

Lowestoft Town Council

Full Council Meeting

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

19:30 on Tuesday 26 February 2019

MINUTES

Present: Cllrs Nasima Alam, Sue Barnard, Baz Bemment, Peter Byatt, Tara Carlton, Neil Coleby, Peter Collecott, Tracey Eastwood, Amanda Frost, Ian Graham (Chair), Alan Green, Peter Knight, Peter Lang, Graham Parker and Alice Taylor

In attendance: Shona Bendix (Clerk), Lauren Elliott (Committee Clerk)

Public: There were two members of the public in attendance

496. Welcome

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

It was noted that Cllr June Ford is no longer a member of Lowestoft Town Council. Her membership lapsed due to a consecutive period of six months of non-attendance at meetings without apologies being provided.

497. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Allyson Barron, Dick Houghton, Keith Patience and John Pitts. Cllr Coleby proposed acceptance of the apologies; seconded by Cllr Knight; all in favour.

498. Declarations of Interests and dispensations

Cllr Lang declared a pecuniary interest in items 501.1n, 506.1b and any further discussions during the meeting relating to CCTV.

It was noted that Cllr Knight had previously been granted a dispensation to report on items related to developments at the CEFAS site.

499. To consider the accuracy of the Minutes:

a) 22 January 2019 – Accepted as accurate. Proposed by Cllr Coleby; seconded by Cllr Knight; fourteen Councillors voted in favour; one Councillor abstained from the vote.

500. Public Forum

The members of the public in attendance did not wish to speak.

501. Finance:

501.1 Receipt of the minutes of the previous Finance and Governance Committee Meeting (12 February 2019) and consideration of the following matters in particular:

501.1a Consideration of the 2018-19 budget, monitoring and note the bank reconciliation – It was noted that the bank reconciliation for the month ending 31 January 2019 had been completed.

501.1b Noting the expenditure and income reports for the month ending 31 January 2019 and February 2019 to date, including the petty cash log (schedule) – This was distributed to Councillors at the meeting, as follows:

January Expenditure

Date	Person	Amount	Description
1 January 2019	Waveney Norse	£58,400 + £11,680 VAT = £70,080	Partnership Charge December 2018

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2 January 2019	Waveney District Council	£113	Triangle Market Business Rates
2 January 2019	Essex and Suffolk Water	£1,511.44	Normanston Water to October 2018
2 January 2019	Cozens UK Ltd	£8,960 + £1,792 VAT = £10,752	Festive Light Installation
2 January 2019	Nicholsons Solicitors	£1,290.33 + £252.07 VAT = £1,542.40	Caravan Park Legal Advice
2 January 2019	Nicholsons Solicitors	£2,036 + £406.60 VAT = £2,442.60	General Legal Advice
2 January 2019	Shona Bendix	£18.32 + £3.67 VAT = £21.99	Paper Reimbursement
2 January 2019	Environtec	£535 + £107 VAT = £642	Legionella Risk Assessment
3 January 2019	Shona Bendix	£30.19	November Reimbursement Travel/Files
3 January 2019	NALC	£520 + £104 VAT = £624	NALC Spring Conference x2
3 January 2019	Sarah Foote	£19.20	Travel Reimbursement
4 January 2019	Suffolk Pension Fund	£4,475.68	Pensions December
11 January 2019	Compass	£227.50 + £45.50 VAT = £273	Office Furniture – Drawers
11 January 2019	The Bugle Magazine	£184	Bugle Article Jan 2019
11 January 2019	Norfolk County Council	£1,000	AAT Level 2 Training
14 January 2019	UK Graphics and Engraving Ltd	£90 + £18 VAT = £108	LTC Stickers
14 January 2019	HMRC	£4,055.10	HMRC Liability Dec 18
16 January 2019	Lowestoft Boxing Academy	£2,000	Lowestoft Boxing Academy Grant
16 January 2019	Environtec	£1,235 + £247 = £1,482	Legionella Risk Assessment
18 January 2019	Waveney District Council	£150,000 + £30,000 = £180,000	Marina Theatre Fee 17-18
23 January 2019	Salaries	£9,744.05	Salaries Jan 19
23 January 2019	Allsorts	£2,000	Allsorts Grant
23 January 2019	Gunton Community News	£500	Gunton Community News Grant
23 January 2019	Lowestoft and Plaisir Twinning	£500	Plaisir Twinning Grant
23 January 2019	Shona Bendix	£25.75 + £5.15 VAT = £30.90	Paper Reimbursement
23 January 2019	Binder Ltd	£390 + £78 VAT = £468	Sewage Disposal Uplands
29 January 2019	Waveney Norse	£21,024.12 + £11,680 VAT = £70,080	Partnership Charges Jan 19
29 January 2019	Institute of Workplace and FM	£255	IWFM Subscription
29 January 2019	Trevor Brown	£250	Internal Audit Jan 19
29 January 2019	Blachere Illuminations	£1,550.20 + £310.04 VAT = £1,860.24	Removal of Festive Lights
29 January 2019	Shona Bendix	£21.65 + £4.33 VAT = £25.98	Mirror Reimbursement
29 January 2019	DMO Loan	£7,390	1 st Repayment of Marina Loan
30 January 2019	Waveney Norse	£21,024.12 + £11,680 VAT = £70,080	Partnership Charges Feb 19

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January Income

Date	Amount Received	Detail
16 January 2019	£6,125	Tenant Income
23 January 2019	£625	Tenant Income
28 January 2019	£213.16	Tenant Income

February Expenditure

Date	Person	Amount	Description
1 st February 2019	Waveney District Council	£113.00	Triangle Market Business Rates
1 st February 2019	Waveney District Council	£288.00	Kensington Garden Toilets Business Rates
1 st February 2019	Waveney District Council	£168.00	Pakefield Street Toilets Business Rates
1 st February 2019	Vinyl Installation	£55.00 + £11.00 VAT = £66.00	Socket Surrounds
1 st February 2019	Stems Florist	£170.00	Holocaust Memorial Day Wreaths (£85.00 being recharged, see below)
1 st February 2019	Enivontec	£135.00 + £27.00 VAT = £162.00	Sparrows Nest Museum Legionella Check
1 st February 2019	Shona Bendix	£4.87	Stationery and Meeting Expenses Reimbursement
7 th February 2019	SCC Pension Fund	£4495.00	January Pensions
8 th February 2019	Mark Speller	£14.38	Travel Reimbursement
8 th February 2019	Nicholsons Solicitors	£1695.77 + £339.15 VAT = £2034.92	Legal Advice for Hamilton House Lease
8 th February 2019	Ricoh UK Ltd	£244.24 + £48.85 VAT = £293.09	Printer Hire January 2019 – March 2019
8 th February 2019	Liquid DJ	£145.00	Holocaust Memorial Day Sound System
8 th February 2019	Shona Bendix	£104.70	Travel Reimbursement
8 th February 2019	Michlmayr	£294.70 + £58.94 VAT = £353.64	Town Hall Clock Repairs
13 th February 2019	SLCC	£144.00	Deputy Clerk SLCC Membership
19 th February 2019	HMRC	£4,193.47	PAYE January 2019
22 nd February 2019	Salaries	£9,744.65	Salaries February 2019

February Income

Date	Person	Amount	Description
5 th February 2019	Waveney District Council	£219.60	The Ness Stakeholder Meeting Costs
13 th February 2019	HMRC	£56,576.19	VAT Repayment Q3
25 th February 2019	Shona Bendix	£25.80	Reimbursement of travel expenses
25 th February 2019	Tenant	£213.16	Tenant Income

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Other Income

Date	Person	Amount	Description
6 th February 2019	Waveney District Council	£1620.80	Funds for Arnolds Bequest Charity Land

Petty Cash

Date	Details	Cash In	Cash Out	Balance
14/1/19	Opening Balance		£185.75	£185.75
28/1/19	Market Income	£18.50		£204.25
4/2/219	Market Income	£18.50		£222.75
12/2/19	Market Income	£36.50		£259.25
18/2/19	Market Income	£59.50		£318.75
12/2/19	Tube Ticket		£4.80	£313.95
13/2/19	Coffee		£16.10	£297.85
21/2/19	Paper Boxes x2		£42.98	£254.87
21/2/19	Meeting Refreshments		£18.28	£236.59
8/2/19	3x Land Registry Fees		£15.00	£221.59
24/1/19	Parish Forum Food		£32.64	£188.95
4/2/19	Coffee/Milk		£5.32	£183.63
7/2/19	Milk		£2.40	£181.23
25/2/19	Market Income	£59.50		£240.73

There was a query regarding the payment to The Bugle and it was clarified this was for the Council's information page published in January.

501.1c Noting any payments previously approved (schedule and see 501.1b), including:

Amount	Payee	Detail	Approved/Paid
£9,335.41	Various	2018-19 cyclical testing	Approved
Up to £100	Various	Items for monitoring of Marina Theatre rear wall	Approved
£2,000 (with £2,000 match funding from 2019-20 budget)	East Point Academy Duke of Edinburgh Award Scheme	Grant	Approved
£38 (in addition to £695 previously agreed)	East Point Business Services Ltd	Hamilton House kitchen work surfaces	Approved
£250	-	10 black umbrellas for civic events	Approved
£395	Lowestoft Art Group	Grant	Approved
£500	Catch22 Suffolk Positive Futures	Grant	Approved

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£1,750	Anglia Locksmiths	Installation of new fire doors and door closers at Whitton Residents Meeting Hall (and removal of existing doors by Waveney Norse)	Approved
Up to £4,000	-	For garden designer to design Winter Garden for the Sparrows Nest old rose garden	Approved
£1,000 for 2018-19 (then annual budget of £400)	-	For new and replacement heritage plaques	Approved

A further schedule of payments authorised was distributed to Councillors at the meeting, as follows:

Payments Authorised

Person	Amount	Description
8 th Lowestoft Girl Guides	£1040.00	Girl Guides Grant
Catch 22	£500.00	Suffolk Positive Futures Grant
One Stop Badges	£370.00 + £74.00 VAT = £444.00	Soft Enamel Pin Badges x500
Gunton Woodland Community Project	£1014.00	Grant for Equipment
Environtec	£525.00 + £105.00 VAT = £630.00	Legionella Risk Assessments x3
Inspiration Trust	£2000	Duke of Edinburgh Grant

It was queried whether the authorised expenditure of up to £4,000 for the Sparrows Nest Rose Garden was just for the design or for completion of the work also. It was confirmed that this is for the design only, but this is a maximum figure and it may not cost that much.

Cllr Knight proposed to note the schedules of authorised payments; seconded by Cllr Frost; thirteen Councillors voted in favour; two Councillors voted against.

501.1d Noting the income received (schedule) – This was covered with item 501.1b.

501.1e Consideration of any payments for approval (see schedule), including the following:

Payments to Authorise

Person	Amount	Description
Npower	£27.45 + £1.37 VAT = £28.82	Sparrows Nest Bandstand Electricity 1/1/19 to 25/1/19
Npower	£20.48 + £1.02 VAT = £21.50	Sparrows Nest Bandstand Electricity 1/12/18 to 31/12/18
Npower	£60.28 + £3.01 VAT = £63.29	Sparrows Nest Bowls Electricity 1/1/19 to 31/1/19
Npower	£36.51 + £1.83 VAT = £38.34	Sparrows Nest Bowls Electricity 1/12/18 to 31/12/18

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Npower	£222.42 + £44.48 VAT = £266.90	Sparrows Nest Lighting and Pond Electricity 1/1/19 to 25/1/19
Npower	£90.11 + £4.51 VAT = £94.62	Sparrows Nest Lighting and Pond Electricity 1/12/18 to 31/12/18
Npower	£113.83 + £5.69 VAT = £119.52	Sparrows Nest Toilet Electricity 1/1/19 to 25/1/19
Npower	£60.22 + £3.01 VAT = £63.23	Sparrows Nest Toilet Electricity 1/12/18 to 31/12/18
Npower	£164.40 + £8.22 VAT = £172.62	Triangle Market Electricity 1/1/19 to 31/1/19
Npower	£163.84 + £8.19 VAT = £172.03	Triangle Market Electricity 1/12/18 to 31/12/18
Npower	£146.69 + £7.33 VAT = £154.02	Town Hall Electricity 1/1/19 to 31/1/19
Npower	£142.73 + £7.14 VAT = £149.87	Town Hall Electricity 1/12/18 to 31/12/18
Npower	£28.68 + £1.43 VAT = £30.11	Kirkley Cliff Road PC Electricity 1/1/19 to 31/1/19
Npower	£50.74 + £2.54 VAT = £53.28	Kirkley Cliff Road PC Electricity 1/12/18 to 31/12/18
Npower	£55.90 + £2.80 = £58.70	Kensington Gardens Toilets and Bowls Electricity 1/1/19 to 31/1/19
Npower	£45.45 + £2.27 VAT = £47.72	Kensington Gardens Toilets and Bowls Electricity 1/12/19 to 31/12/18
Npower	£482.59 + £96.52 VAT = £579.11	Normanston Park PC and Changing Rooms Electricity 1/1/19 to 31/1/19
Npower	£54.75 + £2.74 VAT = £57.49	Normanston Park PC and Changing Rooms Electricity 1/12/18 to 31/12/18
Npower	£250.41 + £50.08 VAT = £300.49	Denes Oval Pavilion Electricity 1/1/19 to 31/1/19
Npower	£181.59 + £36.32 VAT = £217.91	Denes Oval Pavilion Electricity 1/12/18 to 31/12/18
Npower	£27.28 + £1.36 VAT = £28.64	Lowestoft Cemetery Public Conveniences Electricity 1/1/19 to 31/1/19
Npower	£25.36 + £1.27 VAT = £26.63	Lowestoft Cemetery Public Conveniences Electricity 1/12/18 to 31/12/18
Npower	£39.97 + £2.00 VAT = £41.97	Pakefield Street Public Conveniences Electricity 1/1/19 to 31/1/19

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Npower	£39.03 + £1.95 VAT = £40.98	Pakefield Street Public Conveniences Electricity 1/12/18 to 31/12/18
KGB Commercial Heating	£4,230.33 + £846.07 VAT = £5,076.40	Marina Theatre Boiler
Rialtas	£540.00 + £108.00 VAT = £648.00 + 45p per mile expenses	Year End and Rialtas Training

Person	Amount	Description	Notes
Npower	£77.43 + £15.49 VAT = £92.92	CCTV Electricity 1/12/18 to 31/12/18	
Npower	£77.42 + £15.48 VAT = £92.90	CCTV Electricity 1/1/19 to 31/1/19	
Npower	£2.96 + £0.15 VAT = £3.11	Sparrows Nest War Museum Electricity Standard Charge 1/1/19 to 25/1/19	A standing charge for an unused supply
Npower	£3.67 + £0.18 VAT = £3.85	Sparrows Nest War Museum Electricity Standard Charge 1/12/18 to 31/12/19	A standing charge for an unused supply

501.1ei Invoice from Waveney District Council in the sum of £4,093.71 for the Pakefield By-Election – Cllr Coleby proposed approval of the payments as detailed in the schedule and at item 501.1ei and 501.1eii; seconded by Cllr Knight; all in favour.

501.1eii Setting up a direct debit for a Land Registry account, with a delegated budget of £300 to the Clerk – This was approved together with item 501.1ei.

The Council has previously decided that its tenants should be exempt from paying VAT on their rental payments. For properties leased at peppercorn rent the Council may reclaim the VAT for expenditure on refurbishments, but for properties leased at amounts exceeding £1, the Council is subject to a cumulative VAT threshold for refurbishment work to those premises. A VAT Consultant can complete an assessment of the Council's position regarding VAT and advise. This could potentially save the Council money in future. The fee would be £1,000 for the consultant to come to Hamilton House to do the assessment, or it may be that it can be done remotely. The consultant can complete the assessment on 13 March, subject to the Council's approval. Cllr Taylor proposed a maximum expenditure of £1,200 for a VAT Consultant to complete an assessment of Lowestoft Town Council's position regarding VAT, with delegated authority to the Clerk to progress; seconded by Cllr Knight; all in favour.

It was queried whether a press release has been issued regarding the budget. A formal notice has not yet been published but this has been included in the Town Council's weekly column in the Lowestoft Journal. A formal statement will be issued shortly.

501.1f Consideration of any updates with the 2019-20 budget – There were no updates to consider.

501.1g Noting the decision regarding further investment of the sum of £300,434.71 transferred from the Debt Management Office account to the current account – A meeting paper was circulated to Councillors in advance of the meeting and the recommendations were as follows:

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- Consider setting up a Unity Trust Instant Access Account and transferring £450,000 across, with the Clerk able to transfer between Unity Trust accounts and normal safeguards applying for transfers out of the Unity Account.
- Consider setting up a CCLA Public Sector Deposit Fund account with a sum of £200,000 (reducing the Unity Trust deposit).
- Consider setting up a CCLA Local Authorities' Property Fund with a sum of £100,000 with a view to a minimum of a 5-year deposit (further reducing the Unity Trust deposit).

Cllr Coleby proposed approval of the recommendations as stated; seconded by Cllr Green; all in favour.

501.1h Consideration of progress with preparations for the external audit – Preparations are being made and there will be paperwork to sign at March's Full Council meeting.

501.1i Consideration of a recommendation for expenditure of up to £35,000 for urgent repair work to the Nightingale Road play area, and up to £15,000 for an extra piece of play equipment at Stoven Close, using CIL and S.106 funding –

The Clerk left the room 19:53

It was discussed that other parks, such as Normanston Park, are busier than Nightingale Road, but this could be due to the facilities available.

The Clerk returned 19:55

There is no data available regarding the usage of each play park and this would be difficult to monitor. It was agreed that the equipment at Nightingale Road needs to be updated and more picnic benches are required. It was suggested that the play area on Wellington Road, Pakefield requires equipment for younger children and more picnic benches. This was also discussed at yesterday's Assets, Inclusion and Development (AID) Committee meeting. There was previously a decision for further bins and benches at Normanston Park and Stoven Close and this is being progressed. It was requested that a review of the equipment at Britten Road is also considered. A review of all the play areas is required but the improvement work to Nightingale Road was recommended by Sentinel Leisure Trust. S.106 and CIL funding may have a deadline attached to it and some funding is specific to each ward.

Cllr Coleby proposed approval of the expenditure of £35,000 for urgent repair work at the Nightingale Road play area and £15,000 for a new piece of equipment at Stoven Close; seconded by Cllr Knight; all in favour.

501.1j Consideration of recommendations regarding leisure fees for 2019-20 – A meeting paper was circulated to Councillors ahead of the meeting. This was also considered at the Finance and Governance Committee meeting on 12 February. There was a discussion as to whether charges should be re-introduced to members of the public using the leisure facilities on a casual basis. The 2019-20 budget agreed by Councillors included leisure fee income. It was agreed to defer this matter to the next meeting, for more information to be provided on the income received from sports clubs and members of the public in 2017, and the proposed schedule of charges for clubs and members of the public in 2019-20.

501.1k Consideration of a recommendation to write to Lowestoft Rising – It was clarified that Lowestoft Town Council received a letter from Lowestoft Rising, which was considered by the Finance and Governance Committee. The Finance and Governance Committee felt that Lowestoft Town Council's decision not to become a voting member of Lowestoft Rising, at a cost of £15,000, was based on consideration of all the information presented, and was therefore an informed decision. This decision was made within the last six months and therefore cannot be revisited unless Lowestoft Rising can provide evidence to prove that the Council's decision was in some way not fully informed.

Cllr Green proposed approval of the recommendation of the Finance and Governance Committee to reply to Lowestoft Rising's letter advising that the Council feels its decision not to

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become a voting member of Lowestoft Rising, at a cost of £15,000, was informed and as this decision was reached less than six months ago, this cannot be revisited unless evidence can be provided to the contrary; seconded by Cllr Frost; all in favour.

501.1l Consideration of whether to fund the sitting of an Independent Remuneration Panel, at a cost of £300, and progressing Councillor expenses – It was discussed whether this should be progressed for future Councils. It was requested that consideration be given to expenses being paid based on attendance at meetings.

Cllr Taylor proposed funding a sitting of the Independent Remuneration Panel, at a cost of £300, for advice regarding Councillor expenses; seconded by Cllr Lang; twelve Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote.

501.1m Consideration of a budget for a group photograph of the Councillors to be taken – It was suggested that the cost could be shared amongst the Councillors so that there would be no cost to the Council. A member of the public commented that a photographic record of Councils was important to the town's history. Two quotes have been received so far, for £150 (+VAT) and £274, to provide 19 A5 sized prints for each of the Councillors to keep and one A4 sized print to display at Hamilton House. Cllr Alam knows a local photographer and will make enquiries.

It was agreed to approve a maximum budget of £300 to progress a group photograph of the Councillors to be taken. Further consideration will be given to how the payment will be made.

501.1n Consideration a recommendation to apply the Real Living Wage to contractual arrangements (confidential) – To be discussed during confidential session.

501.1o Consideration of a confidential recommendation relating to staffing (confidential) – To be discussed during confidential session.

501.1p Consideration of an intended auction acquisition (confidential) – To be discussed during confidential session.

502. Assets, Inclusion and Development:

502.1 Receipt of the minutes of the previous Assets, Inclusion and Development Committee meetings (11 and 25 February 2019), including the following:

There was a recommendation from yesterday's AID Committee meeting to submit £1,000 of funding to secure Lowestoft Town Council's involvement with the Sprytar project.

Cllr Coleby proposed approval of the recommendation to submit £1,000 of funding from the Parks Development budget to secure Lowestoft Town Council's involvement with the Sprytar project; seconded by Cllr Graham; all in favour.

502.1a Consideration of a recommendation to write to the leaseholder of the caravan site advising that Lowestoft Town Council is unhappy with the current construction work and requests that it be suspended – This recommendation was subject to legal advice and there are matters outstanding which may affect how the letter is written, if at all. It was agreed to defer this matter to the next meeting, pending legal advice.

502.1b Consideration of a recommendation to allow the use of indoor inflatable equipment on Lowestoft Town Council land, subject to specific conditions – Advice has been sought from Lowestoft Town Council's insurers and reflected in the recommendation of conditions made by the AID Committee for those wishing to use indoor inflatable equipment on Town Council owned land, which were circulated to Councillors ahead of the meeting, as follows:

- They produce to LTC an in date public liability insurance certificate.
- They produce a written confirmation from said insurer that they will cover the use of inflatable play equipment within the confines of the building fabric i.e. internally only.

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- That the tenant insures they check that said equipment is fitted with a PIPA tag. The number is logged on a central database where the results of its initial test and subsequent annual tests are recorded. In addition a report is issued with each test.
- That the tenant insures that they view the report from the hirer to verify that the equipment has been checked within the year of hire usually by PIPA.
- All users have access to the PIPA database via the Internet (www.pipa.org.uk) and can therefore check on the inspection status of any tagged equipment.
- It is preferred that the hirer of the inflatable play equipment stays on site to supervise for the duration of the hire period.

Cllr Coleby proposed approval of the recommendation to approve the use of indoor inflatable equipment on land owned by Lowestoft Town Council, subject to the conditions as specified; seconded by Cllr Knight; all in favour.

502.1c Consideration of a recommendation to loan the Mayoral Board to the Lowestoft Museum on a temporary basis, and to request the return of the Mace and Mayoral Chain to Lowestoft Town Council to display at Hamilton House – This is following a request from the Lowestoft Museum. It may be that the Council would wish to reinstate the Mayoral Board at the Town Hall in future, so the recommendation is for the loan to be on a temporary basis. It was queried whether the loan of the Mayoral Board is conditional on the return of the Mace and Mayoral Chains. These are the property of the Town Council so may be requested back at any time, subject to the terms of the loan.

Cllr Coleby proposed approval of the recommendation to loan the Mayoral Board to the Lowestoft Museum on a temporary basis and request the return of the Mayoral Chains and Mace; seconded by Cllr Barnard; all in favour.

502.2 Consideration of progress with The Ness – A meeting was held yesterday and the latest plan was displayed. There have been no significant amendments and discussions are ongoing regarding the design of the performance area. The tender process should begin shortly.

503. Planning and Environment:

503.1 Receipt of the minutes of the previous Planning and Environment Committee meetings (12 and 26 February 2019), including the following:

503.1a An application to register the North Denes as a Village Green – Research is being completed into the differences between applying to register common land or a town or village green, or whether to create a supplementary document to the Neighbourhood Plan to apply force of law as to how the land should be preserved in the future.

Cllr Graham proposed the recommendation from the Committee that, following the local elections in May, the Council consider setting up a Sub-Committee, drawn from members of the AID and Planning and Environment Committees, to look at proposals for protecting the land; seconded by Cllr Knight; fourteen Councillors voted in favour; one Councillor voted against.

503.1b A request from Waveney District Council to name a new road as a result of the Third Crossing Project – A suggestion of a name for the new road has been made but it was suggested that it is the responsibility of the Town Council for naming any new roads in the town. A protocol is being created to determine the criteria for naming new roads and it was agreed this matter would be discussed further following completion of that, and the suggestion was not agreed at this stage.

504. Policy and consultation matters

504.1 The Records Office – There were no matters for consideration.

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504.2 Lowestoft Hospital – Information has now been published in the Lowestoft Journal as to the new owner of the site and their intentions for it. The Council wishes to secure the preservation of the memorials. There has been no reply to the letter Lowestoft Town Council delivered to the James Paget Hospital. A Freedom of Information request has been submitted to the James Paget Hospital independently of Lowestoft Town Council about the sale of the site.

Cllr Frost left the room 20:52

504.3 Consideration of the presentation of the Modern Anti-Slavery Charter – Three different layout options were circulated to Councillors ahead of the meeting

Cllr Frost returned 20:54

Councillors' preference was the first option, which displayed Lowestoft Town Council's logo only.

Cllr Coleby proposed approval of the design of the Charter Against Modern Slavery as presented in the first option, to be ordered as A2 size and signed at the next Full Council meeting and displayed; seconded by Cllr Knight; all in favour.

504.4 Consideration of signing a Charter with the Woodland Trust – This is required if the Council would like access to their data on ancient trees and hedgerows in the town.

Cllr Coleby proposed approval of the signing of a Charter with the Woodland Trust, with Cllr Graham as the signatory; seconded by Cllr Knight; all in favour.

504.5 Consideration of the following regarding policies:

504.5a A recommendation from the Assets, Inclusion and Development Committee to adopt the Heritage Plaques Policy – The AID Committee recommended one change regarding the font to be used for the plaques, suggesting that an alternative 'Sans' font be used to the 'Comic Sans' font as stated in the Policy.

Cllr Coleby proposed adoption of the Heritage Plaques Policy, following the amendment regarding the font of the plaques; seconded by Cllr Knight; all in favour.

504.5b A recommendation from the Finance and Governance Committee to adopt the Memory Stick Policy – Cllr Green proposed adoption of the Memory Stick Policy; seconded by Cllr Knight; all in favour.

504.5c Proposed amendments to the Grant Awarding Policy, as recommended by the Finance and Governance Committee – It was discussed that the eligibility criteria could be interpreted as suggesting that the Town Council will not provide funding for Churches at all, even for purposes which are not exclusive to a particular religion. It was agreed that the Grant Awarding Policy would be reviewed again at the next Finance and Governance Committee meeting.

There was a recommendation from yesterday's AID Committee meeting to adopt to the Open Spaces Strategy.

Cllr Taylor proposed approval of the recommendation to adopt the Open Spaces Strategy; seconded by Cllr Graham; all in favour.

Cllr Alam left the meeting 21:02

An Acquisitions and Disposals Policy was shown to the AID Committee at their meeting yesterday. The Policy will be amended regarding disposals, as discussed by the AID Committee, and will be brought to the next Full Council meeting.

Lowestoft Town Council has received a bill for the CCTV electricity supply.

Cllr Lang left the room 21:04 for the discussion of this item

This is an unmetered supply and cannot be transferred over to Bulb. Waveney Norse have advised that Waveney District Council used to pay these bills as they were separate to the CCTV contract.

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Cllr Knight proposed payment of the electricity supply for the CCTV service; seconded by Cllr Taylor; all in favour.

Cllr Lang returned 21:06

505. Written reports from Councillors and any new representative roles

- 505.1** Report on the Coastal Communities Team – It was reported that the team is looking at its future projects.
- 505.2** Report on the Kirkley People’s Forum – There were no updates to consider.
- 505.3** Report on the Lowestoft Development Group – There were no updates to consider.
- 505.4** Report on the Plaisir Twinning Association – Cllr Lang attended their Annual General Meeting and will circulate a report. The Council will liaise with the Twinning Association to discuss formally reducing Lowestoft Town Council’s representatives from two to one.
- 505.5** Report on the Cefas neighbourhood group – There was a discussion regarding the artefacts. The Grand Hotel is still in use and it is unlikely assets will be removed until the new build is complete.
- 505.6** Report on the Lowestoft Transport Infrastructure Partnership – There were no updates to consider.
- 505.7** Report on First Light Festival Board – There were no updates to consider.
- 505.8** Report on the Lowestoft Museum – There were no updates to consider.
- 505.9** Report from the Records Office meetings – There were no updates to consider.
- 505.10** Report from the new East Suffolk Council – The last meeting of the Shadow Authority is taking place this week.
- 505.11** Report from the Third Crossing Group – There were no updates to consider.
- 505.12** Report from the Heritage Action Zone – There were no updates to consider.
- 505.13** Report from the Kirkley Business Association – There were no updates to consider.
- 505.14** Report from the Community Enabler Project Board – There were no updates to consider.
- 505.15** Report from The Ness Steering Group, including the monthly Highlight Report – This was covered by earlier discussions in the meeting.
- 505.16** Report from the Lowestoft Regeneration and Growth Board meeting – There were no updates to consider.
- 505.17** Report from the Cultural Board – There were no updates to consider.
- 505.18** Report from Lowestoft Photo Project – There were no updates to consider.
- 505.19** Report from Lowestoft Members Focus Group – There were no updates to consider.
- 505.20** Report from Sunrise Coast Heritage Guild – A successful meeting was held at Hamilton House recently. A representative from the National Lottery Heritage Fund is coming to Lowestoft to speak with local heritage groups. It was requested whether the Council Chamber could be used for this meeting and there were no objections.
- 505.21** Report from NALC Spring Conference – This was circulated to Councillors ahead of the meeting.
- 505.22** Report from the Waveney Parishes Forum – There were no updates to consider.
- 505.23** Report from the East Suffolk Communities Team – Whitton event – Cllr Lang attended on behalf of Lowestoft Town Council. The Town Council were not mentioned in the report which followed, despite the event being held on land owned by the Town Council.
- 505.24** Any other reports – It was requested whether a Friends Group can be set up for Arnold’s Bequest, to clear litter and debris from the site and maintain it. Lowestoft Town Council has policy for Friends Groups and can offer support to help the group set up. Historic England have completed a site visit of the area.

A site visit to the Marina Theatre is taking place this week. It was requested that signage at the Upper Circle be reviewed.

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506. Legal:

506.1 Consideration of any legal matters affecting the Council, including the following:

506.1a The Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential) – To be discussed during the confidential session

506.1b The CCTV contract (confidential) – To be discussed during the confidential session.

506.1c The Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential) – To be discussed during the confidential session.

506.1d Legal issues relating to the North Denes land (confidential) – To be discussed during the confidential session.

506.1e A licence to occupy The Ness for Waveney District Council (confidential) – To be discussed during the confidential session.

507. Date of the next meeting

Annual Assembly of the Town Tuesday 5 March 19:00 – All Councillors have been invited and were encouraged to attend.

Full Council Meeting Tuesday 12 March 19:30

508. Items for the next agenda

12 March will be the last scheduled Full Council meeting before the pre-election period commences. Cakes will be brought in and Councillors will be invited in from 19:00.

The members of the public left the meeting 21:17

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

509. Resolution to close the meeting to the public:

509.1 Any legal issues including those at 506 above as required:

501.1n Consideration a recommendation to apply the Real Living Wage to contractual arrangements (confidential) –

Cllr Lang left the room 21:19 for the discussion of this item

Legal advice has been received and was discussed.

Cllr Taylor proposed that this matter be revisited following the local elections, with a recommendation that the desirability of the Real Living Wage being applied be incorporated into the Town Council's tender process, along with the terms of the Charter Against Modern Slavery; seconded by Cllr Byatt; all in favour.

The Clerk left the room 21:23 and returned 21:24

Whilst Cllr Lang was not present, item **506.1b** was discussed, but there were no updates to consider.

Cllr Lang returned 21:25

501.1o Consideration of a confidential recommendation relating to staffing (confidential) –

The Committee Clerk left the room 21:25 for the discussion of this item

It was agreed that the Communication Assistant's salary would increase by one salary scale point due to his qualification recently being obtained.

The Committee Clerk returned 21:26

501.1p Consideration of an intended auction acquisition (confidential) – The Finance and Governance Committee made a confidential recommendation. This was considered and all Councillors voted in favour of approving the recommendation.

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506.1a The Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential) – Lowestoft Town Council is not aware of the details of this at present.

506.1c The Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential) – The matter is still ongoing between the solicitors for both parties.

506.1d Legal issues relating to the North Denes land (confidential) – This was already covered by earlier discussions.

506.1e A licence to occupy The Ness for Waveney District Council (confidential) – This is being considered by Lowestoft Town Council’s solicitors.

509.2 Any employment matters including 501.1o above as required – There were no further matters for consideration.

The Chair closed the meeting 21:28.

Signed:

12 March 2019