

**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**19:30 on Tuesday 23 October 2018**

**MINUTES**

**Present:** Cllrs Nasima Alam, Sue Barnard, Allyson Barron, Baz Bemment, Tara Carlton, Neil Coleby, Peter Collecott, Amanda Frost, Ian Graham (Chair), Alan Green, Dick Houghton, Peter Knight, Peter Lang, Graham Parker, Keith Patience and Alice Taylor

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

**Public:** There were 2 members of the public in attendance

**389. Welcome**

To welcome the meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

**390. To receive and consider acceptance of apologies for absence**

Apologies were received from Cllrs Byatt, Eastwood and Pitts. Cllr Ford had not provided apologies and was absent. Cllr Knight proposed acceptance of the apologies and noting of the absence; seconded by Cllr Coleby; fifteen Councillors voted in favour; one Councillor abstained from the vote.

**391. Declarations of Interests and dispensations**

Cllr Lang declared a pecuniary interest in item 397.9 due to his employment. Cllr Coleby declared a non-pecuniary interest in item 399.5.

*The Clerk arrived 19:33*

**392. To consider the accuracy of the Minutes:**

a) 4 September 2018 – Accepted as accurate. Proposed by Cllr Coleby; seconded by Cllr Knight; twelve Councillors voted in favour; four Councillors abstained from the vote.

**393. Public Forum**

A member of the public requested Lowestoft Town Council's support to have the former Lowestoft Hospital site withdrawn from auction. Urgent care centres are being proposed for other areas, and it was suggested that Lowestoft Hospital could provide an intermediary stage for patients who no longer require treatment at the James Paget Hospital but are not well enough to return home. It was requested that Lowestoft Town Council release a statement to support the withdrawal of the site from auction and championing this type of centre in the area. Lowestoft Hospital used to provide a phlebotomy department and minor injuries unit, which many residents found efficient and convenient. In the occurrence of an out-of-hours medical incident which did not require a paramedic, assistance would have to be sought at Beccles or the James Paget Hospital, which can be costly and inconvenient to reach. In addition to this, there is a memorial at the Lowestoft Hospital site, dedicated to service personnel who lost their lives during the First World War and it is important that this is preserved. Lowestoft Town Council cannot secure the site as a medical centre, but it was agreed that a letter could be produced and a statement released to the press condemning the premature sale of the site and requesting a full consultation before any proposal to sell it is progressed. Due to time constraints it was suggested that the letter should be hand-delivered to the James Paget Hospital before close of business tomorrow; marked for the urgent attention of the Chief Executive and Chair. There was also a suggestion to invite the press to provide coverage of the

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

letter being delivered. It was agreed that any Councillors wishing to participate in the visit should convene at Hamilton House at midday tomorrow. The James Paget Hospital will be notified in advance, along with the local press. It was queried why the monthly Board of Directors meeting at the James Paget Hospital was no longer held in public.

Fifteen Councillors voted in favour and one Councillor voted against Lowestoft Town Council requesting withdrawal of the former Lowestoft Hospital site from auction, by way of a hand-delivered letter to the James Paget Hospital.

A previous attempt to have the site registered as an asset of community value was unsuccessful. It cannot achieve listed status currently as it is not being used.

Cllr Coleby proposed applying to Waveney District Council for the former Lowestoft Hospital building to be listed locally; seconded by Cllr Barnard; fifteen Councillors voted in favour; one Councillor voted against.

The member of the public thanked Lowestoft Town Council for supporting the campaign against the sale of the site.

*Cllr Coleby left the room 19:55*

### **394. Finance:**

**394.1** To receive the minutes of the previous Finance and Governance Committee Meeting (11 October 2018) and, in particular, to consider the following matters:

**394.1a** The budget, monitoring and bank reconciliation – Financial papers covering August and September were circulated to Councillors in advance of the meeting. The papers for September had been headed as August in error. It was noted that three bank reconciliations had been completed. The total income for the month ending 30 September was £827,811.13 and expenditure was £55,749.46.

*A member of the public left the meeting 19:56*

It was queried whether the figure of £99,999.98 paid to East Point Business Services was correct. It was confirmed that it is correct and forms part of the agreed first payment to them.

*Cllr Coleby returned 19:58*

**394.1b** Progress with developing the 2019-20 budget – This is progressing and a meeting of the Budget Working Group is being held tomorrow.

*Cllr Barron left the room 19:58*

**394.1c** Overtime rate of time and a half for Saturdays and double time for Sundays – It was confirmed that this is only applicable for planned events. The Clerk will seek approval from Cllrs Graham and Green for payment of overtime for any unforeseen weekend events.

**394.1d** The recommendation to decline the invitation to join Lowestoft Rising in April 2019 – It was agreed that there is a greater requirement for the associated payment of £15,000 elsewhere across Lowestoft Town Council's assets.

Cllr Green proposed approval of the recommendation to decline the invitation to join Lowestoft Rising in April 2019; seconded by Cllr Lang; all in favour.

**394.1e** The recommendation to instigate the operation of a petty cash system with a rolling £100 balance (and total spend no higher than £500 per year) –

*The Clerk left the room 20:01*

Cllr Green proposed approval of the recommendation to instigate the operation of a petty cash system with a rolling £100 balance (and total spend no higher than £500 per year); seconded by Cllr Knight; all in favour. Cllr Barron was not present for this vote.

**394.2** To note any payments approved or made, including:

*Cllr Barron returned 20:01*

*The Clerk returned 20:01*

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

Payments noted at Finance and Governance Committee Meeting 11 October 2018				
Date	Person	Amount	Description	Status
1 <sup>st</sup> August 2018	Salaries	£645.46	Salaries July 2018 Additional	Paid
1 <sup>st</sup> August 2018	Waveney District Council	£226.00	Business Rates Triangle Market Aug 2018	Paid
1 <sup>st</sup> August 2018	Lowestoft In Bloom	£500.00	Lowestoft in Bloom Grant	Paid
1 <sup>st</sup> August 2018	Suffolk Pension Fund	£4562.92	July Pensions	Paid
3 <sup>rd</sup> August 2018	Marina Theatre Trust	£75000 + £15000 VAT = £90000	Marina Theatre grant 18/19 2 <sup>nd</sup> instalment	Paid
21 <sup>st</sup> August 2018	Waveney District Council	£270.00	Land Registry fee for Marina Theatre Box Office	Paid
21 <sup>st</sup> August 2018	HMRC	£6250.00	Stamp Duty for Marina Theatre Box Office	Paid
23 <sup>rd</sup> August 2018	Nicholsons Solicitors	£4360.00 + £850.00 VAT = £5210.00	Legal Fees Whapload Road Trespass	Paid
23 <sup>rd</sup> August 2018	Salaries	£9118.17	Salaries August 2018	Paid
24 <sup>th</sup> August 2018	NALC	£1715.00 + £343.00 VAT = £2058.00	NALC Conference 30/10/18 x7	Paid
24 <sup>th</sup> August 2018	The Morton Partnership	£1100.00 + £220.00 VAT = £1320	Denes Oval Wall Condition Survey	Paid
28 <sup>th</sup> August 2018	East Point Business Services	£83333.32 + £16666.66 VAT = £99999.98	Hamilton House Refurbishment	Paid

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

28 <sup>th</sup> August 2018	Sarah Foote	£61.01	Reimbursement	Paid
28 <sup>th</sup> August 2018	Lowestoft Vision	£788.92	BID Levy 2 <sup>nd</sup> Instalment 2018- 2019	Paid
28 <sup>th</sup> August 2018	Lowestoft Art Group	£275.00	Grant	Paid
28 <sup>th</sup> August 2018	Vinyl Installation	£1535.00 + £307.00 VAT = £1842.00	Hamilton House Signage	Paid
28 <sup>th</sup> August 2018	Waveney District Council	£288.00	Business Rates Kensington Gardens PC	Paid
31 <sup>st</sup> August 2018	Waveney District Council	£168.00	Business Rates Pakefield Street PC	Paid
4 <sup>th</sup> September 2018	Gunton Residents Association	£750	Gunton Residents Association Grant	Paid
4 <sup>th</sup> September 2018	SALC	£84.00 + £19.80 VAT	Payroll service 3 months	Paid
4 <sup>th</sup> September 2018	Nisbets	£13.59 + £2.71 VAT	Remaining Sundry Items	Paid
4 <sup>th</sup> September 2018	Theatre Projects Consultants	£8050.00 + £1610.00 VAT	Marina Theatre Condition Survey 2 <sup>nd</sup> Payment	Paid
4 <sup>th</sup> September 2018	No5 Chambers	£500 + £100 VAT	Legal Advice on Neighbourhood Plan	Paid
4 <sup>th</sup> September 2018	Lauren Elliott	££12.60	Travel Expenses	Paid
5 <sup>th</sup> September 2018	Suffolk Pension Fund	£4173.88	Pensions August 2018	Paid
11 <sup>th</sup> September 2018	Mark Speller	£13.07	Travel Expenses	Paid
11 <sup>th</sup> September 2018	Shona Bendix	£154.12	Poppy Garden Reimbursement	Paid
11 <sup>th</sup> September 2018	Zurich Municipal	£125.93	Insurance	Paid

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

11 <sup>th</sup> September 2018	Shona Bendix	£56.94	Office Expenses Reimbursement	Paid
13 <sup>th</sup> September 2018	ECCH	£20160.00 + £4032.00 VAT	IT Equipment	Paid
13 <sup>th</sup> September 2018	Shona Bendix	£17.50	Office Expenses Reimbursement	Paid
17 <sup>th</sup> September 2018	Instant Promo	£1387.50 + £277.50 VAT	Lowestoft Town Council Gazebo	Paid
18 <sup>th</sup> September 2018	Trevor Brown	£250	Internal Audit	Paid
18 <sup>th</sup> September 2018	Poetry People	£1500.00	Grant	Paid
18 <sup>th</sup> September 2018	Shona Bendix	37.27	Civic Reimbursement	Paid
21 <sup>st</sup> September 2018	Salaries	£9588.05	September Salaries	Paid
27 <sup>th</sup> September 2018	PK Littlejohn LLP	£2000.00 + £400.00 VAT = £2400.00	External Audit 2017-2018	Paid
27 <sup>th</sup> September 2018	Shona Bendix	£404.35	Poppy Garden Reimbursement	Paid
30 <sup>th</sup> September 2018	Unity Trust Bank	£31.65	Bank Charges September	Paid
1 <sup>st</sup> October 2018	Waveney District Council	£113	Triangle Market Business Rates	Paid
1 <sup>st</sup> October 2018	Waveney District Council	£288	Kensington Garden PC Business Rates	Paid
1 <sup>st</sup> October 2018	Waveney District Council	£168	Pakefield Street PC Business Rates	Paid
2 <sup>nd</sup> October 2018	David Ogilvie Engineering	£2330 + £466 VAT	2x Memorial Bench and Memorial Bin for Belle Vue Park	Paid
2 <sup>nd</sup> October 2018	Heritage Open Day Grant	£475	Heritage Open Day Grant	Paid
2 <sup>nd</sup> October 2018	Shona Bendix	£7.95	Stationery	Paid
2 <sup>nd</sup> October 2018	Sarah Foote	£20	Royal British Legion Centenary Badges	Paid
4 <sup>th</sup> October 2018	SCC Pension Fund	£4406.98	Staff Pensions September	Paid

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

5 <sup>th</sup> October 2018	Information Commissioners Office	£35 x 19 = £665	ICO Registration x19	Paid
8 October 2018	Waveney Norse	£58,300 + £11660 VAT = £69960	April Waveney Norse Payment	Paid
9 <sup>th</sup> October 2018	Waveney Norse	£58,300 + £11660 VAT = £69960	May Waveney Norse Payment	Paid
10 <sup>th</sup> October 2018	Waveney Norse	£58,300 + £11660 VAT = £69960	June Waveney Norse Payment	Paid
11 <sup>th</sup> October 2018	Waveney Norse	£58,300 + £11660 VAT = £69960	July Waveney Norse Payment	Paid
11 <sup>th</sup> October 2018	HMRC	£12045.40	HMRC Repayment July – September	Paid
11 <sup>th</sup> October 2018	Waveney District Council	£875 + £175 VAT = £1050	3 x Yearly Parking Permits for Whapload Road Car Park	Paid
11 <sup>th</sup> October 2018	Sarah Foote	£81.04	Reimbursement for Stationery and Meeting expenses	Paid
11 <sup>th</sup> October 2018	Shona Bendix	£22.44	Reimbursement for Meeting expenses	Paid
11 <sup>th</sup> October 2018	Nicholsons Solicitors	£2219 + £443.80 VAT = £2662.50	Marina Theatre Management Agreement Professional Fees	Paid
11 <sup>th</sup> October	Mark Speller	£33.85	Reimbursement for Travel expenses and meeting expenses	Paid

Payments approved at Finance and Governance Committee Meeting 11 October 2018		
Amount	Detail	Paid/Approved
£695 (+VAT)	Alteration work to the 'Ness Point' breakout area	Approved
£240 (+VAT) x2	Two CCTV monitors	Approved
£150 (+VAT)	Radar keys and associated lock mechanisms	Approved
£200 (+VAT)	To install the window graphics over the mullions	Approved
£159.61 (+£31.98 VAT)	Reimbursement to Cllr Alice Taylor for .uk domain and emails	Approved but n.b incorrect amount (see payments 394.4a)
£40 maximum	Setting up of ICO DD	Approved

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

£51.75 (+ £4.35 VAT)	Claranet annual fee (n.b direct debit and transfer agreement completed)	Approved
£3.50 per employee per month	Pension payroll administration	Approved
£910	Lowestoft Community Church's Conversational English Group grant application	Approved
£200	Lowestoft Players grant application	Approved
£5,891.50	Asbestos surveys and analysis of samples	Approved
£2,000 (+VAT)	Any additional asbestos survey and analysis work	Approved
Up to £22,796.70 (+VAT) (year one), £4,821.70 (+VAT) (year two), £4,821.70 (+VAT) (year three)	Blachere Illuminations for Christmas lights	Approved

All Councillors were happy to note the payments approved or made, as detailed above.

**394.3** To note income received, including:

Income noted at Finance and Governance Committee Meeting 11 October 2018			
Date	Person	Amount	Description
13 <sup>th</sup> August 2018	Tenant	£213.16	Rental Income from Tenant
17 <sup>th</sup> August 2018	Waveney Norse	£1600.50	Leisure Income Q4 17-18 (Accrual from last year)
31 <sup>st</sup> August 2018	HMRC	£41598.67	VAT Repayment Q1 18-19
3 <sup>rd</sup> September 2018	Tenant	£6125.00	Rental Income from Tenant
10 <sup>th</sup> September 2018	Tenant	£213.16	Rental Income from Tenant
17 <sup>th</sup> September 2018	Tenant	£4273.97	Rental Income from Tenant
18 <sup>th</sup> September 2018	Tenant	£775	Rental Income from Tenant
26 <sup>th</sup> September 2018	Waveney District Council	£804424.00	Precept 18-19 2 <sup>nd</sup> Instalment
28 <sup>th</sup> September 2018	Tenant	£5000 + £1000 VAT = £6000	Rental Income from Tenant
28 <sup>th</sup> September 2018	Tenant	£6000	Double Payment from Tenant
8 <sup>th</sup> October 2018	Tenant	£213.16	Rental Income from Tenant

<b>Other Income</b>
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# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

Date	Person	Amount	Description
12 <sup>th</sup> October 2018	Tenant	£625	Rental Income from Tenant (Charity Accrual)
12 <sup>th</sup> October 2018	Tenant	£1562.50	Rental Income from Tenant

All Councillors were happy to note the income, as detailed above.

**394.4** To consider any payments for approval by Full Council, including:

**394.4a** The associated schedule of payments including:

*Cllr Taylor left the room 20:02 for the consideration of the first payment*

Person	Amount	Description
Cllr Alice Taylor	£163.60+ £32.78 VAT = £196.38	Repayment of the .uk domain and emails
RICOH UK Ltd	£244.24 + £48.85 VAT = £293.09	Rent of Multi-Functional Device for 1 <sup>st</sup> October 2018 to 31 <sup>st</sup> December 2018.
The Royal British Legion	£33.00 (Recommend £50.00 donation)	Donation for 2x Poppy Wreaths for 6 <sup>th</sup> October 2018 and 7 <sup>th</sup> October 2018
Tenant	£6000.00	Reimbursement of Double Payment of Rent

The reimbursement to Cllr Taylor had previously been considered by the Finance and Governance Committee, but had been calculated incorrectly. Cllr Alam said she was having difficulty accessing her emails and was advised to make an appointment to come in to the office to rectify the issue.

Cllr Green proposed approval of the £196.38 reimbursement to Cllr Taylor; seconded by Cllr Knight; all in favour.

*Cllr Taylor returned 20:04*

The Ricoh contract was agreed by the Clerk using her delegated authority. Cllr Graham proposed approval of the payment of £293.09 for rent of the multi-functional device until 31 December 2018; seconded by Cllr Green; all in favour.

All Councillors voted in favour of a £50 donation to the Royal British Legion.

It was explained that the £6,000 reimbursement is to a tenant who accidentally paid their rent twice. Cllr Green proposed approval of the reimbursement to the tenant of £6,000; seconded by Cllr Knight; all in favour.

There were also two additional payments for consideration. The first was a request from the Facilities and Contracts Manager regarding a building control regulation for colour backing around plug sockets where there is no trunking, at a cost of £55 (+VAT).

Cllr Coleby proposed approval of the payment of £55 (+VAT); seconded by Cllr Knight; all in favour.

The second payment was a request from the Deputy Clerk for an under-desk pedestal at a cost of £227.50 (+VAT), for storage of large amounts of paperwork which she needs close to hand.

Cllr Coleby proposed approval of the payment of £227.50 (+VAT); seconded by Cllr Knight; all in favour.

**394.4b** A budget of £1,500 for the 2018/19 financial year to work with Pathways Care Farm to decide which seeds and mother plants the Council would like – These would primarily be for the parks in Lowestoft Town Council's portfolio and would consist of perennials and easy to grow shrubs. Pathways Care Farm have good facilities for this and the work they do has a positive impact on the community. The Friends of Kensington Gardens have submitted proposals for planting of the long border.



# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

Cllr Coleby proposed approval of the budget of £1,500 to work with Pathways Care Farm; seconded by Cllr Lang; all in favour.

**394.4c** £86,000.01 (including VAT) to East Coast Community Healthcare for contribution to refurbishment – This is the second part of the final payment. It was segmented as restrictions on the bank account limit payments to no more than £100,000 at a time. The total sum is less £30,000 which Lowestoft Town Council previously paid as a deposit.

Cllr Green proposed approval of the payment of £86,000.01; seconded by Cllr Knight; all in favour.

**394.4d** To consider the following expenditure relating to extra provision for the Normanston Park play area:

394.4di £450 (+VAT) x2 for two picnic benches and £300 (+VAT) x2 for the two hardstanding areas to secure the benches – It was clarified that the consideration is for one picnic bench at Normanston Park and one accessible picnic bench for the less able at Stoven Close. Three quotes will be obtained and the figures quoted will be the maximum. The same consideration will be given to all parks under Lowestoft Town Council's ownership, however these particular parks have just seen improvement works completed. It was agreed for the quotes to be considered by the Assets, Inclusion and Development Committee, within the maximum budget as specified.

All Councillors voted in favour to approve the expenditure quoted in items 394.4di and 394.4dii.

394.4dii £350 (+VAT) x2 for two bins

**394.5** To note the expenditure and income reports for the month ending 30 September 2018 and October 2018 to date – These had been circulated to Councillors in advance of the meeting and were noted.

**394.6** To note any progress with condition surveys for the Town Hall and Marina Theatre – The next stage for the Town Hall will be considering the tender process for the heritage survey, following the grant from Historic England. The initial draft layout for the Marina Theatre is being considered by Cllr Graham and the Clerk for approval. The Facilities and Contracts Manager is obtaining quotes for repair work to the wall.

### **395. Governance:**

**395.1** To consider the following Governance matters:

**395.1a** To note the external audit report – This was circulated to Councillors in advance of the meeting and was noted.

**395.1b** To note the interim internal audit – This was circulated to Councillors in advance of the meeting and was noted. Thanks were offered to staff for the work they put in to receive the positive report.

**395.1c** To consider the Recommended Finance Action Plan from the Responsible Financial Officer, including recommendations relating to the Internal and External Audit findings 2018 – Cllr Coleby proposed adoption of the Action Plan; seconded by Cllr Barron; all in favour.

**395.1d** To consider acceptance of the recommendation to adopt the following policies and procedures:

Cllr Green proposed adoption of the documents listed in items 395.1di – 395.1dv; seconded by Cllr Coleby; all in favour.

395.1di Equality and Diversity Policy

395.1dii Complaints Procedure

395.1diii Member Officer Protocol

395.1div Grievance Procedure

395.1dv Disciplinary Procedure and Rules

**395.1e** To consider adoption of the following policies and procedures:

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

Cllr Green proposed adoption of the documents listed in items 395.1ei – 395.1exiii; seconded by Cllr Coleby; all in favour.

395.1ei Recycling Policy

395.1ei Reserves Policy

395.1eii Investment Policy

395.1eiv Lone Working Policy

395.1ev Safeguarding Policy

395.1evi Data Retention Policy

395.1evii Data Protection Policy

395.1eviii Social Media Policy

395.1eix Media Policy

395.1ex Health and Safety Policy

395.1exi Incident Reporting Procedure and associated forms

395.1exii Anti-Bullying and Harassment Policy

395.1exiii Whistleblowing Policy

**395.1f** To consider the revised list of representatives and arrangements for substitutions –

Particular consideration was given to the responsibilities of the representatives and substitutes. Cllr Green proposed noting of the Council's representatives on outside bodies and adoption of the responsibilities; seconded by Cllr Barron; all in favour.

**395.1g** To consider any proposed changes to committee composition, including a request from Cllr Parker to join the Assets, Inclusion and Development Committee – Cllr Green proposed acceptance of Cllr Parker's request to join the Assets, Inclusion and Development Committee; seconded by Cllr Barnard; all in favour.

Cllr Pitts had requested to join the Assets Inclusion and Development Committee, the Planning and Environment Committee and the Personnel Committee. Cllr Green proposed acceptance of Cllr Pitts's request to join all three Committees; seconded by Cllr Barron; all in favour.

### **396. Assets:**

**396.1** To receive the minutes of the previous Assets, Inclusion and Development Committee meetings (24 September and 8 October 2018) and a report from the meeting of 22 October 2018. To consider the following matters in particular:

**396.1a** Acceptance of the recommendation to adopt the Legionella Control and Water Hygiene Policy – Cllr Coleby proposed adoption of the Legionella Control and Water Hygiene Policy; seconded by Cllr Green; all in favour.

**396.1b** The recommendation to adopt the Marina Theatre Asset Record (confidential) – It was agreed this would be considered during the confidential session of the meeting.

**396.1c** To note the programme for Remembrance Sunday – This was circulated to Councillors in advance of the meeting and was noted.

At yesterday's Assets, Inclusion and Development Committee (AID) meeting it was reported that a damaged downpipe at Sparrows Nest required replacement. The AID Committee have made a recommendation to approach Waveney Norse to replace it.

Cllr Green proposed approval of the recommendation to approach Waveney Norse; seconded by Cllr Barron; all in favour.

It was suggested at yesterday's AID Committee meeting that the Facilities and Contracts Manager put together a tender process for the provision of services outside of the Waveney Norse contract; giving ease of access to local tradespeople. This would be reported back to the AID Committee for a recommendation to be made to Full Council. All Councillors were happy for this to proceed.

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

A recent asbestos survey at the Denes Oval has highlighted some remedial work to be addressed. Three quotes have been obtained and the AID Committee recommend that the work is completed by ID Asbestos.

Cllr Coleby proposed approval of the recommendation for the work to be completed by ID Asbestos; seconded by Cllr Barron; all in favour.

*The remaining member of the public left the meeting 20:24*

The AID Committee have recommended that legal advice be sought regarding the Gunton Warren land transfer. The land transfer may require the involvement of the Secretary of State. Part of the process is to place an advertisement in the local press for two weeks to advise that Lowestoft Town Council is seeking to transfer the land to Waveney District Council. The advertisement would cost a maximum of £350 (+VAT).

Cllr Graham proposed approval of the expenditure of £350 (+VAT) for two weeks advertising in the local press; seconded by Cllr Knight; all in favour.

The draft transfer document has not yet been received.

Cllr Graham proposed that, upon receipt, the draft transfer document be sent to Lowestoft Town Council's solicitors to review; seconded by Cllr Knight; all in favour.

A site visit to the Normanston Allotments took place recently to view the land Waveney District Council would like to transfer to Lowestoft Town Council. The AID Committee recommend that legal advice is sought regarding this.

Cllr Coleby proposed approval of the AID Committee's recommendation to seek legal advice; seconded by Cllr Lang; all in favour.

A meeting was held yesterday with Lowestoft Vision to discuss the possibility of holding a Continental Christmas Market at the Triangle Marketplace between 12 – 16 December. It was also suggested that, should it be given approval, pitches could be offered free of charge as it is the first year such a market has been held. It was queried whether Lowestoft Town Council would have to provide insurance for the market and it is understood that this would not be the case; Lowestoft Town Council would just need to give permission to use the land.

Cllr Lang proposed approval of the Continental Christmas Market at the Triangle Marketplace; seconded by Cllr Taylor; all in favour.

The Gunton Residents Association have requested a noticeboard to be sited near the Gainsborough Drive pond. It was suggested that this could be a shared noticeboard with Lowestoft Town Council and the Residents Association may be able to contribute towards the cost of it via the grant they previously received from the Council. All Councillors were happy with this in principle and quotes will now be obtained. The noticeboard at the Gunton Estate Residents Meeting Hall also requires replacement. It was suggested that a letter of thanks could be sent to the 'Friends Of' groups and other organisations who have offered their assistance across Lowestoft Town Council's assets, and worked with the Town Council throughout the year. It was agreed that this will be done by way of a Christmas greetings card, bearing an image of a winter scene of one of the Town Council's assets. A budget of up to £99.99 was agreed for 100 cards printed using recycled paper. The funds will come out of the civic budget. Cllr Coleby will contact the local photographer whose image was selected for the vinyl window display, to see if she has an appropriate image she would be happy for the Council to use. She has also been made aware that the window display is being installed this week.

**396.2** To consider a report regarding adult outdoor gym equipment – This was also considered by AID Committee at their meeting yesterday. Only one quote has been received so far but other

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

suppliers have been identified and this will be discussed further at the next AID Committee meeting. The Committee would also like to gain a clearer understanding of demand for the equipment, and will use the Community Survey results to assist with this. Cllr Collecott advised, in his capacity as an Oulton Parish Councillor, that the equipment installed in their area approximately five years ago has been of very good quality and is well used. Cllr Collecott offered his assistance should the Council wish to progress this.

### **397. Legal:**

It was noted that all of these items were confidential, other than item 397.11, and would therefore be discussed during the confidential session of the meeting.

- 397.1** To note any progress with the Gunton Warren land transfer from Lowestoft Town Council to Waveney District Council (confidential)
- 397.2** To consider the draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land ("East of England Park") (confidential)
- 397.3** To consider signing documents relating to the land registration of Gunton Estate Residents Meeting Hall and Whitton Residents Meeting Hall (confidential)
- 397.4** To consider the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council (confidential)
- 397.5** To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)
- 397.6** To consider an agreement between Waveney District Council and Lowestoft Town Council in respect of coastal erosion/flood risk works (confidential)
- 397.7** To consider a deed of transfer and release between the Big Lottery Fund, Waveney District Council and Lowestoft Town Council in relation to Normanston Skateboard Park (confidential)
- 397.8** To consider legal issues relating to the North Denes land (confidential)
- 397.9** To consider progress with the CCTV contract and out of hours service (confidential)
- 397.10** To note progress with the assessment of the Normanston Allotments site and recent meetings with Lowestoft and District Allotments Ltd (confidential)
- 397.11** To note progress with the domain transfer for the website – This is being progressed with Waveney District Council.

### **398. Planning and Environment:**

- 398.1** To receive the minutes of the previous Planning and Environment Committee meetings (4 September, 18 September and 9 October 2018). To consider the following matters in particular:

**398.1a** The Waveney Local Plan hearing – Thanks were expressed to Cllr Taylor for representing Lowestoft Town Council at the hearing. She is pleased with how it is progressing and those present have been given equal opportunities to comment.

**398.1b** The Lowestoft Hospital position statement – This was already covered by earlier discussions. It was noted that there would be no Neighbourhood Plan Working Group meeting on 26 October. The next one will be on 2 November at midday.

### **399. Policy and consultation matters**

How to take forward the following matters:

- 399.1** Concerns about the threatened closure of the Records Office and related consultation – A draft of Lowestoft Town Council's formal response to the consultation was displayed at the meeting. Thanks were offered to the Clerk for producing this.  
Cllr Taylor proposed that this be submitted as Lowestoft Town Council's formal response to the consultation and released as a public statement; seconded by Cllr Frost; all in favour.

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

Waveney District Council's Scrutiny Committee are meeting on 29 November at 16:30 at Riverside, which will be held in public.

- 399.2** The consultation for Waveney District Council's review of all Parliamentary polling districts and polling places – There is still only one Councillor for the Gunton ward and one for the new Tom Crisp ward.

*Cllr Frost left the room 20:46*

An Extraordinary Meeting will be called to consider this matter. Any Councillors who are unable to attend will be invited to submit any comments or concerns they may have for consideration at the meeting.

- 399.3** The outcome of the civic artefacts consultation – Lowestoft Town Council will be receiving everything it requested, including the case for the mace. It has not yet been determined how or when the items will be transferred. Arrangements will be made and reported back to Full Council.

- 399.4** Suffolk Constabulary's reply to Lowestoft Town Council's response to consultation for proposed changes to policing in Suffolk – The reply letter from Suffolk Constabulary to Lowestoft Town Council was circulated to Councillors in advance of the meeting and was noted.

*Cllr Frost returned 20:48*

- 399.5** The consultation regarding changes to the operation of the Lowestoft Post Office – Details of this were circulated to Councillors in advance of the meeting and were noted.

### **400. Written reports from Councillors and any new representative roles**

- 400.1** Report on the Coastal Communities Team – The minutes of the most recent meeting were circulated to Councillors and there were no further matters for discussion.

- 400.2** Report on the Kirkley People's Forum – There were no matters for discussion.

- 400.3** Report on the Lowestoft Development Group – There were no matters for discussion.

- 400.4** Report on the Plaisir Twinning Association – Cllr Lang has attended a meeting recently and will be circulating a report shortly. The Twinning Association are looking to raise funds for their rock choir to visit Plaisir, following an invitation from the Mayor of Plaisir. They have been advised to submit a grant application for Lowestoft Town Council to consider.

- 400.5** Report on the Cefas neighbourhood group – A report from the most recent meeting was circulated to Councillors and there were no further matters for discussion.

- 400.6** Report on the Lowestoft Transport Infrastructure Partnership – A report from the most recent meeting was circulated to Councillors. It was noted that the name has changed to Connecting Lowestoft.

- 400.7** Report on First Light Festival Board – A report has been circulated to Councillors today.

- 400.8** Report on the Lowestoft Museum – The next meeting will be on 3 November but Cllr Lang cannot attend. He will send the details and agenda to Cllr Taylor.

- 400.9** Report from the Records Office meetings – There were no matters for discussion.

- 400.10** Report from the new East Suffolk Council – There were no matters for discussion.

- 400.11** Report from the Third Crossing Group – The group meets quarterly so there were no matters for discussion.

- 400.12** Report from the Heritage Action Zone – A meeting is being held shortly and a report will be circulated following the meeting.

- 400.13** Report from the Kirkley Business Association – There were no matters for discussion.

- 400.14** Report from the SCC A47 Improvement Scheme – Cllr Collecott is a member of this but has not been notified of any meetings. Cllrs Green and Patience attend in their roles as District Councillors and Cllr Patience will forward the details of any meetings to Cllr Collecott when he is notified of them.

- 400.15** Report from the Lowestoft Summer Festival –

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

*The Clerk left the room 20:59*

The introduction of a new policy regarding sound levels at Royal Green may prevent the Lowestoft Summer Festival from being held there in future.

*The Clerk returned 21:01*

Lowestoft Town Council would consider any proposals for the Festival to be held on its land, should they be submitted.

**400.16** Report from the Community Enabler Project Board – Cllr Alam has a report which she will circulate to Councillors. The Board are looking to establish a Residents Association to cover the Katwijk Way, Denmark Road and Rotterdam Road areas. The next meeting is on 10 December.

**400.17** Report from the East of England Park Steering Group – The Senior Project Manager gave a presentation to Councillors earlier this evening. The Steering Group meeting is on Friday and the Clerk has been invited to join the Steering Group. It is anticipated that a Stakeholders Meeting will be arranged in November.

Cllr Green proposed approval for the Clerk to join the East of England Park Steering Group; seconded by Cllr Barron; all in favour.

**400.18** Report from the Lowestoft Regeneration and Growth Board meeting and to consider a representative on the Board –

*Cllr Patience left the meeting 21:07*

Cllr Taylor attended the last meeting as an observer and will provide a report for the next Full Council meeting, when a representative will then be considered.

**400.19** Any other reports – There were no other reports for consideration.

**400.20** To consider a representative for the Waveney Disability Forum meeting on Thursday 29 November – This will be from 14:00 - 16:00pm at Riverside. It was agreed that a staff member will attend to get some more information and provide a report for the next Full Council meeting.

### **401. Date of the next meeting**

27 November 19:30

### **402. Items for the next agenda**

It was requested that bestowing the Freedom of the Town be discussed at the next meeting. There was a suggestion of three organisations which should be considered to receive it: the Royal National Lifeboat Institution, the Girl Guides and the Scouts, for dedicating over one hundred years' service to the town. The Lord Kitchener Memorial Holiday Centre and Royal British Legion are approaching their centenaries and will also be considered, along with the Royal Anglian Regiment.

It was queried whether there are any projects to consider as part of the budget-setting process. Lowestoft in Bloom do lots of work for the community and the Council would be happy to consider supporting them via the grants process, should they submit any applications.

Lowestoft Town Council's office opening hours over the Christmas period was queried. It has been arranged that staff will be contractually required to take annual leave between Christmas and the New Year, but this will be discussed at the next Assets, Inclusion and Development Committee meeting.

It was suggested that consideration should be given to the Mayoral robes and new chains as part of the budget-setting process. Further suggestions were the Fen Park public conveniences and facilities and Normanston Park, the possible appointment of an architect and funding for

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

the Triangle marketplace and Sails, and the exploration of unused open spaces, such as Arnold's Bequest. Lowestoft Town Council cannot make decisions regarding Arnold's Bequest, this will have to go through the Charity Board as trustees, which is a separate entity to Lowestoft Town Council. A public survey relating to the North Denes is being issued shortly. The Assets, Inclusion and Development Committee will be drafting an Open Spaces Strategy.

**403. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda, including the following:**

403.1 The recommendation to adopt the Marina Theatre Asset Record – This was recommended by the Assets, Inclusion and Development Committee and has been updated with all the necessary current information.

Cllr Coleby proposed the adoption of the Marina Theatre Asset Record; seconded by Cllr Knight; all in favour.

403.2 To note any progress with the Gunton Warren land transfer from Lowestoft Town Council to Waveney District Council – This was already covered by discussions earlier in the meeting.

403.3 To consider the draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land ("East of England Park") – This has been reviewed by Lowestoft Town Council's solicitors and has been returned to Waveney District Council for re-submission. It will be considered by Full Council before being signed.

*Cllr Parker left the room 21:28*

Waveney District Council have requested permission to perform some survey work at the site.

*Cllr Parker returned 21:29*

Cllr Knight proposed suspending the Standing Orders to allow the meeting to continue until 21:55; seconded by Cllr Barron; all in favour.

Cllr Graham proposed granting approval for Waveney District Council to complete minor works for one day; seconded by Cllr Knight; twelve Councillors voted in favour; three Councillors voted against.

An Extraordinary Meeting could be called should this be insufficient for Waveney District Council. The meeting could also be used to review the plans for the park, once they have been received.

403.4 To consider signing documents relating to the land registration of Gunton Estate Residents Meeting Hall and Whitton Residents Meeting Hall –

*Cllr Alam left the meeting 21:40*

It was agreed that these documents would be referred to Lowestoft Town Council's solicitors for review before being considered again by Full Council. The lockable bollards will be reviewed, if applicable, once the documents have been reviewed by the solicitor.

403.5 To consider the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council – It was agreed that this will be reviewed by the Assets, Inclusion and Development Committee and the Finance and Governance Committees at their next meetings, alongside the whole contractual arrangement, to make a recommendation to Full Council if and when legal advice should be sought.

403.6 To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council – The Finance and Governance Committee have reviewed the schedule of payments and East Point Business Services Ltd will now incorporate this into the lease and progress it with solicitors.

Staff have now received parking permits for Whapload Road and security arrangements for Hamilton House are being progressed.

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 October 2018

On 25 and 26 October no parking will be available at Hamilton House for staff or Councillors, due to the installation of the vinyl window graphics.

403.7 To consider an agreement between Waveney District Council and Lowestoft Town Council in respect of coastal erosion/flood risk works – It was agreed that the Clerk will liaise with Waveney District Council and seek follow-on legal advice regarding this.

403.8 To consider a deed of transfer and release between the Big Lottery Fund, Waveney District Council and Lowestoft Town Council in relation to Normanston Skateboard Park – Legal advice has been sought but some clarification is required, following which this will be presented again to Full Council.

403.9 To consider legal issues relating to the North Denes land – It was agreed that Cllrs Barnard and Parker would leave the room during the discussion of this item.

*Cllr Barnard left the room 21:53*

*Cllr Parker left the room 21:54*

A holding response has been provided. Lowestoft Town Council's solicitor has written to the tenant and a meeting will be arranged. It was agreed that this will be attended by the Clerk and at least two of the following Councillors: Cllr Coleby, Cllr Graham, Cllr Green and Cllr Taylor.

As the building was due to be locked at 22:00, Cllr Graham closed the meeting at 21:57 and it was agreed that the remaining agenda items would be deferred to the next regular Full Council meeting.

403.10 To consider progress with the CCTV contract and out of hours service

403.11 To note progress with the assessment of the Normanston Allotments site and recent meetings with Lowestoft and District Allotments Ltd

The Chair closed the meeting 21:57

Signed: .....

12 November 2018