

Lowestoft Town Council

Full Council Meeting

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

19:30 on 21 January 2020

MINUTES

Present: Cllrs Sue Barnard, Robert Breakspear, Colin Butler, Tara Carlton, Neil Coleby, Peter Collecott, Tracey Eastwood, Amanda Frost, Alan Green, Peter Knight, Peter Lang, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Alice Taylor (Chair) and David Youngman

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

Public: There were no members of the public in attendance

156. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. It was noted that Nick Webb had resigned as a Lowestoft Town Council. The Clerk has informed Democratic Services. Thanks were recorded to Nick Webb for his service.

157. Apologies for absence

Apologies were received from Cllr Jacqueline Hardie. Cllr Pearce proposed acceptance of the apologies; seconded by Cllr Pitts; all in favour.

158. Declarations of Interests and dispensations

There were none.

159. Accuracy of the Minutes

17 December 2019 – Cllr Pitts had been recorded as absent in the minutes but did send in his apologies shortly before the meeting. It was agreed that the minutes would be amended to reflect this. Cllr Breakspear proposed acceptance of the minutes with the amendment; seconded by Cllr Parker; sixteen Councillors voted in favour; one Councillor abstained from the vote.

160. Public Forum

There were no members of the public in attendance.

161. Finance:

161.1. Acceptance of the minutes of the previous Finance and Governance Committee Meetings (16 December 2019 and 9 January 2020) and consideration of the following matters: - Cllr Green proposed acceptance of the minutes of 16 December 2019 and 9 January 2020; seconded by Cllr Taylor; all in favour.

161.1a. Monitoring the 2019-20 budget and noting any bank reconciliations – Cllr Green has checked and signed the most recent bank reconciliation dated up to 30 November 2019. It has been agreed that the Budget and Loan Working Group will meet quarterly to scrutinise the budget in more detail and dates have already been arranged.

161.1b. Any payments previously approved and the expenditure and income reports for the month ending 31 December 2019 and January 2020 to date, including the petty cash log (see schedule) – These were circulated in advance of the meeting and displayed at the meeting and noted as follows:

December 2019 Expenditure

Date	Payment to	Description	Amount
2 December 2019	East Suffolk Council	Links Road car park NNDR Dec 19	£184
2 December 2019	East Suffolk Council	Pakefield St PC NNDR	£120

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		Dec 19	
2 December 2019	East Suffolk Council	Triangle Market PC NNDR Dec 19	£115
2 December 2019	East Suffolk Council	Sparrows Nest Bowls NNDR Dec 19	£108
2 December 2019	East Suffolk Council	Kensington Gardens PC NNDR Dec 19	£206
2 December 2019	Great Yarmouth Heating Co Ltd	Whitton Meeting Hall radiators	£1,886.97 + £377.39 VAT = £2,264.36
2 December 2019	Urban Vision Enterprise CIC	Professional planning support	£5,256.85 + £945 VAT = £6,201.85
2 December 2019	Npower	Town Hall electric Oct 19	£282.38 + £14.12 VAT = £296.50
2 December 2019	Npower	Triangle Market electric Aug 19	£153.74 + £30.75 VAT = £184.49
2 December 2019	Npower	Sparrows Nest electric Aug – Oct 19	£100.68 + £5.03 VAT = £636.80
2 December 2019	Npower	Sparrows Nest elec Aug – Oct 19	£606.48 + £30.32 VAT = £636.80
2 December 2019	Need2Store Ltd	Civic artefact storage Nov 19	£200 + £40 VAT = £240
2 December 2019	Npower	Sparrows Nest elec Aug – Oct 19	£236.92 + £11.85 VAT = £248.77
2 December 2019	Suffolk Pension Fund	November 2019 pensions	£4,965.33
16 December 2019	Lloyds Bank	Council credit card transactions	£308.19 + £11.57 VAT = £319.76
17 December 2019	Nicholsons Solicitors	General legal advice	£779 + £155.80 VAT = £934.80
17 December 2019	Great Yarmouth Heating Co Ltd	Marina Theatre boiler replacement	£2,964.20 + £592.84 VAT = £3,557.04
17 December 2019	Purcell Architecture Ltd	Town Hall works	£217.02 + £43.40 VAT = £260.42
17 December 2019	Gazprom Energy	Town Hall gas Nov 19	£41.45 + £2.07 VAT = £43.52
17 December 2019	MS Oakes	Town Hall repairs	£15,098.48 + £3,019.70 VAT = £18,118.18
17 December 2019	Npower	Sparrows Nest elec Aug – Oct 19	£695.75 + £34.79 VAT = £730.54
17 December 2019	Nicholsons Solicitors	North Denes legal advice	£110.93 + £22.19 VAT = £133.12
17 December 2019	Nicholsons Solicitors	CCTV legal advice	£315.40 + £63.08 VAT = £378.48
17 December 2019	Nicholsons Solicitors	Marina Theatre legal advice	£190.08 + £38.02 VAT = £228.10
17 December 2019	Npower	CCTV electric Nov 19	£165.23 + £33.05 VAT = £198.28
18 December 2019	East Suffolk Council	Contested elections May 2019	£13,331.87
18 December 2019	Binder Ltd	Uplands septic tank	£285 + £57 VAT =

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		emptying	£342
18 December 2019	Need2Store Ltd	Civic storage Dec 2019	£200 + £40 VAT = £240
18 December 2019	A Hill Electrical	Hand dryer install Ken Gardens	£2,588 + £517.60 VAT = £3,105.60
18 December 2019	East Suffolk Norse	Partnership Charge June 2019	£60,400 + £12,080 VAT = £72,480
19 December 2019	East Suffolk Norse	Partnership Charge July 2019	£60,400 + £12,080 VAT = £72,480
20 December 2019	Shona Bendix	Council expenses reimbursement	£16
20 December 2019	HMRC	HMRC liability Nov 2019	£5,208.87
20 December 2019	East Point Business Services	Hamilton House rent Q4 19 – 20	£3,675 + £735 VAT = £4,410
20 December 2019	Shona Bendix	Reimbursement NEBOSH exam	£44.20
20 December 2019	East Point Business Services	Hamilton House capital repay	£3,357.40 + £671.48 VAT = £4,028.88
20 December 2019	Marina Theatre Trust	MTT management fee Q4	£37,500 + £7,500 VAT = £45,000
20 December 2019	East Suffolk Norse	Partnership charge April 19	£60,400 + £12,080 VAT = £72,480
20 December 2019	East Suffolk	Partnership charge August 19	£60,400 + £12,080 VAT = £72,480
23 December 2019	Salaries	Salaries December 2019	£9,793.10
23 December 2019	East Suffolk Norse	Partnership charge Sept 19	£60,400 + £12,080 VAT = £72,480
24 December 2019	East Suffolk Norse	Partnership charge May 19	£60,400 + £12,080 VAT = £72,480
27 December 2019	East Suffolk Norse	Partnership charge Nov 2019	£60,400 + £12,080 VAT = £72,480
30 December 2019	East Suffolk Norse	Partnership charge Oct 19	£60,400 + £12,080 VAT = £72,480
31 December 2019	East Suffolk Norse	Partnership charge Dec 19	£60,400 + £12,080 VAT = £72,480
31 December 2019	East Suffolk Council	Sparrows Nest Bowl NNDR Jan 2020	£108
31 December 2019	East Suffolk Council	Kens Gardens PC NNDR Jan 2020	£206
31 December 2019	East Suffolk Council	Pakefield St PC NNDR Jan 2020	£120
31 December 2019	East Suffolk Council	Triangle Market PC NNDR Jan 2020	£115
31 December 2019	East Suffolk Council	Links Rd car park NNDR Jan 20	£184
31 December 2019	Unity Trust Bank	Banking charge	£6
31 December 2019	Unity Trust Bank	Service charge	£36.75

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December 2019 Income

Date	Payment from	Description	Amount
2 December 2019	Tenant	Rental income from tenant	£213.16
4 December 2019	Eventbrite	Monthly market income 23/11/19	£25.89
17 December 2019	Eventbrite	Monthly market income 7/12/19	£34.52
20 December 2019	Market income	Market income Nov – Dec 19	£395.50
20 December 2019	Market income	Market income Dec 19	£78.50
27 December 2019	Tenant	Rental income from tenant	£5,000
30 December 2019	Tenant	Rental income from tenant	£213.16
31 December 2019	Tenant	Rental income from tenant	£1,000
31 December 2019	Eventbrite	Monthly market income 21/12/19	£25.89
31 December 2019	Rapid Result	Training material refund	£18

January 2020 Expenditure

Date	Payment To	Description	Amount
6 January 2020	Suffolk Pension Fund	Pensions December 2019	£4,615.29
7 January 2020	Nicholsons Solicitors	Legal advice regarding Marina Theatre	£291.33 + £58.27 VAT = £349.60
7 January 2020	Nicholsons Solicitors	Legal advice regarding Hamilton House lease	£2,311.67 + £462.33 VAT = £2,774.00
7 January 2020	Liquid DJ	Sound systems for Remembrance and Armistice Day 2019	£550
7 January 2020	NPower	Kensington Gardens Electric Sept-Nov 19	£128.96 + £6.45 VAT = £135.41
7 January 2020	NPower	Town Hall Electric November 2019	£273.41 + £13.67 VAT = £287.08
7 January 2020	Pearce and Kemp	Triangle Market Electrical Socket Repairs	£110.64 + £22.13 VAT = £132.77
7 January 2020	Nicholsons Solicitors	General Legal Advice	£411.67 + £82.33 VAT = £494.00
7 January 2020	Lowestoft Armed Forces Day	Armed Forces Day event grant	£5,000
7 January 2020	Gazprom Energy	Denes Oval Gas September 2019	£29.93 + £1.50 VAT = £31.43

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7 January 2020	Sarah Foote	Reimbursement for office and meeting expenses	£6
9 January 2020	MS Oakes	Town Hall Roof Works	£3,728.99 + £745.80 VAT = £4,474.79
9 January 2020	NPower	Triangle Market Electric Dec 19	£305.47 + £15.27 VAT = £320.74
13 January 2020	Gazprom Energy	Town Hall Gas December 2019	£41.45 + £2.07 VAT = £43.52
13 January 2020	Stems Florist	Wreaths for Holocaust Memorial Day	£120
13 January 2020	NPower	CCTV Electric December 2019	£170.73 + £34.15 VAT = £204.88
13 January 2020	Blachere Illumination	Christmas Lights 2019	£4,936.70 + £987.34 VAT = £5,924.04
13 January 2020	HMRC	Additional HMRC Payment	£3,983.97
15 January 2020	East Suffolk Norse	January Maintenance Charge	£60,400.00 + £12,080.00 VAT = £72,480.00
16 January 2020	Lloyds Bank	Credit Card Charge	£6
16 January 2020	Lloyds Bank	Office equipment and meeting expenses	£55.31
16 January 2020	Shona Bendix	Reimbursement for Postage	£6.50
20 January 2020	Public Works Loan Board	Repayment of Marina Theatre Box Office Loan	£7,270.50
20 January 2020	Salaries	Correction of November and December Salaries	£676.60
21 January 2020	NPower	Lowestoft Cemetery PC Electric Q3 2019-2020	£246.11 + £12.31 VAT = £258.42
21 January 2020	Wave	Kensington Gardens Water Bill May-November 2019	£241.48
21 January 2020	EPBS	Install Shower Screen and Radar Lock	£515.00 + £103.00 VAT = £618.00
21 January 2020	NPower	Town Hall Electric December 2019-2020	£282.38 + £14.12 VAT = £296.50
21 January 2020	HMRC	December PAYE	£4,674.15
21 January 2020	NPower	Sparrows Nest Electric Q2 2019-2020	£175.13 + £8.76 VAT = £183.89
21 January 2020	NPower	Sparrows Nest Electric Q3 2019-2020	£268.98 + £13.45 VAT = £282.43
21 January 2020	NPower	Pakefield Street PC Electric Q3 2019-2020	£371.63 + £18.58 VAT = £390.21

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Scheduled	East Suffolk Norse	February Maintenance Charge	£60,400 + £12,080 VAT = £72,480
6 January 2020	Petty Cash	Milk	£0.69

January 2020 Income

Date	Payment From	Description	Amount
20 December 2019	Market Income	Market Income	£78.50
3 January 2020	Market Income	Market Income	£12.00
13 January 2020	Tenant	Rental Income from Tenant	£6,300.00
21 January 2020	NPower	Credit Note for Q2 Sparrows Nest Electric	£239.03 + £11.95 VAT = £250.98

161.1c. Any payments for approval, including the following

161.1ci An invoice from Ricoh in the sum of £361.75 (including VAT) for ink charges for the period 1 October 2019 – 31 December and rent for the period 1 January 2020 – 31 March 2020 and to consider delegating authority to the Clerk to pay quarterly invoices up to the contract end date of September 2021 – Cllr Taylor proposed approval of the payment of £361.75, and to delegate authority to the Clerk to pay the quarterly invoices until September 2021; seconded by Cllr Parker; all in favour.

161.1cii See schedule – This was circulated ahead of the meeting and displayed at the meeting as follows;

Payment to	Description	Amount
Guy McGregor Associates	Payslips Q3 2019-2020	£100.50 + 20.10 VAT = £120.60
Anglia Revenues	Council tax bill leaflets	£1401.00 + VAT
RRC International	Additional cost for IEMA Training Course, Exam and Membership	£239.50 + VAT
The Parkinson Partnership LLP	Retainer for VAT/Finance advice to 31/3/2021	£200.00
SLCC	SLCC Practitioners' Conference 2020 Deputy Clerk	£315.00 inc VAT
SLCC	SLCC Practitioners' Conference 2020 Town Clerk	£339.00 inc VAT

Cllr Lang proposed approval of all of the payments as detailed in the schedule above; seconded by Cllr Knight; all in favour.

161.1d. Agreement of the budget for 2020 – 21, including any recommendations from the Budget and Loan Working Group and Finance and Governance Committee, including the following:

161.1di A recommendation from the Finance and Governance Committee to rationalise the layout of the Budget to reflect the Council's decision to waive leisure fees in 2020 – 2021 and future years (this action will not have any financial impact on the budget) – It was explained that this would be an administrative process to simplify and clarify the budget, in line with the Council's previous decision to waive leisure fees in 2020 – 2021. Cllr Pearce proposed approval of the administrative amendment to the budget to reflect the Council's decision to waive leisure fees for 2020 – 2021; seconded by Cllr

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Carlton; all in favour. It was agreed that items 161.1d and 161.1e would be discussed together. Cllr Green gave a formal vote of thanks to the Budget and Loan Working Group for their work in preparing the 2020 – 2021 budget. Cllr Taylor gave a formal vote of thanks to Cllr Green for Chairing the Budget and Loan Working Group. The draft budget had been circulated and was displayed at the meeting. Cllr Green proposed acceptance of the 2020 - 2021 budget and precept as presented – a 2% increase from the 2019 – 2020 budget; seconded by Cllr Parker; all in favour.

- 161.1e. Agreement of the precept for 2020 – 21 – This item was covered by the discussion of item 161.1d.
- 161.1f. Application to establish a CCLA Public Sector Deposit Fund account with a sum of £200,000, drawn from sums currently deposited in the Unity Trust Current Account – It was agreed that items 161.1f and 161.1g would be voted on together as they are linked. The benefits of opening these accounts were explained. Cllr Green proposed approval of items 161.1f and 161.1g; seconded by Cllr Coleby; all in favour.
- 161.1g. Application to establish a CCLA Local Authorities' Property Fund account with a sum of £100,000 deposited for a minimum of 5 years, drawn from sums currently deposited in the Unity Trust Current Account high yield account – This item was covered by the discussion of item 161.1f.
- 161.1h. Authorising signatories for all CCLA accounts and any related transactional matters for both of the above accounts be Cllrs Alan Green, Alice Taylor, Peter Knight and Peter Lang (two signatories required for each authorisation), with the Clerk as the contact for correspondence – Cllr Knight proposed approval of this item; seconded by Cllr Parker; all in favour.
- 161.1i. Noting that the Clerk is authorised to transfer between Unity Trust accounts including to ensure cashflow if necessary, including following drawing of the CCLA funds from the Current Account, with normal safeguards applying for transfers outside of the Unity Accounts – This item was noted.
- 161.1j. A confidential recommendation relating to current staffing arrangements (confidential) – To be discussed during the confidential session.
- 161.2. Pocket park funding application for Whitton Green – The outcome of the application is not yet known. Applications for locality funding for £1,500 each have been submitted to Cllrs Frank and Trish Mortimer.
- 161.3. Delegating authority to the Clerk to arrange inclusion of a leaflet detailing the budget, precept setting and the Council's achievements and plans, with Council tax bills to all households in the town, at a cost not exceeding £4,000 (+VAT) – Since the agenda has been issued a quote have been received for £1,401 (+VAT), which was approved as part of the schedule of payments to be authorised. Cllr Frost proposed delegating authority to the Clerk to progress the leaflet; seconded by Cllr Knight; sixteen Councillors voted in favour; one Councillor voted against.
- 161.4. Noting the report provided by Cllr Taylor, pursuant to Council's request, and considering delegating authority to the Clerk to progress Mayoral and Deputy Mayoral robes and headwear, within a budget not exceeding £6,000 (+VAT) – It was requested that animal products be avoided where possible. It was agreed that all materials used should be sustainable and offer longevity, and it was suggested that the Climate Emergency Committee could offer advice with this. It was reported that the Mayoral Chain also requires repair work. Cllr Lang proposed delegating authority to the Clerk to progress replacement Mayoral and Deputy Mayoral robes and headwear, within a budget of £6,000 (+VAT), subject to advice being sought from the Climate Emergency Committee; seconded by Cllr Frost; fourteen Councillors voted in favour; three Councillors abstained from the vote.

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162. Governance and Health and Safety

162.1. The appointment of a Health and Safety Consultant – The Council has previously considered the need for this. The Clerk has met with three companies who can audit what the Council is currently doing, make any improvements, provide helpdesk support and act as the competent person. The Clerk is progressing as many policies as she can, but recommends the appointment of a Health and Safety Consultant to provide professional support. Cllr Taylor proposed delegating authority to the Clerk to progress the appointment of a Health and Safety Consultant, including to arrange an audit, to provide helpdesk support and to act as the competent person. The proposal was seconded by Cllr Lang. Before the vote was taken it was queried that the Council has not yet seen any quotes and it was suggested that further information could be brought to the next meeting. However, as a proposal had been made and seconded the vote was taken. Twelve Councillors voted in favour, five Councillors abstained from the vote and the motion was carried.

162.2. Risk assessments:

162.2a. Risk assessment for the Town Hall – The risk assessments cover the risks to lone workers with a known medical condition and it was queried whether this would put candidates with a medical condition at a disadvantage if they were to seek employment within the Council. This would only be the case if the majority of their time were spent lone working and insufficient reasonable adjustments could be made. It was clarified that any positions for new members of staff advertised is not because current staffing levels are insufficient. New members of staff, support from professional consultants and assistance from East Suffolk Norse in completing inspections of the Town Hall in totality will put the Council in a better position. It was queried whether a risk assessment of the Town Hall has been completed. The Clerk has put together the fire risk assessment, but the assessment and advice of an independent fire risk assessor for Hamilton House, the Town Hall and other premises is required. In the interim the Clerk is analysing the assessments, checks and surveys previously completed and how best to manage risks.

162.2b. Risk assessment for the Council's office at Hamilton House – Each of the risk assessments was displayed in turn and will be reviewed in May if adopted. It was agreed to vote on all of the risk assessments collectively.

162.2c. Lone working risk assessment – Cllr Green proposed adoption of the risk assessment for the Town Hall, the risk assessment for the Council's office at Hamilton House and the lone working risk assessment; seconded by Cllr Lang; all in favour.

162.3. Arrangements for the Annual Assembly of the Town on 3 March 2020, including a focus on the climate emergency – Staff have starting discussing options for the Council to consider. Last year it seemed that the arrangement of stalls did not work well and they were not well visited. It was suggested that the Council's climate emergency declaration could be a good focus. Other organisations could be invited to speak or send in a report instead. It was suggested that a representative from the Lowestoft Climate Action Group, Associated British Ports, Suffolk Wildlife Trust and CEFAS could be invited to speak about climate change and the environment and that a presentation could be provided on the Town Council's Neighbourhood Development Plan. It was requested that the Police be invited to speak, to give some information on how the budget increase will benefit the town. Last year a presentation was given about progress with the third river crossing and it was agreed that an update would be appreciated. Options for security arrangements were discussed. Cllr Frost proposed that staff explore the cost of arranging security cover for the Annual Assembly of the Town and report back to the next meeting; seconded by Cllr Taylor; fourteen Councillors voted in favour; one Councillor voted against; two Councillors abstained from the vote.

162.4. Schedule of meetings for 2020 – 2021 – This was circulated ahead of the meeting and displayed at the meeting and noted. The four training courses arranged for 20 February were queried and it was explained that this is combined Lone Working, Personal Safety, Conflict

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Resolution and Equality and Diversity training. It was requested that a non-colour coded version of the schedule be circulated to Councillors.

163. Assets, Inclusion and Development

163.1. Acceptance of the minutes of the previous Assets, Inclusion and Development Committee meeting (6 January 2020) and consideration of the following matters:

Cllr Youngman left the room 20:21

Cllr Knight proposed acceptance of the minutes of 6 January 2020; seconded by Cllr Butler; all in favour.

163.1a. A recommendation to adopt the Wildflower Policy as an 'in principle' commitment, on the basis that individual proposals with cost implications would need to be considered separately – This was referred to the Assets, Inclusion and Development (AID) Committee from Full Council. The AID Committee has reviewed the policy and has recommended its adoption as an 'in principle' commitment to increase biodiversity. Individual proposals regarding the development of wildflower areas will be considered by the AID and Finance and Governance Committees. Cllr Barnard proposed adoption of the Wildflower Meadows Policy; seconded by Cllr Pearce; all in favour.

Cllr Youngman returned 20:23

163.1b. A recommendation to upgrade the Nightingale Road play area boundary fencing to metal bow top fencing, at a cost of £3,700 (+ VAT), following advice received from East Suffolk Norse – The AID Committee has recommended metal bow top fencing as it would match the boundary fencing on the seaward side of the play area.

Cllr Patience left the room 20:28

The advantages and disadvantages of different types of fencing were discussed and it was agreed that the metal bow top fencing would improve the view and allow wildlife to move through more freely.

Cllr Patience returned 20:29

Cllr Lang proposed approval of the recommendation from the AID Committee to upgrade the Nightingale Road play area fencing to metal bow top fencing, within a maximum budget of £3,700 (+VAT); seconded by Cllr Frost; sixteen Councillors voted in favour; one Councillor abstained from the vote.

164. Planning and Environment

164.1. Acceptance of the minutes of the previous Planning and Environment Committee meetings (17 December 2019 and 7 January 2020) – Cllr Knight proposed acceptance of the minutes of 17 December 2019 and 7 January 2020; seconded by Cllr Barnard; all in favour.

165. Climate Emergency

165.1. Acceptance of the minutes of the previous Climate Emergency Committee meeting (13 January 2020) – Cllr Lang proposed acceptance of the minutes of 13 January 2020; seconded by Cllr Youngman; all in favour.

166. Personnel

166.1. Acceptance of the minutes of the previous Personnel Committee meetings (6 January 2020), and consideration of the following matters: - Cllr Frost proposed acceptance of the minutes of 6 January 2020; seconded by Cllr Lang; all in favour.

166.1a. A recommendation to adopt the following policies and procedures:

166.1ai Disciplinary Procedure – It was queried whether appraisals form part of the disciplinary process and it was confirmed that they do not. Cllr Knight proposed adoption of the Disciplinary Procedure; seconded by Cllr Lang; ten Councillors voted in

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favour; seven Councillors abstained from the vote.

166.1aii Disciplinary Rules – Cllr Frost proposed adoption of the Disciplinary Rules; seconded by Cllr Lang; ten Councillors voted in favour; seven Councillors abstained from the vote.

166.1aiii Lone Worker Policy – It was queried who would countersign the agreement to the Lone Worker Policy as the Manager if the Clerk were signing it as the lone worker. It was confirmed that this would be the Mayor. Cllr Lang proposed adoption of the Lone Worker Policy; seconded by Cllr Knight; eleven Councillors voted in favour; six Councillors abstained from the vote.

166.1aiv Safeguarding Policy – Cllr Frost proposed adoption of the Safeguarding Policy; seconded by Cllr Lang; ten Councillors voted in favour; seven Councillors abstained from the vote.

166.1b. A recommendation relating to staffing proposals (confidential) – To be discussed during the confidential session.

167. External bodies

167.1. Written reports from Councillors (circulated in advance) – Cllr Collecott would like to see Lowestoft in Bloom and the Town Council work more closely together and extended an invitation to the Town Councillors to visit Lowestoft in Bloom's nursery in the Spring. Staff will assist Cllr Collecott with making the arrangements for this.

167.2. The appointment of a Lowestoft Recorder(s) to the Suffolk Local History Council – Cllr Green fulfils this role for Kessingland and can bring more information to the next meeting. It was however clarified that this does not have to be an appointment through the Council and anyone interested can apply directly to the Suffolk Local History Council.

168. Legal:

168.1. Any legal matters affecting the Council, including the following:

168.1a. Progressing the acquisition of the freehold interest in land on the High Street (confidential) – To be discussed during the confidential session.

168.1b. Land registration and ownership/lease issues (confidential), including:

168.1bi Kirkley Community Sports and Social Club and Recreational Ground at Walmer Road and Little Stars Pre School at Walmer Road – There were no updates for consideration at this meeting.

168.1bii Uplands Community Centre and Uplands Childrens Centre and Sure Start at Uplands Community Centre – To be discussed during the confidential session.

169. Date of the next meeting

25 February 2020 19:30

170. Items for the next agenda and close

There were no requests for the inclusion of items on the next agenda.

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

171. Resolution to close the meeting to the public:

171.1. Any legal issues including those at 168.1 above as required:

168.1a Progressing the acquisition of the freehold interest in land on the High Street (confidential) – Following the advice of the Clerk, Cllr Patience declared a local non-pecuniary interest in this item as a District Councillor. Cllr Coleby made a confidential

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proposal; seconded by Cllr Knight; all in favour.

168.1bii Uplands Community Centre and Uplands Childrens Centre and Sure Start at Uplands Community Centre (confidential) – Cllr Knight proposed that any two of the following sign all necessary documentation relating to the registration of the lease: Cllrs Green, Knight, Lang, Taylor and Ian Graham; seconded by Cllr Lang; all in favour.

171.2. Any employment matters, including those at 161.1j and 166.1b above as required:

161.1j A confidential recommendation relating to current staffing arrangements (confidential)

The Clerk and Committee Clerk left the room 20:50 for the discussion of this item

Cllr Pearce made a confidential proposal; seconded by Cllr Knight; sixteen Councillors voted in favour; one Councillor voted against.

The Clerk and Committee Clerk returned 21:00

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

166.1b A recommendation relating to staffing proposals (confidential) – Cllr Green made a confidential proposal; seconded by Cllr Frost; sixteen Councillors voted in favour; one Councillor abstained from the vote. Cllr Coleby made a further confidential proposal; seconded by Cllr Green; all in favour.

Cllr Patience left the meeting 21:09

There was a request for staff performance reviews to be added to the next Personnel Committee agenda. Staff currently have annual appraisals but the Clerk recommends appraisals at intervals of six months going forward. It was clarified that the staff have appraisals and not performance related pay reviews. is this happening.

The Committee Clerk left the room 21:11 for a confidential matter relating to staffing

The Council agreed to a confidential proposal relating to a staffing matter.

The Committee Clerk returned 21:18

The Chair closed the meeting 21:18.

Signed:

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