

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

MINUTES

Present: Cllrs Sue Barnard, Allyson Barron, Baz Bemment, Neil Coleby, Amanda Frost, Ian Graham (Chair), Dick Houghton, Peter Knight, Peter Lang, Graham Parker, Keith Patience and Alice Taylor

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

Public: 4 members of the public were present

219. Fire evacuation procedure and welcome

The fire evacuation procedure was explained and the meeting was welcomed.

220. Announcement on Reporting

Councillors and members of the public were reminded that in the interests of openness and transparency, the law permits reporting of meetings.

221. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Begum, Byatt, Carlton, Eastwood, and Ford. Cllr Owen was absent.

222. Declarations of Interests and dispensations

Cllr Lang declared a non-pecuniary interest in item 226.1e

223. Minutes

6 February 2018 – accepted as accurate with one abstention.

224. Public Forum and Public Service Reports

One of the members of the public, representing Waveney Bowls Club, expressed concern about the potential repercussions on bowls clubs as a result of the leisure fee waiver. He advised that local clubs are struggling and some have had to close completely. Waveney Bowls Club currently has 60 members and 20-25 social members, with no capacity to welcome new members at present. They pay community charges, rates and bills and do not make a profit.

It was suggested that Waveney Bowls Club could submit a grant application to Oulton Parish Council, or to Lowestoft Town Council if they could show how they benefit residents of Lowestoft – for example the number of their members who reside in Lowestoft.

It was noted that a member of the club should approach Lowestoft Town Council with any concerns they have regarding the facilities at Kensington Bowls Club.

Three members of the public left the meeting at 19:18

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

225. Finance:

225.1 The minutes of the previous Finance and Governance Committee (20/02/2018) were noted, in particular the following financial matters:

225.1a Recommendation that an application is to be made on 1 April 2018 for two credit cards; one with £5,000 limit and delegated authority to the Clerk, one with £500 limit and delegated authority to the Deputy Clerk. – The application for the credit cards cannot be made until 1 April 2018, once Lowestoft Town Council has been in existence for a full financial year. It was noted that any balance on the credit cards would be cleared every month and the statements would be checked by the Finance Officer, the Councillor responsible for completing the bank reconciliation and the Finance and Governance Committee. It is a requirement by law for checks to be completed and records kept.

225.1b The Debt Management Office short-term account is now open and the recommendation that £300,000 is deposited for a period of four months. It was explained that a small amount of interest would be earned and this arrangement can be reviewed as required.

225.1c For banking and official purposes, the postal address remains Riverside, 4 Canning Road – It was noted that until a decision has been made on a permanent address for Lowestoft Town Council, Riverside should remain as the recognised address for this purpose.

225.1d The s.113 agreement continues and has been in place from 1 April 2017 and enables Waveney District Council to progress payments, banking, invoicing and other financial support arrangements under their safeguarded arrangements – This will continue until 1 April 2018, then Lowestoft Town and Waveney District Councils can decide whether it is to continue.

225.1e Recommendation to obtain pre-paid credit card/s for small purchases, with an available funds limit maximum of £100 and overall budget of £500 for the year to avoid cash handling – It was queried whether the credit card referenced in item 225.1a could be used for this. It was noted that the pre-paid card would be used in place of petty cash and would be accessible to all staff with controls in place through the Clerk. Records of expenditure would be kept, checked and reported in the appropriate manner.

225.1f Recommendation for a stationery budget of £3,000, with delegated authority to the Clerk. – This forms part of the existing budget but needs to be formalised and authority delegated to the Clerk to order items.

225.1g Schedule of s.106 and CIL payments – There has been no change at present.

225.1h The Durrants valuation for the Lowestoft Collection has been received – This has been received and is being used for insurance purposes. This will be discussed in confidential session.

225.1i Progress with a condition survey and a recommendation of a contingency fund of £3,000 for repairs to be carried out at the Town Hall as the issues are discovered; and whether delegated authority should be authorised to the Clerk and Facilities and Contracts Manager – The Finance and Governance Committee has approved this and Mark Speller is researching options. Any expenditure would be referred back to the Finance and Governance Committee to check. It was queried whether an asbestos survey is being

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

considered; the condition survey will highlight any issues, which should include asbestos. It was also noted that the current survey has been reviewed and is up to date and robust, and there has been no significant change in use of the Town Hall since the survey was completed.

A broken window at the Town Hall resulted in £70 worth of repair work which had to be arranged. It was noted that having the delegated budget in place for incidents such as this reduces the risk of people gaining access and keeps the Town Hall in an acceptable condition for any visitors.

225.1j Recommended budget of £5,000 for reimbursement of staff mileage and other related expenditure, with delegated authority to the Clerk (excludes payments to the Clerk). – The Clerk's mileage expenses would be referred to the Finance and Governance Committee or Mayor and Chair of Finance. No claims have been submitted yet but would cover such matter as attendance at a training course or travelling between Hamilton House and Riverside and would be calculated at 45 pence per mile. The budget can be reviewed by the Finance and Governance Committee.

225.1k Recommendation that payments are not authorised to Norse until a suitable breakdown is provided – The Clerk has had a meeting with Norse and explained that there was an insufficient breakdown of the figures to allow the Councillors to make a decision. The Norse Finance Manager has agreed that the invoices need to be adjusted and explained and has agreed to attend the next meeting of the Finance and Governance Committee to discuss the invoices in more detail.

It was agreed not to authorise payment of the invoices until the next Full Council meeting. It was queried whether the Service Level Agreement could incorporate Key Performance Indicators (KPIs) so Lowestoft Town Council can monitor what work is being completed against the amount which is being paid. A discussion has already been held with Norse with regard to KPIs. There is a need to strike the right balance between bureaucracy which might inhibit practical work and needed scrutiny and monitoring.

It was noted that clarification is needed as to whether the Council is paying towards grounds workers who are also carrying out private work; a matter to be raised with Norse. It was noted that meetings are being held with Norse shortly so Cllr Graham proposed revisiting the question of payment of the invoices at the next Full Council meeting and reaching a decision; seconded by Cllr Parker; all in favour.

225.1L Bank reconciliations have occurred and the bank balance was noted – The bank balance as at 20 February 2018 is £1,198,505.03, with outstanding invoices and payments through Waveney District Council as follows:

- WDC Invoice 0007272860 £63,600
- WDC Invoice 0007272873 £67,200
- WDC Invoice 0007272886 £44,400
- WDC Invoice 0007272899 £79,200
- WDC Invoice 0007272857 £81,600

The balance of the account once these have been processed will be £862,505.03.

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

Recommendation to lead local mourning protocol and related civic duties with a budget of £2,000 and delegated authority to the Clerk and Deputy Clerk. – The importance of having preparations in place was noted.

225.1m Salary checks are being conducted through two councillor signatories review. Information is produced for reports to the Finance and Governance Committee.

225.1n Recommendation that the Council progresses Remembrance arrangements (including centenary of the end of World War 1) with a budget of £5,000 with delegated authority to the Clerk and Deputy Clerk. – Waveney District Council will be assisting with preparations but would like Lowestoft Town Council to be responsible for financing of the arrangements. This is a significant event and the first of this kind which Lowestoft Town Council has been involved with and will need to be monitored closely to assist with preparations in future years. There is a national guidance in place and it was noted that Lowestoft Town Council will work with Waveney District Council's regular partners. Delegated Authority has been granted to the Clerk and Deputy Clerk but all preparations will be reported back to Full Council and Finance and Governance Committees so all Councillors are aware of what arrangements are being made.

225.1o Waveney Norse are progressing an 'In bloom' entry for Kensington Gardens – It was noted that the entry is being progressed.

225.1p Recommendation that the costs for eviction are progressed against the legal budget with delegated authority to the Clerk to progress eviction work as required – This is in relation to a caravan on Lowestoft Town Council land on Whapload Road, and now a tent in Fen Park.

It was proposed by Cllr Coleby to accept the progression of all the above items, other than the Waveney Norse invoices; seconded by Cllr Lang; all in favour.

225.2 Payments made by Finance and Governance Committee (associated schedule with one amendment - reduction from £78.50 to £24.95) – It was noted that the schedule had been amended ahead of the Full Council meeting, due to there being an error in the recording of one of the amounts paid for toner for the printer, but it was a reduction and so amounts to less money than the Finance and Governance Committee authorised.

225.3 Payments for consideration by Full Council (associated schedule) – These are as follows:
- 23/1/18 Waveney Norse Partnership Charges, 45IN-003220, £53,000 (+VAT £10,600)
- 29/1/18 Waveney Norse Partnership Charges, 45IN-003256, £50,500 (+VAT £10,100)
- 30/1/18 Waveney District Council LTC Elections, 0007277441, £18,618.05 (no VAT)
The Finance and Governance Committee have requested that the Waveney District Council bill for election costs is investigated by Full Council, as it is over their budget to authorise unless Full Council can grant specific approval. The amount has already been queried with Waveney District Council and a response is awaited.

225.4 Income (associated schedule) – This is as follows:
VAT income to Sept 2017 £89618.80
VAT income to Dec 2017 £24197.64
Unknown source via WDC – Inv 100054 16/2/2018 – £7941.34
Unknown source via WDC – Inv 100054 16/2/2018 – £8259.49
Unknown source via WDC – Inv 100054 16/2/2018 – £12965.14

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

The invoices have been requested from Waveney District Council to seek clarification of the three payments from an unknown source.

- 225.5 Progress of lease, costs and design for temporary office location at Hamilton House – Final costings have not yet been received. The Mayor will call an extraordinary meeting if they are received more than a week before the next Finance and Governance Committee, as this needs to be progressed and a decision is required.
- 225.6 Appointment of an Internal Auditor and internal audit arrangements – This is required by law. The recommendation is that the decision is made to select Trevor Brown CPFA, who is independent and well known to be competent and professional. Mr Brown has quoted £750 to undertake the 2017/18 End-of-Year Internal Audit for Lowestoft Town Council. Mr Brown has also quoted £500 to undertake two Interim Audit Reviews during 2018/19, and £450 to undertake the 2018/19 End-of-Year Internal Audit. This was received positively and noted that it would be favourable for the accounts to be audited three times per year. Cllr Taylor proposed selecting Trevor Brown CPFA to complete the 2017/18 End-of-Year Internal Audit at £750; two Interim Audit Reviews during 2018/19 at a cost of £500, and the 2018/19 End-of-Year Internal Audit at a cost of £450; seconded by Cllr Barron; all in favour. Cllr Taylor proposed a period of two years to commit the internal audit arrangements to Trevor Brown CPFA, then review; seconded by Cllr Barron; all in favour. An External Audit is also required by law, but this will be provided through arrangements set up with the National Association of Local Councils at a cost of £2,000 with no realistic option being available.
- 225.7 Statement of internal controls – It was requested that two Councillors review this with the Clerk and the Internal Auditor to ensure this is as robust as possible and that controls are in place. Cllrs Parker and Coleby volunteered. Cllr Barron proposed authorising Cllrs Parker and Coleby to review the statement of internal controls with the Clerk and the Internal Auditor; seconded by Cllr Graham; all in favour with one abstention.
- 225.8 Risk assessments – Every year a financial risk assessment should be produced which will be incorporated into the internal audit. This will cover all aspects of Lowestoft Town Council's finances and financial procedures. The risk assessment would need to be reviewed and it was suggested this could be completed at the Annual Meeting of the Town Council or the first Finance and Governance Committee of the financial year. The risk assessment was considered and it was noted that an electronic version would be circulated before the annual return is signed off. This will also be on the agenda for the Finance and Governance Committee. Cllr Graham proposed noting that the risk assessment is in place; seconded by Cllr Lang; all in favour.
- 225.9 Insurance arrangements – It was noted that this will be under £25,000. All Councillors voted in favour of delegated authority to the Clerk, the Mayor, the Deputy Mayor and the Chair of the Finance and Governance Committee to meet with the insurers and work out the best coverage.
- 225.10 Current position with finance officer support to the Council – It was noted that one member of staff will receive finance training, with involvement from the Clerk as well.

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

RBS can come to the office on 27 March to complete the training and set up the RBS Omega Financial software. RBS can also complete the year-end duties on 5 April and support Lowestoft Town Council in setting up its own independent and enhanced financial management systems into the next financial year.

It was noted that software and support would be desirable even if the Council had its own Finance Officer, especially as the finances will get more complex.

The cost quoted for the package alone is £2,437, plus there would need to be maintenance and support for each user (two in total) at £926 per year. Training is costed at £399 for two members of staff to be trained on-site, over four days, plus mileage. Extra support would also be required for this year, which would be £275 plus mileage.

It was recommended that the amount of £8,000 is authorised to cover this, as the mileage is variable. It was noted that it would be difficult to progress Lowestoft Town Council gaining control of its own finances without this.

It was queried whether this is a widely used software package. Enquiries have been made and this package is used by many councils.

Cllr Coleby proposed authorising the amount of £8,000 to cover all the requirements; seconded by Cllr Lang; all in favour.

226. Assets and contracts

226.1 The minutes of the previous Implementation Committee (19/02/2018) (and 5/3/2018 if available) were noted; in particular the following matters:

226.1a Leases are being progressed for the community halls – This will be referred back to Full Council before anything is put in place.

226.1b Ongoing work and recommendations on asset plans, protocols and strategies and that consideration for adoption will be on the next agenda – This was noted and no further comments were added.

226.1c Noticeboards of the Council are being progressed and that the Triangle Market noticeboard is not located on Town Council land – This was noted and no further comments were added.

226.1d Whether commemorative plaques should be progressed – It was noted that there are a number of people in Lowestoft's history who should be commemorated. It was suggested that the historical societies could have involvement, and the plaques should display the historic Lowestoft coat of arms.

The Clerk left the room at 20:19

It was noted that reconstituted slate is being considered as the material for the plaques, with four to five being introduced each year. This could include replacement of existing plaques.

Cllr Lang left the room at 20:21

226.1e Next steps for CCTV following the public meeting and in relation to the recommendations to form a sub-committee and visit CCTV elsewhere – It was noted that this was a useful meeting, in which the public had a chance to express their views.

Waveney District Council have advised they will speak with Lowestoft Town Council about making a contribution.

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

It was suggested that a sub-committee be set up to work with Norse and calculate what stakeholders should be contributing. It would also need to be decided which cameras should be replaced and the option of a wireless facility, which would save the cost of fibre optic fees. Alternative providers could also be considered.

The Clerk returned 20:23

Cllrs Patience, Bemment, Parker, Taylor, Frost, Coleby, Graham and Knight all expressed an interest in joining the sub-committee and it was suggested that an email be circulated to all Councillors requesting an expression of interest.

Cllr Graham proposed approving the formation of a sub-committee and notifying all Councillors via email, requesting expressions of interest; seconded by Cllr Coleby; all in favour.

Cllr Lang returned 20:26

Channel 5 have been in contact about featuring CCTV in Lowestoft in their programme 'Caught on Camera'. They are particularly interested in camera work which has resulted in successful prosecutions.

Norse would need to be contacted with regard to data protection etc, and this would need to be signed off by Full Council. It was noted that Lowestoft Town Council are receiving increasing interest from the press and a procedure needs to be developed for this, as waiting for a decision from Full Council may result in opportunities being missed.

Cllr Patience left the room at 20:30

It was noted that there would be CCTV records where coverage had been used in court cases.

The member of the public left the meeting at 20:31

All voted in favour to approve that the Clerk progress this with the Mayor and Deputy Mayor, ensuring that the appropriate data protection is in place.

Cllr Patience returned 20:32

226.1f Agreement to continuing the loan of the Lowestoft Collection to the Lowestoft Museum by way of a one year extension to the existing loan agreement – All Councillors voted in favour of a letter being sent granting a one year extension.

It was noted that the Lowestoft Museum are consulting with experts as to how to enhance storage of items not on display. Lowestoft Town Council has funds available to support this. It was also noted that Lowestoft Town Council will take out insurance cover within the insurance being sought at 225.9.

226.1g Whether the proposed Marina Theatre survey budget can include the exploration of development options - A £15000 budget was approved for the condition survey. A quote which includes development options has been received, which falls within that budget.

Cllr Frost proposed granting authorisation for this to be progressed; seconded by Cllr Lang; all in favour.

226.1h Ongoing asset concerns and the need to agree related policy positions – To be discussed during the confidential session.

226.1i Progressing applications to list assets as of community value – To be discussed during the confidential session.

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

226.1j Recommendation that authority to approve events on council land is delegated to the Clerk and Deputy Clerk – This was proposed by Cllr Coleby; seconded by Cllr Knight; all in favour.

226.1k Progress on the Lowestoft Vision Service Level Agreement – Implementation Committee have recommended the Council do not agree to this. They have queried whether it is required and if Lowestoft Vision could instead apply for events as and when required, or supply dates at the beginning of the year. It was not clear whether they had an existing agreement with Waveney District Council.

226.2 Any further land registration issues – No matters for discussion at this stage.

226.3 Any further developments on Charity registration (Arnold's Bequest) – There should be an update after 1 April; this will be revisited later.

226.4 A proposed Deed of Novation with the Marina Theatre has been provided by Waveney District Council – To be discussed during the confidential session.

227. Planning and Environment

227.1 The minutes of the previous Planning and Environment Committee (20/02/18) (plus 6/3/2018 if available) were noted, in particular the following matters (6/3/2018 were not yet available):

227.2 Planning application DC/18/0789/FUL – To be discussed during the confidential session.

227.3 Any planning use issues regarding Council land including Certificate of Lawfulness of Use or Development applications. – To be discussed during the confidential session.

228. Any update with the threatened closure of Lowestoft Records Office

Suffolk County Council will be holding a public consultation.

Cllr Taylor has received an invitation to represent Lowestoft Town Council at the pre-consultation meeting, but this is to be discussed later in the meeting as a separate agenda item.

229. Reported increase in crime in Lowestoft

This is in relation to an article which appeared in the Lowestoft Journal.

This could be due to more crimes being reported and a lesser police presence.

The Waveney District Council Safer Neighbourhood Team is involved and the Suffolk Police and Crime Commissioner has set up a committee to look at issues. The representative from Lowestoft has offered to take a guest along if any Councillors wish to attend. The Police and Crime Commissioner also has meetings around Suffolk periodically, where issues can be raised. It was suggested that the Chief Inspector of Lowestoft Constabulary could be invited to a Full Council meeting to discuss in more detail and advise where problems can be reported to. It was proposed that as Lowestoft Town Council is now responsible for CCTV in the area, it would be beneficial to work more closely with Waveney District Council's Community Safety Partnership. All Councillors voted in favour of writing to Waveney District Council to request the possibility of a representative from Lowestoft Town Council joining their panel.

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

230. Lowestoft Town Council Visitors Book

This was suggested as it would provide a historical record of who has visited Lowestoft Town Council's offices and the number of people who attended the meetings. It was noted that a fire register would record who was entering and leaving the building, but a visitors book would be more ceremonial, and would provide a historical record of the Council's impact on the community.

It was noted that this could be considered once Lowestoft Town Council has permanent premises.

231. Strategy for dealing with litter in Lowestoft

It was noted that Waveney Norse are only responsible for emptying bins, not removing separate bags of litter, which then leads to some litter being distributed by seagulls and other animals. It is understood that they will also not empty bins if the lids do not shut or are overflowing. It was queried whether this can be reconsidered. However, Norse cannot collect loose bags due to potential glass or sharps hazards. It was suggested that there could be one person in protective clothing on each refuse vehicle. It was also noted that there is lots of litter on the land alongside the scores, but this is a separate issue as this is private land.

Cllr Barnard left the room 20:52

It was noted that overflowing bins are too heavy for the refuse vehicles, but larger items can be removed by Waveney District Council for a charge of £39 for three items.

Cllr Barnard returned 20:54

It was queried whether these charges could be reviewed as other local authorities do not charge as much, and this could be resulting in fly tipping. Norse will action reports of fly tipping, as long as it is not on private property.

It was noted that in Kirkley Cllr Byatt is arranging a litter-pick and a skip is being ordered for residents in the area to dispose of any larger items. It was suggested this could also be arranged for all wards.

It was agreed to seek Cllr Byatt's views on the success of this at the next meeting.

232. Recommendation that Cllrs Taylor and Knight be authorised signatories for the Heritage Action Zone Memorandum of Understanding

The memorandum has not yet been received, but it was noted that it will not be signed without authority from Full Council – this is just to agree who the signatories will be.

Cllr Graham proposed for Cllrs Taylor and Knight to be the authorised signatories; seconded by Cllr Frost; all in favour.

233. Consultations

233.1 The Informal Electoral Review Consultation – It was noted that Lowestoft Town Council will be able to submit comments to the Boundary Commission in due course.

It is understood that boundaries will be based on polling stations

Cllr Frost left the room at 21:11

Ward names have not yet been considered.

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

Cllr Frost returned 21:13

It is thought this could affect Lowestoft Town Council's ward boundaries. This will be queried at next week's public meeting.

234. Regulatory and risk management

234.1 The following matters were considered:

230.1a Data Protection requirements – A toolkit on data protection has been received from SALC, and advice has been given that the Data Protection Officer can be the Deputy Clerk. An assessment of the toolkit and a proposal on who the Data Protection Officer should be will be formulated in time for the next meeting.

230.1b Training and adoption of the Safeguarding Policy – This is being progressed.

235. Service Level Agreement

235.1 Content and signatories for the Lowestoft Vision Service Level Agreement – A discussion has already been held around item 226.1k.

236. Other Committee and Governance Matters

236.1 Any changes in the membership of Committees – No changes to report.

237. Written reports from Councillors and any new representative roles

237.1 Any report on the Coastal Communities Team – Cllr Taylor will circulate the minutes once they have been received.

237.2 Any report on the Kirkley People's Forum – Cllr Taylor will circulate the minutes once they have been received.

237.3 Any report on the Lowestoft Development Group – Cllr Taylor will circulate the minutes once they have been received.

237.4 Any report on the Transport Steering Group – No updates at present.

237.5 Any report on the Plaisir Twinning Association – Cllr Lang produced a report which has been circulated. They are looking at producing a new charter between Lowestoft Town Council and Plaisir, but this has not yet been formulated. The centenary is being celebrated this year and the Deputy Clerk is producing the invite to the representatives from Plaisir for their visit in July.

237.6 Any report on the Cefas neighbourhood group – No updates at present.

237.7 Any report on the Lowestoft Transport Infrastructure Partnership – No updates at present.

237.8 Any report on the Lowestoft Railway Partnership – A presentation was made prior to the Implementation Committee meeting on 19 February by Martin Halliday of the East Suffolk Lines Community Rail Partnership. It provided an update on improvement and development work which has already started at Lowestoft Train Station and their vision and proposals for future development opportunities. It was noted that Lowestoft Town Council could not have a representative on their panel as it does not contribute financially, but individuals can become informal members of one of their Line Groups by completing the online application form, and there is no charge for this.

237.9 Any report on First Light Festival Board - No updates at present.

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

- 237.10 Any other reports and attendance – There was nothing else to report.
- 237.11 Appointing a trustee to the Lowestoft Museum – It was unanimously agreed for Cllr Lang to be appointed as the trustee to the Lowestoft Museum, with Cllr Taylor as substitute.
- 237.12 A Lowestoft Town Council representative on the Pre-Consultation Committee for the Lowestoft Records Office closure – Cllr Taylor has received an invitation to become a representative of the Pre-Consultation Committee. It was unanimously agreed to appoint Cllr Taylor as the Lowestoft Town Council representative on the Lowestoft Records Office Closure Pre-Consultation Committee.

238. Date of next Council Meeting and other key meetings

3 April 2018 Full Council
29 March 2018 Local Plan Meeting

239. Items for the next Agenda

There were no items raised.

240. Resolution to close the meeting to the public

All Councillors voted in favour to move the meeting into confidential session.

240.1 Employment matters relating to members of staff – There were no matters for discussion.

240.2 Legal matters relating to the council's assets including:

i) Consideration of application for a certificate of lawful use in relation to council land – It was noted that Waveney District Council always consult a planning lawyer on matters such as these.

It was unanimously agreed to seek advice from the WDC planning lawyer and refer this matter to the next Planning and Environment Committee meeting.

ii) Consideration of land ownership issues in relation to planning application DC/18/0789/FUL – It was noted that the Planning and Environment Committee have recommended that this application is refused. Lowestoft Town Council currently has no development plans for this land, and it was suggested that public consultation could be held to gather ideas.

iii) Consideration of policy positions relating to the WDC transfer of assets to LTC (confidential paper) – A document is being produced regarding policy positions and it was noted that until this is agreed some of the negotiations with Waveney District Council are difficult. An extraordinary meeting has already been suggested to discuss the lease, costs and design of the office space at Hamilton House, so it was noted that this matter could also be considered then. The Clerk will put together options for recommendations.

iv) Consideration of applying to list assets of community value – This is in relation to the site of the former Cooper's biscuit factory and the car park on Mariners Street, which are owned by Waveney District Council.

Cllr Parker left the room at 21:39

It was unanimously agreed to progress the application to list the sites as assets of community value. Cllr Parker was not in the room at the time of the vote.

Cllr Patience left the meeting at 21:40

Lowestoft Town Council
Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 March 2018

- v) Consideration of Marina Theatre survey proposals - A discussion has already been held under agenda item 226.1g.
- vi) Consideration of Marina Theatre deed of novation – It was suggested that independent advice is sought on this matter.

Cllr Parker returned 21:41

Concerns were also raised regarding the Zenith building, and Lowestoft Town Council taking on the Marina Theatre without it. It was said that if the Zenith building were to be sold on it would have an impact on the theatre building. This is to be investigated further.

Cllrs Parker and Barnard left the meeting at 21:42

- vii) Consideration of an extension to the loan agreement of the Lowestoft Collection – A discussion has already been held under agenda item 226.1f
- viii) Consideration of a draft Deed of Novation in relation to the Marina Theatre. – This is a duplicate of agenda item 240.1vi.

The Chair closed the meeting at 21:45

Signed:.....
22 March 2018