

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on 17 December 2019

MINUTES

Present: Cllrs Sue Barnard, Bob Breakspear, Colin Butler, Tara Carlton, Neil Coleby, Amanda Frost, Alan Green, Paul Page, Graham Parker and Alice Taylor (Chair)

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

Public: There was one member of the public in attendance

156. Welcome

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

157. Apologies for absence

Apologies were received from Councillors Tracey Eastwood, Jacqueline Hardie, Peter Knight, Peter Lang, Keith Patience, Andy Pearce and David Youngman. Cllr Frost proposed acceptance of the apologies; seconded by Cllr Breakspear; all in favour. Cllrs Peter Collecott, John Pitts and Nick Webb and not provided apologies and were absent.

158. Declarations of Interests and dispensations

There were none.

159. Accuracy of the Minutes

26 November 2019 – Cllr Parker raised a matter for discussion at item 166.1. In the minutes of the Personnel Committee meeting of 18 November he had been recorded as being present at the meeting, but was not present and had provided apologies. Cllr Breakspear proposed acceptance of the Full Council minutes of 26 November 2019; seconded by Cllr Carlton; all in favour.

160. Public Forum

The member of the public raised a matter with regard to item 164.1. He was in attendance at the Planning and Environment Committee meeting of 10 December, at which public concerns were addressed regarding the Great Yarmouth and Waveney Clinical Commissioning Group's failure to provide a new health facility in Lowestoft as promised, following the closure of the Lowestoft Hospital. It was confirmed that the Town Council has formally written to the Clinical Commissioning Group to express its disappointment that the assurances made have not been delivered on. The letter was displayed at the meeting and was read out by the Mayor.

161. Finance:

161.1. Receipt and acceptance of the minutes of the previous Finance and Governance Committee Meeting (12 December 2019) and consideration of the following matters: - It was noted that the meeting took place on 16 December instead as there was not a quorum for the meeting on 12 December. The minutes were not yet available for that meeting.

161.1a. The 2019-20 budget and noting any bank reconciliations – The Finance and Governance Committee scrutinised the budget monitoring report at its meeting yesterday and found no issues. There were no issues raised at this meeting and the budget monitoring report was noted. Cllr Green has recently scrutinised and signed off the bank reconciliation.

161.1b. Any payments previously approved and the expenditure and income reports for the month ending 30 November 2019 and December 2019 to date, including the petty cash log (see schedule) – These had been scrutinised by the Finance and Governance

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Committee – who raised no issues with them – and were presented as follows:

November Expenditure

Date	Payment to	Description	Amount
1 October 2019	Zoe Sprake	Civic spoon tray	£2,070
1 October 2019	Zoe Sprake	Civic spoon tray	Reverse payment - £2,070
1 November 2019	Need2Store Ltd	Storage of civic artefacts	£200 + £40 VAT = £240
1 November 2019	BSA Security and Fire	Supply/install fire extinguisher	£405 + £81 VAT = £486
1 November 2019	Purcell Architecture Ltd	Town Hall repairs	£448.41 + £89.68 VAT = £538.09
1 November 2019	MS Oakes	Town Hall repairs	£12,210.33 + £2,442.07 VAT = £14,652.40
1 November 2019	Sarah Foote	Council expenditure and travel reimbursement	£17.10
1 November 2019	Zoe Sprake	Civic spoon tray	£2,070
1 November 2019	St John Ambulance	2x Emergency First Aid at Work	£470 + £94 VAT = £564
1 November 2019	Alan Green	Travel reimbursement NALC Conference	£129.15
1 November 2019	St John Ambulance	2 day Mental Health Training	£300 + £60 VAT = £360
1 November 2019	BSA Security and Fire	Supply/install fire extinguishers	Reverse payment - £486
1 November 2019	Broadland Security Alarms	Town Hall fire extinguishers	£486
6 November 2019	Suffolk Pension Fund	Pensions October 2019	£4,615.29
8 November 2019	Guy McGregor & Associates Ltd	Payslips and pensions Q2	£104 + £20.80 VAT = £124.80
8 November 2019	Npower	Low Cemetery PC elec Jul-Sept 19	£234.19 + £11.71 VAT = £245.90
8 November 2019	Npower	Denes Oval electric Jul-Sept 19	£862.92 + £43.15 VAT = £906.07
8 November 2019	Npower	Normanston Park elec Jul-Sep 19	£456.41 + £22.82 VAT = £479.23
8 November 2019	Npower	Sparrows Nest elec Jul-Sep 19	£239.03 + £11.95 VAT = £250.98
8 November 2019	Npower	Kensington Gardens elec Jul-Sep	£221.35 + £11.07 VAT = £232.42
8 November 2019	Npower	Triangle Market electric Oct19	£249.03 + £12.45 VAT = £261.48
8 November 2019	East Point Business Services	Capital repay 01/10/18 – 31/12/19	£16,787 + £3,357.40 = £20,144.40

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8 November 2019	East Point Business Services	HH parking 24/8/18 – 31/12/19 and HH rent 24/8/18 – 31/12/19	£19,905.41 + £3,981.08 VAT = £23,886.49
8 November 2019	Npower	CCTV electric Oct 2019	£170.73 + £34.15 VAT = £204.88
15 November 2019	Trevor Brown	Internal Audit Sept 2019	£250
15 November 2019	Peter Knight	Civic pen reimbursement	£15
15 November 2019	Essex and Suffolk Water	Normanston Park water Apr-Oct	£533.83
18 November 2019	Lloyds Bank	Credit card payments	£922.63 + £177.09 VAT = £1,099.72
18 November 2019	HMRC	HMRC October 2019	£4,105.49
21 November 2019	Mark Speller	Meeting expenses reimbursement	£13.02
21 November 2019	Shona Bendix	Meeting and travel reimbursement	£183.05
21 November 2019	Sarah Foote	Meeting, civic and travel reimbursement	£45.80
22 November 2019	Salaries	Salaries Nov 19	£10,377.31

December expenditure

Date	Payment To	Description	Amount
2 December 2019	East Suffolk Council	Links Road Car Park Business Rates December 2019	£184.00
2 December 2019	East Suffolk Council	Pakefield Street Business Rates December 2019	£120.00
2 December 2019	East Suffolk Council	Triangle Market Business Rates December 2019	£115.00
2 December 2019	East Suffolk Council	Sparrows Nest Bowls Club Business Rates December 2019	£108.00
2 December 2019	East Suffolk Council	Kensington Gardens PC Business Rates December 2019	£206.00
2 December 2019	GYH Plumbing	Radiator Works at Whitton Meeting Hall	£1,886.97 + £377.39 VAT = £2,264.36
2 December 2019	Urban Vision	Neighbourhood Plan Services	£5,256.85 + £945.00 VAT = £6,201.85
2 December 2019	NPower	Town Hall Electricity October 2019	£282.38 + £14.12 VAT = £296.50

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2 December 2019	NPower	Triangle Market Electricity August 2019	£184.49
2 December 2019	NPower	Sparrows Nest Electricity August – October 2019	£100.68 + £5.03 VAT = £105.71
2 December 2019	NPower	Sparrows Nest Electricity August – October 2019	£606.48 + £30.32 VAT = £636.80
2 December 2019	Need2Store Ltd	Civic Artefact Storage 18/11/2019 – 18/12/19	£200.00 + £40.00 = £240.00
2 December 2019	NPower	Sparrows Nest Electricity August – October 2019	£236.92 + £11.85 VAT = £248.77
4 December 2019	SCC Pension Fund	Pensions November 2019	£4,965.33

November income

Date	Payment from	Description	Amount
4 November 2019	Tenant	Rental income from tenant	£213.16
5 November 2019	Eventbrite	Monthly market Oct 19	£34.52
12 November 2019	HMRC	VAT repayment Q2	£21,675.21
18 November 2019	Market income	Market income October and November 2019	£276

December income

Date	Payment from	Description	Amount
2 December 2019	Tenant	Rental Income from Tenant	£213.16
4 December 2019	EventBrite	Monthly Market Income	£25.89
15 November 2019	Market Income	Market Income	£83.50
22 November 2019	Market Income	Market Income	£71.50
29 November 2019	Market Income	Market Income	£78.50

No issues were raised. There had been no transactions through petty cash since the last meeting.

161.1c. Any payments for approval (see schedule), including the following:

161.1ci A payment of £13,331.87 to East Suffolk Council for election costs (contested wards) – Cllr Coleby proposed approval of the payment of £13,331.87 to East Suffolk Council; seconded by Cllr Taylor; nine Councillors voted in favour; one Councillor abstained from the vote. The vote was retaken as it was clarified that the payment is for the cost of the contested wards for the May 2019 election, not the subsequent by-

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election for the Harbour and Normanston ward. Cllr Coleby proposed approval of the payment of £13,331.87 to East Suffolk Council; seconded by Cllr Taylor; all in favour.

- 161.1d. Progress with budget scrutiny for 2020 – 21, including the draft budget and a report from the Budget and Loan Working Group, and any recommendations (some items may be confidential) – To be discussed during the confidential session.
- 161.1e. The precept for 2020 – 21 – It was agreed this would be discussed with item 161.1d.
- 161.2. Consideration of the following relating to pocket park funding for Whitton Green:
- 161.2a. Agreeing the Pocket Parks application, up to £30,000 of additional expenditure and signatories for any documents connected to the application – Cllr Green attended a meeting recently. It has been decided that one of the cages will be kept, but the other, which is in a poor condition, will be removed. Cllr Parker proposed approval for Lowestoft Town Council to contribute up to £30,000 of additional expenditure to the Pocket Parks project at Whitton Green where necessary and to grant delegated authority to Cllrs Green, Lang and Parker to be signatories for any documents connected with the application; seconded by Cllr Coleby; all in favour.
- 161.2b. Agreeing that Cllrs Green, Lang and Parker can progress development and agreement to any plans for which Pocket Parks funding is obtained – This was covered with the discussion of item 161.2a and the Council was happy for Cllrs Green, Lang and Parker to progress development and agreement of the plans.
- 161.2c. Giving delegated authority to the Clerk to make applications for locality funding in connection with the application – Cllr Frost proposed approval of granting delegated authority to the Clerk to make applications for locality funding in connection with the application; seconded by Cllr Parker; all in favour.
- 161.3. Agreement to the East Suffolk Norse grounds maintenance contract sum for 2020 – 21 and to delegate authority to the Clerk to make the monthly payments to not exceed the total annual sum agreed of £438,300 – Cllr Coleby proposed agreement of the East Suffolk Norse grounds maintenance contract sum for 2020 – 21 and to delegate authority to the Clerk to make monthly payments not exceeding the total sum of £438,300; seconded by Cllr Carlton; all in favour.

162. Governance

- 162.1. A recommendation from the CCTV Committee to change its name to the Community Safety Committee – Cllr Parker proposed approval of the CCTV Committee changing its name to the Community Safety Committee; seconded by Cllr Carlton; all in favour.
- 162.2. A recommendation from the Personnel Committee to change its name to the Human Resources Committee – There was a discussion about the potential implications of renaming this Committee and the advantages and disadvantages of both names. Cllr Green proposed approval of the Personnel Committee changing its name to the Human Resources Committee; seconded by Cllr Parker; three Councillors voted in favour; six Councillors voted against; one Councillor abstained from the vote. The motion was not carried and the Committee will remain named the Personnel Committee.

163. Assets, Inclusion and Development

- 163.1. Receipt and acceptance of the minutes of the previous Assets, Inclusion and Development Committee meetings (4 November 2019 and 2 December 2019) – Cllrs Barnard and Butler previously requested an amendment to the minutes of 4 November 2019. This was addressed at the last meeting and the minutes amended accordingly. Cllr Frost proposed acceptance of the minutes of 4 November and 2 December; seconded by Cllr Butler; all in favour.
- 163.2. The Historic England commissioned report into the options for the Lowestoft Town Council Town Hall and East Suffolk Council land to the rear, and to determine whether Lowestoft Town Council has a preferred option to pursue and how to take this forward, including any needed delegations (confidential) – To be discussed during the confidential session.

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164. Planning and Environment

164.1. Receipt and acceptance of the minutes of the previous Planning and Environment Committee meetings (12 November 2019, 26 November 2019 and 10 December 2019) – Cllr Green proposed acceptance of the minutes of 12 November, 26 November and 10 December; seconded by Cllr Parker; all in favour.

165. Climate Emergency

165.1. Receipt and acceptance of the minutes of the previous Climate Emergency Committee meeting (11 December 2019) – Cllr Green proposed acceptance of the minutes of 11 December; seconded by Cllr Page; all in favour.

166. Personnel

166.1. Receipt and acceptance of the minutes of the previous Personnel Committee meeting (18 November 2019) – Cllr Green proposed acceptance of the minutes of 18 November; seconded by Cllr Carlton; all in favour.

167. External bodies

167.1. Written reports from Councillors (to be circulated in advance and noted): - Each of the external bodies on which the Town Council is represented used to be listed individually but it has been agreed that only written reports received in advance will now be included and noted.

167.1a. Report from the Coastal Communities Team – Cllr Breakspear has been attending the minutes. It is not yet known how frequently the Team will now meet. Cllr Breakspear has already raised improvements required to the promenade and requested that Councillors let him know of any other issues they would like to be raised. It was requested that their minutes be amended to say ‘apologies’ rather than ‘apologises’. Cllr Butler requested a copy of the Councillor Reporting Form, which the Committee Clerk will send.

167.1b. Report from the Lowestoft Transport Infrastructure Partnership – This had been circulated and was noted.

167.2. To consider the appointment of a Lowestoft Recorder(s) to the Suffolk Local History Council – It was agreed to defer this item to the next meeting. Cllr Green and the Deputy Clerk have further information about this role which they will provide for the next meeting.

168. Date of the next meeting

21 January 2020 19:30

169. Items for the next agenda and close

No matters were raised for inclusion on the next agenda.

The member of the public left the meeting 19:59

Cllr Frost left the room 19:59

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

Cllr Frost returned 20:00

170. Resolution to close the meeting to the public:

170.1. Any legal issues including those at 161.1d and 163.2 above as required:

163.2 The Historic England commissioned report into the options for the Lowestoft Town Council Town Hall and East Suffolk Council land to the rear, and to determine whether Lowestoft Town Council has a preferred option to pursue and how to take this forward, including any needed delegations (confidential) – All Councillors have received the feasibility study, and there was a confidential discussion about its findings. Cllr Coleby made a

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confidential proposal regarding the Town Council's preferred option; seconded by Cllr Barnard; all in favour. Cllr Taylor proposed delegating authority to the Clerk to formally contact East Suffolk Council regarding a confidential proposal about the use of its land, following the feasibility study; seconded by Cllr Parker; all in favour. Cllr Barnard proposed granting delegated authority to the Clerk to formally contact Suffolk County Council with regard to a confidential proposed linked to the report; seconded by Cllr Frost; all in favour. Councillors were reminded that the report has not yet been publicly released. Once it has been released in the new year, it was agreed that there should be public presentations regarding the plans.

170.2. Any employment matters

It was agreed that the Committee Clerk would leave the room for the discussion of this item, and as it was the last item on the agenda the Committee Clerk left the meeting 20:20. A five minute break in the meeting was undertaken and Councillors returned to the chamber and the meeting resumed at 20.25.

Before the following agenda items were considered, Cllr Frost made a proposal on the office hours over the Christmas period, this was seconded by Cllr Coleby and unanimously agreed.

161.1d A draft amended staffing proposal was presented along with details of the budget provision to facilitate the staffing structure. For the first part of the discussion, the Deputy Clerk left the meeting (20.29 and returned at 20.35). A proposal to amend the Deputy Clerk's working hours was made by Cllr Green, seconded by Cllr Carlton and unanimously agreed. Further discussion took place on the proposed staffing structure and it was agreed to approve the budget to support this structure with the Personnel Committee being assigned to develop the job descriptions and carry out the recruitment process. This was proposed by Cllr Taylor, seconded by Cllr Carlton and unanimously agreed.

There was an outstanding employment matter for which legal advice was currently being sorted. It was agreed to delegate authority to Cllrs Green, Taylor, Frost (and Cllr Lang as a substitute) to continue liaison with lawyers and bring back a proposal to full council for consideration and agreement. This was proposed by Cllr Green, seconded by Cllr Breakspear and agreed (nine votes in favour, one abstention).

161.1e It was noted that the draft budget and precept proposal had been circulated to Councillors and further discussion was ongoing with agreement taking place at the January meeting.

The meeting was closed at 21.09.

Signed:

21 January 2020