

**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**19:30 on 20 August 2019**

**MINUTES**

**Present:** Cllrs Sue Barnard, Bob Breakspear, Tara Carlton, Tracey Eastwood, Amanda Frost, Alan Green, Jacqueline Hardie, Peter Knight, Peter Lang, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Alice Taylor and David Youngman

**In attendance:** Sarah Foote (Deputy Clerk) and Lauren Elliott (Committee Clerk)

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

**92. Welcome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. There was a reminder that smoking is not permitted anywhere on the premises, including the car park. Signs to this effect have now been put up.

**93. Receipt and consideration of acceptance of apologies for absence**

Apologies were received from Cllrs Butler and Collecott. Cllr Knight proposed acceptance of the apologies; seconded by Cllr Youngman; all in favour.

**94. Declarations of Interests and dispensations**

There were none.

**95. Consideration of the accuracy of the Minutes**

13 August 2019 – Accepted as accurate. Proposed by Cllr Knight; seconded by Cllr Frost; all in favour.

**96. Public Forum**

There was a reminder that any members of the public wishing to speak would be given three minutes to do so. A member of the public spoke of the success of recent children's events for The Ness, which have so far been held at Sparrows Nest. There was a concern that should the events be moved to The Ness, this site would not offer the same level of protection from the road. There was a concern that Lowestoft Town Council would be funding the proposed artwork at Ness Point. It was requested that suitable public engagement take place and consideration given to local artists. Confirmation of the names of the members of the Steering Group was requested. The comments were noted.

**97. Finance:**

97.1. Receipt and acceptance of the minutes of the previous Finance and Governance Committee Meeting (11 July 2019 and 8 August 2019) and consideration of the following matters in particular: - Cllr Knight proposed acceptance of minutes of 11 July and 8 August; seconded by Cllr Frost; all in favour.

97.1a. Monitoring the 2019-20 budget – The budget monitoring paper was circulated with the agenda and was noted.

97.1b. A recommendation to appoint Cllr Coleby as the bank reconciliation signatory – The previous signatory resigned from the Council. Cllr Coleby fulfilled this role before and had advised he would be happy to do so again, if there were no other volunteers. Cllr Frost advised she would be happy to take on this role, but this was not possible as Councillor bank signatories were not appropriate. Cllr Barnard proposed approval of the recommendation for Cllr Coleby to be the bank reconciliation signatory; seconded by Cllr Hardie; all in favour.

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97.1c. Noting any payments previously approved and the expenditure and income reports for the month ending 31 July 2019 and August 2019 to date, including the petty cash log (see schedule) – These were noted as follows:

Date	Payment To	Description	Amount
1 July 2019	East Suffolk Council	Links Road NNDR July	£184
1 July 2019	East Suffolk Council	Pakefield St PC NNDR July	£120
1 July 2019	East Suffolk Council	Sparrows Nest Bowls NNDR July	£108
1 July 2019	East Suffolk Council	Kensington Gardens PC NNDR July	£206
1 July 2019	East Point Business Services	IT Service 1/6/18 – 30/9/18	£4,306 + £861.20 VAT = £5,167.20
1 July 2019	Marina Theatre Trust	Management Fee Q2 2019	£37,500 + £7,500 VAT = £45,000
1 July 2019	NPower	Sparrows Nest Elec April 19	£65.11 + £3.26 VAT = £68.37
1 July 2019	Waveney Norse	Denes Oval Ceiling Replacement	£6,351.85 + £1,270.37 VAT = £7,622.22
1 July 2019	Lowestoft in Bloom	Grant for Banner and Shirts	£216.95
1 July 2019	Lowestoft Art Group	Grant Community Art Sessions	£395
1 July 2019	NPower	Sparrows Nest Electric Apr 19	£154.17 + £7.71 VAT = £161.88
1 July 2019	Pearce and Kemp Ltd	Triangle Market PC Inspection	£105 + £21 VAT = £126
1 July 2019	Realise Futures	Grant for Bench	£971.40
1 July 2019	NPower	Kensington Gardens Elec April	£206.60 + £10.33 VAT = £216.93
1 July 2019	Top Cats	Grant for Community Lunch	£500
1 July 2019	St Johns Ambulance	6/6/19 Event Cover	£96 + £19.20 VAT = £115.20
1 July 2019	Gazprom Energy	Denes Oval Gas May 19	£37.41 + £1.87 VAT = £39.28
1 July 2019	NPower	Sparrows Nest Elec April	£225.93 + £11.30 VAT = £237.23
1 July 2019	Gazprom Energy	Town Hall Gas May 19	£94.81 + £4.74 VAT = £99.55
1 July 2019	Land Registry	Land Registry Documents	£27
4 July 2019	Suffolk Pension Fund	June Pensions 2019	£4,639.24
9 July 2019	Super Swing Big Band	6/6/19 Event	£400
9 July 2019	Lloyds Bank	Credit Card Charge and NALC Conference Hotel Rooms x7	£735.17 + £145.83 VAT = £881
19 July 2019	PWLB	Marina Box Office Loan Repayment	£7,330.25
19 July 2019	HMRC	June PAYE 2019	£3,739.39
23 July 2019	Salaries	July Salaries 2019	£10,211.09
30 July 2019	Land Registry	Land Registry Documents	£42
30 July 2019	RICOH UK Ltd	Printer Hire Q2 and Ink Q1	£338.38 + £67.68 VAT = £406.06
30 July 2019	On Advice Ltd	Fire Risk Assessments	£1,116
30 July 2019	Need2Store	Civic Artefact Storage July 19	£200 + £40 VAT =

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			£240
30 July 2019	NPower	CCTV Electric June 19	£165.23 + £33.05 VAT = £198.28
30 July 2019	NPower	CCTV Electric May 19	£170.73 + £34.15 VAT = £204.88
30 July 2019	NPower	CCTV Electric April 19	£165.23 + £33.05 VAT = £198.28
30 July 2019	Waveney Norse	Bins for 6/6/19 Event	£50
30 July 2019	Anglian Water	Kensington Gardens Water	£123.30
30 July 2019	Broadland Security Alarms	Gunton Meeting Hall Alarm	£177
30 July 2019	Broadland Security Alarms	Town Hall Intruder Alarm	£102
30 July 2019	Broadland Security Alarms	Town Hall Fire Alarm	£735
30 July 2019	Purcell	Town Hall Drone Survey	£468
30 July 2019	Nicholsons Solicitors LLP	General Legal Advice	£1,786
30 July 2019	Purcell	Town Hall Tender	£1,200
30 July 2019	Anglian Water	Town Hall Water Dec 18 – Apr 19	£139.59
30 July 2019	Anglian Water	KG Boat Lake Water Dec 18 – Apr 19	£141.03
30 July 2019	Anglian Water	Normanston Water Dec 18 – Apr 19	£423.69
30 July 2019	Anglian Water	S.Nest PC Water Dec 18 – Apr 19	£627.48
30 July 2019	Anglian Water	North Denes Water Dec 18 – Apr 19	£354.47
30 July 2019	Lowestoft Sea Cadets	Grant for Boat	£2,764
30 July 2019	Mark Speller	LTC and Travel Reimbursements	£18.97
30 July 2019	Gazprom Energy	Town Hall Gas June 2019	£91.76 + £4.59 VAT = £96.35
30 July 2019	Gazprom Energy	Denes Oval Gas June 2019	£38.66 + £1.93 VAT = £40.59
30 July 2019	Guy McGregor & Associates Ltd	Tax Advice	£208
30 July 2019	Nicholsons Solicitors LLP	General Legal Advice	£1,242.60
30 July 2019	Nicholsons Solicitors LLP	CCTV Legal Fees	£136.80
31 July 2019	East Suffolk Council	Links Road Business Rates Aug	£184
31 July 2019	East Suffolk Council	Pakefield St NNDR Aug 19	£120
31 July 2019	East Suffolk Council	Sparrows Nest Bowl NNDR Aug	£108
31 July 2019	East Suffolk Council	KG PC Business Rates Aug 19	£206
Date	Received From	Description	Amount
11 July 2019	Market Income	Market Income 21 and 28 June 2019	£167
15 July 2019	East Suffolk Council	Tenant Income	£213.16
18 July 2019	Market Income	Market Income 5 and 12 July 2019	£234

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29 July 2019	Tenant Income	Tenant Income	£6,300
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Date	Payment To	Description	Amount
6 <sup>th</sup> August 2019	SCC Pension Fund	July Pensions 2019	£4,615.29
6 <sup>th</sup> August 2019	Mark Speller	Travel Reimbursement	£4.32
6 <sup>th</sup> August 2019	Sparrows Nest Bowls Club	Bowls Grant	£2,249.46
6 <sup>th</sup> August 2019	Purcell Architecture Ltd	Professional Architectural Services Relating to Town Hall Tender	£1,250.60 + £250.12 VAT = £1,500.72
6 <sup>th</sup> August 2019	East Suffolk Council	Triangle Market PC Business Rates May-August 2019	£460.00
8 <sup>th</sup> August 2019	Npower	CCTV Electricity July 2019	£170.73 + £34.15 VAT = £204.88
8 <sup>th</sup> August 2019	Wave	Town Hall Water 2/12/18 – 16/4/19	£144.01
8 <sup>th</sup> August 2019	Pearce and Kemp	Normanston Park repairs to 2x consumer units, damaged socket and fan fuse	£575.00 + £115.00 VAT = £690.00
8 <sup>th</sup> August 2019	Sarah Foote	Reimbursement for Travel and Plant Pots	£101.05 + £5.36 VAT = £106.41
8 <sup>th</sup> August 2019	East Suffolk Council	Links Road Car Park Additional Business Rates April 19	£1.25
14 <sup>th</sup> August 2019	Unity Trust Bank	Bank Charges	£4.50
16 <sup>th</sup> August 2019	Lloyds Bank	Credit Card Charges	£201.49
16 <sup>th</sup> August 2019	Tenant	Lease Obligations	£1,000
16 <sup>th</sup> August 2019	Broadland Security Alarms	8x Emergency Light Fittings and Testing	£507.92 + £101.58 VAT = £609.50
16 <sup>th</sup> August 2019	Npower	Sparrows Nest Electric May-July 2019	£629.52 + £31.48 VAT = £661.00
16 <sup>th</sup> August 2019	East Suffolk Council	Links Road Car Park Business Rates April 2019	£184.00
16 <sup>th</sup> August 2019	Npower	Sparrows Nest Electric May-July 2019	£694.40 + £34.72 VAT = £729.12
16 <sup>th</sup> August 2019	Npower	Sparrows Nest Electric May-July 2019	£88.36 + £4.42 VAT = £92.78
16 <sup>th</sup> August 2019	Npower	Town Hall Electric July 2019	£282.38 + £14.12 VAT = £296.50
16 <sup>th</sup> August 2019	Gazprom Energy	Denes Oval Gas July 2019	£38.66 + £1.93 VAT = £40.59
16 <sup>th</sup> August 2019	Npower	Sparrows Nest Electric May-July 2019	£230.70 + £11.54 VAT = £242.24
16 <sup>th</sup> August 2019	Npower	Triangle Market Electric July 2019	£308.49 + £15.42 VAT = £323.91
16 <sup>th</sup> August 2019	Gazprom Energy	Town Hall Gas July 2019	£94.81 + £4.74 VAT = £99.55
16 <sup>th</sup> August 2019	Broadland Security Alarms	Town Hall Intruder Alarm Call Out	£70.00 + £14.00 VAT = £84.00
19 <sup>th</sup> August 2019	HMRC	PAYE July 2019	£4,105.89

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### Credit Card Charges

Payment To	Description	Amount
Dash	Parking Charge	£3.10
ID&C Band	LTC Lanyards	£132.00 +£26.40 VAT = £158.40
Coffee Masters UK	Sugar Sachets	£10.99
East Suffolk Council	Sparrows Nest License	£23.00
Lloyds Bank	Monthly Fee	£6.00

### Petty Cash Log

Date	Details	Amount
16 <sup>th</sup> July 2019	Stationery and Refreshments	£5.78
18 <sup>th</sup> July 2019	Sample Pot for Legionella Compliance and Postage	£5.25
30 <sup>th</sup> July 2019	Meeting Refreshments and Dishwasher Tablets	£20.46
30 <sup>th</sup> July 2019	Milk	£0.80
8 <sup>th</sup> August 2019	Special Delivery Charge for Legionella Compliance	£26.60

### Receipts

Date	Received From	Description	Amount
7 <sup>th</sup> August 2019	HMRC	Vat Reclaim Q1 2019	£14737.79
9 <sup>th</sup> August 2019	Groundwork UK	Neighbourhood Plan Grant	£8925.00
12 <sup>th</sup> August 2019	Tenant	Rental Income from Tenant	£213.16
12 <sup>th</sup> August 2019	Market Income	Market Income	£239.00
16 <sup>th</sup> August 2019	Market Income	Market Income	£167.00

97.1d. Considering any payments for approval (see schedule) – These were presented as follows:

Payment to	Description	Amount
East Suffolk Council	Uncontested Election 2 <sup>nd</sup> May 2019	£76.16
Energy Assets Limited	Disconnect and Remove the Gas Meter at Denes Oval	£262.64 + VAT
	2x Miniature Circuit Breakers for Town Hall to ensure a satisfactory electrical certificate	£75.00 + VAT

Cllr Knight proposed approval of the payments as presented in the schedule; seconded by Cllr Hardie; all in favour.

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- 97.1e. The commencement of budget scrutiny for 2020 – 21 and the merging of the Budget and Loan Working Groups – Councillors were asked to consider whether they would like to join the working group. Cllr Green proposed himself, Cllr Pearce and Cllr Coleby. Although Cllr Coleby was not in attendance at the meeting, he had previously confirmed that he wished to be a member of this working group. Cllrs Parker and Taylor also expressed an interest. All Councillors voted in favour to confirm the membership of the Budget and Loan Working Group as Cllrs Coleby, Green, Parker, Pearce and Taylor. A meeting will be arranged for early September.
- 97.1f. Adoption of the pre-existing East Suffolk Council policy forbidding traders to trade in public car parks – It was reported that East Suffolk Council had experienced issues with this, as driving instructors are using public car parks to teach students bay parking and are thus classed as traders. It was queried whether the Town Council could accept this policy with an amendment to state that it applies to static traders only, and allow provision for deviation from this for events organised by the Town Council. Cllr Taylor proposed referring this matter to the Finance and Governance Committee to consider in more detail; seconded by Cllr Lang; all in favour. Static traders who have been using the Town Council's car parks to trade have been served notice.
- 97.1g. Giving the Marina Theatre approval to replace the dressing room heaters, subject to the provision of a suitable contract and appropriate guarantees for the work – The Finance and Governance Committee have seen the specification for the works and verified that the same specification was sent to all companies invited to provide quotes. Cllr Barnard proposed approval of the replacement of the Marina Theatre's dressing room heaters, subject to the provision of a suitable contract and appropriate guarantees for the work; seconded by Cllr Knight; all in favour. It was confirmed that the Marina Theatre will select which company completes the work.
- 97.1h. Delegating authority to the Clerk for the arrangement and management of Hamilton House room bookings – East Coast Community Healthcare has submitted a request for a long term room booking. There is currently no provision in the policy for long term room bookings and the delegated authority would allow the Clerk to arrange and negotiate long term bookings, including an appropriate fee. It was confirmed that Council use of the rooms would still be prioritised. Cllr Pearce proposed delegating authority to the Clerk for the arrangement and management of Hamilton House room bookings, including long term bookings; seconded by Cllr Carlton; all in favour.
- 97.1i. Staff training requirements (confidential) – To be discussed during the confidential session.
- 97.2. Delegating authority to the Finance and Governance Committee to consider options for an amplification system in the Council Chamber within a maximum budget of £1,000 (plus VAT) – Cllr Hardie proposed delegating authority to the Finance and Governance Committee to consider options for an amplification system in the Council Chamber, within a maximum budget of £1,000 (plus VAT); seconded by Cllr Knight; all in favour.
- 97.3. Delegating authority to the Clerk to make any payments relating to the Hamilton House lease, including rent, capital repayments, services and IT charges – The IT charges will be considered at the next Finance and Governance Committee meeting. Other payments may arise and there may be penalties for defaulting on these. The lists of charges were presented at the Extraordinary Meeting. Cllr Pearce proposed delegating authority to the Clerk to make any payments relating to the Hamilton House lease. Cllr Pearce further proposed delegating authority to the Clerk to make payment of the IT charges, subject to approval of the charging schedule by the Finance and Governance Committee; seconded by Cllr Hardie; all in favour.

## 98. Governance

- 98.1. Progress with the external audit – The external audit report has not yet been received. The interim internal audit is scheduled for 11 and 12 September.

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98.2. Considering a recommendation from the Events and Communications Sub-Committee for it to become a Sub-Committee of the Finance and Governance Committee – This recommendation was made as the Events and Communications Sub-Committee has a delegated budget and it was therefore felt that it was more appropriate for it to be sub-committee of the Finance and Governance Committee. Cllr Pearce proposed approval of the recommendation for the Events and Communications Sub-Committee to be a sub-committee of the Finance and Governance Committee; seconded by Cllr Green; all in favour.

### 99. Assets, Inclusion and Development

99.1. Receipt and acceptance of the minutes of the previous Assets, Inclusion and Development Committee meetings (22 July and 5 August 2019) and consideration of the following matters in particular: - Cllr Lang proposed acceptance of the minutes of 22 July and 5 August; seconded by Cllr Breakspear; all in favour.

99.1a. An alternative location for the noticeboard removed from the Denes Oval (the Assets, Inclusion and Development Committee selected Rosedale Park as its preference) – A map of the existing noticeboard locations has been created, which demonstrates a requirement for at least one noticeboard in the South of the town. Of the proposed locations, the Assets, Inclusion and Development Committee felt that Rosedale Park was the most frequently used. Cllr Lang proposed that the noticeboard removed from the Denes Oval be relocated to Rosedale Park and also offered to ensure it is kept updated; seconded by Cllr Pearce; all in favour.

99.1b. Extension of the trial of free Wi-Fi provision to Kensington Gardens – The trial in Sparrows Nest will still be going ahead, but East Coast Community Healthcare have been experiencing some technical difficulties with setting this up. Cllr Pearce proposed approval of the extension of free Wi-Fi provision to Kensington Gardens; seconded by Cllr Breakspear; fourteen Councillors voted in favour; one Councillor abstained from the vote.

### 100. Planning and Environment

100.1. To receive and accept the minutes of the previous Planning and Environment Committee meetings (9 July, 23 July and 6 August 2019) and consideration of any matters arising – Cllr Youngman proposed acceptance of the minutes of 9 July, 23 July and 6 August; seconded by Cllr Lang; all in favour. There were no matters arising.

### 101. Climate Emergency Working Group

101.1. A report from the Climate Emergency Working Group, including the following:

101.1a. Accepting the notes from the meeting of 30 July 2019 – This was circulated to Councillors ahead of the meeting and was noted.

101.1b. A recommendation from the Working Group to become the Climate Emergency Committee and consideration of the draft Terms of Reference – The Terms of Reference were circulated to Councillors ahead of the meeting. Cllr Green proposed approval of the Working Group becoming the Climate Emergency Committee, and acceptance of the Terms of Reference; seconded by Cllr Youngman; all in favour.

101.1c. Subject to the approval of item 101.1b, election of a Chair of the Climate Emergency Committee (Cllr Lang was previously elected Chair of the Working Group) – Cllr Green proposed electing Cllr Lang as Chair of the Climate Emergency Committee; seconded by Cllr Taylor; all in favour.

### 102. Written reports from Councillors and matters relating to representative roles

102.1. Report from the Coastal Communities Team – There were no updates to consider.

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

102.3. Report from the Culture Board – There were no updates to consider.

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- 102.4. Report from the East Suffolk Communities Team (Whitton) – There were no updates to consider.
- 102.5. Report from the First Light Festival Board or any feedback from the Festival – A meeting was held following the festival and further meetings are planned. At the Annual Assembly of the Town, the organisers of the festival said they would like it be a reoccurring event, and it was queried whether this is still the case. This would be dependent on funding, but it is still hoped that this can become an annual festival.
- 102.6. Report from Fen Park Friends – A written report was circulated ahead of the meeting.
- 102.7. Report from the Heritage Action Zone and Heritage Champions – All Councillors were reminded to respond to an invitation to a Heritage Open Days event at the Town Hall on 13 September.
- 102.8. Report from the Jack Rose Old Lowestoft Society – There were no updates to consider.
- 102.9. Report from the Kirkley Business Association and Kirkley Peoples Forum – There were no updates to consider.
- 102.10. Report from the Lowestoft and Plaisir Twinning Association – There were no updates to consider.
- 102.11. Report from the Lowestoft Charity Board – There were no updates to consider.
- 102.12. Report from the Lowestoft Development Group – There were no updates to consider.
- 102.13. Report from the Lowestoft Flood Risk Management Project’s Strategic Steering Group – There were no updates to consider.
- 102.14. Report from Lowestoft in Bloom – There were no updates to consider.
- 102.15. Report from the Lowestoft Museum – There were no updates to consider.
- 102.16. Report from the Lowestoft Regeneration and Growth Board – There were no updates to consider.
- 102.17. Report from the Lowestoft Station Partnership Group – There were no updates to consider.
- 102.18. Report from the Lowestoft Transport Infrastructure Partnership – There were no updates to consider.
- 102.19. Report from the Lowestoft Vision Board – There were no updates to consider.
- 102.20. Report from the Marina Theatre Trust Board – There were no updates to consider.
- 102.21. Report from the SCC A47 Improvement Scheme – There were no updates to consider.
- 102.22. Report from the Sunrise Coast Heritage Guild – There were no updates to consider.
- 102.23. Report from The Ness Steering Group – Cllr Patience and the Deputy Clerk attended a meeting on Monday. At the meeting, an update was provided on the Licence to Occupy, which will be discussed during the confidential session. It was agreed for one of the gravel paths to be changed to concrete to support disabled access. The importance of attracting visitors to the site was discussed. It was suggested this could be encouraged by providing a transport service linking The Ness with other visitor attractions in the town. The next Steering Group meeting will be 23 September. The proposed artwork is being considered as a separate project. It was commented that local artists should be considered.
- 102.24. Report from the Third Crossing Bridge Naming Competition Judging Panel – There were no updates to consider.
- 102.25. Report from the Third Crossing Stakeholders’ Group – There were no updates to consider.
- 102.26. Report from the Waveney Disability Forum – There were no updates to consider.

### 103. Legal:

- 103.1. Any legal matters affecting the Council, including the following:
- 103.1a. The Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council and governance arrangements for the Marina Theatre (confidential) – To be discussed during the confidential.

### 104. Date of the next meeting

24 September 2019



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### 105. Items for the next agenda and close

No matters were raised for inclusion on the next agenda.

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

*All members of public left meeting 20:16*

### 106. Resolution to close the meeting to the public:

It was confirmed that the recent theft of door handles from the Marina Theatre would be discussed by the Finance and Governance Committee.

It was agreed that item 106.2 would be taken first:

*Cllr Taylor left the room 20:17 and returned 20:17*

106.2 Any employment matters including those at 97.1i above as required –

97.1i Staff training requirements (confidential) –

*The Deputy Clerk and Committee Clerk left the room 20:19*

Cllr Pearce proposed approval of a recommendation from the Finance and Governance Committee; seconded by Cllr Knight; all in favour.

*The Deputy Clerk and Committee Clerk returned 20:23*

106.1. Any legal issues including those at 103 above as required –

103.1 Any legal matters affecting the Council (confidential) – The latest positions with The Ness Licence to Occupy and the Hamilton House lease were explained.

103.1a The Supplemental Agreement between East Suffolk Council – The latest update was given.

*Cllr Patience left the room 20:28 and returned 20:30*

Cllr Pearce made a confidential proposal; seconded by Cllr Lang; all in favour.

There was a further confidential discussion regarding The Ness.

*Cllr Parker left the room 20:36*

Following a query, it was confirmed that a recording device for Council meetings has been purchased.

*Cllr Parker returned 20:38*

The Chair closed the meeting 20:38.

Signed: .....

24 September 2019