time for them to be reviewed. This is the aim now that the new software is being used. Many of these payments have previously been reviewed by the Finance and Governance Committee but any queries or concerns can be raised at the next meeting.

340.5 Finance and lease arrangements for Hamilton House, including the following:

340.5a Signing the Heads of Terms and agree signatories for the Heads of Terms and subsequent lease – Previously Cllrs Graham and Green have reviewed the Heads of Terms. Cllr Coleby proposed Cllrs Graham and Green as the signatories for the Heads of Terms and subsequent lease; seconded by Cllr Lang; all in favour.

340.5b Glass exterior signage designs and associated cost and designs for additional signage and to delegate authority to the Clerk – The Finance and Governance Committee agreed a budget not exceeding £5000; which does not include the glass exterior signage. The Assets, Inclusion and Development Committee recommended approval of the expenditure of £2,100 (+ VAT) and the selection of image 38 for the glass exterior signage. This option is more cost-effective than made-to-measure blinds. The external sign has been amended to include Lowestoft Town Council's website address. An amended graphic reflecting this was circulated to Councillors in advance of the meeting.

Cllr Coleby proposed approval of the expenditure of £2,100 (+ VAT) for the glass exterior signage and the selection of image 38, with delegated authority to the Clerk; seconded by Cllr Knight; all in favour.

Thanks were expressed to local photographer Melanie Turner, who kindly supplied the images. Councillors were in agreement that 'The Hub' should be removed from the sign for the staff area, and for the sign to just read 'Staff Only'.

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340.5c Expenditure of up to £20,000 for airflow systems and to delegate authority to the Clerk – Building Control have advised that the air flow in the larger and smaller meeting rooms and the Clerk’s office is not sufficient. Various options have been considered but the only feasible and most cost-effective option is to install an air flow system at a cost of £16,494.50 (+ VAT). It is understood that the VAT element can be re-claimed and this figure has been negotiated from an initial quote of £20,000. A contingency fund of £10,000 has previously been agreed and not yet used so the additional expenditure would be less than £6,500. The new office space cannot be occupied until this has been resolved. It was queried why this has only been raised now. Building Control previously signed off the architect’s designs but have just raised this issue.

Cllr Taylor proposed approval of the installation of an air flow system, at a cost of £16,494.50 (+VAT), with delegated authority to the Clerk; seconded by Cllr Barron; all in favour.

There was also expenditure to consider for additional Paxton security entry systems.

This would be to provide authorised access only to the Members’ Office from the open plan area, at a total cost of £420.20, and authorised access only to the Town Clerk’s office and staff only area, at a total cost of £840.40. Additionally, Building Control have stated that window guard rails are required. This would be at a total cost of £859.10 for a galvanised finish option, or £1,171.50 for a blue powder coat finish.

All Councillors voted in favour to approve the £420.20 and £840.40 expenditure on the Paxton security entry systems and up to an additional two Paxtons at £840.40 if required, and the expenditure of £859.10 on the galvanised window guard rails, with delegated authority to the Clerk. As this was a contract variation all Councillors voted in favour for Cllrs Graham and Green would be the two signatories to sign-off the variations.

340.5d The options for financing the lease arrangements, including options for borrowing – The Clerk has been researching options for borrowing and will provide an update at the next meeting.

340.5e The closure of the ‘.uk’ email addresses and the transition to ‘.gov.uk’ – Many Councillors are still having issues with the ‘.gov.uk’ system and therefore requested a delay in the closure of the ‘.uk’ system. Cllr Taylor is currently paying for the ‘.uk’ system and will submit a request for reimbursement once the system has been closed down. There is also a cost attached to the ‘.gov.uk’ system and it is more secure. It was suggested that support sessions should be held to assist Councillors with migrating over to the new system to allow the previous one to then be shut down. Cllr Taylor will look into options about informing those sending emails to the ‘.uk’ address of the change, but once the system has been shut down the emails will be returned to sender. Lowestoft Town Council’s website will be updated with the changes once all Councillors have migrated across to the new email address. There has been reluctance from a Councillor to migrate over to the ‘.gov.uk’ system.

Cllr Lang proposed that a letter be sent to the Councillor to advise that they will no longer receive emails if they have not migrated to the ‘.gov.uk’ email address by the time the ‘.uk’ email address is shut down; seconded by Cllr Graham; all in favour.

340.6 Any progress with condition surveys for the Town Hall and Marina Theatre – Cllr Coleby and the Facilities and Contracts Manager were invited to attend a meeting at the Marina Theatre, at which the consultant who completed the condition survey on the theatre provided a presentation. The consultant provided recommendations as a result of the survey, but it has been requested that he also provide an estimated cost for the recommended work.

340.7 The following matters in relation to the Marina Theatre were considered:

340.7a The receipt of a draft Deed of Novation for provision of management services and the need to consider the arrangements for 18-19 including payment of the remaining £75,000

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(+ VAT) to the Marina Theatre Trust – It was clarified that items 340.7 a and b are in reference to the same matter. The Deed of Novation should now be referred to as the supplemental agreement. A draft supplemental agreement has been received.

Cllr Coleby proposed that this item be referred to the Finance and Governance Committee with delegated authority to progress signing of the agreement by Cllrs Graham and Green and payment of the sum of £75,000 (+ VAT) subject to legal advice; seconded by Cllr Frost; all in favour.

340.7b The supplemental agreement

340.7c A recharge notice from Waveney District Council for £150,000 (+VAT) for the payment for theatre management services – Lowestoft Town Council has received legal advice stating there is no legal obligation to make this payment. It has been requested of Waveney District Council that any further action is suspended until this matter has been resolved.

341. Governance:

341.1 To consider the following Governance matters:

341.1a The internal audit report for 17-18 and recommended action plan from the RFO – It was requested at the last meeting that this item be placed on the next agenda to give Councillors more time to review the report. Thanks were expressed to staff for their work which led to the very positive report.

341.1b Any feedback from the external audit – The report has not yet been received.

342. Assets and Contracts:

342.1 The minutes of the previous Assets, Inclusion and Development Committee Meetings (4 June 2018 and 25 June 2018) were received the following matters in particular were considered:

342.1a The recommendation to adopt the framework for requests for Freedom of the Town –
Cllr Bemment left the room 20:46

Cllr Coleby proposed adoption of the framework for requests for Freedom of the Town; seconded by Cllr Taylor; all in favour.

It was suggested that this should be publicised through Lowestoft Town Council's website and the local press.

342.1b The recommendation to adopt the toilet strategy – There was a request by the Assets, Inclusion and Development Committee to amend the document to include Waveney Norse's figures from 2015 regarding usage and cost per user of the public conveniences as an appendix document. The notes regarding amendments also need to be removed from the document and a spelling error was noted on page 5.

Cllr Graham proposed adoption of the toilet strategy with the addition of the appendix document and amendments as noted above; seconded by Cllr Barnard; all in favour.

342.1c The recommendation to adopt the allotments asset record –

Cllr Bemment returned 20:49

Cllr Taylor proposed adoption of the allotments asset record; seconded by Cllr Knight; all in favour. Cllr Bemment abstained from the vote as she was not present for the discussion.

342.2 Adoption of the amended Incident Reporting forms and procedure – These have been amended following feedback at the previous meeting.

Cllr Coleby proposed adoption of the incident reporting procedure and associated forms; seconded by Cllr Lang; all in favour.

342.3 Any updates regarding land registration or land transfer issues, including the following:

342.3a Cotman Close – No update at present.

342.3b Gunton Warren – This is on the agenda for Waveney District Council's Cabinet Meeting. The meeting was due to be held on 11 July but has been postponed until 18 July.

342.3c Walmer Road – No update at present.

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- 342.3d** Normanston Allotments – No update at present.
- 342.4** Any further developments on charity registration (Arnold's Bequest) – No update at present.
- 342.5** Signing a Memorandum of Understanding with East Coast College for work they are to be involved with at Hamilton House – Cllr Coleby had a meeting with the College. The Memorandum would confirm that the students would not be asked to complete any work that is not part of their course and would be covered by insurance and health and safety regulations. It was clarified that this would be for work they are completing on behalf of Lowestoft Town Council, such as assisting to maintain the poppy garden and working on replacement art work for the north end of the park, in conjunction with the Council. It was suggested that this could be delegated to the Finance and Governance Committee and Cllr Coleby will produce a report.
- 342.6** Resolve ownership issues regarding the Lowestoft Collection – It is being arranged for a visit to be made to the Lowestoft Museum as part of the annual walkabout on 23 July. A discussion is to be held with the museum regarding storage of items which are not on display.
- 342.7** The latest legal advice on the Triangle Market area and consider adoption of the asset record – There has been no advice received yet from Suffolk County Council. Cllr Coleby proposed adoption of the asset record and associated appendix documents; seconded by Cllr Knight; all in favour.
- 342.8** Signing the agreement for the management of coastal erosion and flood risk works – This is a draft agreement from Waveney District Council following the transfer of part of the sea wall to Lowestoft Town Council's ownership. All Councillors voted in favour of referring this item to the Finance and Governance Committee for review. Thanks were expressed to Cllr Graham and the Clerk for their work on this matter.
- 342.9** The plans for the East of England Park and related governance arrangements – The Mayor, the Chairs of each Committee and the Clerk attended a presentation recently. A landscape architect is being sought, which the Heritage Action Zone Board will oversee, with Cllr Taylor representing Lowestoft Town Council. A representative for Lowestoft Town Council is required for the Steering Board, which will meet monthly. Cllr Knight proposed Cllr Coleby as Lowestoft Town Council's representative on the Steering Board; seconded by Cllr Lang; all in favour.

The Assets, Inclusion and Development Committee have recommended that the Town Hall be registered for Heritage Open Days.

Cllr Coleby proposed approval of the recommendation to register the Town Hall for Heritage Open Days; seconded by Cllr Lang; all in favour.

It has previously been agreed that Lowestoft Town Council will work with the Jack Rose Old Lowestoft Society to progress heritage plaques in the town. The plaque accompanying the anchor outside the Maritime Museum in Sparrows Nest has been identified as a priority for completion by October to coincide with a Royal Naval event. It was suggested that a meeting should be organised with the Jack Rose Old Lowestoft Society to progress this.

A meeting is to be organised with Sentinel Leisure and Waveney Norse to complete a census of equipment in the play parks, the age of it and a long-term plan for each of the parks. Work at Stoven Close has been completed but there is only one picnic bench in the play area and no seating which is compliant with the Disability Discrimination Act. It was suggested that more seating could also be introduced at the Thirlmere Walk play area, along with equipment for older children, as the park is popular with teenagers.

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It was queried whether the former play area on Love Road had transferred into Lowestoft Town Council's ownership, as the area had become popular with children again. This was also said of the play area on Winnipeg Road. Neither of those passed in to Lowestoft Town Council's ownership but it was suggested that a list could be created of sites that the Council would potentially be interested in having ownership of, to then approach Waveney District Council.

Normanston Park was visited as part of the first annual walkabout on 4 July. Waveney Norse did not seem to be aware of the agreement to relocate the play equipment and fencing and advised that this would not be the most preferable time of year for the work to be completed as the equipment is being used.

It is understood that Waveney Norse have deposited soil on land at the North Denes and an as yet undetermined party is depositing soil on Phase 3 of that land.

Cllr Coleby proposed approval for the Assets Inclusion and Development Committee to progress resolution of both of the issues; seconded by Cllr Lang; all in favour.

343. Planning and Environment:

343.1 The minutes of the previous Planning and Environment Committee meetings (22 May 2018, 5 June 2018 and 26 June 2018) were received – A grant application has previously been submitted to Historic England relating to the Town Hall. This will be considered at their next meeting on 8 August. A meeting is being held on 25 July to explore the possibility of submitting a further grant application for the Town Hall, to explore its potential future uses. It was queried where a concern can be raised regarding trees which may be subject to tree preservation orders. Waveney District Council have a Tree Protection Officer and a tree can be reported as being at risk.

344. Personnel:

344.1 The minutes of the previous Personnel Committee meeting (21 June 2018) were received and the following matters in particular were considered:

344.1a Staff policies – These were adopted with no significant changes.

344.1b Staffing structure – The Clerk is the Responsible Financial Officer and the Communications Assistant is receiving training to support.

344.1c Staff appraisals have been completed and any training requirements identified – It was suggested that meetings should be held at a time mutually agreed between Committee members and meetings held during office hours should be avoided where possible. The new office space at Hamilton House should offer more flexibility with regard to the arranging of meetings.

All Councillors voted in favour of noting that staff appraisals had been completed.

344.1d Staff terms and conditions (confidential) – This will be discussed during the confidential session.

345. Policy and consultation matters

How to take forward the following matters:

345.1 Concerns about the threatened closure of the Records Office – There are no further updates at present.

345.2 A strategy for dealing with litter in Lowestoft – Cllr Houghton has been looking into this.

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It was queried whether dog litter bins could be introduced at Arnold's Bequest. Waveney Norse have previously advised that they no longer put out bins specifically for dog litter as this has to be treated as toxic waste; however, regular bins can be requested.

Cllr Frost left the room 21:26

Norse have also advised that bins can be requested on land which is not owned by Lowestoft Town Council. It was suggested that it would be beneficial to have more bins in that area and around the Scores. A lot of work has been completed to tidy the Arnold's Bequest area.

Cllr Frost returned 21:27

Cllr Graham proposed referring this matter to the Assets, Inclusion and Development Committee to look at the various options for bins and make a recommendation as to the most suitable type; seconded by Cllr Knight; all in favour. Cllr Frost abstained from the vote as she was not present for the discussion.

Cllr Green proposed moving the Standing Orders to permit the meeting to continue for another thirty minutes; seconded by Cllr Knight; all in favour.

345.3 A consultation on draft recommendations for East Suffolk ward boundaries – Cllr Graham proposed arranging a meeting for Lowestoft Town Council to consider its wards and a further meeting with other local parish councils; once the new office space has been completed; seconded by Cllr Coleby; all in favour.

346. Written reports from Councillors and any new representative roles

346.1 Report on the Coastal Communities Team – There were no matters to report.

346.2 Report on the Kirkley People's Forum – There were no matters to report.

346.3 Report on the Lowestoft Development Group – There were no matters to report.

346.4 Report on the Transport Steering Group – There were no matters to report.

346.5 Report on the Plaisir Twinning Association – Guests from Plaisir are visiting Lowestoft this week in commemoration of 40th Anniversary of the first visit to the town. This included a reception at Hamilton House which was successful.

346.6 Report on the Cefas neighbourhood group – There were no matters to report.

346.7 Report on the Lowestoft Transport Infrastructure Partnership – Cllr Eastwood will be producing a report following the latest meeting to be circulated to Councillors in due course. Discussions at the meeting included an update on the third crossing, the feasibility of making the Acle Straight a dual carriageway, issues with the trains and the possible re-branding of LTIP.

346.8 Report on the Lowestoft Railway Partnership – Cllr Parker was not present to provide an update.

346.9 Report on First Light Festival Board – There were no matters to report.

346.10 Report on the Lowestoft Museum – There were no matters to report.

346.11 Report from the Pre-Consultation Committee for the Lowestoft Records Office Closure – Cllr Barnard advised that the pre-consultation is now complete and the consultation will be the next stage. This item will need to be amended on the next agenda to reflect this.

346.12 Report from the New East Suffolk Council – There were no matters to report.

346.13 Report from the Third Crossing Group – This group meets quarterly so there were no updates at this stage.

346.14 Report from the Heritage Action Zone – There is a meeting on 27 July to look at the appointment of a new manager. Cllr Taylor will represent Lowestoft Town Council in deciding who this will be.

346.15 Report from the Kirkley Business Association – There were no matters to report.

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346.16 Report from the SCC A47 Improvement Scheme – This was already covered by Cllr Eastwood during earlier discussions.

346.17 Report from the Lowestoft Summer Festival – This will take place on 21 and 22 July. The AID Committee have recommended that an email be sent to all Councillors to check their availability for the event, to speak with members of the public and promote the survey. Cllr Lang advised that he would be available from 15:00 on 21 July.

346.18 Report from the Community Enabler Project Board – Cllr Carlton has not been able to attend these meetings as they have been held during the day.

It was agreed that Cllr Taylor should act as a substitute until September, when Cllr Carlton will be available to attend the meetings.

An invitation has been received to meet the Community Enablers and talk in more detail about what they do. This will be on Thursday 19 July any time between 12:00 – 15:00. The invitation will be circulated to Councillors.

346.19 Any other reports and attendance – Cllr Coleby and the Facilities and Contracts Manager attending a Marina Theatre Board Meeting and Cllr Coleby provided a report to the AID Committee.

346.20 Any Councillor membership on the Anglian (Eastern) Regional Flood and Coastal Committee (in a personal capacity) – There were no matters to report.

347. The current position for filling a Councillor vacancy (Pakefield)

The by-election is taking place on 12 July.

348. Date of the next meeting

7 August 2018 19:30 – Cllr Barron gave her apologies.

349. Items for the next agenda

It was requested that a discussion be held regarding signage in the parks.

Current signage seems to be sporadic – some have welcome signs and others do not. Some also have signs which are negatively phrased, which could be reviewed. It was also suggested that adult gym equipment seems to be popular in other areas and this could be considered in one of the larger parks, such as Normanston Park. A member of the public advised that Oulton Community Centre has such equipment and Oulton Parish Council may be able to assist.

The members of the public left the meeting 21:50

Cllr Graham proposed moving the meeting in confidential session; seconded by Cllr Knight; all in favour.

350. Resolution to close the meeting to the public:

The Clerk and Committee Clerk left the room 21:50

350.1 Staffing - It was noted that appraisals of all staff had taken place.

Effective from the date of the meeting, it was agreed that:

- i) A temporary contract for the post of the Communications and Customer Services Assistant would be made permanent and the salary was agreed at a Spinal Column Point in the range SCP 18-20. Proposed Cllr Coleby; Seconded Cllr Graham.
- ii) The Committee Clerk and Customer Services Assistant would receive an additional two Spinal Column Points and it was noted that she is undertaking the Certificate in Local Council Administration.

Lowestoft Town Council
Full Council Meeting
Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on Tuesday 10 July 2018

iii) The Facilities and Contracts Manager would receive two additional Spinal Column Points and it was noted that he had completed the IOSH Managing Safely course and had now successfully completed his Degree in Facilities Management . Proposed Cllr Coleby; Seconded Cllr Graham.

iv) The Deputy Clerk would receive an additional Spinal Column point and a commitment was made to pay for at least the first two years of the Degree in Community Governance (which initial two years might comprise the Certificate in Community Governance). Proposed Cllr Coleby; Seconded Cllr Graham.

v) The Clerk would receive an additional two Spinal Column Points. Concern was raised by the majority of those present that the Town Clerk had not been given an increase when all other members of staff had been. An explanation was given that all the other staff had started at the bottom of their spinal points whereas, because of Councillors' confidence in her abilities, the Town Clerk had been appointed at the top of a salary scale. There was the almost unanimous opinion that she should be awarded a pay raise at this time rather than waiting until September, due to the outstanding work she has completed this year. A discussion followed as to whether the raise should be one or two salary points so to avoid confusion over the vote it was agreed to take the proposal for a two point salary increase first. This was proposed by Councillor Frost and seconded by Councillor Barron, 7 for, 6 against. It was noted that the majority of those voting against did so only about the level of increase and were not against awarding an increase

The Clerk and Committee Clerk returned 22:00

The Chair closed the meeting 22:00

Signed:.....
7 August 2018