

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

MINUTES

Present: Cllrs Sue Barnard, Bob Breakspear, Colin Butler, Neil Coleby, Amanda Frost, Alan Green, Jacqueline Hardie, Peter Knight, Peter Lang, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Alice Taylor and David Youngman

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

Public: There were three members of the public in attendance

123. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. Cllr Page was welcomed and it was noted that he had signed his Declaration of Acceptance of Office prior to the meeting.

124. Receipt and consideration of acceptance of apologies for absence

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

125. Declarations of Interests and dispensations

Cllr Patience declared a local non-pecuniary interest in items 133.3, 134.29 and 135.1c. Cllr Lang declared a pecuniary interest in item 135.1c and a local non-pecuniary interest in item 135.1e.

126. To consider the accuracy of the Minutes

24 September 2019 – Accepted as accurate. Proposed by Cllr Youngman; seconded by Cllr Knight; all in favour.

127. Public Forum

A member of the public expressed concern about the process followed by the Climate Emergency Committee to make a recommendation to Full Council on the appointment of two non-Councillor members to the Committee. The member of the public criticised how the Clerk had read out the expressions of interest during the meeting, which the Clerk objected to. The Mayor asked the member of the public to carefully consider how she was expressing her concerns. The member of the public felt that an open discussion in the Climate Emergency Committee meeting during consideration of that item was not possible, as several members of the public who had expressed an interest in joining the Committee were present and had been advised that they were not required to leave the room during the discussion and voting but could if they chose to. The member of the public also expressed concerns over the Lowestoft Masterplan and how this project will be taken forward.

128. Finance:

128.1. Receipt and acceptance of the minutes of the previous Finance and Governance Committee Meeting (8 October 2019) and, in particular, to consider the following matters:

Cllr Hardie proposed acceptance of the minutes of 8 October 2019; seconded by Cllr Lang; all in favour.

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

128.1a. Monitoring the 2019-20 budget and noting any bank reconciliations – It was noted that the bank reconciliations for July, August and September had been completed and Cllr Coleby had verified them as the bank reconciliation signatory.

128.1b. Noting any payments previously approved and the expenditure and income reports for the month ending 30 September 2019 and October 2019 to date, including the petty cash log (see schedule) – These had been circulated prior to the meeting as follows:

September Expenditure

Date	Payment to	Description	Amount
2 September 2019	East Suffolk Council	Links Road NNDR Sept 19	£184
2 September 2019	East Suffolk Council	Pakefield Street PC NNDR Sept 19	£120
2 September 2019	East Suffolk Council	Triangle Market PC NNDR Sept 19	£115
2 September 2019	East Suffolk Council	Sparrows Nest PC NNDR Sept 19	£108
2 September 2019	East Suffolk Council	Kensington Gardens PC NNDR Sept 19	£206
2 September 2019	Npower	Sparrows Nest electric July 19	£230.70 + £11.54 VAT = £242.24
2 September 2019	Npower	Triangle Market electric May 19	£307.63 + £15.38 VAT = £323.01
2 September 2019	Npower	Town Hall electric May 19	£282.38 + £14.12 VAT = £296.50
2 September 2019	Npower	Triangle Market electric June 19	£294.69 + £14.73 VAT = £309.42
2 September 2019	Npower	Pakefield St PC electric Q1 19	£338.92 + £16.95 VAT = £355.87
2 September 2019	Npower	Kensington Gardens elec Q1 19	£181.16 + £9.06 VAT = £190.22
2 September 2019	Npower	Sparrows Nest PC elec May-Jul 19	£88.36 + £4.42 VAT = £92.78
2 September 2019	Npower	Denes Oval electric Q1 2019	£927.80 + £46.39 VAT = £974.19
2 September 2019	Npower	Sparrows Nest electric Q1 2019	£229.66 + £11.48 VAT = £241.14
2 September 2019	Npower	Sparrows Nest PC elec May-Jul 19	£694.40 + 34.72 VAT = £729.12
2 September 2019	Npower	Town Hall electric July 2019	£282.38 + £14.12 VAT = £296.50
2 September 2019	Npower	Town Hall electric June 19	£273.41 + £13.67 VAT = £287.08
2 September 2019	Npower	Triangle Market electric Jul 19	£308.49 + £15.42 VAT = £323.91
2 September 2019	Npower	Sparrows Nest elec May – Jun 19	£629.52 + £31.48 VAT = £661
2 September 2019	Npower	Normanston Park elec Mar-Jun 19	£537.96 + £9.56 VAT = £547.52
2 September 2019	East Suffolk Council	Uncontested Elections May 19	£76.16

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

2 September 2019	Energy Assets Ltd	Denes Oval gas meter removal	£262.64 + £52.53 VAT = £315.17
2 September 2019	ETI Ltd	Legionella kit calibration x2	£156 + £31.20 VAT = £187.20
2 September 2019	Npower	Low cemetery PC elec Apr-Jun 19	£249.19 + £12.46 VAT = £261.65
5 September 2019	Suffolk Pension Fund	Pensions August 2019	£4,615.29
10 September 2019	Nicholsons Solicitors	General legal advice	£3,043.16 + £608.63 VAT = £3,651.79
10 September 2019	Nicholsons Solicitors	Marina Theatre legal advice	£1,387 + £277.40 VAT = £1,664.40
10 September 2019	Nicholsons Solicitors	North Denes legal advice	£57 + £11.40 VAT = £68.40
10 September 2019	Nicholsons Solicitors	CCTV legal advice	£294.50 + £58.90 VAT = £353.40
10 September 2019	Nicholson Solicitors	Hamilton House legal advice	£1,140 + £228 VAT = £1,368
10 September 2019	Gazprom Energy	Town Hall gas Aug 19	£94.81 + £4.74 VAT = £99.55
10 September 2019	Gazprom Energy	Denes Oval gas Aug 19	£38.66 + £1.93 VAT = £40.59
10 September 2019	Seletar Signs	Play area and radar key signs	£312 + £62.40 VAT = £374.40
10 September 2019	Npower	CCTV electric August 2019	£170.73 + £34.15 VAT = £204.88
10 September 2019	Mark Speller	Council travel and meeting reimburse	£10.12
16 September 2019	Lloyds Bank	Credit card charges and office stationery	£128.91 + £17.09 VAT = £146
18 September 2019	HMRC	HMRC August 2019	£4,105.69
20 September 2019	Zurich Municipal	Town Hall repair insurance	£112
20 September 2019	SLCC	SLCC degree 2 nd install 2019	£1,470
20 September 2019	Npower	KG electric Jun-Aug 19	£414.77 + £20.74 VAT = £435.51
20 September 2019	Npower	Town Hall electric Aug 2019	£282.38 + £14.12 VAT = £296.50
23 September 2019	Salaries	Salaries September 2019	£10,134.44
23 September 2019	Broadland Security Alarms	Whitton Hall annual maintenance	£147.50 + £29.50 VAT = £177
23 September 2019	Broadland Security Alarms	Whitton Hall emergency light repair	£228.93 + £45.79 VAT = £274.72
25 September 2019	HMRC	Correction of allowance	£3,000
27 September 2019	HMRC	Interest	£0.43
30 September 2019	East Point Business Services	20x Samsung tablets and Sophos	£3,910 + £782 VAT = £4,692

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

30 September 2019	Marina Theatre Trust	MTT management fee Q3	£37,500 + £7,500 VAT = £45,000
30 September 2019	Ensure Fire Safety Ltd	2x fire extinguishers	£230 + £46 VAT = £276
30 September 2019	Sarah Foote	Council meeting and stationery reimbursement	£61.68
30 September 2019	Zurich Municipal	Remembrance Day insurance	£112
30 September 2019	Need2Store	Civic artefact storage Sep19	£200 + £40 VAT = £240
30 September 2019	PKF Littlejohn LLP	18 – 19 external audit	£2,400 + £480 VAT = £2,880
30 September 2019	Unity Trust Bank	Service charge	£45.15
30 September 2019	East Suffolk Council	SN Bowling Green NNDR Oct 19	£108
30 September 2019	East Suffolk Council	Pakefield St PC NNDR Oct 19	£120
30 September 2019	East Suffolk Council	KG PC NNDR Oct 19	£206
30 September 2019	East Suffolk Council	Links Road car park NNDR Oct 19	£184
30 September	East Suffolk Council	Triangle Market PC NNDR Oct19	£115

September Income

Date	Payment from	Description	Amount
9 September 2019	East Suffolk Council	Rental income from tenant	£213.16
17 September 2019	Market income	Market income 16 August, 23 August, 30 August and 6 September	£437
27 September 2019	East Suffolk Council	Precept 19-20 2 nd install	£891,768.50
27 September 2019	Rental income	Rental income from tenant	£5,000
30 September 2019	Unity Trust Bank	Interest from savings account	£98.63

October Expenditure

Date	Payment to	Description	Amount
2 October 2019	NPower	Triangle Market Electric August 2019	£265.39 + £53.08 VAT = £318.47
4 October 2019	SCC Pension Fund	September 2019 Pensions	£4,577.05

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

16 October 2019	Lloyds Bank	Credit Card Payments (See Below)	£365.66
17 October 2019	NPower	Triangle Market Electricity September 2019	£300.21 + £15.01 VAT = £315.22
17 October 2019	NPower	CCTV Electricity September 2019	£165.23 + £33.05 VAT = £198.28
17 October 2019	NPower	Pakefield Stree PC Electricity July – September 2019	£190.52 + £9.53 VAT = £200.05
17 October 2019	NPower	Town Hall Electricity September 2019	£273.41 + £13.67 VAT = £287.08
17 October 2019	Pearce and Kemp	Triangle Market Remedial Works	£1,973.05 + £394.61 VAT = £2,367.66
17 October 2019	Roche Chartered Surveyors	Condition Surveys of Town Council Assets	£6,630.50 + £1,326.10 VAT = £7,956.60
17 October 2019	RICOH UK Limited	Printer Hire and Printing Costs	£363.91 + £72.78 VAT = £436.69
17 October 2019	Purcell Architecture Ltd	Town Hall Repairs	£420.07 + £84.01 VAT = £504.08
17 October 2019	The Royal British Legion	Donation for Poppy Crosses	£305.00
17 October 2019	SLCC Enterprises Ltd	SLCC National Coference 2019 Deputy Clerk	£375.00 + £61.00 VAT = £436.00
17 October 2019	Mark Speller	Travel Reimbursement	£8.77
17 October 2019	Boggis Electrical Ltd	Marina Theatre Replacement Heaters	£1,551.40 + £310.28 VAT = £1,861.68
17 October 2019	SLCC Enterprises Ltd	SLCC National Coference 2019 Town Clerk	£375.00 + £61.00 VAT = £436.00
17 October 2019	Gazprom Energy	Town Hall Gas September 2019	£91.76 + £4.59 VAT = £96.35
18 October 2019	HMRC	PAYE September 2019	£4,053.39

October Income

Date	Received From	Description	Amount
13 September 2019	Market Income	Market Income 13 September 2019	£83.50
20 September 2019	Market Income	Market Income 20 September 2019	£65.00
27 September 2019	Market Income	Market Income 27 September 2019	£83.50

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

1 October 2019	Suffolk County Council	Grant for Bench Replacement	£528.50
4 October 2019	Market Income	Market Income 4 October 2019	£83.50
7 October 2019	Tenant	Rental Income from Tenant	£213.16
8 October 2019	Eventbrite	28 September Market	£51.78
11 October 2019	Market Income	Market Income 11 October 2019	£42.50
14 October 2019	Tenant	Rental Income from Tenant	£6,300

Credit Card Payments

Date	Payment to	Description	Amount
4 September 2019	Greater Anglia Trains	Travel for Training	£95.65
4 September 2019	Identibadge Co Ltd	Table Name Place Holders x5	£6.80 + £1.36 VAT = £8.16
4 September 2019	M&S	Historic England Lunch	£90.50
9 September 2019	Dash	Parking for Training	£3.10
13 September 2019	ASDA	Historic England Lunch	£17.11
18 September 2019	Amazon	Meeting Expenses	£35.69
25 September 2019	Amazon	Heavy Duty Clothes Rail and Accessories	£55.79 + £11.16 VAT = £66.95
29 September 2019	Amazon	White Paper 2x 5x500 sheets	£35.42 + 37.08 VAT = £42.50
2 October 2019	Lloyds Bank	2x Credit Card Fee	£6.00

Petty Cash Log

Date	Description	Amount
9 September 2019	2x Stamps	£1.22
13 September 2019	Flowers and food for Historic England	£7.00
9 September 2019	Neighbourhood Plan Meeting Expenses	£11.15
9 September 2019	Spare Keys for the Town Hall	£8.88
16 September 2019	Postage	£0.83
26 September 2019	12x Stamps	£7.32
26 September 2019	Meeting Expenses	£4.50
18 October 2019	Meeting Expenses	£1.00

Cllr Youngman proposed noting of the income and expenditure reports for September 2019 and October to date; seconded by Cllr Pearce; all in favour.

128.1c. Any payments for approval (see schedule) – There was one payment to consider for authorisation, presented as follows:

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

Payments to Authorise

Payment To	Description	Amount
East Suffolk Council	3x Parking Permits for Staff for Whapload Road Car Park	3 x £350 = £1,050

The Clerk is awaiting confirmation of the cost to renew the parking permits for another year. Cllr Pearce proposed approval of the payment to East Suffolk Council for three staff parking permits for the Whapload Road car park, even if there is an increase in the cost; seconded by Cllr Lang; all in favour.

- 128.1d. Progress with budget scrutiny for 2020 – 21, including a report from the Budget and Loan Working Group, and any recommendations – No formal recommendations have been made yet as information is still pending which could affect the 2020-21 budget. The next meeting of the Budget and Loan Working Group is 7 November.
- 128.1e. A recommendation for the Clerk's delegated authority for expenditure for legal matters of up to £50,000 to include expenditure from the earmarked legal reserves if necessary – This has been considered by the Finance and Governance Committee. The current legal budget is £15,000, for which the Clerk already has delegated authority. Approval for the Clerk to use funds from the earmarked legal reserve if necessary will ensure that current outstanding legal matters can be progressed in a timely way. Cllr Green proposed approval for the Clerk's delegated authority to include expenditure from the earmarked legal reserve if necessary; seconded by Cllr Hardie; all in favour.
- 128.2. The purchase of replacement play area signage at a cost of £832 (+VAT) for the signs and £485 (+VAT) to install – This has previously been considered but the installation cost was not known at the time. Cllr Barnard proposed approval for play area signage to be replaced at a cost of £832 (+VAT) for the signs and £485 (+VAT) to install; seconded by Cllr Coleby; all in favour.
- 128.3. A recommendation from the Assets, Inclusion and Development Committee to purchase an additional item of play equipment for Stoven Close from Kompan, at a cost of £15,102.25 (+VAT) (budget previously agreed by Full Council was £15,000) – Cllr Hardie proposed approval for the purchase of an additional item of play equipment at Stoven Close from Kompan, at a cost of £15,102.25 (+VAT); seconded by Cllr Pearce; all in favour.
- 128.4. Sponsorship of the Lowestoft Sea Festival and Smack Race – This is in the very early stages of planning. 2021 marks the 100th anniversary of The Excelsior and a tall ship race is being planned. This will be a major event for the town. No costs have been provided yet but the Council was asked whether it would support the Festival and Smack Race in principle. Cllr Hardie proposed support of the Lowestoft Sea Festival and Smack Race in principle; seconded by Cllr Knight; all in favour. Representatives from Lowestoft Town Council to join the Steering Group will be considered later on the agenda.
- 128.5. How to progress arrangements for a Lowestoft town time capsule, including to consider the offer of a donation of £500 – Cllr Pearce advised that he had made the offer of a donation before he became a Councillor. The Clerk advised that, before the meeting, she had raised the issue with Cllr Pearce via email as to whether he should declare a pecuniary interest in this item. It was agreed that Cllr Pearce would not participate in the discussion or voting of this item. Since the offer of a donation was made, it had been agreed for the time capsule to be buried as part of any events planned to formally open The Ness. As these events would be organised by the Town Council anyway, it was agreed that it would be inappropriate to accept funding from an individual. At the time of the offer being made, it was requested that local heritage groups be asked to contribute to deciding the content of the capsule. It was confirmed that this will still be the case. Arrangements to bury the capsule will include full consideration of known issues at the site. Cllr Green proposed approval for the burial of a Lowestoft town time capsule at The Ness, to coincide with the official opening of The Ness, to

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

be funded by Lowestoft Town Council; seconded by Cllr Knight; fifteen Councillors voted in favour; one Councillor abstained from the vote.

- 128.6. The appointment of an additional Councillor bank reconciliation signatory – It was explained that this is to provide depth of cover. The Clerk has done further research into eligibility and the criteria is not as restrictive as first thought. Cllr Green advised he would be happy to take on this role, as Chair of the Finance and Governance Committee. Cllr Coleby proposed the appointment of Cllr Green as the additional bank reconciliation signatory; seconded by Cllr Knight; all in favour.

129. Governance

- 129.1. Revisions to the Terms of Reference for each Committee and Sub-Committee, to accommodate climate emergency actions – These were circulated ahead of the meeting. Cllr Frost proposed acceptance of the revisions to the Terms of Reference for each Committee and Sub-Committee, to accommodate climate emergency actions; seconded by Cllr Coleby; all in favour.
- 129.2. Receipt and consideration to adopt an Action Plan from the Clerk, as Responsible Financial Officer, following receipt of the internal audit report, and note that it has been adopted by the Finance and Governance Committee – The internal audit report had previously been circulated and noted by Full Council and the Finance and Governance Committee. The action plan was circulated ahead of the meeting. Cllr Coleby proposed adoption of the action plan from the Clerk as Responsible Financial Officer; seconded by Cllr Parker; all in favour.
- 129.3. Approval for Councillors Eastwood and Green to join the Personnel Committee – Cllr Pearce proposed approval for Cllrs Eastwood and Green to join the Personnel Committee; seconded by Cllr Hardie; all in favour. Cllr Knight advised he would also like to join the Personnel Committee. Cllr Frost proposed approval for Cllr Knight to join the Personnel Committee; seconded by Cllr Lang; all in favour. Cllr Page was advised that he is welcome to join any of the Committees. He would like to observe some of the meetings before reaching a decision but is interested in joining the Climate Emergency Committee. Cllr Lang proposed approval for Cllr Page to join the Personnel Committee; seconded by Cllr Knight; all in favour.

130. Assets, Inclusion and Development

- 130.1. Receipt and acceptance of the minutes of the previous Assets, Inclusion and Development Committee meeting (30 September 2019) and to consider any matters arising:
Cllr Lang proposed acceptance of the minutes of 30 September 2019; seconded by Cllr Breakspear; all in favour.
- 130.2. How to progress exploring options for future uses of the Town Hall – The feasibility study is still pending and will be circulated once received.

131. Planning and Environment

- 131.1. Receipt and acceptance of the minutes of the previous Planning and Environment Committee meetings (24 September and 8 October) and consideration of any matters arising
Cllr Hardie proposed approval of the minutes of 24 September and 8 October; seconded by Cllr Frost; all in favour. The Local Government Boundary Commission is running a consultation on division boundaries for Suffolk County Council and this was discussed at today's Planning and Environment Committee meeting. East Suffolk Council is considering periods of free car parking in Lowestoft for Christmas and has asked the Town Council to suggest dates. The Planning and Environment Committee will be liaising with Lowestoft Vision to consider this.
- 131.2. A recommendation from the Neighbourhood Plan Sub-Committee that the Town Council compiles a local list of heritage assets – Part of the exploration of the Neighbourhood Plan is to look at local lists of heritage assets. Conflicting advice has been received as to whether a local list already exists. The Neighbourhood Plan Sub-Committee has recommended that the

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

Town Council compiles its own list and there is a meeting on 4 November at 14:30 for Councillors to explore this further. All Councillors were invited to attend and were advised to contact the Committee Clerk to confirm their attendance.

132. Climate Emergency

Receipt and acceptance of the minutes of the previous Climate Emergency Committee meeting (7 October 2019) and consideration of any matters arising, including the following: Cllr Green proposed acceptance of the minutes of 7 October 2019; seconded by Cllr Youngman; all in favour.

132.1a. A recommendation regarding the appointment of two non-Councillor members to the Climate Emergency Committee – The Climate Emergency Committee recommends the appointment of Emma Bateman and Ashley Ford-Mcallister. Cllr Lang, as Chair of the Climate Emergency Committee, advised he had no issue with how the Clerk had read out the expressions of interest and clarified that the process of selection of the non-Councillor members was an open process, but members were advised they could leave the room if they so desired. Cllr Green proposed approval of the appointment of Emma Bateman and Ashley Ford-Mcallister as non-Councillor members to the Climate Emergency Committee; seconded by Cllr Knight; fifteen Councillors voted in favour; one Councillor abstained from the vote.

132.1b. A recommendation for Lowestoft Town Council to support the formation of the Lowestoft Climate Action Group – The Climate Emergency Committee agreed that all of the expressions of interest to join the Committee were impressive and the process of selection was very difficult. It was decided in the meeting that a Lowestoft Climate Action Group should be formed, which will be a public-run group. Cllr Lang has offered to facilitate at the first couple of meetings, but the group will otherwise not be overseen by the Town Council. Cllr Barnard proposed that the Town Council supports the formation of the Lowestoft Climate Action Group; seconded by Cllr Hardie; all in favour.

132.1c. A recommendation to adopt the Climate Emergency Structure as a working document – This was circulated in advance of the meeting and, if adopted, will provide the framework for the development of a policy and related actions. It has also formed the basis of the amendments to the Terms of Reference for each Committee and Sub-Committee. Cllr Hardie proposed adoption of the Climate Emergency Structure; seconded by Cllr Green; all in favour.

133. Policy and consultation matters

133.1. A recommendation from the Finance and Governance Committee to adopt the pre-existing East Suffolk Council policy forbidding traders to trade in public car parks (wording altered to suit the Town Council's requirements) – This was circulated ahead of the meeting. It was explained that the Triangle Market area is not a public car park and this policy would therefore not be relevant to that area. Cllr Lang proposed adoption of the pre-existing East Suffolk Council policy forbidding traders to trade in public car parks, including the tailored wording to suit the Town Council's requirements; seconded by Cllr Hardie; all in favour.

133.2. Consideration of what policy should apply to the retention of email accounts for ex-councillors – Advice from the Town Council's solicitor is pending.

133.3. A response to The Local Government Boundary Commission's consultation on division boundaries for Suffolk County Council – This has also been discussed by the Planning and Environment Committee and Councillors were advised that they were also welcome to respond to the consultation as individuals. The consultation closes on 2 December 2019. Cllr Hardie proposed that this matter be referred to the Planning and Environment Committee to provide a response from the Town Council, with a steer that the Council does not want there

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

to be a reduction in the number of Councillors representing Lowestoft; seconded by Cllr Coleby; fifteen Councillors voted in favour; one Councillor abstained from the vote.

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

Councillors were asked whether they had any updates to report on the following items and written reports which had previously been circulated would not be discussed unless there were further updates to report.

- 134.1. Report from the Coastal Communities Team – Cllr Breakspear attends these meetings as the Town Council's representative and reported that a boardwalk will be erected on the beach next year to improve accessibility for disabled users. Cllr Breakspear has reported concerns regarding cracks in the promenade and the appearance of signs in the area advising against feeding the seagulls. Cllr Breakspear receives the minutes of the meetings and will forward these to the Committee Clerk to distribute.
- 134.2. Report from the Community Enabler Project Board
- 134.3. Report from the Culture Board
- 134.4. Report from the East Suffolk Communities Team (Whitton)
- 134.5. Report from the First Light Festival Board or any feedback from the Festival
- 134.6. Report from Fen Park Friends
- 134.7. Report from the Heritage Action Zone and Heritage Champions
- 134.8. Report from the Jack Rose Old Lowestoft Society
- 134.9. Report from the Kirkley Business Association and Kirkley Peoples Forum
- 134.10. Report from the Lowestoft and Plaisir Twinning Association
- 134.11. Report from the Lowestoft Charity Board
- 134.12. Report from the Lowestoft Development Group
- 134.13. Report from the Lowestoft Flood Risk Management Project's Strategic Steering Group
- 134.14. Report from Lowestoft in Bloom
- 134.15. Report from the Lowestoft Museum
- 134.16. Report from the Lowestoft Regeneration and Growth Board
- 134.17. Report from the Lowestoft Station Partnership Group
- 134.18. Report from the Lowestoft Transport Infrastructure Partnership
- 134.19. Report from the Lowestoft Vision Board
- 134.20. Report from the Lowestoft Voluntary and Community Sector Workshop
- 134.21. Report from the Marina Theatre Trust Board
- 134.22. Report from the SCC A47 Improvement Scheme
- 134.23. Report from the Sunrise Coast Heritage Guild
- 134.24. Report from The Ness Steering Group
- 134.25. Report from the Third Crossing Bridge Naming Competition Judging Panel
- 134.26. Report from the Third Crossing Stakeholders' Group
- 134.27. Report from the Waveney Disability Forum
- 134.28. Report from the Society of Local Council Clerks Conference 2019
- 134.29. The appointment of a representative to attend the Community Partnership Workshop at Riverside on Monday 28 October at 17:30 – Cllr Collecott attended a previous meeting and is happy to attend the next one. His understanding was that you had to be a member of a particular organisation to join the Partnership, but the Clerk has since been advised that this is not the case. The Clerk is completing more research into the Partnership and its purposes. Cllr Taylor expressed an interest in becoming the Town Council's representative, and Cllrs Coleby and Knight expressed an interest in becoming substitute representatives. Cllrs Coleby, Knight and Taylor will not however be able to attend the next meeting, as they will be at the National Association of Local Councils' Annual Conference.

Cllr Frost left the room 20:30

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

Cllr Knight proposed Cllr Taylor as the representative for the Town Council on the Community Partnership, with Cllrs Coleby and Knight as substitute representatives, and approval for Cllr Collecott to attend the next meeting; seconded by Cllr Green; all in favour.

- 134.30. The appointment of representatives to the Lowestoft Master Plan Project Team – It was clarified that this is to appointment of representatives to the Stakeholder Group, not the Project Team. Cllrs Coleby and Pitts expressed an interest in becoming the representatives. Cllr Taylor expressed an interest in becoming the substitute representative.

Cllr Frost returned 20:32

Cllr Knight proposed Cllrs Coleby and Pitts as Lowestoft Town Council's representatives on the Lowestoft Masterplan Stakeholder Group, with Cllr Knight as the substitute representative; seconded by Cllr Pearce; all in favour.

- 134.31. The appointment of a representative to the Steering Group for the Lowestoft Sea Festival and Smack Race – Cllr Taylor is already a member of the Steering Group in a personal capacity. Cllr Hardie expressed an interest in becoming the Town Council's representative. Cllr Frost expressed an interest in becoming the substitute representative. Cllr Green proposed Cllr Hardie as Lowestoft Town Council's representative on the Steering Group for the Lowestoft Sea Festival and Smack Race, with Cllr Frost as the substitute representative; seconded by Cllr Knight; all in favour.
- 134.32. The appointment of a Lowestoft Recorder(s) to the Suffolk Local History Council – This does not have to specifically be a Councillor and the Town Council could choose to advertise this to the general public. It is however understood that an individual would need to pay to join, whereas a Town Council would not. The role would involve recording events as they happen in the town and sharing experiences with other recorders at an annual meeting. Cllr Green has further information on this and will present it at the next meeting.
- 134.33. The appointment of a representative to ParksEast, at a cost of £100 per annum – East Suffolk Norse used to be represented but no longer attend the meetings. As Chair of the Parks and Open Spaces Sub-Committee, Cllr Coleby would potentially be interested in becoming the Town Council's representative, if the Town Council agreed that appointing a representative to ParksEast would be of benefit. It was agreed that this will be considered further by the Parks and Open Spaces Sub-Committee at their next meeting.

135. Legal:

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

- 135.1a. 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.
- 135.1b. The Hamilton House lease between East Point Business Services Ltd and Lowestoft Town Council (confidential) – To be discussed during the confidential session.
- 135.1c. The CCTV service (confidential) – To be discussed during the confidential session.
- 135.1d. The purchase of a business property (confidential) – To be discussed during the confidential session.
- 135.1e. The loan agreement with the Lowestoft Museum Trust (confidential) – To be discussed during the confidential session.
- 135.1f. A recommendation from the Finance and Governance Committee to make a proposal to East Suffolk Council regarding a land transfer (confidential) – To be discussed during the confidential session.

136. Date of the next meeting

26 November 2019 19:30

Lowestoft Town Council

Full Council Meeting

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

19:30 on 22 October 2019

137. Items for the next agenda and close

There were no requests for items to be added to the next agenda.

All members of the public left the meeting 20:37

Cllr Patience left the meeting 20:37

Cllrs Frost and Hardie left the room 20:37

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

Cllr Frost returned 20:37

138. Resolution to close the meeting to the public:

138.1. Any legal issues including those at 135 above as required

It was agreed that item 135.1c would be taken first:

135.1c The CCTV service (confidential) -

Cllr Lang left the room 20:38 for the discussion of this item

A proposal from East Suffolk Council is still pending. They were made aware of this evening's meeting.

Cllr Hardie returned 20:39

It was queried whether East Suffolk Council could be given a deadline by which they must respond, but they had previously advised they would submit their proposal by the end of October.

Cllr Lang returned 20:41

135.1a The Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council and governance arrangements for the Marina Theatre (confidential) – This is still being progressed by the solicitors.

135.1b The Hamilton House lease between East Point Business Services Ltd and Lowestoft Town Council (confidential) – Cllrs Green, Taylor and the Clerk will be meeting on Thursday to review the latest documents received and address concerns they have regarding these.

135.1d The purchase of a business property (confidential) –Cllr Coleby made a confidential proposal; seconded by Cllr Green; all in favour.

135.1e The loan agreement with the Lowestoft Museum Trust (confidential) – The Lowestoft

Cllr Parker left the room 20:54

Cllrs Green, Lang, Taylor and the Clerk will be reviewing the loan arrangements.

Cllr Parker returned 20:57

Cllr Youngman left the room 20:58 and returned 21:00

135.1f A recommendation from the Finance and Governance Committee to make a proposal to East Suffolk Council regarding a land transfer (confidential) – This was considered and there may be an Extraordinary Meeting called to discuss this further.

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

The Chair closed the meeting 21:15.

Signed:

26 November 2019