

# Lowestoft Town Council

## Full Council Meeting

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

19:30 on Tuesday 22 January 2019

### MINUTES

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

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

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

#### **481. Welcome**

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

#### **482. To receive and consider acceptance of apologies for absence**

Apologies were received from Cllrs Peter Byatt, Peter Collecott, Dick Houghton, Peter Lang and John Pitts. Cllr June Ford had not provided apologies and was absent. Cllr Coleby proposed acceptance of the apologies and noting of the absence; seconded by Cllr Knight; all in favour.

#### **483. Declarations of Interests and dispensations**

As Waveney District Councillors, Cllrs Graham, Green and Patience declared a local non-pecuniary interest in any matters relating to Waveney District Council.

The Communications Assistant and Committee Clerk declared a personal interest in item 486.1g.

#### **484. To consider the accuracy of the Minutes:**

a) 16 January 2019 – Accepted as accurate. Proposed by Cllr Coleby; seconded by Cllr Parker; all in favour.

#### **485. Public Forum**

A member of the public expressed concern regarding vandalism in Kensington Gardens. The Friends Group have been working to restore the gardens. The Council expressed thanks to the Friends Group for the work they are completing and were encouraged to report any incidents of vandalism to Lowestoft Town Council. The Council is committed to ensuring as many of its sites as possible are covered by CCTV.

A member of the public spoke of the former Lowestoft Hospital site. The Council has not been made aware of any further developments but will monitor the situation to ensure any work on the site is appropriate given the presence of a war memorial. The member of the public enquired as to whether any discussions had taken place with Lowestoft Town Council prior to the announcement of the closure of Dip Farm Pitch and Putt. No discussions have taken place but the Council has submitted an application to register the land as an asset of community value. The member of the public enquired as to the lease for the Kirkley and Pakefield Football Club. No changes have been made to the lease at present.

#### **486. Finance:**

**486.1** Receipt of the minutes of the previous Finance and Governance Committee Meeting (10 January 2019) and consideration the following matters in particular:

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**486.1a** The 2018-19 budget, monitoring and note the bank reconciliation – A virements paper was handed to Councillors at the meeting. A recent Budget Working Group meeting had identified a need to amend the budget for Hamilton House in the 2018/19 budget. It was clarified that there had not been an overspend. All expenditure relating to Hamilton House had been approved by Full Council but it had not been specified which budget heading the expenditure should be made from. A total of £112,584 needed to be taken from elsewhere in the budget. The Budget Working Group identified areas of underspend at the meeting and these were explained to Councillors. A total underspend/additional income of £113,400 was identified. It was proposed that the difference of £816 could be put towards payment of Business Rates for Hamilton House.

Cllr Coleby proposed that the virements take place as detailed in the Virement Proposals paper; seconded by Cllr Barron; all in favour.

It was confirmed that all papers (other than confidential papers) will be published on the website. The 2018/19 budget papers were circulated to Councillors in advance of the meeting and there were no queries. It was noted that the bank reconciliation up to 31 December 2018 had been completed, and checked by Cllr Coleby.

**486.1b** Noting of the expenditure and income reports for the month ending 31 December 2018 and January 2019 to date – December's reports were circulated in advance of the meeting, as follows:

December 2018 - Income		
Date	Description	Amount
03/12/2018	Rental income from tenant	£213.16
06/12/2018	Town Hall grant from Heritage England	£21,000
10/12/2018	Rental income from tenant	£6,125
11/12/2018	Rental income from tenant	£1,165
11/12/2018	Rental income from tenant	£625
13/12/2018	Suffolk County Council – Locality Funding WW1 Event	£2,050
14/12/2018	Rental income from tenant	£1,000
20/12/2018	Rental income from tenant	£775
27/12/2018	Rental income from tenant	£225.60
28/12/2018	Rental income from tenant	£213.16
28/12/2018	Rental income from tenant	£6,000
December 2018 – Expenditure		
Date	Description	Amount
03/12/2018	Waveney District Council – Triangle Market Business Rates	£113
06/12/2018	Suffolk Pension Fund – Employee Pension November 2018	£1,185.05
06/12/2018	Suffolk Pension Fund – Employer Pension November 2018	£3,806.68
11/12/2018	Mark Speller – Mileage and office reimbursement	£27.84
11/12/2018	Sarah Foote – Paper reimbursement	£21.64 + £4.34 VAT = £25.98
11/12/2018	Shona Bendix – Power outlet x4 reimbursement	£46.64 + £9.32 VAT = £55.96
12/12/2018	HMRC – October 2018 with interest	£4,898.70
14/12/2018	The Royal British Legion – Poppy Wreaths	£68.50

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14/12/2018	St Johns Ambulance – 11/11/18 First Aid and cover	£96 + £19.20 VAT = £115.20
14/12/2018	Liquid DJ – Sound system Belle Vue Park 07/10/18	£250
14/12/2018	Lowestoft Community Church – Conversational English Group grant	£910
14/12/2018	Cllr Sue Barnard – Gainsborough Drive meeting room hire	£100
14/12/2018	Lowestoft Shopmobility – Grant	£500
14/12/2018	Liquid DJ – Sound system Remembrance Day	£650
14/12/2018	Waveney Norse – Partnership Charges	£58,300 + £11,660 VAT = £69,960
14/12/2018	DIAL – Grant	£2,000
14/12/2018	Blachere Illumination UK Ltd – Festive lights	£10,410.50 + £2,082.10 = £12,492.60
14/12/2018	London Road Baptist Church – Whitton Life Grant	£500
14/12/2018	Archant – Town Hall tender advert	£405 + £81 VAT = £486
14/12/2018	Archant – Gunton Warren disposal advert	£244.80 + £48.96 VAT = £293.76
14/12/2018	Waveney Norse – Town Hall emergency work	£1,526.27 + £305.25 VAT = £1,831.52
17/12/2018	Waveney Norse – Belle Vue Park Poppy Garden pathway	£10,174.42 + £2,034.88 VAT = £12,209.30
21/12/2018	December 2018 salaries	£9,815.49
21/12/2018	Mark Speller – travel reimbursement	£6.84
21/12/2018	Sarah Foote – Civic and travel reimbursement	£8.50
21/12/2018	Sarah Foote – The Ness room hire expense reimbursement	£65.46
21/12/2018	Sarah Foote – Office launch reimbursement	£74.06
21/12/2018	Natwest – Manual credit handling charge	£0.90
21/12/2018	HMRC – November 2018	£4,905.77
31/12/2018	Waveney District Council – Pakefield Street public conveniences Business Rates	£168
31/12/2018	Waveney District Council – Kensington Gardens public conveniences Business Rates	£288
31/12/2018	Unity Trust Bank – Bank charge	£39

January's reports were handed to Councillors at the meeting and projected, as follows:

### Payments Made

Date	Person	Description	Amount
2 <sup>nd</sup> January 2019	Waveney District Council	Triangle Market Business Rates	£113.00

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2 <sup>nd</sup> January 2019	Essex and Suffolk Water	Normanston Changing Rooms Water Bill	£1511.44
2 <sup>nd</sup> January 2019	Waveney Norse	Partnership Charges December 2018	£58400.00 + £11680.00 VAT = £70080.00
2 <sup>nd</sup> January 2019	Cozens UK	Festive Light Installation	£8960.00 + £1792.00 VAT = £10752.00
2 <sup>nd</sup> January 2019	Nicholsons Solicitors	Legal Advice for North Denes	£1290.33 + £252.07 VAT = £1542.40
2 <sup>nd</sup> January 2019	Nicholsons Solicitors	Legal Advice for Hamilton House Lease, Gunton Warren, Normanston Skate Park, and the Sea Wall	£2036.00 + £406.60 VAT = £2442.60
2 <sup>nd</sup> January 2019	Shona Bendix	Paper Reimbursement	£18.32 + £3.67 VAT = £21.99
2 <sup>nd</sup> January 2019	Environtec	Legionella Risk Assessment	£535.00 + 107.00 VAT = £642.00
3 <sup>rd</sup> January 2019	Shona Bendix	Travel and Stationery Reimbursement	£30.19
3 <sup>rd</sup> January 2019	NALC	NALC Spring Conference x2	£520.00 + £104.00 VAT = £624.00
3 <sup>rd</sup> January 2019	First Light Festival	First Light Festival Grant	£10800.00
3 <sup>rd</sup> January 2019	Sarah Foote	Travel Reimbursement	£19.20
4 <sup>th</sup> January 2019	Suffolk County Council	December Pensions	£4475.68
11 <sup>th</sup> January 2019	Compass	Office Furniture – Draws	£227.50 + £45.50 VAT = £273.00
11 <sup>th</sup> January 2019	The Bugle Magazine	Bugle Article January 2019	£184.00
11 <sup>th</sup> January 2019	Norfolk County Council	AAT Level 2 Training	£1000.00
14 <sup>th</sup> January 2019	UK Graphics & Engraving Ltd	LTC Stickers to update asset signage	£90.00 + £18.00 VAT = £108.00
14 <sup>th</sup> January 2019	HMRC	PAYE Payment December 2018	£4055.10
16 <sup>th</sup> January 2019	Lowestoft Boxing Academy	Lowestoft Boxing Academy Grant	£2000.00
16 <sup>th</sup> January 2019	Environtec	Legionella Risk Assessment	£1235.00 + £247.00 VAT = £1482.00
16 <sup>th</sup> January 2019	Vertas	Movement of Chairs for Remembrance Day	£65.00 + £13.00 VAT = £78.00
18 <sup>th</sup> January 2019	Waveney District Council	Marina Theatre Reimbursement of 17/18 Partnership Agreement	£150000.00 + £30000.00 VAT = £180000.00
21 <sup>st</sup> January 2019	PWLB	Marina Theatre Box Office Loan Repayment	£7390.00

### Income Received

Date	Person	Description	Amount
16 <sup>th</sup> January 2019	Tenant	Tenant Income	£6125.00

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### Arnold's Bequest Charity Land Income

Date	Person	Description	Amount
22 <sup>nd</sup> January 2019	Tenant	Tenant Income	£625.00

### Petty Cash

Date	Details	Cash In	Cash Out	Balance
11/12/18	Sports/Leisure Till Money	£180.00		£180.00
11/12/18	25 x 1 <sup>st</sup> Class Stamps		£16.75	£163.25
23/11/18	6 x 2 <sup>nd</sup> Class Stamps		£3.48	£159.77
4/12/18	Envelopes		£4.99	£154.78
4/12/18	20 x 2 <sup>nd</sup> Class Stamps		£11.60	£143.18
17/12/18	Milk and Coffee		£5.58	£137.60
3/1/19	Coffee		£4.47	£133.13
3/1/19	Stamps		£6.96	£126.17
7/1/19	Triangle Market Income	£18.00		£144.17
10/1/19	Tea/Coffee/Sugar Canister		£6.00	£138.17
11/1/19	Milk		£1.60	£136.57
11/1/19	Land Registry Fee		£3.00	£133.57
14/1/19	Market Income	£54.50		£188.07
14/1/19	Lowestoft Journal		£1.00	£187.07
21/1/19	Market Income	£36.50		£223.57
17/1/19	Land Registry Map		£3.00	£220.57
18/1/19	Office Supplies		£10.23	£210.34
13/1/19	Neighbourhood Plan Meeting Expenses		£24.59	£185.75

Cllr Green proposed noting of the income and expenditure reports for December 2018 and January 2019; seconded by Cllr Barron; all in favour.

**486.1c** Noting any payments previously approved (schedule and see **486.1b**), including:

Amount	Payee	Detail	Approved/Paid
£2,000	Allsorts Support Services CIC and Allsorts Community	Grant	Approved
£500	Gunton Community News	Grant	Approved
£2,000	Lowestoft Boxing Academy	Grant	Approved

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£500	Lowestoft and Plaisir Twinning Association	Grant	Approved
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These are all grant applications approved at the most recent Finance and Governance Committee meeting.

Cllr Barron proposed noting of the payments approved; seconded by Cllr Coleby; all in favour.

**486.1d** Noting the income received (schedule) and the transfer of £300,434.71 from the Debt Management Office account to the current account – This was noted. It was clarified that the Debt Management Office account is an investment account which Councils can use to earn interest.

**486.1e** Any payments for approval (see schedule) – There were no payments for approval.

**486.1f** A recommendation to apply the Real Living Wage to contractual arrangements (confidential) – To be discussed during the confidential session.

**486.1g** Noting changes to staff terms and conditions (confidential) – To be discussed during the confidential session.

**486.1h** Confirmation of the budget for 2019-20 – Councillors confirmed they had seen and reviewed the budget paperwork and proposals for 2019-20. The proposed precept is £1,783,537, resulting in a 9.62% increase in Lowestoft Town Council's element of the council tax bill. There was a concern that Lowestoft Town Council would be applying the highest percentage increase when compared to Suffolk County Council, Waveney District Council and the Police. However, it was noted that the actual sum payable was relatively low in pence per week. The Marina Theatre condition survey report was discussed, however the precept demand must be submitted by 25 January and the decision has already been deferred previously for further consideration, during which time questions could have been raised. The Council requested that the Budget Working Group find £80,000 worth of savings in the budget and £120,000 worth of savings were found. Initially, a 46% increase in Lowestoft Town Council's element of the Council Tax bill was anticipated. It was queried whether the Council could budget for capital works required over the next four years, for the situation to be reviewed again following the elections. It was explained this would actually lead to an overall increase in the budget. It was explained that over £590,000 is required in capital work, mainly at the Marina Theatre, Town Hall and Denes Oval, and some of the biggest issues were explained. It was suggested that Lowestoft Town Council should make the public clear what is necessary and why it is necessary, by explaining the situation the Town Council found itself in. This will happen in due course but it was explained that the focus at the meeting must be on how to move forward on the budget decision.

Cllr Barron proposed confirmation of the 2019-20 budget as presented; seconded by Cllr Frost.

Cllr Patience requested a recorded vote.

Cllrs Barnard, Barron, Carlton, Coleby, Eastwood, Frost, Graham, Green, Knight and Taylor voted in favour.

Cllrs Bemment, Parker and Patience voted against.

Cllr Alam abstained from the vote.

The motion was carried.

**486.1i** Confirmation of the precept demand for 2019-20 – Cllr Taylor proposed confirmation of the precept demand for 2019-20 of £1,783,537; seconded by Cllr Barron; ten Councillors voted in favour; two Councillors voted against; two Councillors abstained from the vote.

**486.1j** A recommendation to open a savings account with CCLA or Unity Trust – Cllr Coleby proposed delegating authority to the Finance and Governance Committee to complete further research and decide whether to open a savings account with CCLA and/or Unity Trust; seconded by Cllr Barron; all in favour.

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**486.1k** A recommendation to select Bulb as the gas and electricity supplier for Lowestoft Town Council's assets – A full procurement exercise was completed. The Finance and Governance Committee have recommended Bulb as they provided the lowest priced quote, they are the most environmentally sound company and no contract is necessary.

Thirteen Councillors voted in favour of the recommendation to select Bulb as the gas and electricity supplier for Lowestoft Town Council's assets; One Councillor voted against.

**486.1l** Noting the interim internal audit report and consider a recommendation to implement the RFO's action plan – The report and action plan were circulated in advance of the meeting. Cllr Coleby proposed noting of the interim internal audit report, implementation of the action plan and a vote of thanks to staff for the work completed to achieve the positive interim internal audit report; seconded by Cllr Knight; all in favour.

**486.1m** The following recommendations regarding petty cash:

486.1mi Adoption of the petty cash policy and procedure – Cllr Green proposed adoption of the petty cash policy and procedure and the amendment to the Financial Regulations regarding petty cash; seconded by Cllr Knight; all in favour.

486.1mii Amendment of the Financial Regulations regarding petty cash – This was included in the vote at item 486.1mi.

### **487. Assets, Inclusion and Development:**

**487.1** Receipt of the minutes of the previous Assets, Inclusion and Development Committee meetings (7 and 21 January 2019), including the following:

At yesterday's meeting of the Assets, Inclusion and Development (AID) Committee meeting some issues were raised relating to asbestos, and the following recommendation was made: For RSFSS to complete asbestos management surveys at the entrances to Belle Vue Park and Sparrows Nest within a maximum budget of £100 per site. Furthermore, for ID Asbestos to complete repair and encapsulation work at Kensington Gardens Model Boat Clubhouse within a maximum budget of £280 (+VAT). Additionally, for the ceiling of the Denes Oval Pavilion to be removed and replaced and for insulation to be laid, within a maximum budget of £7,500 and with delegated authority to the Clerk to progress these matters.

Cllr Coleby proposed approval of the recommendation from the AID Committee as detailed above; seconded by Cllr Knight; all in favour.

It was confirmed that the expenditure would come from the Repairs and Maintenance Budget.

**487.1a** Consideration of an offer of items from CEFAS – It was suggested that a meeting should be arranged with CEFAS to discuss this in further detail.

**487.2** Consideration of progress with The Ness – The Landscape Architects are working on the finalised concept plan.

**487.3** Consideration of Terms of Reference for the Heritage Action Zone Partner Board and Delivery meetings – These were circulated to Councillors in advance of the meeting. There was a suggestion that a more diverse range of groups could be represented at the meetings. Cllr Graham proposed delegating authority to the AID Committee to consider the Terms of Reference for the Heritage Action Zone Partner Board and Delivery meetings; seconded by Cllr Barron; all in favour.

### **488. CCTV:**

**488.1** Receipt of the minutes of the previous CCTV Committee meeting (16 January 2019) – To be discussed during the confidential session.

**488.2** Consideration of any recommendations from the above meeting – It was agreed for this item to be discussed during confidential session, as the recommendation from the CCTV Committee is confidential.

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### **489 Planning and Environment:**

**489.1** Receipt of the minutes of the previous Planning and Environment Committee meetings (18 December, 8 January and 22 January), including the following:

487.1a Noting of progress with registering Dip Farm (Pitch and Putt) as an Asset of Community Value – An application has been submitted to register the land at Dip Farm as an Asset of Community Value.

At this evening's Planning and Environment Committee meeting a recommendation was made to sign the Service Level Agreement between Lowestoft Town and Waveney District Councils, regarding the Neighbourhood Plan. The document has been reviewed by the Consultant from Urban Vision Enterprise.

Cllr Taylor proposed approval of the signing of the Service Level Agreement by Cllrs Graham, Green and Taylor (either one of these Councillors or as many as is required); seconded by Cllr Barron; all in favour.

### **490. Policy and consultation matters**

**490.1** The Records Office – There were no updates to consider.

*A member of the public left the meeting 20:31*

*Cllr Patience left the room 20:31*

**490.2** Lowestoft Hospital – This was discussed during the public forum.

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

**491.1** Report on the Coastal Communities Team –

*Cllr Frost left the room 20:32*

A report is due to be circulated by Cllr Coleby provided a verbal update on their current activities.

*Cllr Patience returned 20:32*

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

**491.3** Report on the Lowestoft Development Group – The group has had no meetings recently.

**491.4** Report on the Plaisir Twinning Association – Representatives from Lowestoft Town Council have been invited by the Twinning Association to join their visit to Plaisir between 28 May – 2 June.

*Cllr Frost returned 20:33*

As the visit is taking place after the elections it is not known who the members of the Council will be. It was suggested that a deposit of £50 for the representative from Lowestoft Town Council and £50 for their partner could be paid to reserve two spaces on the visit. The total cost should not exceed £400 and this should include accommodation and food.

Cllr Barron proposed payment of the deposit of £100 for two places on the Plaisir visit from the civic budget; seconded by Cllr Knight; twelve Councillors voted in favour; two Councillors abstained from the vote.

**491.5** Report on the Cefas neighbourhood group – Cllr Byatt was not in attendance at the meeting to provide an update as the Council's representative.

**491.6** Report on the Lowestoft Transport Infrastructure Partnership – Cllr Eastwood advised that a meeting scheduled to take place in December was cancelled. The next meeting will be held in March.

**491.7** Report on First Light Festival Board – A meeting is due to be held shortly.

**491.8** Report on the Lowestoft Museum – Cllr Lang was not in attendance at the meeting to provide an update as the Council's representative.

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

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

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



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- 491.12** Report from the Heritage Action Zone – A report was circulated to Councillors earlier today.
- 491.13** Report from the Kirkley Business Association – There were no updates to consider.
- 491.14** Report from the SCC A47 Improvement Scheme – It was agreed for this item to be removed from the agenda.
- 491.15** Report from the Lowestoft Summer Festival – It was agreed for this item to be removed from the agenda.
- 491.16** Report from the Community Enabler Project Board – There were no updates to consider. The last meeting was cancelled. A representative from the Community Enabler Project Board will be invited to speak during the public forum of the next Full Council meeting to provide an update.
- 491.17** Report from the East of England Park Steering Group – An update was already provided earlier in the meeting. It was noted that the name should be changed to The Ness.
- 491.18** Report from the Lowestoft Regeneration and Growth Board meeting – This has previously been considered by Full Council and Cllr Graham was selected as the representative, however further information is required regarding future meetings, etc. Staff will look into this.
- 491.19** Report from the Cultural Board – There were no updates to consider.
- 491.20** Report from Lowestoft Photo Project – A report was circulated to Councillors in advance of the meeting. The next meeting is due to be held on 25 January.
- 491.21** Any other reports – A representative from Lowestoft Town Council for the Sunrise Coast Heritage Guild was requested. The next meeting is being held on 7 February at 13:00 at Hamilton House. Cllr Barnard will be attending the meeting and volunteered to be the representative for Lowestoft Town Council.  
Cllr Coleby proposed appointing Cllr Barnard as Lowestoft Town Council's representative for the Sunrise Coast Heritage Guild; seconded by Cllr Knight; all in favour.

A representative for the East Suffolk Communities Team – Whitton was requested.

Cllr Coleby proposed Cllr Frost as the representative, as she is one of the Councillors for the Whitton ward; seconded by Cllr Graham; all in favour.

Details of the team and the next meeting will be sent to Cllr Frost.

*The remaining members of the public left the meeting 20:40*

- 491.22** Consideration of a representative for the Lowestoft Members Focus Group – Three – five representatives from Lowestoft Town Council have been invited to join the group.

*Cllr Patience left the meeting 20:41*

Cllrs Barnard, Coleby, Knight and Taylor volunteered to represent the Town Council. The next meeting will be at Riverside, on 14 February at 10:30.

Cllr Graham proposed Cllrs Barnard, Coleby, Knight and Taylor as Lowestoft Town Council's representatives on the Lowestoft Members Focus Group; seconded by Cllr Carlton; all in favour.

The Clerk has received an invitation to attend the officers' version of the meeting.

Cllr Knight proposed that the Clerk, or another member of staff, attend the officers' version of the meeting; seconded by Cllr Carlton; all in favour.

*Cllr Carlton left the room 20:44*

### **492. Legal:**

- 492.1** Consideration of the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council (confidential) – To be discussed during the confidential session.

- 492.2** Consideration of the CCTV contract (confidential) – To be discussed during the confidential session.

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- 492.3** Consideration of the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential) – To be discussed during the confidential session.
- 492.4** Consideration of legal issues relating to the North Denes land (confidential) – To be discussed during the confidential session.
- 492.5** Consideration a licence to occupy The Ness for Waveney District Council (confidential) – To be discussed during the confidential session.

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

26 February 2019 19:30

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

Cllr Barron gave her apologies for the next meeting.

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

### **495. Resolution to close the meeting to the public**

**495.1** Any legal issues including those at 490 above as required – Confidential items from earlier in the agenda were discussed as follows:

**486.1f** A recommendation to apply the Real Living Wage to contractual arrangements (confidential) - *Cllr Carlton returned 20:45*

Twelve Councillors voted in favour of deferring this item until the appropriate legal advice has been received; one Councillor voted against.

**486.1g** Noting changes to staff terms and conditions (confidential) –

*The Communications Assistant and Committee Clerk left the room 20:52 for the discussion of this item*

Confidential changes to staff terms and conditions were noted by Councillors.

*The Communications Assistant and Committee Clerk returned 20:53*

**488.** CCTV –

*Cllr Alam left the meeting 20:54*

Confidential papers were distributed to Councillors at the meeting. The outcomes of the CCTV Committee and Extraordinary meetings on 16 January were discussed. Further information is required and another meeting will be arranged with Waveney Norse.

*Cllr Barnard left the room 21:01*

*Cllrs Bemment and Eastwood left the meeting 21:02*

Full Council have previously given approval for Cllr Graham and the Clerk to progress this and arrange meetings with the relevant parties as necessary.

**492.1** Consideration of the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council (confidential) – It was clarified that this item refers to a Supplemental Agreement between Lowestoft Town Council, Waveney District Council and the Marina Theatre Trust, not Waveney Norse. A meeting is being held on 23 January between representatives from the Theatre, Cllrs Coleby and Graham (as Lowestoft Town Council's representatives on the Marina Theatre Trust Board), and the Clerk.

*Cllr Barnard returned 21:04*

**492.2** Consideration of the CCTV contract (confidential) – This was already covered by earlier discussions.

**492.3** Consideration of the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential) – This is an ongoing matter, awaiting a response from the solicitors.

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It was agreed for item 492.5 to be considered next, as Cllrs Barnard and Parker had agreed to leave the room for the discussion of item 492.4.

**492.5** Consideration of a licence to occupy The Ness for Waveney District Council – A new draft licence is being devised.

**492.4** Consideration of legal issues relating to the North Denes land (confidential) –

*Cllrs Barnard and Parker left the meeting 21:06*

*Cllr Coleby left the room 21:06 and it was agreed to halt discussions until he returned*

*Cllr Coleby returned 21:07*

The Clerk explained the legal issues and the most recent updates and advice she has received.

The matter is ongoing and Councillors will remain informed and asked to consider matters via the appropriate Committee meetings or an Extraordinary Meeting if required.

Cllr Taylor proposed delegating authority to the Clerk to progress this matter, with a formal vote of thanks to the Clerk for the work she has completed on this; seconded by Cllr Barron; all in favour.

**495.2** Any employment matters including 486 above as required – There were no further matters for discussion.

The Chair closed the meeting 21:35.

Signed: .....

26 February 2019