

Lowestoft Town Council

Full Council Meeting

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

19:30 on Tuesday 12 March 2019

MINUTES

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

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

Public: There were no members of the public in attendance

510. Welcome

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

511. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Nasima Alam, Allyson Barron, Baz Bemment, Peter Byatt, Dick Houghton, Graham Parker, Keith Patience and John Pitts. Ten Councillors voted in favour of acceptance of the apologies; one Councillor voted against.

512. Declarations of Interests and dispensations

Cllr Lang declared a pecuniary interest in item 516.4. It was noted that dispensation has been previously granted for Cllr Knight to report on matters relating to CEFAS.

513. To consider the Minutes:

- a) To consider the accuracy of the Town Council minutes of 26 February 2019 – Accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Knight; all in favour.
- b) To note the draft minutes of the Annual Assembly of the Town 5 March 2019 – The draft minutes were noted.

514. Public Forum

There were no members of the public in attendance.

515. Finance:

515.1 Consideration of the following matters:

515.1a The 2018-19 budget, monitoring and note the bank reconciliation – The bank reconciliation has been prepared for Cllr Coleby to review ahead of the next Finance and Governance Committee meeting. Budget monitoring papers were circulated ahead of the meeting.

515.1b Noting the expenditure and income reports for the month ending 28 February 2019 and March 2019 to date, including the petty cash log (schedule) – These were distributed to Councillors at the meeting, as follows:

Payments Made

Date	Person	Amount	Description
1 st March 2019	Waveney District Council	£168.00	Pakefield Street PC Business Rates
1 st March 2019	Waveney District Council	£288.00	Kensington Gardens PC Business Rates

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6 th March 2019	SCC Pension Fund	£4,495.50	February Pensions
8 th March 2019	Inspiration Trust	£2,000.00	Duke of Edinburgh Grant
8 th March 2019	Gunton Woodland Community Project	£1,014.00	Grant for Equipment
8 th March 2019	One Stop Badges	£370.00 + £ 74.00 VAT = £444.00	500 Soft Enamel Badges
8 th March 2019	Catch 22	£500.00	Suffolk Positive Futures Grant
8 th March 2019	KGB Commercial Heating	£4,230.33 + £846.07 VAT = £5,076.40	Marina Theatre Boiler Replacement
8 th March 2019	Waveney District Council	£4,093.71	12 th July Pakefield By-Election
8 th March 2019	Environtec	£525.00 + £105.00 VAT = £630.00	Legionella Risk Assessments
8 th March 2019	Shona Bendix	£18.61 + £1.32 VAT = £19.93	Reimbursement for Marina Theatre Rear Wall Monitoring Equipment
8 th March 2019	Shona Bendix	£19.95	Reimbursement for Umbrella
8 th March 2019	Mark Speller	£5.89	Travel Reimbursement
8 th March 2019	Sarah Foote	£70.10	Travel Reimbursement
8 th March 2019	Npower	£27.45 + £1.37 VAT = £28.82	Sparrows Nest Bandstand Electricity 1/1/19 to 25/1/19
8 th March 2019	Npower	£20.48 + £1.02 VAT = £21.50	Sparrows Nest Bandstand Electricity 1/12/18 to 31/12/18
8 th March 2019	Npower	£60.28 + £3.01 VAT = £63.29	Sparrows Nest Bowls Electricity 1/1/19 to 31/1/19
8 th March 2019	Npower	£36.51 + £1.83 VAT = £38.34	Sparrows Nest Bowls Electricity 1/12/18 to 31/12/18
8 th March 2019	Npower	£222.42 + £44.48 VAT = £266.90	Sparrows Nest Lighting and Pond Electricity 1/1/19 to 25/1/19
8 th March 2019	Npower	£90.11 + £4.51 VAT = £94.62	Sparrows Nest Lighting and Pond Electricity 1/12/18 to 31/12/18
8 th March 2019	Npower	£113.83 + £5.69 VAT = £119.52	Sparrows Nest Toilet Electricity 1/1/19 to 25/1/19
8 th March 2019	Npower	£60.22 + £3.01 VAT = £63.23	Sparrows Nest Toilet Electricity 1/12/18 to 31/12/18
8 th March 2019	Npower	£164.40 + £8.22 VAT = £172.62	Triangle Market Electricity 1/1/19 to 31/1/19
8 th March 2019	Npower	£163.84 + £8.19 VAT = £172.03	Triangle Market Electricity 1/12/18 to 31/12/18

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8 th March 2019	Npower	£146.69 + £7.33 VAT = £154.02	Town Hall Electricity 1/1/19 to 31/1/19
8 th March 2019	Npower	£142.73 + £7.14 VAT = £149.87	Town Hall Electricity 1/12/18 to 31/12/18
8 th March 2019	Npower	£28.68 + £1.43 VAT = £30.11	Kirkley Cliff Road PC Electricity 1/1/19 to 31/1/19
8 th March 2019	Npower	£50.74 + £2.54 VAT = £53.28	Kirkley Cliff Road PC Electricity 1/12/18 to 31/12/18
8 th March 2019	Npower	£55.90 + £2.80 = £58.70	Kensington Gardens Toilets and Bowls Electricity 1/1/19 to 31/1/19
8 th March 2019	Npower	£45.45 + £2.27 VAT = £47.72	Kensington Gardens Toilets and Bowls Electricity 1/12/18 to 31/12/18
8 th March 2019	Npower	£482.59 + £96.52 VAT = £579.11	Normanston Park PC and Changing Rooms Electricity 1/1/19 to 31/1/19
8 th March 2019	Npower	£54.75 + £2.74 VAT = £57.49	Normanston Park PC and Changing Rooms Electricity 1/12/18 to 31/12/18
8 th March 2019	Npower	£250.41 + £50.08 VAT = £300.49	Denes Oval Pavilion Electricity 1/1/19 to 31/1/19
8 th March 2019	Npower	£181.59 + £36.32 VAT = £217.91	Denes Oval Pavilion Electricity 1/12/18 to 31/12/18
8 th March 2019	Npower	£27.28 + £1.36 VAT = £28.64	Lowestoft Cemetery Public Conveniences Electricity 1/1/19 to 31/1/19
8 th March 2019	Npower	£25.36 + £1.27 VAT = £26.63	Lowestoft Cemetery Public Conveniences Electricity 1/12/18 to 31/12/18
8 th March 2019	Npower	£39.97 + £2.00 VAT = £41.97	Pakefield Street Public Conveniences Electricity 1/1/19 to 31/1/19
8 th March 2019	Npower	£39.03 + £1.95 VAT = £40.98	Pakefield Street Public Conveniences Electricity 1/12/18 to 31/12/18
11 th March 2019	Lowestoft Guides	£1,040.00	Grant

Petty Cash

Date	Description	Cash in	Cash out	Balance
7/2/18	Opening Balance	£181.23		£181.23
25/2/18	Market Income	£59.50		£240.73
5/3/19	Market Income	£59.50		£300.23
11/3/19	Market Income	£59.50		£359.73

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11/3/19	Stationery, Coffee and Milk		£37.70	£322.03
12/3/19	Meeting Refreshments		£36.06	£285.97
12/3/19	Reimbursement for Civic Umbrellas		£179.55	£106.42

Payments to be authorised

Person	Amount	Description
Survey Monkey	£340.00	Annual Subscription to Survey Monkey
Shona Bendix	£3.50	Travel and Meeting Expenses Reimbursement
Npower	£69.92 + £13.98 VAT = £83.90	CCTV Electricity 1/2/19 to 28/2/19
Waveney District Council	£1841.25	Links Road Car Park Business Rates

Cllr Graham proposed noting of the income and expenditure reports and petty cash log and authorisation of the payments to be made; seconded by Cllr Green; all in favour.

Full Council previously agreed to a £250 rolling balance for petty cash. Rental income from Waveney Norse for the Triangle Market stallholders was being added to petty cash, as approved by Council. Rental income has now increased as more of the stalls have been open, which has taken the petty cash balance above £250. The reimbursement for the purchase of umbrellas for civic events has been taken out of petty cash, rather than the additional money being banked and incurring bank charges. Cllr Graham signed the reimbursement from petty cash and a log of all transactions through petty cash is kept, the relevant safeguards are in place and this will be subject to audit. If the balance exceeds £250 during the moratorium period the Clerk will bank the additional funds. It was agreed that in due course it would be preferable for stall holders to pay their rent via direct debit and enquiries will be made into this.

515.1c Noting any payments previously approved (schedule and see **515.1b**) – There were no further payments to note in addition to those listed in the schedule at item 515.1b.

515.1d Noting the receipt of the audited accounts for Tingdene for the purpose of rent (confidential) – For discussion during the confidential session.

515.1e Consideration of any payments for approval (see schedule), including the following:

515.1ei Grant application from the Royal Philharmonic Orchestra – An application was received for a grant of £500 for delivery of the Royal Philharmonic Orchestra's Lullaby Project in Lowestoft.

Cllr Green proposed approval of the grant application of £500 from the Royal Philharmonic Orchestra; seconded by Cllr Lang; ten Councillors voted in favour; one Councillor voted against.

515.1eii Invoice from Rialtas Business Solutions Ltd for £1,111.20 for the Annual User Licence of the RBS software and to consider an annual budget of £1,000 with delegated authority to the Clerk – Cllr Knight proposed approval of payment of the invoice, with delegated authority to the Clerk of up to £2,000 (excluding VAT), on an ongoing basis; seconded by Cllr Coleby; all in favour.

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515.1eiii Business Improvement District Bill 2019/20 for £1,185 – Cllr Taylor proposed approval of payment of the Business Improvement District Bill for 2019/20 of £1,185; seconded by Cllr Knight; all in favour.

515.1eiv National Non Domestic Rate Demand 2019/20 for the Kensington Gardens Public Conveniences for £2,062.20 – This does not have to be paid as a lump sum. If approved, instalment payments will be set up for the year. It was confirmed that this amount is due for the financial year 2019 – 2020. The exemption for public conveniences applies from the year 2020 – 2021.

Cllr Green proposed approval of payment of the National Non-Domestic Rate Demands as detailed in items 515.1eiv – 515.1evi, to be paid via instalments; seconded by Cllr Graham; all in favour.

515.1ev National Non Domestic Rate Demand 2019/20 for the Pakefield Street Public Conveniences for £1,202.95 – This was included in the consideration of item 515.1eiv.

515.1evi National Non Domestic Rate Demand 2019/20 for the Sparrows Nest Bowls Club for £1,080.20 – This was included in the consideration of item 515.1eiv.

Waveney District Council are working on a project at the Royal Green Seafront Play Area, to provide a play area provision for toddlers. It has requested £10,000 worth of funding from Lowestoft Town Council in support of this. Councillors considered that it would not be appropriate to support such a project at the approach of the moratorium period. It was agreed that Lowestoft Town Council should prioritise its funding towards its own play areas, for which it does not receive financial assistance from Waveney District Council.

Cllr Barnard proposed to decline the request from Waveney District Council for £10,000 of funding for its Royal Green Seafront Play Area project; seconded by Cllr Frost; all in favour.

6 June 2019 marks the 75th Anniversary of the D Day landings. Cllr Graham suggested that a commemorative event could be held in Sparrows Nest on 8 June, which is also the Queen's 93rd Birthday. Enquiries are being made to secure a swing band. It was suggested the event could run between 17:30 – 20:00. The War Museum and the military could be invited to be involved, along with recreationists and a display of wartime vehicles. A vintage fair was suggested and it was agreed to revisit this separately.

Cllr Collecott proposed approval of the D Day commemoration event on Saturday 8 June, with a budget of £1,500 from the Events budget; seconded by Cllr Knight; all in favour.

At yesterday's meeting of the Assets, Inclusion and Development (AID) Committee, there were finance-related recommendations. It was reported that the asbestos extraction and ceiling reinstatement works at the Denes Oval Pavilion require a further budget allocation of £2,200 (+VAT). The Facilities and Contracts Manager will gain quotes for the roof and replacement of soil vent pipes. Four wooden pillars at the Kensington Gardens Bowls Pavilion require replacement at a total cost of £7,500 (+VAT). A maximum budget of £250 was recommended to replace signage at public conveniences giving stockists of radar keys. The Marina Theatre have agreed to supply them, along with DIAL and Lowestoft Shopmobility. A replacement bench of the same specification at Rosedale Park will cost £600, to be installed following the May half term break. District and County Councillor Jenny Ceresa has offered locality funding towards the replacement bench. It was however recommended that any enquiries regarding this be made following the election. The instruction has been given for the damaged bench to be removed. A brick pier at Kensington Gardens requires replacement, for a total sum of £855.

Cllr Graham proposed approval of the expenditure identified at yesterday's AID Committee meeting as detailed; seconded by Cllr Knight; all in favour.

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Following an issue with the alarms at the Town Hall, authority was delegated to the Clerk to source an alarm and key holding service for the best possible value for money.

A sign at the war memorial in Belle Vue Park refers visitors to a book, previously located at the Town Hall. It was requested that the current location of the book is determined and arrangements are made to update the sign.

515.1f Noting the receipt of the audited accounts for Tingdene for the purpose of rent (confidential) – To be discussed during the confidential session.

515.1g Any updates with the 2019-20 budget – There were no updates to consider.

515.1h Progress with preparation for external audit and documentation and procedure reviews – A meeting paper from the RFO was distributed to Councillors at the meeting. A three-year agreement is in place with Zurich for insurance cover. This is reviewed annually and when there are any changes, such as the acquisition of artefacts from Waveney District Council (an additional payment of £149.95) and the recent purchase of war medals (an additional payment of £2.89). Further amendments to the insurance cover were considered at yesterday's meeting of the AID Committee, such as additional cover for Arnold's Bequest and reduction in cover with the removal of Gunton Warren. The AID Committee recommended delegating authority to the Clerk to further progress insurance as required. Insurance for play equipment and other items is being reviewed by the Finance and Governance Committee initially, to determine whether additional self-insurance is appropriate. Incidents of vandalism of Lowestoft Town Council property are logged for insurance, security and budgeting purposes. The services being offered by other insurance providers is being monitored but it was noted that Zurich have offered a good service to date.

The asset register was projected at the meeting and it was noted that Councillors were shown the latest amendments to it, including the transfer of ownership of Gunton Warren back to Waveney District Council. A version of the register is on the website and it also available for Councillors to view at any time. The following recommendations were made by the RFO:

- Authority is delegated to the Clerk for administration of insurance arrangements and to progress any claims, valuations and additional cover required to safeguard the Council's interests, including as detailed in the meeting paper.
- The Council consider and agree the current insurance arrangements as part of the annual review of the Council's financial safeguards.
- The Council note the Asset Register, and note the opportunity for further review by Committee.

The Council has a Risk Assessment and Management Policy and a Financial Risk Assessment, which were both displayed at the meeting. These have been reviewed but can be further scrutinised by the Finance and Governance Committee at their meeting this week. These will also be scrutinised by the Internal Auditor. The following recommendation was made by the RFO:

- The Council note and adopted the reviewed documents and note the opportunity for further review at the Committee.

The Council has an internal controls process and checking sheet, which was displayed at the meeting. Cllrs Coleby and Parker were previously appointed as Internal Controllers. Arrangements will be made with them to conduct the internal controls check prior to the internal audit. The following recommendation was made by the RFO:

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- The Council confirm its arrangements for internal control and note the forthcoming internal control checks by the nominated Councillors.

The RBS software was discussed earlier in the meeting. It was noted that the RBS software was effective and provided good support.

The market for internal auditors has been assessed. Trevor Brown has previously completed the Council's internal audit and remains, competent, suitably qualified and independent. The RFO made the following recommendation:

- The services of Trevor Brown are maintained for the next two financial years, presuming that the costs of his service do not increase disproportionately and remain competitive. Authority to be delegated to the Clerk to progress the retention of internal audit services for the next two years with a budget not exceeding £2,000.
- The Council notes that the mandatory external auditor remains PK Littlejohn for 2018-19 the cost is non-negotiable.

Councillor signatories for banking and payments will be reviewed at the first meeting of the Council following the elections. In the interim, any payments which can be set up in advance will be. The following recommendations were made by the RFO:

- Authority be delegated to the Clerk to authorise emergency and time-urgent expenditure until the first meeting of the new Council. Normal financial safeguards remain in place.
- Up to five Councillor signatories are obtained from the new Council.
- The Council notes that payments will be fully up to date following approval at tonight's meeting.

The AID Committee made a recommendation to delegate authority to the Clerk to deal with any ongoing and new legal matters that arise until the new Council is in place in May 2019. The legal budget is in place and expenditure would remain within those financial parameters and subject to normal financial safeguards. The Clerk will continue to liaise with Councillors as necessary. New and known ongoing matters were detailed in the meeting paper.

It was noted that an RFO has been appointed and the responsibility is incorporated into the Clerk's job description. The Council remains compliant.

Standing Orders have been reviewed and amended to reflect that Committee and Sub-Committee meetings shall finish no later than 21:30 and to reflect the change of name of the Implementation Committee to the Assets, Inclusion and Development Committee. The Financial Regulations were reviewed to reflect the new petty cash policy. There was a recommendation from the RFO as follows:

- As part of the formal annual review process, the Council notes and adopts both the Standing Orders and Financial Regulations, as reviewed, and notes that they will again be presented for adoption by Full Council in May 2019.

Cllr Coleby proposed approval of all the recommendations as detailed at item 515.1h and in the accompanying meeting paper; seconded by Cllr Green; all in favour.

515.1i Recommendations regarding leisure fees for 2019-20 – There has been some confusion over the decision made during the budget-setting process, regarding the charges being applied to the public and sports clubs, and the accompanying grant awarding process. Waveney Norse have provided data as to the income received in 2017, but this does not include data as to the individual charges applied. It was thought the income for the Works League Cricket may not be accurate. It is understood some tennis coaching may have been taking place and it was

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suggested that checks should be made to ensure the appropriate insurance cover is in place and whether charges have been applied for these sessions. It was suggested that the schedule of fees be reviewed as part of the next budget-setting process.

Cllr Graham proposed deferring this matter to the Finance and Governance Committee, to consider re-introducing charges to sports clubs, but consider arrangements to cover the costs of those that have engaged with the Council and reinvested the money saved. It was further proposed that the Finance and Governance Committee should consider keeping the facilities free of charge for members of the public to use and reviewing the charges applied to clubs as part of the budget setting process; seconded by Cllr Taylor; ten Councillors voted in favour; one Councillor voted against.

515.1j Noting the Order of Costs and Priority Table from the Marina Theatre Condition Survey Report – This was noted.

515.1k Consideration approval of the purchase of twenty tablets for Councillors, an associated budget and any recommendations from the Assets, Inclusion and Development Committee regarding a specification – The AID Committee made a recommendation at yesterday's meeting for Cllrs Coleby, Graham, Taylor and the Clerk to put together a specification, with the assistance of East Coast Community Healthcare (ECCH). ECCH have recommended a model which they think would be suitable, which was displayed to Councillors at the meeting.

Cllr Graham proposed approval of the recommendation for a specification to be put together and presented to the new Council at their first meeting; seconded by Cllr Collecott; all in favour.

515.1l Noting that a review of Standing Orders has taken place – This was covered by discussions earlier in the meeting.

516. Assets, Inclusion and Development:

516.1 Receipt of the minutes of the previous Assets, Inclusion and Development Committee meetings (11 March 2019), including the following:

516.1a Consideration of a recommendation for a stall on the Triangle Market – This is a gourmet burger stall. The recommendation from the AID Committee was to approve this application.

516.1b Consideration of any recommendations regarding the Acquisitions and Disposals Policy – The additional forms have been completed as requested. The recommendation from the AID Committee is to adopt the Acquisitions and Disposals Policy.

Cllr Graham proposed approval of the recommendations from items 516.1a and 516.1b; seconded by Cllr Knight; all in favour.

There was also a recommendation from the AID Committee to approve Suffolk County Council's Big Yellow Fish Project.

Cllr Coleby proposed approval of the recommendation to approve Suffolk County Council's Big Yellow Fish Project; seconded by Cllr Graham; all in favour.

The AID Committee have recommended locations for the noticeboards. Two of the locations are hardstanding so those noticeboards will have feet rather than being embedded.

Cllr Coleby proposed approval for the installation of the noticeboards as recommended by the AID Committee; seconded by Cllr Lang; all in favour.

516.2 Consideration of whether to contact Waveney District Council regarding incidents of theft and vandalism in cemeteries – This was raised at the AID Committee meeting but the Committee felt they did not have enough information to discuss the issue. It was explained that there have been incidents of graves being vandalised and items stolen from them. It was requested

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that Lowestoft Town Council formally write to Waveney District Council to voice its concerns and enquire what action Waveney District Council is taking to address this.

All Councillors voted in favour of the Clerk writing to Waveney District Council to find out how it is looking to address the concerns being raised.

- 516.3** Consideration of the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential) – To be discussed during the confidential session.
- 516.4** Consideration of the CCTV contract (confidential) – To be discussed during the confidential session.
- 516.5** Consideration of the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential) – To be discussed during the confidential session.
- 516.6** Consideration of legal issues affecting leased land on North Denes (confidential), including the following:
- 516.6a** Compensation relating to utilities (confidential) – To be discussed during the confidential session.
- 516.6b** Legal disputes over 'Phase 3' (confidential) – To be discussed during the confidential session.
- 516.6c** Legal disputes over rent (confidential) – To be discussed during the confidential session.
- 516.6d** Consideration of a recommendation to write to the leaseholder of the caravan site (confidential) – To be discussed during the confidential session.
- 516.7** Consideration of legal matters relating to any other open spaces, including the Normanston Park Skate Park (confidential) – To be discussed during the confidential session.
- 516.8** Consideration of progress with The Ness, including the following:
- 516.8a** Consideration of a licence to occupy The Ness for Waveney District Council (confidential) – To be discussed during the confidential session.

517. Planning and Environment:

- 517.1** Receipt of the minutes of the previous Planning and Environment Committee meetings (12 March 2019)
- 517.2** Consideration of any recommendations regarding Suffolk County Council's Big Yellow Fish Project – The AID Committee recommended approval of the project and Full Council voted to accept this earlier in the meeting. The Planning and Environment Committee also recommended approval of this project at their meeting today.
- 517.3** Consideration of the reporting and governing structure of the Sub-Committee looking at proposals to protect the North Denes land – Cllr Coleby proposed that a Working Group be set up, to report to Full Council; seconded by Cllr Taylor; all in favour.
All Councillors will be invited to join. It was requested that the Working Group meet either directly before or directly after the Neighbourhood Plan Working Group meetings, if possible.

518. Consideration of matters arising from the Annual Assembly of the Town, including the following:

- 518.1** Speakers for the 2020 Annual Assembly of the Town – It was suggested that a representative of the food banks in the town should be invited to speak, and could be invited to June's Full Council meeting. This would need to be agreed at the first meeting of the new Council in May. It was requested that Access Community Trust be given more time to present at the 2020 Annual Assembly of the Town, so they may talk about more of the projects they are involved with.
- 518.2** A request for a Lowestoft Town Council time capsule – Save Our Records Office, who made the request, has offered a donation of £500 towards it, but has requested that it be made clear

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there is no intention to politicise the Town Council. It was suggested that the capsule could be buried on Lowestoft Town Council owned land and the burial of it could coincide with a heritage event, such as the Heritage Open Days. Local schools may also be doing a time capsule project next year to commemorate Holocaust Memorial Day, which the Town Council may wish to be involved with.

Cllr Graham proposed approval of Lowestoft Town Council organising the burial of a time capsule for Lowestoft; seconded by Cllr Knight; all in favour.

518.3 The offer of a gift to Lowestoft Town Council of a mahogany display case – This was displayed to Councillors at the meeting.

All Councillors voted in favour of accepting the gift.

The Acquisitions and Disposals Policy was adopted earlier in the meeting. As per the policy, the necessary forms will now be sent to the person who offered the gift to complete.

519. Policy and consultation matters

519.1 The Records Office – There were no updates to consider.

519.2 Lowestoft Hospital – There were no updates to consider.

520. Written reports from Councillors and any new representative roles

520.1 Report on the Coastal Communities Team – There were no updates to consider.

520.2 Report on the Kirkley People's Forum – There were no updates to consider.

520.3 Report on the Lowestoft Development Group – There were no updates to consider.

520.4 Report on the Plaisir Twinning Association – The Association is meeting this evening. They have approached the Town Council requesting the donation of a prize for their raffle. Cllr Coleby proposed a budget of £15 with delegated authority to the Clerk to purchase the prize; seconded by Cllr Knight; all in favour.

520.5 Report on the Cefas neighbourhood group – There were no updates to consider.

520.6 Report on the Lowestoft Transport Infrastructure Partnership – There were no updates to consider.

520.7 Report on First Light Festival Board – There were no updates to consider.

520.8 Report on the Lowestoft Museum – There were no updates to consider.

520.9 Report from the Records Office meetings – There were no updates to consider.

520.10 Report from the new East Suffolk Council – There were no updates to consider.

520.11 Report from the Third Crossing Group – There were no updates to consider.

520.12 Report from the Heritage Action Zone – There were no updates to consider.

520.13 Report from the Kirkley Business Association – There were no updates to consider.

520.14 Report from the Community Enabler Project Board – There were no updates to consider.

520.15 Report from The Ness Steering Group – There were no updates to consider.

520.16 Report from the Lowestoft Regeneration and Growth Board meeting – There were no updates to consider.

520.17 Report from the Cultural Board – There were no updates to consider.

520.18 Report from Lowestoft Photo Project – A grant application has been submitted, which will be considered by the Finance and Governance Committee at their meeting this week.

520.19 Report from Lowestoft Members Focus Group – There were no updates to consider.

520.20 Report from Sunrise Coast Heritage Guild – There were no updates to consider.

520.21 Report from the Waveney Parishes Forum – There were no updates to consider.

520.22 Report from the Waveney Disability Forum and to consider a formal representative – The Forum meets quarterly. It was agreed that a formal representative from the Town Council should be considered at the first meeting of the new Council.

520.23 Any other reports – There were no other reports for consideration.

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521. Legal:

521.1 Consideration of any legal matters affecting the Council, including those at 516 above as required – To be discussed during the confidential session.

522. Date of the next meeting

The first meeting of the new Council will be 14 May 2019.

523. Items for the next agenda

It was requested that the sign at the Belle Vue Park war memorial, as raised earlier in the meeting, be investigated. It was agreed this would be taken forward by the AID Committee, as they will be looking at signage more widely across the Town Council's assets.

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

524. Resolution to close the meeting to the public:

524.1 Any legal issues including those at 515.1d, 515.1f, 516.3 – 516.8 and 521 above as required – These were discussed as follows:

515.1d Noting the receipt of the audited accounts for Tingdene for the purpose of rent (confidential) – This was noted and an invoice for the sum of the rent payable has been issued.

515.1f - It was noted that this is a duplicate of item 515.1d.

516.3 Consideration of the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential) – A recommendation was made at yesterday's AID Committee meeting to grant delegated authority to Cllrs Coleby, Graham and the Clerk to review the legal advice recently received and for Cllrs Graham and Green to sign the document following this, if no amendments are required.

Cllr Graham proposed approval of the recommendation; seconded by Cllr Knight; all in favour.

516.4 Consideration of the CCTV contract (confidential) –

Cllr Lang left the room 21:02 for the discussion of this item

This was considered and is still ongoing. The latest legal advice was explained.

Cllr Lang returned 21:07

It was noted that there was limited acknowledgement by the Marina Theatre of their work with Lowestoft Town Council during their speech at the Annual Assembly of the Town.

516.5 Consideration of the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential) – At their meeting yesterday, the AID Committee recommended delegating authority to Cllrs Coleby, Graham and the Clerk to progress this matter, with Cllrs Coleby and Graham as the signatories.

516.6 Consideration of legal issues affecting leased land on North Denes (confidential), including the following:

516.6a Compensation relating to utilities (confidential) – Cllr Frost made a confidential proposal; seconded by Cllr Knight; ten Councillors voted in favour; one Councillor abstained from the vote.

516.6b Legal disputes over 'Phase 3' (confidential) – This was considered and is still ongoing. The latest legal advice was explained.

516.6c Legal disputes over rent (confidential) – This was considered and the legal advice received was relayed to Councillors.

516.6d Consideration of a recommendation to write to the leaseholder of the caravan site (confidential) – A letter has been sent to the leaseholder.

Concerns relating to ethical behaviour of certain parties involved with matters relating to the North Denes were raised. The Clerk will issue a formal response in consultation with the

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Mayor and will raise the issue with the Personnel Committee, Democratic Services and consider legal action if necessary.

516.7 Consideration of legal matters relating to any other open spaces, including the Normanston Park Skate Park (confidential) – This was considered and the legal advice received was relayed to Councillors.

516.8 Consideration of progress with The Ness, including the following:

516.8a Consideration of a licence to occupy The Ness for Waveney District Council (confidential) – This was considered and the legal advice received was relayed to Councillors.

524.2 Any employment matters – There were no matters for consideration.

The Chair closed the meeting 21:26.

Signed:

14 May 2019

DRAFT