

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

MINUTES

Present: Cllrs Steve Ardley, Sue Barnard, Bob Breakspear, Colin Butler, Tara Carlton, Peter Collecott, Tracey Eastwood (for part – left 22:02), Amanda Frost, Alan Green, Jacqueline Hardie, Peter Knight, Peter Lang, Graham Parker, Keith Patience (for part – left 21:02), Andy Pearce, John Pitts, Alice Taylor, Nick Webb and David Youngman

In attendance: Shona Bendix (Clerk), Mark Speller (Facilities and Contracts Manager) and Lauren Elliott (Committee Clerk)

Also in attendance: Ian Graham (as current Mayor, to preside over the meeting until the election of the new Mayor)

Public: There were 9 members of the public in attendance

1. Election of the Mayor

Ian Graham, as the current Mayor, presided over the meeting for this item. The fire evacuation procedure and public right to report were explained.

Cllr Frost proposed Cllr Taylor for the position of the Mayor and this was seconded by Cllr Ardley. No other proposals were submitted. A vote was taken and seventeen Councillors voted in favour; two Councillors against. The motion was passed and Cllr Taylor was elected as the Mayor. Ian Graham congratulated Cllr Taylor and spoke of how much he had enjoyed his time as the Mayor. He offered his thanks to the Council and the people of Lowestoft and wished the new Council well for the future.

2. Mayor's Welcome

Cllr Taylor formally welcomed the meeting and thanked Ian Graham for his work as the Mayor. Cllr Taylor thanked the previous Council for the progress it has made. She advised she is looking forward to working with the new Council and facing the challenges ahead. Cllr Taylor duly signed her Declaration of Acceptance of Office as the Mayor, witnessed by the Clerk.

3. Receipt of Declarations of Acceptance of Office from Councillors and consideration of accepting any at a later date where not already received

It was noted that Declarations of Acceptance of Office had been received from all of the Councillors.

4. Consideration of acceptance of apologies for absence received

There were none.

5. Declarations of Interests and dispensations

There were none.

6. Consideration of the accuracy of the Minutes:

a) 12 March 2019 – Accepted as accurate. Proposed by Cllr Green; seconded by Cllr Knight; fourteen Councillors voted in favour; five Councillors abstained from the vote.

7. Election of the Deputy Mayor

Cllr Parker proposed Cllr Lang for the position of Deputy Mayor and this was seconded by Cllr Knight. Cllr Frost proposed Cllr Eastwood for the position of Deputy Mayor and this was seconded by Cllr Carlton.

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

The vote for the proposal of Cllr Lang as Deputy Mayor was taken first as this proposal was made first. Twelve Councillors voted in favour, and as this was a majority, Cllr Lang was appointed as the Deputy Mayor.

8. Noting the Councillor vacancy for Elmtree and the process for co-option (on 28 May 2019)

It was queried whether those who wish to be considered for co-option meet the necessary criteria. The co-option notice details the eligibility criteria and it is the individuals' responsibility to ensure they meet this, but candidates will be asked to confirm.

9. Review and adoption of Standing Orders

It was explained that the Standing Orders are the rules which govern the operation of the Council. They were last reviewed by the Standing Orders Working Group in February 2019 and adopted by Full Council on 12 March 2019. There have been no amendments subsequently. Cllr Green proposed adoption of the Standing Orders; seconded by Cllr Lang; all in favour.

10. Review and adoption of Financial Regulations

The Financial Regulations were last reviewed by the Finance and Governance Committee in January 2019 and adopted by Full Council on 12 March 2019. There have been no amendments subsequently.

Cllr Lang proposed adoption of the Financial Regulations; seconded by Cllr Parker; all in favour.

11. Review and adoption of delegated authority and Committee arrangements

11.1 Committees, including the following:

11.1a Review and adoption of the Terms of Reference – The Terms of Reference for the Assets, Inclusion and Development, Finance and Governance, Planning and Environment, Personnel and CCTV Committees were provided to Councillors in advance of the meeting. Cllr Parker proposed adoption of the Terms of Reference for these Committees; seconded by Cllr Carlton; all in favour.

11.1b Consideration of composition – Councillors were asked to confirm which Committees they would like to become a voting member of. Each Committee was taken in turn:
Finance and Governance Committee: Cllrs Frost, Green, Hardie, Parker, Pearce, Taylor and Youngman confirmed they would like to be members of the Finance and Governance Committee.

Assets, Inclusion and Development Committee – Cllrs Ardley, Barnard, Breakspear, Butler, Collecott, Knight, Parker, Pearce and Webb confirmed they would like to be members of the Assets, Inclusion and Development Committee.

Planning and Environment Committee – Cllrs Barnard, Frost, Green, Hardie, Knight, Parker, Taylor and Youngman confirmed they would like to be members of the Planning and Environment Committee. Cllr Eastwood would also like to be a member but is unable to attend meetings until September.

CCTV Committee – Cllrs Collecott, Frost, Parker, Pearce, Taylor and Webb confirmed they would like to be members of the CCTV Committee.

Personnel Committee – Cllrs Frost, Hardie, Lang, Parker, Patience and Pearce confirmed they would like to be members of the Personnel Committee.

11.1c Review any delegations – A list of current delegations was distributed to Councillors at the meeting.

Cllr Lang proposed adoption of the list as a whole, to be reviewed within Committees where necessary, particularly involving delegations to those who are no longer members of Lowestoft Town Council; seconded by Cllr Ardley; all in favour.

11.1d Appointment of Chairs – Chairs were appointed as follows:

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

Finance and Governance Committee – Cllr Parker proposed Cllr Green as Chair of the Finance and Governance Committee; seconded by Cllr Frost; all in favour.

Assets, Inclusion and Development Committee – Cllr Parker proposed Cllr Barnard as Chair of the Assets, Inclusion and Development Committee; seconded by Cllr Lang.

Cllr Webb proposed Cllr Ardley as Chair of the Assets, Inclusion and Development Committee; seconded by Cllr Youngman.

The vote for the proposal of Cllr Barnard as Chair of the Assets, Inclusion and Development Committee was taken first, as this proposal was made first. Fourteen Councillors voted in favour, and as this was a majority, Cllr Barnard was appointed as the Chair of the Assets, Inclusion and Development Committee.

Planning and Environment Committee – Cllr Frost proposed Cllr Knight as Chair of the Planning and Environment Committee; seconded by Cllr Eastwood; all in favour.

CCTV Committee – Cllr Patience proposed Cllr Webb as Chair of the CCTV Committee; seconded by Cllr Ardley.

Cllr Parker proposed Cllr Collecott as Chair of the CCTV Committee; seconded by Cllr Knight.

The vote for the proposal of Cllr Webb as Chair of the CCTV Committee was taken first, as this proposal was made first. Eight Councillors voted in favour of Cllr Webb as Chair of the CCTV Committee. Nine Councillors voted in favour of Cllr Collecott as Chair of the CCTV Committee. Two Councillors abstained from the vote. Cllr Collecott was appointed Chair of the CCTV Committee.

Personnel Committee – Cllr Hardie proposed Cllr Frost as Chair of the Personnel Committee; seconded by Cllr Knight.

Cllr Parker proposed Cllr Patience as Chair of the Personnel Committee; seconded by Cllr Ardley.

The vote for the proposal of Cllr Frost as Chair of the Personnel Committee was taken first, as this proposal was made first. Ten Councillors voted in favour, and as this was a majority, Cllr Frost was appointed Chair of the Personnel Committee.

11.2 Officer delegations and Councillor delegations – This was included with the list presented at item 11.1c and adopted.

12. Review and appointment of representatives of the Council on other bodies and arrangements for reporting back

A list of the outside bodies the Town Council is represented on, and the current representatives was distributed to Councillors ahead of the meeting. Each one was considered as follows:

Board of Trustees of Lowestoft Charity Board Charities – It was explained that Cllrs Keith Patience and Janet Craig are current Trustees. Cllr Craig's term as Trustee is due to end in a year and Cllr Patience's in two years. It is understood that a further appointment cannot be made until such time as an existing Trustee's term has ended.

CEFAS Neighbourhood Group – Cllr Frost proposed she would like to represent Lowestoft Town Council on the CEFAS Neighbourhood Group; this was seconded by Councillor Pearce and all Councillors voted in favour.

Coastal Communities Team – Cllr Taylor proposed Cllr Breakspear as Lowestoft Town Council's representative on the Coastal Communities Team, with Cllr Taylor as the substitute; seconded by Cllr Hardie; all in favour.

Community Enabler Project Board – Cllr Hardie proposed she would like to represent Lowestoft Town Council on the Community Enabler Project Board; seconded by Cllr Frost. Cllr Taylor proposed Cllr Carlton as a representative also; seconded by Cllr Knight. All Councillors voted in favour of Cllrs Carlton and Hardie as Lowestoft Town Council's representatives on the Community Enabler Project Board.

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

Culture Board – Cllr Knight proposed Cllr Barnard as Lowestoft Town Council’s representative on the Culture Board. This was seconded by Cllr Pearce and all Councillors voted in favour. It was agreed that a substitute could be appointed at a later date.

East Suffolk Communities Team Whitton – Cllr Taylor proposed Cllr Lang as Lowestoft Town Council’s representative on the East Suffolk Communities Team Whitton, with Cllr Webb as the substitute. This was seconded by Cllr Knight and all Councillors voted in favour.

East Suffolk Partnership Annual Forum – Cllr Taylor proposed Cllr Green as Lowestoft Town Council’s representative on the East Suffolk Partnership Annual Forum; seconded by Cllr Collecott; all in favour. Cllr Taylor proposed Cllr Butler as the substitute; seconded by Cllr Lang; all in favour.

First Light Festival Board – Cllr Knight proposed Cllrs Carlton and Taylor to continue in their roles as Lowestoft Town Council’s representatives on the First Light Festival Board, with Cllrs Eastwood and Frost as substitutes; seconded by Cllr Pearce; all in favour.

Friends of Fen Park – Cllr Frost proposed she would like to represent Lowestoft Town Council on the Friends of Fen Park, with Cllr Lang as substitute; this was seconded by Cllr Lang and all Councillors voted in favour.

Heritage Action Zone and Heritage Champions – Cllr Knight proposed merging the two roles; seconded by Cllr Lang; all in favour. Cllr Green proposed Cllrs Knight and Taylor as Lowestoft Town Council’s representatives for the Heritage Action Zone and Heritage Champions, with Cllr Pearce as the substitute. This was seconded by Cllr Lang and all Councillors voted in favour.

Kirkley Business Association and Kirkley People’s Forum – Cllr Lang proposed merging the two roles; seconded by Cllr Knight; all in favour. Cllr Parker proposed Cllrs Frost and Taylor as Lowestoft Town Council’s representatives on the Kirkley Business Association and Kirkley People’s Forum, with Cllr Hardie as the substitute. This was seconded by Cllr Pearce and all Councillors voted in favour.

Lowestoft and Plaisir Twinning Association – Cllr Barnard proposed Cllr Lang continue his role as Lowestoft Town Council’s representative on the Lowestoft and Plaisir Twinning Association, with Cllr Youngman as the substitute. This was seconded by Cllr Knight and all Councillors voted in favour.

Lowestoft Development Group – Cllr Barnard proposed Cllr Knight as Lowestoft Town Council’s representative on the Lowestoft Development Group, with Cllr Taylor as the substitute. This was seconded by Cllr Patience and all Councillors voted in favour.

Lowestoft Flood Risk Management Project’s Strategic Steering Group – Cllr Taylor proposed Cllr Patience continue his role as Lowestoft Town Council’s representative on the Lowestoft Flood Risk Management Project’s Strategic Steering Group, with Cllr Lang as the substitute. This was seconded by Cllr Barnard and all Councillors voted in favour.

Lowestoft in Bloom – Cllr Collecott has just been re-elected as Chair of Lowestoft in Bloom. Cllr Taylor proposed Cllr Collecott as Lowestoft Town Council’s representative on Lowestoft in Bloom; seconded by Cllr Pearce; all in favour. It was agreed a substitute could be appointed at a later date if required.

Lowestoft Members Focus Group – The Town Council has not been notified of any meetings of the Lowestoft Members Focus Group. Cllr Taylor proposed removing this from the list, to be revisited if required; seconded by Cllr Lang; all in favour.

Lowestoft Museum – Cllr Taylor proposed Cllr Lang continue in his role as Trustee of the Lowestoft Museum, with Cllrs Pitts and Taylor as substitutes. This was seconded by Cllr Green and all Councillors voted in favour.

Lowestoft Records Office Closure Pre-Consultation Committee – This Committee no longer meets. Cllr Taylor proposed removing this from the list; seconded by Cllr Lang; all in favour.

Lowestoft Regeneration and Growth Board – Cllr Lang proposed Cllr Collecott as Lowestoft Town Council’s representative on the Lowestoft Regeneration and Growth Board, with Cllr Taylor as the substitute. This was seconded by Cllr Taylor and all Councillors voted in favour.

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

Lowestoft Station Partnership Group – Cllr Taylor proposed Cllr Parker continue in his role as Lowestoft Town Council's representative on the Lowestoft Station Partnership Group, with Cllr Pitts as the substitute. This was seconded by Cllr Carlton and all Councillors voted in favour.

Lowestoft Transport Infrastructure Partnership – Cllr Taylor proposed Cllr Eastwood continue in her role as Lowestoft Town Council's representative on the Lowestoft Transport Infrastructure Partnership, with Cllr Parker as the substitute. This was seconded by Cllr Green and all Councillors voted in favour.

Lowestoft Vision Board – Cllr Taylor proposed Cllr Collecott as Lowestoft Town Council's representative on the Lowestoft Vision Board; with Cllr Taylor as the substitute. This was seconded by Cllr Pearce and all Councillors voted in favour.

Marina Theatre Trust Board – Cllr Lang proposed Cllrs Ardley and Eastwood as Lowestoft Town Council's representatives on the Marina Theatre Trust Board; seconded by Cllr Webb; all in favour. Substitutes have not previously been appointed but it was agreed this could be done at a later date if necessary.

New East Suffolk Council – It was agreed there is no requirement for this to still be on the list. Cllr Taylor proposed removing this from the list; seconded by Cllr Knight; all in favour.

SCC A47 Improvement Scheme – Cllr Taylor proposed Cllrs Collecott, Eastwood and Parker as Lowestoft Town Council's representatives on the SCC A47 Improvement Scheme, with Cllr Taylor as the substitute. This was seconded Cllr Knight and all Councillors voted in favour. Cllr Patience also attends as a Suffolk County Councillor.

Sunrise Coast Heritage Guild – Cllr Lang proposed Cllr Barnard continue in her role as Lowestoft Town Council's representative on the Sunrise Coast Heritage Guild, with Cllr Taylor as the substitute. This was seconded by Cllr Parker and all Councillors voted in favour.

The Ness Steering Group – There is a dedicated officer appointment which is currently fulfilled by the Clerk. There is one Councillor representative role available to Lowestoft Town Council. Cllr Eastwood proposed Cllr Carlton as Lowestoft Town Council's representative on The Ness Steering Group. Cllr Ardley proposed Cllr Patience as Lowestoft Town Council's representative on The Ness Steering Group. A vote was taken but it was declared void as there was confusion as to how many votes Councillors were entitled to. As the proposal for Cllr Carlton was made first Councillors were asked to vote on whether they would like Cllr Carlton to be Lowestoft Town Council's representative on The Ness Steering Group. Ten Councillors voted in favour, and as this was a majority, Cllr Carlton was appointed as the representative.

Cllr Green proposed the appointment of Cllr Patience as the substitute; seconded by Cllr Knight; eleven Councillors voted in favour; two Councillors voted against.

Third Crossing Bridge Naming Competition Judging Panel – Cllrs Carlton and Eastwood both expressed an interest in representing Lowestoft Town Council on the Third Crossing Bridge Naming Competition Judging Panel. Cllr Carlton received sixteen votes, and as this was a majority she was appointed as the representative, with Cllr Eastwood as the substitute.

Third Crossing Stakeholders' Group –

Cllr Barnard left the room 20:36

Cllr Taylor proposed Cllrs Collecott and Frost as Lowestoft Town Council's representatives on the Third Crossing Stakeholders' Group, with Cllr Taylor as the substitute. This was seconded by Cllr Ardley and all Councillors voted in favour.

Waveney Disability Forum – All Councillors voted in favour of Cllr Eastwood as Lowestoft Town Council's representative on the Waveney Disability Forum, with Cllr Hardie as the substitute.

Cllr Barnard returned 20:38

Staff will ensure all the groups are informed of the representatives and the necessary contact details.

Cllr Barnard and the Clerk left the room 20:39

13. Review and adoption of the Council's policies and procedures

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

A meeting paper listing Lowestoft Town Council's policies and procedures was circulated to Councillors ahead of the meeting. Cllr Taylor proposed adoption of Lowestoft Town Council's policies and procedures, including the Code of Conduct, for further review by the appropriate Committee or Full Council where necessary. This was seconded by Cllr Hardie and all Councillors voted in favour.

14. Review and agreement of the meeting schedule for 2019 – 20

A provisional meeting schedule was circulated to Councillors ahead of the meeting.

Cllr Barnard and the Clerk returned 20:41

It was requested that no meeting start earlier than 18:00, due to some Councillors' work commitments. This may not be possible for the Planning and Environment Committee, as some of their meetings are scheduled directly before Full Council meetings

Cllr Collecott left the room 20:42

The start time of the Planning and Environment Committee meetings will be discussed with the Deputy Clerk. It was noted that the Planning and Environment Committee meeting on 25 June had been provisionally scheduled at 16:00 in error and should be 17:00 as this is also the day of the Full Council meeting.

Cllr Collecott returned 20:44

Some of the Assets, Inclusion and Development (AID) Committee meetings had been provisionally scheduled to start at 17:00, rather than 18:00, due to scheduled closures of the bascule bridge, which would affect some of the Councillors' journeys home.

Cllr Parker proposed revision of the provisional meeting schedule so that no AID Committee, Finance and Governance Committee or Full Council meetings begin before 18:00, with the Planning and Environment Committee to discuss the start times of their meetings at their next meeting. This was seconded by Cllr Knight and all Councillors voted in favour. A revised meeting schedule will be issued once the amendments have been made.

15. Noting forthcoming events, including civic events and the Mayoral diary

This was included with the provisional meeting schedule, for Councillors' information. Lowestoft Town Council will be holding a People's Picnic in the Park in Sparrows Nest on 6 June, to commemorate the 75th Anniversary of the D Day Landings.

16. Review subscriptions

A meeting paper was distributed to Councillors at the meeting, and Councillors were asked to consider the following recommendations:

1. The subscription to SALC is not renewed at this stage but this position is reviewed for 2020-21.
2. The subscription to NABMA is renewed but is reviewed for 2020-21 for value for money.
3. The subscription to the Suffolk Preservation Society is not renewed at this stage but will be reviewed for 2010-21.
4. The subscriptions to SLCC and IWFM have been renewed and are recommended for renewal when due.
5. The use of Hoey Ainscough Associates Ltd is continued and the suggested budget agreed.
6. The subscription to Parkinson Partnership LLP is continued and the suggested budget agreed.
7. The subscription to Survey Monkey has been renewed and is recommended for renewal when due.
8. Delegated authority is agreed for the Clerk to progress the subscriptions recommended and any other subscriptions deemed necessary to help manage risks for the Council up to a limit of £3500 (+ VAT where applic).

Cllr Ardley proposed approval of the eight recommendations as listed; seconded by Cllr Green; all in favour.

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

17. Review the register of land and assets including building and office equipment

A copy of this was distributed to Councillors at the meeting, and it was noted that this is also available electronically on the Town Council's website. It was confirmed that Gunton Warren has been removed, as this land has transferred back into East Suffolk Council's ownership.

Cllr Ardley proposed adoption of Lowestoft Town Council's register of land and assets, including building and office equipment, as it currently stands, subject to scrutiny by the AID and Finance and Governance Committees; seconded by Cllr Hardie; all in favour.

18. Confirmation of the arrangements for insurance cover

Confirmation of Lowestoft Town Council's insurance cover through Zurich Insurance was circulated to Councillors ahead of the meeting.

Cllr Carlton proposed noting that Councillors have seen confirmation of the Town Council's insurance and are satisfied that the necessary arrangements are in place; seconded by Cllr Lang; all in favour.

19. Consideration of receipt of summonses to meetings electronically

Cllr Barnard proposed that Councillors receive summonses to all meetings electronically; seconded by Cllr Knight; all in favour.

20. Noting Lowestoft Town Council's eligibility to exercise the General Power of Competence and consideration of adoption of the General Power of Competence

Cllr Lang proposed noting Lowestoft Town Council's eligibility to exercise the General Power of Competence and adoption of the General Power of Competence; seconded by Cllr Knight; all in favour.

21. Public Forum

A member of the public advised that an application has been submitted to Lowestoft Town Council to hold a Big Lunch event on 2 June, under the Sails at the Triangle marketplace. This will be considered by the AID Committee at their next meeting.

Ian Graham left the meeting 20:59

22. Finance and Governance:

22.1 Consideration of financial matters for the year ending 31 March 2019, including the following:

22.1a The end of year accounts and completion of the bank reconciliation for the year ending 31 March 2019 – The bank reconciliation was displayed to Councillors at the meeting, and had been signed by Neil Coleby, who was the Councillor bank reconciliation signatory. The end of year accounts were distributed to Councillors at the meeting.

Cllr Carlton proposed noting that the end of year bank reconciliation and accounts had been seen by Councillors and there were no queries or issues; seconded by Cllr Taylor; all in favour.

22.2 Consideration of any audit matters including the following:

22.2a Noting the following with regard to the internal audit:

22.2ai Completion of the internal audit and receipt of the detailed report – The report was circulated to Councillors in advance of the meeting and it was noted that all Councillors had received the report.

22.2aii Receipt of the Responsible Financial Officer's (RFO) action plan – This was distributed to Councillor at the meeting at displayed. It was noted that all Councillors had seen the RFO's action plan.

Cllr Patience left the meeting 21:02

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

22.2aiii Receipt of the Statement in Support of the Quotation to Lowestoft Town Council for the provision of internal audit services by Trevor Brown, for a total cost of £950, within the £2,000 previously agreed by Council and delegated to the Clerk – This is for provision of internal audit services for the year 2019 – 2020.

Cllr Green proposed payment of £950 to Trevor Brown, for provision of internal audit services for the year 2019 – 2020; seconded by Cllr Parker; all in favour.

22.2b Noting the completion of the Internal Controls review and receipt of the report - This was completed by Neil Coleby and Cllr Parker, as the Town Council's Internal Controllers. This was displayed to Councillors at the meeting and it was noted that a copy if available from the Clerk for any Councillors who would like to review it in more detail, ahead of its use for 2019 – 20.

22.2c Consideration of the Annual Governance and Accountability Return (AGAR) for 2018 – 19 and associated papers and processes for external audit:

22.2ci Noting the internal audit report – The AGAR was displayed to Councillors at the meeting. Page three had been completed by Trevor Brown, as the internal auditor, and signed to confirm Lowestoft Town Council had met the necessary criteria.

22.2cii Approval of the Annual Governance Statements (Section 1 AGAR) - Section 1 of the AGAR – The Annual Governance Statement 2018/19, is to be completed by Lowestoft Town Council and signed by the Clerk and the Mayor, for Lowestoft Town Council to confirm that it has met the necessary criteria. It was explained that there has been a thorough process through the internal audit, and robust safeguarding measures have been adopted, including the appointment of Internal Controllers, a Council bank reconciliation signatory, independent checks of officers' salaries, appointment of an external payroll provider, and scrutiny of all Financial and Governance matters by the Finance and Governance Committee. The Chair of the Finance and Governance Committee confirmed he had read all of the statements listed under the Annual Governance Statement 2018/19 and is satisfied that Lowestoft Town Council has met all of the criteria. It was agreed that the Clerk would read out each of the statements and a vote would be taken following this, should Councillors be satisfied that the relevant criteria has been met. The Clerk read out each of the statements in turn under Section 1 of the AGAR – The Annual Governance Statement 2018/19 and it was also displayed at the meeting.

Cllr Green proposed that each of the statements numbered 1 – 9 should be marked 'yes' to indicate that Councillors are in agreement that Lowestoft Town Council has met the necessary criteria; seconded by Cllr Lang; all in favour.

It was noted that the Clerk and Cllr Taylor as the Mayor will sign the statement at the end of the meeting.

22.2ciii Approval the Accounting Statements (Section 2 AGAR) and note the associated paper detailing significant variations – Section 2 of the AGAR, the Accounting Statements 2018/19, was displayed to Councillors at the meeting, and it was noted that this had been completed by the Clerk as RFO. The Clerk, as RFO, had also prepared a paper explaining the significant variations and this was distributed to Councillors at the meeting. Each of the variations was explained in turn. It was noted that the Clerk, as RFO, has signed Section 2 of the AGAR – the Accounting Statements 2018/19 and this will also be signed by Cllr Taylor as the Mayor.

Cllr Knight proposed noting that Councillors had seen Section 2 of the AGAR – the Accounting Statements 2018/19 and were satisfied with this and the details of the significant variations; seconded by Cllr Green; all in favour.

Section 3 of the AGAR is the External Auditor Report and Certificate 2018/19. This will be displayed to Councillors upon receipt of the report from the external auditor and will be displayed on the website.

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

22.2civ Noting the period for the exercise of public rights – It was noted that this will be Monday 17 June 2019 – Friday 26 July 2019. It was noted that the external auditor will be notified and this will be advertised publicly.

22.3 Consideration of urgent financial matters for the current year, including the following:

22.3a Appointment of the bank signatories – Cllrs Green and Taylor are bank signatories currently. Cllrs Frost and Lang also advised they would be happy to take on this role.

Cllr Green proposed appointing Cllrs Green, Frost, Lang and Taylor as the bank signatories; seconded by Cllr Ardley; all in favour.

A bank reconciliation signatory was required, and it was requested that this be a Councillor who is not a member of the Finance and Governance Committee.

Cllr Green proposed Cllr Ardley as Lowestoft Town Council's bank reconciliation signatory; seconded by Cllr Knight; all in favour.

Cllr Frost left the room 21:21

Two Internal Controllers were required. It was requested that these be Councillors who are not members of the Finance and Governance Committee.

Cllr Green proposed Cllrs Lang and Webb as Lowestoft Town Council's Internal Controllers; seconded by Cllr Pearce; all in favour.

Cllr Frost returned 21:23

22.3b Consideration of an asset tour and associated budget – There was a discussion regarding the hiring of a vehicle for this, but it was agreed that staff will make the arrangements for the tour and Councillors will make their own way there.

Cllr Green proposed approval of an asset tour, with a maximum budget of £500 delegated to the Clerk; seconded by Cllr Knight; sixteen Councillors voted in favour; two Councillors abstained from the vote.

22.3c Consideration of attendees for the 2019 visit to Plaisir and a budget of up to £300 for gifts

Cllr Carlton left the room 21:28

Payment has already been made for two people to attend. Volunteers were sought but no one was able to commit to attending the visit at that time. It was agreed that if anyone changed their mind they had until close of business on Wednesday 15 May to email the Clerk, and places would be filled on a 'first come first served' basis.

Cllr Pearce proposed delegating authority to the Clerk to purchase gifts, within a maximum budget of £300 from the Civic budget; seconded by Cllr Hardie; all in favour.

Cllr Carlton returned 21:30

22.3d Agreement of fees and charges: leisure and events on LTC land – To be discussed during the confidential session.

23. Legal

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

23.1a A licence to occupy The Ness for East Suffolk Council (Confidential) – To be discussed during the confidential session.

24. Date of the next meeting

Tuesday 28 May 2019 19:30

25. Items for the next Agenda

Following an incident at Ness Point over the weekend, it was suggested that a plaque of recognition could be considered for the young person who assisted their injured friend. It was agreed this will be considered further by the AID Committee. There was a request for a Christmas market at the Triangle marketplace to be considered this year. This will also be discussed by the AID Committee. There was a request for Christmas lights to be considered on London Road South. This would need to be considered alongside the budget and whether appropriate

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

infrastructure is in place to support this. It was agreed that this will also be considered by the AID Committee.

Cllr Green proposed suspending Standing Order 3y to allow the meeting to continue; seconded by Cllr Carlton; all in favour.

26. Resolution to close the meeting to the public

All members of the public left the meeting 21:36

26.1 Any urgent legal issues, including those at 23.1 above as required:

22.3d Agreement of fees and charges: leisure and events on LTC land – The Harbour and Normanston Town Councillors have received a letter from the Sparrows Nest Bowls Club, expressing concerns about the rink fees for 2019 – 20.

The Clerk left the room 21:38

The letter was read out.

The Clerk returned 21:39

The Sparrows Nest Bowls Club have submitted a grant application for the amount they believe they will be charged this season, but this is different to the Council's calculation of their approximate fee. They have requested a meeting with Lowestoft Town Council, and it was agreed this should be organised to allow for discussion of the fees. The Sparrows Nest Bowls Club have indicated that they did not previously pay for coaching sessions. The Town Council's schedule of fees does not cover coaching sessions, so this will need to be clarified. It was agreed that the Finance and Governance Committee can further examine this. The Clerk will write to the Sparrows Nest Bowls Club to organise a meeting and explain that their grant application will be deferred until an agreement has been reached regarding the fees for 2019 – 20.

Cllr Eastwood left the room 21:51

A confidential meeting paper regarding the policy and fees for sports facilities in 2019 – 20 was distributed to Councillors at the meeting.

Cllr Eastwood returned 21:52

The recommendations presented were as follows, that the Council:

1. Confirms its acceptance of the Grant Awarding Policy, adjusted to include particular provisions relating to clubs using LTC leisure facilities. This adjustment is that any club applying must indicate how they used the funds saved from not paying fees last year to invest in membership and facilities.
2. Confirms its acceptance of the uncertainty in matching income to maximum grant and instructs the Clerk to determine and inform the Council of the actuals at the earliest opportunity.
3. Confirms that it will implement a grant programme which as closely as possible fits anticipated income based on the new charges (i.e. extrapolated from a base of the last known year's actual usage). All grant applications to be decided by Finance and Governance Committee or Full Council, whichever comes first, with related income information.
4. Confirms that facilities will be free for use by the public free
5. Accepts the Finance and Governance Committee recommendation that fees are applied to clubs for the privilege of making block bookings but this does not preclude clubs from making individual bookings (for which charges apply). The public cannot make block bookings.
6. Confirms that any club found to be making individual bookings under the guise of being a general member of the public booking, shall be charged for use, shall be required to repay any grant and shall be reported to the Council for any further action.

Lowestoft Town Council

Annual Meeting

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

19:30 on Tuesday 14 May 2019

7. Confirms that the principles in e). above will be respected and delegates authority to the Clerk to decide any anomalies or new matters which arise with report back to Finance and Governance Committee or Full Council, whichever comes first.
8. Subject to 4 to 6 above, either:
 - a) Applies its decision to charge 2017 fees plus RPI for 2017 and 2018; or
 - b) Accepts the recommendations from Finance and Governance Committee with its more streamlined fee structure;
9. Wishes the shortfall in anticipated fees to be considered on an ongoing basis by Finance and Governance Committee, with proposals back to Council on how to address any budgetary issues.
10. Wishes Finance and Governance Committee to review fees and the grants system and make recommendations to Council for 2020-21.

Recommendation 8 presented two options. Cllr Taylor proposed the approval of option b – acceptance of the recommendation of the Finance and Governance Committee; seconded by Cllr Hardie; seventeen Councillors voted in favour; one Councillor abstained from the vote.

Cllr Eastwood left the meeting 22:02

Cllr Ardley proposed acceptance of the rest of the recommendations presented in the paper; seconded by Cllr Pearce; sixteen Councillors voted in favour; one Councillor abstained from the vote.

23.1a A licence to occupy The Ness for East Suffolk Council (Confidential) – A confidential meeting paper was distributed to Councillors at the meeting. Plan number 642/100 was displayed at the meeting as the latest plan. It was agreed for Lowestoft Town Council to enter a Licence to Occupy. Delegated authority was granted to Cllr Carlton and the Clerk, as Lowestoft Town Council's representatives on The Ness Steering Group, to progress this.

26.2 Any urgent employment matters – There were no matters for consideration.

The Chair closed the meeting 22:38.

Signed:

28 May 2019