

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on 24 September 2019

MINUTES

Present: Cllrs Sue Barnard, Bob Breakspear, Colin Butler, Tara Carlton, Neil Coleby, Tracey Eastwood, Amanda Frost, Alan Green, Jacqueline Hardie, Peter Knight, Peter Lang, Graham Parker, Andy Pearce, John Pitts, Alice Taylor, Nick Webb and David Youngman

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

Public: There were three members of the public in attendance

107. Welcome

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

108. Receipt and consideration of acceptance of apologies for absence

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

109. Declarations of Interests and dispensations

Cllr Lang declared a pecuniary interest in item 119.1c, and a local non-pecuniary interest in item 112.2.

110. Consideration of the accuracy of the Minutes

20 August 2019 – Accepted as accurate. Proposed by Cllr Parker; seconded by Cllr Lang; fifteen Councillors voted in favour; one Councillor abstained from the vote.

111. Public Forum

A member of the public spoke to encourage the Council to consider moving into the Town Hall and does not consider Hamilton House as a suitable alternative. The comments were noted.

112. Finance:

112.1. Receipt and acceptance of the minutes of the previous Finance and Governance Committee Meeting (12 September 2019) and, in particular, to consider the following matters – With reference to item 78.7 of the 12 September 2019 Finance and Governance Committee minutes, it was noted that the Marina Theatre's door handles have subsequently been returned, so expenditure for replacements is no longer required. The payment schedule being presented at this meeting was noted to that effect. Cllr Breakspear proposed acceptance of the Finance and Governance Committee minutes of 12 September 2019; seconded by Cllr Coleby; all in favour:

112.1a. Monitoring the 2019-20 budget and note any bank reconciliations – The Clerk is making arrangements with Cllr Coleby – as the appointed bank reconciliation signatory – to check and sign off the bank reconciliations ahead of the next Finance and Governance Committee meeting.

112.1b. Noting any payments previously approved and the expenditure and income reports for the month ending 31 August 2019 and September 2019 to date, including the petty cash log (see schedule) – These were noted as follows:

Lowestoft Town Council

Full Council Meeting

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

19:30 on 24 September 2019

August Expenditure

Date	Payment to	Description	Amount
6 August 2019	Suffolk Pension Fund	July Pensions	£4,615.29
6 August 2019	Mark Speller	Council travel reimbursement	£4.32
6 August 2019	Sparrows Nest Bowls Club	Leisure fee grant	£2,249.46
6 August 2019	Purcell Architecture Ltd	Town Hall tender	£1,250.60 + £250.12 VAT = £1,500.72
6 August 2019	East Suffolk Council	Triangle Market PC NNDR May – Aug 19	£460
8 August 2019	Wave	Town Hall water Dec 18 – Apr 19	£144.01
8 August 2019	Npower	CCTV electricity July 2019	£170.73 + £34.15 VAT = £204.88
8 August 2019	Sarah Foote	Council travel reimbursement and pots	£101.05 + £5.36 VAT = £106.41
8 August 2019	Pearce and Kemp	Normanston changing room works	£575 + £115 VAT = £690
8 August 2019	East Suffolk Council	Links Road car park NNDR Apr	£1.25
14 August 2019	Unity Trust Bank	Manual credit handling charge	£4.50
16 August 2019	Lloyds Bank	Credit card repayment	£175.09 + £26.40 VAT = £201.49
16 August 2019	Lowestoft and District Allotment	Lowestoft allotments fees	£1,000
16 August 2019	Broadland Security Alarms	8 x emergency lights and tests	£507.92 + £101.58 VAT = £609.50
16 August 2019	Npower	Sparrows Nest electric July 19	£629.52 + £31.48 VAT = £661
16 August 2019	East Suffolk Council	Links Road car park NNDR Apr 19	£184
16 August 2019	Npower	Sparrows Nest electric July 19	£694.40 + £34.72 VAT = £729.12
16 August 2019	Npower	Sparrows Nest electric July 19	£88.36 + £4.42 VAT = £92.78
16 August 2019	Npower	Town Hall electric July 2019	£282.38 + £14.12 VAT = £296.50
16 August 2019	Gazprom Energy	Denes Oval gas July 2019	£38.66 + £1.93 VAT = £40.59
16 August 2019	Npower	Sparrows Nest electric July 19	£230.70 + £11.54 VAT = £242.24
16 August 2019	Npower	Triangle Market electric July 2019	£308.49 + £15.42 VAT = £323.91
16 August 2019	Gazprom Energy	Town Hall gas July 2019	£94.81 + £4.74 VAT = £99.55
16 August 2019	Broadland Security Alarms	Town Hall alarm callout	£70 + £14 VAT = £84
19 August 2019	HMRC	HMRC July 2019	£4,105.89

Lowestoft Town Council

Full Council Meeting

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

19:30 on 24 September 2019

23 August 2019	Salaries	Salaries August 2019	£10,211.29
28 August 2019	RCC International	NEBOSH qualification	£409.30 + £58.86 VAT = £468.16
28 August 2019	Liquid DJ	Sound for D Day event	£250
28 August 2019	Need2Store	Civic artefact storage Aug 19	£200 + £40 VAT = £240
28 August 2019	Paul King	HOD Grant	£803.50

August Income

Date	Payment from	Description	Amount
7 August 2019	HMRC	VAT repayment	£14,737.79
9 August 2019	Groundworks UK	Neighbourhood Plan grant	£8,925
12 August 2019	Tenant	Rental income	£213.16
12 August 2019	Market income	19 July and 2 August 2019	£239
16 August 2019	Market income	26 July and 9 August 2019	£167
23 August 2019	East Suffolk Council	BID Levy refund	£1,185

September Expenditure

Date	Payment to	Description	Amount
2 nd September 2019	East Suffolk Council	Links Road Car Park Business Rates September 2019	£184.00
2 nd September 2019	East Suffolk Council	Pakefield Street PC Business Rates September 2019	£120.00
2 nd September 2019	East Suffolk Council	Triangle Market PC Business Rates September 2019	£115.00
2 nd September 2019	East Suffolk Council	Sparrows Nest Bowls Club Business Rates September 2019	£108.00
2 nd September 2019	East Suffolk Council	Kensington Gardens PC Business Rates September 2019	£206.00
2 nd September 2019	Npower	Sparrows Nest Electricity May – July 2019	£230.70 + £11.54 VAT = £242.24
2 nd September 2019	Npower	Triangle Market Electricity May 2019	£307.63 + £15.38 VAT = £323.01
2 nd September 2019	Npower	Town Hall Electricity July 2019	£282.38 + £14.12 VAT = £296.50
2 nd September 2019	Npower	Triangle Market PC June 2019	£294.69 + £14.73 VAT = £309.42
2 nd September 2019	Npower	Pakefield Street PC April – June 2019	£338.92 + £16.95 VAT = £355.87
2 nd September 2019	Npower	Kensington Gardens Electricity April – June 2019	£181.16 + £9.06 VAT = £190.22
2 nd September 2019	Npower	Sparrows Nest Electricity May – July 2019	£88.36 + £4.42 VAT = £92.78
2 nd September 2019	Npower	Denes Oval Electricity April – June 2019	£927.80 + £46.39 VAT = £974.19

Lowestoft Town Council

Full Council Meeting

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

19:30 on 24 September 2019

2 nd September 2019	Npower	Sparrows Nest Electricity April – June 2019	£229.66 + £11.48 VAT = £241.14
2 nd September 2019	Npower	Sparrows Nest Electricity May – July 2019	£694.40 + £34.72 VAT = £729.12
2 nd September 2019	Npower	Town Hall Electricity May 2019	£282.38 + £14.12 VAT = £296.50
2 nd September 2019	Npower	Town Hall Electricity June 2019	£273.41 + £13.67 VAT = £287.08
2 nd September 2019	Npower	Triangle Market Electricity July – July 2019	£308.49 + £15.42 VAT = £323.91
2 nd September 2019	Npower	Sparrows Nest Electricity May – July 2019	£629.52 + £31.48 VAT = £661.00
2 nd September 2019	Npower	Normanston Park Electricity March – June 2019	£520.15 + £27.37 VAT = £547.52
2 nd September 2019	East Suffolk Council	Uncontested Election May 2019	£76.16
2 nd September 2019	Energy Assets	Denes Oval Meter Removal	£262.64 + £52.53 VAT = £315.17
2 nd September 2019	ETI Ltd	Legionella Test Kit Calibration	£156.00 + £31.20 VAT = £187.20
2 nd September 2019	Npower	Lowestoft Cemetery PC Electricity April – June 2019	£249.19 + £12.46 VAT = £261.65
5 th September 2019	Suffolk Pensions Fund	Pensions August 2019	£4,615.29
10 th September 2019	Nicholsons Solicitors	General Legal Advice	£3,043.16 + £608.63 VAT = £3,651.79
10 th September 2019	Nicholsons Solicitors	Marina Theatre Management Agreement Advice	£1,387.00 + £277.40 VAT = £1,664.40
10 th September 2019	Nicholsons Solicitors	North Denes Advice	£57.00 + £11.40 VAT = £68.40
10 th September 2019	Nicholsons Solicitors	CCTV Advice	£294.50 + £58.90 VAT = £353.40
10 th September 2019	Nicholsons Solicitors	Hamilton House Lease Advice	£1,140.00 + £228.00 VAT = £1,368.00
10 th September 2019	Gazprom Energy	Town Hall Gas August 2019	£94.81 + £4.74 VAT = £99.55
10 th September 2019	Gazprom Energy	Denes Oval Gas August 2019	£38.66 + £1.93 VAT = £40.59
10 th September 2019	Seletar Signs	Radar Keys and Play Area Signage	£312.00 + £62.40 VAT = 374.40
10 th September 2019	Npower	CCTV Electricity August 2019	£170.73 + £34.15 VAT = £204.88
10 th September 2019	Mark Speller	Reimbursement for Travel and Meeting Expenses	£10.12
16 th September 2019	Lloyds Bank	Credit Card Charges	£6.00
16 th September 2019	Amazon	Voice Recorder	£38.32 + £7.67 VAT = £45.99
16 th September 2019	Sorte	Yellow Paper 2x 500 sheets	£13.95 + £2.79 VAT = £16.74
16 th September 2019	BestDealWarehouse	3x Leaver Arch File	£7.49 + £1.50 VAT = £8.99

Lowestoft Town Council

Full Council Meeting

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

19:30 on 24 September 2019

16 th September 2019	Amazon	Paper 5x 500 sheets and Paperclips	£25.65 + £5.13 VAT = £30.78
16 th September 2019	Marks and Spencer	Lunch for Town Hall Workshop	£37.50
18 th September 2019	HMRC	PAYE August 2019	£4,105.69
20 th September 2019	Zurich Municipal	Town Hall Works Insurance	£112.00
20 th September 2019	SLCC	SLCC Degree Second Instalment 2019	£1,470.00
20 th September 2019	Npower	Kensington Gardens Electric June-August 2019	£414.77 + £20.74 VAT = £435.51
20 th September 2019	Npower	Town Hall Electric August 2019	£282.38 + £14.12 VAT = £296.50
23 rd September 2019	Salaries	Salaries September 2019	£10,134.41
23 rd September 2019	BSA Security	Whitton Meeting Hall Annual Maintenance Charge for Fire Alarm, Emergency Lights, and Extinguishers	£147.50 + £29.50 VAT = £177.00
23 rd September 2019	BSA Security	Whitton Meeting Hall Replace Emergency Light Batteries and Fitting	£228.93 + £45.79 VAT = £274.72

September Income

Date	Received From	Description	Amount
16 th August 2019	Market Income	Market Income 16 th August 2019	£107.50
23 rd August 2019	Market Income	Market Income 23 rd August 2019	£114.50
30 th August 2019	Market Income	Market Income 30 th August 2019	£107.50
6 th September 2019	Market Income	Market Income 6 th September 2019	£107.50
9 th September 2019	Tenant	Rental Income from Tenant	£213.16
13 th September 2019	Market Income	Market Income 13 th September 2019	£83.50

Petty Cash Log

Date	Description	Amount
8 th August 2019	Special Delivery of legionella kits	£26.60
9 th September 2019	2x Stamps	£1.22
13 th September 2019	Flowers and food for Historic England	£7.00
9 th September 2019	Neighbourhood Plan Meeting Expenses	£11.15
9 th September 2019	Spare Keys for the Town Hall	£8.88

Lowestoft Town Council

Full Council Meeting

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

19:30 on 24 September 2019

16 th September 2019	Postage	£0.83
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112.1c. Any payments for approval (see schedule), including the following:

112.1ci Quarterly Management Fee for the Marina Theatre from 1 October 2019 – 31 December 2019 £37,500 (plus £7,500 VAT) = £45,000 and to consider delegating authority to the Clerk to pay future invoices as they are received – Cllr Coleby proposed approval of the payment of £45,000 and delegating authority to the Clerk to pay future invoices as they are received; seconded by Cllr Pearce; all in favour.

112.1cii A recommendation to proceed with the removal of asbestos from the allotment sites, at a cost not exceeding £30,000 (plus VAT), to be taken from reserves in the 2019-20 budget and recouped in the 2020-21 budget – Cllr Pearce proposed approval of the removal of asbestos from the allotment sites, within a maximum budget of £30,000 (+ VAT); seconded by Cllr Knight; all in favour.

112.1ciii A recommendation to pay the sum of £112 for additional insurance cover for the Remembrance Sunday service – Cllr Pearce proposed approval of the payment of £112 for additional insurance cover; seconded by Cllr Barnard; all in favour.

Additional payments for authorisation were presented as follows:

Payment To	Description	Amount
PKF Littlejohn LLP	External Audit 2018-2019	£2,400.00 + £440.00 VAT = £2,880.00
Marina Theatre	Marina Theatre Management Fee Q3 2019-2020	£37,500.00 + £7,500.00 VAT = £45,000.00
East Point Business Services	20x Samsung A10 Tablets with Cases and Sophos Device Control	£3910.00 + £782.00 VAT = £4692.00
Auraglow	Battery Operated Motion Activated PIR Sensor Removable Cordless LED Security Light	£13.99
East Suffolk Council	By-Election costs including Poll Cards	£13,000.00
Purcell	Emergency Town Hall Works – Remove rotten timbers and replace with new timbers	£924.06 + VAT
	Contingency for unforeseen Town Hall Works	£5,000.00

The Marina Theatre door handles have been returned to the Theatre so the previously agreed expenditure to replace them is no longer needed.

Lowestoft Town Council

Full Council Meeting

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

19:30 on 24 September 2019

It was agreed to consider each payment for authorisation individually. Cllr Hardie proposed approval of the payment of £2,880 to PKF Littlejohn; seconded by Cllr Pearce; all in favour. The payment of the Marina Theatre Management Fee had already been agreed under a separate agenda item. Cllr Green proposed approval of the payment of £4,692 to East Point Business Services; seconded by Cllr Frost; all in favour. It was explained that the security light is for the Town Hall. Cllr Knight proposed approval of the payment of £13.99 to Auraglow; seconded by Cllr Hardie; all in favour. East Suffolk Council's Electoral Services team has advised that the printing and posting of poll cards is a large proportion of the election cost and it is possible to hold an election without them.

Cllr Carlton arrived 19:46

Without poll cards, there would be a risk that the electorate are not aware that an election is happening and it was agreed that this Council should be encouraging people to get involved with the democratic process. Cllr Taylor proposed the approval of the payment of £13,000 for the by-election, including the cost of the poll cards; seconded by Cllr Barnard; fifteen Councillors voted in favour; two Councillors abstained from the vote. Emergency works on the Town Hall have begun, but there is no provision to address any urgent, unanticipated issues which may be discovered. A contingency of £5,000 is suggested. Rotting timbers have been discovered and the cost of removal and replacement is £924.06 (+VAT). Cllr Coleby proposed approval of the payment of £924.06 (+VAT) to Purcell and approval of a £5,000 contingency fund, with delegated authority to the Clerk, with expenditure to come from the repairs and maintenance budget or reserves if insufficient funds are available; seconded by Cllr Knight; all in favour.

112.1d. The cost of additional planting and tending to plants, within a maximum budget of £1,200 – Cllr Coleby had produced a meeting paper with further information. Cllr Lang proposed approval of the recommendation within the meeting paper to purchase bulbs from Waveney Norse at a cost of £1,051.38 and a maximum budget of £250 to plant the round bed in Kensington Gardens where the Holocaust memorial tree is situated; seconded by Cllr Barnard; all in favour.

112.1e. Progress with budget scrutiny for 2020 – 21, including a report from the Budget and Loan Working Group, and including the following:

112.1di A recommendation for leisure fees for 2020-21 to be waived for clubs and for the facilities to remain free of charge for members of the public to use – The Budget and Loan Working Group is in the preliminary stages of its scrutiny of the 2020-21 budget and has been working through each budget heading. A recommendation has been made to waive fees for sports clubs in 2020-21, as some clubs had been struggling with the grant application process and could not accurately budget, due to the varying length of their games. The Working Group has also recommended that the facilities remain free of charge for members of the public, to promote health and wellbeing in the town. Cllr Pearce proposed approval of the recommendation for leisure fees to be waived for clubs in 2020-21 and facilities to remain free of charge for members of the public; seconded by Cllr Lang; all in favour.

112.1f. A recommendation to adopt the Sponsorship Policy – This has been considered by the Finance and Governance Committee and recommended for adoption. Cllr Hardie proposed adoption of the Sponsorship Policy; seconded by Cllr Parker; all in favour.

Lowestoft Town Council

Full Council Meeting

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

19:30 on 24 September 2019

- 112.1g. A recommendation not to individually register Councillors as Data Controllers, following receipt of advice from the Information Commissioner's Office – It was explained that the advice is that Councillors do not have to individually registered as Data Controllers, but if they choose to be registered they will be liable for the fee of £40. It was confirmed that Lowestoft Town Council is still corporately registered. Cllr Pearce proposed approval of the recommendation not to individually register Councillors as Data Controllers; seconded by Cllr Knight; all in favour.
- 112.1h. Options for an amplification system in the Council Chamber – The Finance and Governance Committee has previously been granted delegated authority to progress this and the Facilities and Contracts Manager (FCM) is analysing the available options.
- 112.2. Consideration of the purchase of a Lowestoft Porcelain item (confidential) – To be discussed during the confidential session.

113. Governance

- 113.1. Consideration of progress with the external audit and to consider a report, if available – This was circulated to Councillors ahead of the meeting and the original copy was displayed at the meeting and was noted. The original annual report from the external auditor, following the submission of the Council's annual return (AGAR) was considered. It had been approved and signed by the external auditor and there were no actions for the Council to take.
- 113.2. Completion of the interim internal audit and to consider a report, if available – This was circulated to Councillors in advance of the meeting and will be scrutinised by the Finance and Governance Committee. The Clerk, as Responsible Financial Officer, will also provide an action plan.
- 113.3. Consideration of the Standing Orders Working Group becoming a sub-committee of the Finance and Governance Committee – Cllr Coleby proposed approval of the Standing Orders Working Group becoming a sub-committee of the Finance and Governance Committee; seconded by Cllr Pearce; all in favour.
- 113.4. Appointing two substitutes to the Events and Communications Sub-Committee – It was agreed by the Events and Communications Sub-Committee at their last meeting not to take this matter forward for now, as the last meeting had better attendance and the Sub-Committee felt it was more important for its members to attend.

114. Assets, Inclusion and Development

- 114.1. Receipt and acceptance of the minutes of the previous Assets, Inclusion and Development Committee meetings (19 August and 9 September 2019) and, in particular, to consider the following matters – Cllr Green proposed acceptance of the minutes of 19 August and 9 September; seconded by Cllr Breakspear; all in favour:
- 114.1a. A recommendation to adopt the Noticeboard Protocol – There are statutory notices that the Town Council is required to display, but some of these are large. It was suggested that as long as a full copy was displayed in one of the noticeboards, a front page of the statutory information could be displayed in the others, with a message directing people to the website for further information. Cllr Barnard proposed adoption of the Noticeboard Protocol; seconded by Cllr Lang; all in favour.
- 114.1b. Consideration of making a proposal to East Suffolk Council regarding a land transfer (confidential) – To be discussed during the confidential session.
- 114.2. Consideration of how to progress exploring options for future uses of the Town Hall – The feasibility study should be available shortly.

Lowestoft Town Council

Full Council Meeting

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

19:30 on 24 September 2019

115. Planning and Environment

115.1. Receipt and acceptance of the minutes of the previous Planning and Environment Committee meetings (20 August, 3 September and 10 September) and consideration of any matters arising – Cllr Parker proposed acceptance of the minutes of 20 August, 3 September and 10 September; seconded by Cllr Barnard; all in favour. The application to construct a pedestrian and cycle bridge between Harbour Road and Constable Close has been a particularly contentious issue.

116. Climate Emergency

116.1. Receipt and acceptance of the minutes of the previous Climate Emergency Committee meeting (16 September 2019) and consideration of any matters arising, including the following – Cllr Youngman proposed acceptance of the minutes of 16 September; seconded by Cllr Pearce; all in favour:

116.1a. Consideration of a recommendation regarding the appointment of two non-Councillor members to the Climate Emergency Committee – At the meeting of the Climate Emergency Committee it was felt that this should be further advertised before a recommendation is made. The selection process was explained to Council.

116.1b. Consideration of recommendations on how to further define the actions in respect of the Council's climate emergency declaration – This is being considered and no recommendations have been made yet. The Planning and Environment Committee was praised for discussing climate and environmental issues during its consideration of planning applications at its meeting today. Cllr Barnard expressed an interest in joining the Climate Emergency Committee. Cllr Green proposed approval of Cllr Barnard joining the Climate Emergency Committee; seconded by Cllr Knight; all in favour. Cllr Parker also expressed an interest in joining the Climate Emergency Committee. Cllr Barnard proposed approval of Cllr Parker joining the Climate Emergency Committee; seconded by Cllr Frost; all in favour.

117. Policy and consultation matters

117.1. Consideration of an offer from Together Against Sizewell C to provide a screening of their film 'The Nuclear Trap' to Lowestoft Town Council – Further information has been requested from them. Cllr Hardie proposed acceptance of the offer from Together Against Sizewell C to provide a screening of The Nuclear Trap for Councillors and staff and to extend the invitation to other East Suffolk local Councils; seconded by Cllr Lang; thirteen Councillors voted in favour; four Councillors voted against.

117.2. Consideration of what policy should apply to the retention of email accounts for ex-councillors – The Clerk is producing a paper on this topic to be considered at the next Finance and Governance Committee meeting. The Clerk and Cllr Coleby have been given conflicting advice about the restoration of closed email accounts. Cllr Coleby commented that he saw this as a method of delay and was finding the meeting discussion stressful. The Clerk commented that this was also stressful for her and she objected to his implication that her actions were a deliberate delaying tactic. Cllr Frost commented that she was also finding the discussion stressful. Concerns were expressed about recent Councillor email exchanges and everyone was encouraged to remember to respect one another.

118. Written reports from Councillors and matters relating to representative roles

Some written reports had already been submitted and circulated ahead of the meeting. It was agreed that the items on this list would only be discussed if there were matters to discuss in addition to the written report, or if a written report had not already been submitted:

118.1. Report from the Coastal Communities Team

118.2. Report from the Community Enabler Project Board

118.3. Report from the Culture Board

Lowestoft Town Council

Full Council Meeting

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

19:30 on 24 September 2019

- 118.4. Report from the East Suffolk Communities Team (Whitton)
- 118.5. Report from the First Light Festival Board or any feedback from the Festival
- 118.6. Report from Fen Park Friends
- 118.7. Report from the Heritage Action Zone and Heritage Champions
- 118.8. Report from the Jack Rose Old Lowestoft Society
- 118.9. Report from the Kirkley Business Association and Kirkley Peoples Forum
- 118.10. Report from the Lowestoft and Plaisir Twinning Association
- 118.11. Report from the Lowestoft Charity Board
- 118.12. Report from the Lowestoft Development Group
- 118.13. Report from the Lowestoft Flood Risk Management Project's Strategic Steering Group
- 118.14. Report from Lowestoft in Bloom
- 118.15. Report from the Lowestoft Museum
- 118.16. Report from the Lowestoft Regeneration and Growth Board
- 118.17. Report from the Lowestoft Station Partnership Group
- 118.18. Report from the Lowestoft Transport Infrastructure Partnership
- 118.19. Report from the Lowestoft Vision Board
- 118.20. Report from the Lowestoft Voluntary and Community Sector Workshop
- 118.21. Report from the Marina Theatre Trust Board
- 118.22. Report from the SCC A47 Improvement Scheme
- 118.23. Report from the Sunrise Coast Heritage Guild
- 118.24. Report from The Ness Steering Group and to consider officer representation on The Ness Steering Group – Currently there is a designated officer representative role, to which the Clerk has been appointed.

Cllr Youngman left the room 20:32

The Clerk would like to step down from this role (due to other commitments which need to be fulfilled). Cllr Carlton is the Councillor representative, with Cllr Patience as substitute but it is not always possible for them to attend the meetings either due to other commitments. It was agreed that a further Councillor substitute should be appointed.

Cllr Youngman returned 20:34

Another Councillor representative was requested instead. Cllrs Butler, Coleby and Taylor all expressed an interest in being appointed as the substitute. Cllr Hardie proposed Cllr Butler as the substitute, with Cllrs Coleby and Taylor as reserves; seconded by Cllr Knight; sixteen Councillors voted in favour; one Councillor voted against.

- 118.25. Report from the Third Crossing Bridge Naming Competition Judging Panel
- 118.26. Report from the Third Crossing Stakeholders' Group
- 118.27. Report from the Waveney Disability Forum

119. Legal:

- 119.1. Consideration of any legal matters affecting the Council, including the following:
 - 119.1a. 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 session.
 - 119.1b. The Hamilton House lease between East Point Business Services Ltd and Lowestoft Town Council, including the following (confidential):
 - 119.1bi To consider options for alternative office space and any associated changes to the cost (confidential) – This item did not require consideration as the existing footprint of Lowestoft Town Council's offices will be remaining the same.

Cllr Parker left the room 20:38

119.1bii To agree the lease and associated cost (confidential) – To be discussed during the confidential session.

- 119.1c. The CCTV service (confidential) – To be discussed during the confidential session.

Lowestoft Town Council

Full Council Meeting

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

19:30 on 24 September 2019

119.1d. Appointment of signatories for the lease and Land Registry of the Marina Theatre Box Office building – East Suffolk Council had previously had some issues with the land registry and the lease may need to be reissued.

Cllr Parker returned 20:40

The Council previously agreed to the Mayor and Chair of the Finance and Governance Committee acting as signatories for all legal documents. Cllr Lang proposed approval for the Mayor and Chair of the Finance and Governance Committee to sign the lease of the Marina Theatre Box Office building, if required; seconded by Cllr Hardie; all in favour.

120. Date of the next meeting

22 October 2019 19:30 – Cllr Eastwood gave her apologies for the Full Council meeting on 22 October.

121. Items for the next agenda and close

No matters were raised for inclusion on the next agenda.

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

Cllr Breakspear left the meeting 20:42

All members of the public left the meeting 20:42

Cllr Frost left the room 20:42

122. Resolution to close the meeting to the public

122.1. Any legal issues including those at 112.2, 114.1b and 119 above as required:

112.2 Consideration of the purchase of a Lowestoft Porcelain item (confidential)

Cllr Frost returned 20:46

Cllr Taylor made a confidential proposal; seconded by Cllr Parker; fourteen Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.

114.1b Consideration of making a proposal to East Suffolk Council regarding a land transfer (confidential) – Cllr Coleby proposed referring this matter to the Finance and Governance Committee for further consideration; seconded by Cllr Knight; all in favour.

119.1a The Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council and governance arrangements for the Marina Theatre (confidential) – There were no updates to consider and the matter is ongoing.

119.1c The CCTV service (confidential)

Cllr Lang left the room left the room 21:00 for the discussion of this item, and as it was the last item for discussion, he left the meeting also

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

122.2. Any employment matters – There were no matters for consideration.

The Chair closed the meeting closed 21:15.

Signed:

22 October 2019