

Lowestoft Town Council
Full Council Meeting
Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:30 on Tuesday 5 June 2018

MINUTES

Present: Cllrs Nasima Alam, Sue Barnard, Allyson Barron, Baz Bemment, Peter Byatt, Tara Carlton, Tracey Eastwood, Amanda Frost, Ian Graham (Chair), Dick Houghton, Peter Knight, Peter Lang, Graham Parker, Keith Patience and Alice Taylor

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

Public: There were five members of the public present

318. Welcome

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

319. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Neil Coleby, Peter Collecott, June Ford and Alan Green – fifteen Councillors voted in favour to accept the apologies; one opposed.

320. Declarations of Interests and dispensations

Cllr Lang declared a pecuniary interest in item 324.4.

321. To consider the accuracy of the Minutes:

a) 8 May 2018 – Accepted as accurate. Proposed by Cllr Lang; seconded by Cllr Alam; all in favour with one abstention.

b) 21 May 2018 – Accepted as accurate. Proposed by Cllr Alam; seconded by Cllr Carlton; all in favour with four abstentions.

And to note the Minutes from the Annual Assembly of the Town 17 May 2018

322. Public Forum

A member of the public addressed the Council. He is looking to set up a committee of regular road users in Lowestoft to discuss the main issues and suggest ideas to a wider forum, including the police, Councils and Suffolk Highways. The purpose is to improve the flow of traffic in Lowestoft.

Cllr Eastwood advised that there is a meeting of the Lowestoft Transport Infrastructure Partnership on 18 June and this can be raised there. The member of the public will forward details to her.

Cllr Patience also offered to raise this with the leaders of Waveney District and Suffolk County Councils.

It was agreed that a meeting of regular road users in Lowestoft could be arranged once Lowestoft Town Council's new office is completed in July. This would be with a view to agreeing suggestions to be put to wider external bodies at another meeting to be arranged following this.

Waveney District Councillor Louise Gooch reported on the first meeting of the East Suffolk Shadow Authority. Cllr Gooch also spoke in praise of the Gritfest event and gave details of an event on 27 October at the United Reform Church, to mark the centenary of the Suffragette movement. She is welcoming ideas and suggestions for the event, or any items to be displayed.

323. Finance:

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323.1 The minutes of the previous Finance and Governance Committee Meeting (22/05/2018) were received and the following matters in particular were noted:

323.1a The recommendation not to renew the subscription to the Suffolk Association of Local Councils – A confidential meeting paper was handed to Councillors at the start of the meeting. The paper also contained further recommendations for Councillors to consider, should the Council approve the recommendation not to renew the subscription to the Suffolk Association of Local Councils.

Cllr Frost proposed approval of the recommendation from the Finance and Governance Committee that Lowestoft Town Council does not renew its subscription to the Suffolk Association of Local Councils; seconded by Cllr Barron; all in favour.

The other recommendations in the meeting paper were discussed later in the meeting.

323.2 Any payments approved or made, including:

323.2a SLCC GDPR Webinar completed by the Deputy Clerk – This was a total of £30, to be taken from the training budget (from the training budget). Fourteen Councillors voted to note this payment; two voted against.

323.2b Renewal of the Facilities and Contracts Manager’s subscription to the British Institute of Facilities Management – This was a total of £202.

It was queried whether the member of staff could claim the money back if they complete the subscription themselves. It is understood that they would only be able to claim back the 20% tax on the amount they paid. One of the conditions of the Facilities and Contracts Manager accepting the position was that Lowestoft Town Council would cover the cost of the BIFM membership.

Cllr Frost proposed noting the payment of £202 for the renewal of the Facilities and Contracts Manager’s subscription to the British Institute of Facilities Management; seconded by Cllr Knight; fifteen Councillors voted in favour; one Councillor voted against.

323.2c New equipment for Sparrows Nest Bowls Club - £370 (six gatherers at £270 total, eight delivery mats £80 total and one first aid kit £20 total) – It was noted that the club is accepting new members.

323.2d Grant Application from St. Andrew’s Church Council - £498.93 – This is for the parent and toddler group so legally can be granted.

323.2e Grant Application from The Lowestoft Players - £730 – It was queried why the amount awarded is over £500. The delegated limit for the Finance and Governance Committee is £10,000 and the Grant Awarding Policy states that amounts over £500 can be considered. It was suggested that going forward, grant applications should only be considered from organisations who have an anti-bullying and anti-discrimination policy in place. The current Grant Application Form does request a copy of the organisation’s constitution and code of conduct, but the form could be amended if necessary.

323.2f Grant Application from Lowestoft in Bloom - £500

Cllr Barron proposed noting the approved payments in items 323.2c, 323.2d, 323.2e and 323.2f; seconded by Cllr Knight; fifteen Councillors voted in favour; one Councillor voted against.

323.3 Any payments for approval by Full Council, including:

323.3a A Grant Application from Gritfest – up to £1,000 – The organisers of Gritfest have asked if Lowestoft Town Council would consider a grant application of up to £1,500 to also finance a short film about the event.

It was requested that this item be deferred to the next Full Council meeting to allow Councillors more time to consider the request.

Cllr Patience proposed deferring this item to the next Full Council meeting; seconded by Cllr Lang; ten Councillors voted in favour; five Councillors voted against; there was one abstention.

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323.3b The associated schedule of payments – These were displayed on screen for Councillors as follows:

Net	VAT	Gross	Date	Payee	Purpose
£300	£60	£360	4 June 2018	Hoey Ainscough Associates Ltd	Advice on ethical matters including the Code of Conduct
£450 (up to)	£90	£540	4 June 2018	Parkinson Partnership LLP	Advice on VAT
£5.40	£0	£5.40	31 May 2018	Sarah Foote	Travel reimbursement
£56.26	£6.60 Hi-Viz Jacket	£62.86	31 May	Sarah Foote	Stamps, meeting refreshments, hi-viz jacket
£1000	£200	£1200	30 May 2018	Urban Vision Enterprise CIC	Local Plan support work Agreed FC/180518/291.1
£30	£6	£36	17 May 2018	SLCC	Webinar on GDPR
£30,140.62	£6028.12	£36168.74	17 May 2018	Compass	Office furniture
£1100	£220	£1320	26 April 2018	The Morton Partnership	Condition survey for Denes Oval Wall
£19,200	£3840	£23040	3 April 2018	Waveney District Council	Legal/compliance work
£150,000	£30,000	180,000	29 March 2018	Waveney District Council	Marina Theatre Partnership Agreement 17-18
£75,000	£15,000	£90,000	11 May 2018	Marina Theatre Trust	Marina Theatre Partnership Agreement 17-18

The payments to Hoey Ainscough Associates Ltd and Parkinson Partnership LLP were recommendations from the meeting paper regarding the SALC subscription.

The two Marina Theatre Partnership Agreement payments are subject to legal advice and therefore are not being approved today.

Cllr Lang proposed approval of all the other payments; seconded by Cllr Barron; all in favour.

323.4 The expenditure and income reports for the month ending 30 April 2018 – This report was handed to Councillors at the start of the meeting, as follows:

Notable Income in the Unity Trust Account over 1st quarter up to 5 June 2018

£5350	Neighbourhood plan funding	1 June 2018
£60,056.22	VAT reclaim	11 May 2018
£70,524.88	Caravan park	13 April 2018
£810,536.01	Waveney District Council	27 April 2018

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Bank account balance at 5 June 2018 £1386,064.99

It was queried whether the precept income includes income from the Community Infrastructure Levy. No income has been received from this yet.
It was queried whether any income has been received in commission from Waveney Norse. Discussions are being held with Waveney Norse.

Cllr Parker left the room 20:12

It was noted that the income from the caravan park is only for nine months, as the first three months before Lowestoft Town Council's existence was paid to Waveney District Council.

323.5 Finance and lease arrangements for Hamilton House – This will be discussed during the confidential session as it involves lease arrangements.

323.6 Any progress with condition surveys for the Town Hall and Marina Theatre – The condition survey for the Marina Theatre has just been received and will be reviewed by the Facilities and Contracts Manager. This will be reported back at the next Full Council meeting.

Cllr Parker returned 20:13

An email has been received from Historic England architect who completed the condition survey of the Town Hall. He has recommended that Lowestoft Town Council applies for an emergency grant of £42,000 from Historic England. This would consist of £6,000 for the main survey, £2,000 for attendance by a contractor, £4,000 for additional surveys or specialist advice, £25,000 for the first stage of the most urgent repairs and £5,000 allowance for all professional fees associated with the repairs.

Cllr Frost proposed that an application for an emergency grant of £42,000 be submitted to Historic England; seconded by Cllr Lang; all in favour.

323.7 The following matters were considered in relation to the Marina Theatre:

323.7a The receipt of a draft Deed of Novation for provision of management services and the need to consider the arrangements for 18-19 including payment of the remaining £75,000 (+ VAT) to the Marina Theatre Trust – This is still ongoing. A bill has been received for the second half of the payment but the recommendation is that is not paid until the lease is in place.

323.7b Receipt of borrowing approval from the Secretary of State for the 'Zenith' building and the related application for a loan of £200,000 to the Public Works Loan Board – The loan agreement from PWLB has now also been received. The money can be released once the solicitors have confirmed a date.

Cllr Patience left the room 20:17

Cllr Barron expressed thanks to staff for all their hard work.

Waveney District Council's Billing Authority have confirmed that business rates for the Links Road car park are payable.

Cllr Patience returned 20:18

Lowestoft Town Council may be liable for business rates for other sites, as anything that was charged to Waveney District Council will now come to LTC. Any additional bills will be discussed at the next Finance and Governance Committee meeting.

It has been confirmed that business rates are not payable for the Town Hall as is vacant.

323.7c An invoice received from Waveney District Council for £150,000 paid by them to the Marina Theatre Trust for 17-18 – Legal advice has been sought, which advises against paying this invoice yet.

324. Governance:

324.1 The following Governance matters were considered:

324.1a The reviewed Code of Conduct –

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Cllr Alam had to leave the meeting but queried item 329.19 as the representatives for the Community Enabler Project Board have already been selected as Cllrs Alam and Carlton. The item should have been a report from the Community Enabler Project Board.

There has been nothing significant to report to the Council at the moment as the Lowestoft Town Council representatives have only just joined the Board.

Cllr Alam left the meeting 20:22

No Councillors had any queries with the reviewed Code of Conduct.

Cllr Barron proposed accepting the reviewed Code of Conduct; seconded by Cllr Taylor; all in favour.

324.1b The internal audit report for 17-18 and recommended action plan from the RFO – This is a very positive report. It has also highlighted some action points for Waveney District Council.

It was requested that this item be deferred to the next meeting to give Councillors an opportunity to read the report.

The report was previously provided to the Finance and Governance Committee but it was agreed to defer the item.

324.1c The Annual Governance and Accountability Return (AGAR) for 17-18 and associated papers – This was shown to Councillors on-screen (please see appendicised document) . The internal audit report forms part of this, which then goes toward the external audit. The internal auditor has completed the return to state that all objectives have been achieved. The only exception is relating to petty cash as Lowestoft Town Council does not use petty cash. Cllr Coleby and Parker have been reviewing internal controls. This has previously been noted and signed off by Full Council.

324.1d Section 1 of the AGAR 17-18: Approval of the Annual Governance Statement – The statement was displayed on screen and the Clerk read it out to Councillors (please see appendicised document).

Cllr Lang proposed acceptance of the Annual Governance Statement; seconded by Cllr Knight; all in favour

324.1e Section 2 of the AGAR 17-18: Accounting Statements – This was shown to Councillors on-screen (please see appendicised document).

With regard to the total fixed assets plus long term investments and assets, this has been entered as £87. Advice received stated that the value of any gifted assets should be entered as £1 each. It has been explained to the auditor that all of Lowestoft Town Council's assets were gifted from Waveney District Council and therefore the value for each has been given as £1. Cllr Carlton proposed approval of the Accounting Statements; seconded by Cllr Frost; all in favour.

324.1f The external audit process - The external auditor report is currently blank but Councillors will be able to review this once completed.

A round of applause was given to the staff for all their hard work.

324.1g Revision of the Standing Orders to note that Town and Parish Councils do not require a Data Protection Officer – Cllr Knight proposed revising the Standing Orders to note that Town and Parish Councils do not require a Data Protection Officer; seconded by Cllr Taylor; all in favour.

324. Assets and Contracts:

324.1 The minutes of the previous Assets, Inclusion and Development Committee Meetings (23/04/2018, 11/05/2018 and 21/05/2018) were received and the following matters in

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particular were considered: (It was noted that item number 324 had been duplicated on the agenda).

324.1a Papers from Waveney District Council on Normanston Allotments and Gunton Warren - A response is awaited from Waveney District Council regarding Lowestoft Town Council's proposal that they take back ownership of the land at Gunton Warren which was transferred over to Lowestoft Town Council.

With regard to the Normanston Allotments, a map was received and circulated to Councillors in advance of the meeting, marking out areas in green (access path providing access to the allotments) and blue (an area of hedge/scrub/grass verge), which Waveney District Council are proposing to transfer to Lowestoft Town Council.

Cllr Patience proposed accepting the transfer of the area marked with a green outline only and leaving the area marked with blue in Waveney District Council's ownership; seconded by Cllr Lang; all in favour.

324.1b That toilets at Fen Park have been fenced off owing to health and safety concerns – The fencing is still in place. Lowestoft Town Council are not being charged for the fencing. One of the project proposals for Waveney District Council's CIL funding was to renovate the Fen Park public conveniences. A strategy is also being created to cover all the public conveniences in Lowestoft Town Council's ownership.

A standard and type of facilities required should be agreed. Fen Park and the Normanston Park toilets and changing rooms are being considered as priorities.

324.2 Any further land registration or land transfer issues, including Cotman Close – There have been no further updates regarding Cotman Close and no other land transfer issues.

324.3 Any further developments on charity registration (Arnold's Bequest) – There are issues with the land which need to be rectified before this is progressed.

324.4 The minutes of the previous CCTV Committee (13/04/2018, 26/04/2018 and 14/05/2018) – *Cllr Lang left the room 20:46*

An internal meeting with Waveney Norse is being held at their depot on 6 June. Cllr Patience advised that he would not be able to attend.

Cllr Taylor proposed acceptance of the minutes; seconded by Cllr Barron; all in favour.

Cllr Houghton left the room 20:47

Cllrs Houghton and Lang returned 20:48

324.5 The approach to Waveney District Council threatened closure of their public conveniences – There seems to have been a misunderstanding in how this was initially reported in the press. Waveney District Council will keep Lowestoft Town Council informed of its plans.

324.6 The project proposals submitted as part of the Community Infrastructure Levy Consultation. – The Clerk displayed the project proposals on-screen. The deadline to submit the proposals was very short.

The Clerk talked through each of the project proposals which have been submitted.

The improvement work at the Fen Park public conveniences has been estimated at £84,000, with an application for £65,000 worth of CIL funding.

The improvement work to the Normanston Park public conveniences and changing rooms has been estimated at £250,000, with an application for £230,000 worth of CIL funding.

The introduction of a skate park at Rosedale Park has been estimated at £90,000 - £120,000, with an application for £80,000 worth of CIL funding.

The extension and improvement of the pavilion at Kensington Gardens has been estimated at £40,000, with an application for £35,000 worth of CIL funding.

The improvement work to the Clarkes Lane Park has been estimated at £80,000, with an application for £75,000 worth of CIL funding.

The improvement work to the Gunton Community Park has been estimated at £20,000, with an application for £18,500 worth of CIL funding.

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At the time of submitting the project proposals the Clerk requested to be informed of any alterations which would be required to ensure their success.

The cost of each project was estimated through research completed by the Clerk, including comparative information from other Councils.

The difference in the estimated costs and the amount of CIL money which has been applied for will need to come from other funds or be raised by Lowestoft Town Council.

When the actual costs are known there will be a full project plan to obtain the best price, which will be presented to Councillors with quotes, in line with financial regulations.

Cllr Barron proposed noting the project proposals submitted as part of the Community Infrastructure Levy Consultation; seconded by Cllr Knight; all in favour.

Thanks were expressed to the Clerk for all her hard work in creating and submitting the project proposals within a very short timeframe.

324.7 Adoption of the 'Friends Of' Groups Protocol – This was praised as a good starting point for those who would like to start a 'Friends Of' group.

Cllr Knight proposed to adopt the 'Friends Of' Groups Protocol; seconded by Cllr Barron; all in favour.

324.8 Adoption of the Incident Reporting forms and procedure –

A member of the public left the room 20:57

There was a query with the incident reporting procedure flowchart in that it is thought that the Town Clerk should check with the employee's manager after 5 working days, rather than three days, when there has been a minor incident but the employee is not in work for more than 7 days.

The member of the public returned 20:58

On the Incident Investigation Form it was also queried whether, under the new GDPR laws, Lowestoft Town Council would have to inform the person reporting the incident (if they are not an employee) that their details were being collected.

This will be referred back to the Facilities and Contracts Manager.

324.9 Ownership issues regarding the Lowestoft Collection – Some items were not located during the Durrants valuation, or have not been transferred from Waveney District Council. Work is being completed with WDC and the Lowestoft Museum on the final few items and a report will be created on completion for a future meeting and a recommendation will be made to Full Council regarding items omitted from the list in error.

324.10 The recommendation that the Normanston Park play area is relocated and the fencing reinstated – A quote for the cost of the reinstatement of the fence has not yet been received. It was agreed that the fencing should be reinstated.

Cllr Lang proposed approval of the reinstatement of the fencing around the Normanston Park play area with a maximum budget of £10,000, and delegated authority to the Clerk in consultation with the Mayor; seconded by Cllr Knight; all in favour.

324.11 The response to the Waveney District Council Civic Artefacts Consultation – It has already been decided that Lowestoft Town Council would like to take ownership of all items which have not been assigned to Waveney District Council or Oulton Broad Parish Council.

324.12 The supplemental lease for Royal Naval Patrol Service Association – This is regarding an external lift, installed with Lottery funding, which now needs to be added to the lease. Cllr Graham proposed approval of the supplemental lease for the Royal Naval Patrol Service Association; seconded by Cllr Patience; all in favour.

It was agreed that Cllrs Graham and Knight would be the signatories for the lease, or Cllr Green if Cllr Knight is unavailable.

324.13 The latest legal advice on the Triangle Market area – The whole of this area is unregistered land and Waveney District Council would like to register it on behalf of Lowestoft Town Council.

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The land is an adopted highway and therefore a Stopping Order would need to be obtained at a cost of £5,000 to hold a regular market there.

A market can still be held on the highway with permission from Suffolk County Council.

It was queried whether Lowestoft Town Council's Charter rights to hold a market there would negate the need for permission to be obtained. It is understood that it would not, as the highway is on top of Lowestoft Town Council's land.

Enquiries can be made regarding the land registry and clarifying the boundary for the relevant land area. The Charter could be removed from the land if Councillors would prefer.

It was agreed at the AID Committee meeting on 4 June that the Clerk should write to Suffolk County Council to ask permission for a regular market to be held at the Triangle marketplace. The Clerk will report back with the results.

It appears there is a new stall at the Triangle marketplace. The renting of stalls currently still goes through Waveney District Council. It is understood that Lowestoft Town Council has not yet received income from the leases.

325. Planning and Environment:

325.1 The minutes of the previous Planning and Environment Committee (08/05/2018) were received

Cllr Gooch left the meeting 21:10

The Planning and Environment Committee is looking into a community speed watch scheme, led by Cllrs Eastwood and Barron. The information has only been received this afternoon.

It was suggested that a speed check can be requested from a County Councillor if there are concerns with speeding in a particular area.

It is understood that there has been an application submitted to construct seventy houses on the South side of the inner harbour. The Deputy Clerk is looking into this.

Cllr Taylor proposed that the minutes from the Planning and Environment Committee on 8 May 2018 are accepted; seconded by Cllr Knight; all in favour.

326. Policy and consultation matters

How to take forward the following matters:

326.1 Concerns about the disadvantageous position of the Lowestoft taxpayer compared to other areas of Suffolk, in relation to access to services – This is in relation to what services Suffolk County Council provide for Lowestoft in comparison to Ipswich and Bury St Edmunds, as well as services and opportunities seemingly being lost to Great Yarmouth.

It was suggested that this could be down to cutbacks and austerity.

It was raised that Police forces locally have also suffered cutbacks and are under pressure to provide their service with less resources.

326.2 Concerns about the threatened closure of the Records Office – It has been reported in the local press that the leader of Suffolk County Council has said that a records office facility should remain in Lowestoft but the closure date has not been deferred.

Cllr Byatt proposed encouraging Suffolk County Council to defer the closure date of the Lowestoft Records Office until a suitable alternative location has been found within the boundaries of Lowestoft; seconded by Cllr Knight; fourteen Councillors voted in favour; one Councillor voted against.

326.3 Incidents of antisocial behaviour in Kensington Gardens and other parks and open spaces – There have been no further reports of anti-social behaviour in Kensington Gardens, this is just something for the Council to be aware of in future.

It was suggested that CCTV cameras which can be remotely accessed, or which have a loudspeaker function, could be beneficial, to let people know they are being watched if there are any further incidents of anti-social behaviour.

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326.4 The report of increased crime in Lowestoft – This was already covered during the discussion of the previous item.

326.5 A strategy for dealing with litter in Lowestoft – Cllr Houghton is working on this and will be contacting Waveney District Council with suggestions.

326.6 The review of District Ward Boundaries and the development of an East Suffolk Council – There will be a meeting regarding this at Riverside on 21 June (18:00).

327. The resignation of a Councillor

This was noted. The notice of the by-election will be sent to all Councillors.

It was queried whether there is a deadline for nominations to be submitted. This should be done as soon as possible.

328. Whether to separate the Mayoral roles of presiding at meetings and fulfilling civic duties

It is understood that there is no specific provision for a separate civic role, but the guidance that Lowestoft Town Council followed upon its creation is now more flexible.

It was also suggested that protocol states that the Deputy Mayor should not be wearing the Mayoral robes and should only wear the Deputy Mayoral robes. It had however previously been agreed at a Full Council meeting that this would be permitted. The Clerk can produce a protocol on what has been agreed by Lowestoft Town Council.

There was a motion to move on to the next agenda item.

Cllr Patience proposed that the current situation should continue; seconded by Cllr Byatt; fourteen Councillors voted in favour; one voted against.

329. Written reports from Councillors and any new representative roles

329.1 Report on the Coastal Communities Team – Cllr Taylor circulates the minutes when a meeting has been held.

329.2 Report on the Kirkley People’s Forum – Cllr Taylor circulates the minutes when a meeting has been held.

329.3 Report on the Lowestoft Development Group – No updates at present.

Cllr Patience left the meeting 21:41

329.4 Report on the Transport Steering Group – No updates at present.

329.5 Report on the Plaisir Twinning Association (report has been circulated) – There have been no further meetings since the last report was circulated.

329.6 Report on the Cefas neighbourhood group – No updates at present.

329.7 Report on the Lowestoft Transport Infrastructure Partnership – A meeting is scheduled for 18 June.

329.8 Report on the Lowestoft Railway Partnership – No updates at present.

329.9 Report on First Light Festival Board – This is progressing but no significant updates at present.

329.10 Report on the Lowestoft Museum – No updates at present.

329.11 Report from the Pre-Consultation Committee for the Lowestoft Records Office Closure – No updates at present.

329.12 Report from the New East Suffolk Council – A meeting is scheduled for 21 June.

329.13 Report from the Third Crossing Group – A meeting should be held shortly.

329.14 Report from the Heritage Action Zone – A meeting should be held shortly.

329.15 Report from the Kirkley Business Association – No updates at present.

329.16 Report from the SCC A47 Improvement Scheme – No updates at present.

329.17 Report from the Lowestoft Summer Festival (report has been circulated) – There have been no further updates since the last report was circulated.

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329.18 Any other reports and attendance – Cllrs Coleby and Graham were invited to a meeting of the Marina Theatre Trust but were not able to attend.

329.19 Selection of a representative for the Community Enabler Project Board – This has already been resolved.

329.20 Any Councillor membership on the Anglian (Eastern) Regional Flood and Coastal Committee (in a personal capacity) – No updates at present.

330. The current position for filling a Councillor vacancy (Pakefield)

This has already been covered during discussions earlier in the meeting.

331. Date of the next meeting

10 July 2018 19:30

332. Items for the next agenda

It was requested that 'One Life Suffolk' be invited to give a presentation.

A representative from 'Flipside', who are installing the 'Watertight Words' artwork at the Town Hall, would also like to give a presentation. Arrangements will be made with both organisations to provide presentations over the next couple of Full Council meetings.

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

All members of the public left the meeting 21:47

333. Resolution to close the meeting to the public:

333.1 Proposed land transfers and environmental issues

Cllr Barnard left the room 21:49

Hamilton house – Signatories are required to sign off the specifications. Currently it is about £300 under budget and East Coast Community Healthcare require certainty that any variations are agreed.

It was suggested that Cllrs Graham and Green should sign off the variances within the budget, with Cllrs Knight or Coleby to be the signatory if Cllr Green is unavailable.

A building regulation requirement will take the project £62 over budget, as coloured panels are required to identify where sockets are. Approval is sought for this to proceed.

A recommendation was put forward that a contingency fund of £10,000 is put in place, with delegated authority to the previously named signatories to sign this off.

Cllr Barnard returned 21:52

Cllr Byatt proposed approval of the signatories, the building regulation requirement and the contingency fund with delegated authority; seconded by Cllr Barron; all in favour.

Thanks were expressed to those who have been involved in overseeing the office move.

As the Council have agreed not to renew the subscription to SALC, an alternative provision for payroll is required.

The recommendation is that Lowestoft Town Council contracts with Guy McGregor and Associates and Accountants, at £4.50 per payslip (Lowestoft Town Council were paying £7 per payslip to SALC).

Cllr Knight proposed that this recommendation is approved; seconded by Cllr Lang; all in favour.

The Chair closed the meeting at 21:51

Signed:.....

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