

Lowestoft Town Council

Full Council Meeting

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

19:30 on 26 November 2019

MINUTES

Present: Cllrs Sue Barnard, Bob Breakspear, Colin Butler, Tara Carlton, Peter Collecott, Tracey Eastwood, Amanda Frost, Alan Green, Peter Knight, Peter Lang, Paul Page, Graham Parker, Andy Pearce, John Pitts, Alice Taylor and David Youngman

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

Public: There was one member of the public in attendance

139. Welcome

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

140. Apologies for absence

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

141. Declarations of Interests and dispensations

Cllrs Barnard and Pearce declared a local non-pecuniary interest in item 150.2. Cllr Lang declared a pecuniary interest in item 152.1d. The Clerk and Committee Clerk declared a pecuniary interest in item 145.2d and it was also noted that they would leave the room where appropriate for discussions of item 149.

142. Accuracy of the Minutes

22 October 2019 – Accepted as accurate. Proposed by Cllr Youngman; seconded by Cllr Lang; all in favour.

143. Public Forum

The member of the public in attendance did not wish to speak.

144. Finance:

144.1. Receipt and acceptance of the minutes of the previous Finance and Governance Committee Meeting (19 November 2019) and consideration of the following matters: - Cllr Green proposed acceptance of the minutes; seconded by Cllr Knight; all in favour.

144.1a. The 2019-20 budget and note any bank reconciliations – The budget monitoring document was circulated ahead of the meeting and there were no queries regarding this. There were no bank reconciliations to note.

144.1b. Any payments previously approved and the expenditure and income reports for the month ending 31 October 2019 and November 2019 to date, including the petty cash log (see schedule) – The schedules were circulated ahead of the meeting as follows, and there were no queries raised:

October Expenditure

Date	Payment to	Description	Amount
2 October 2019	Npower Ltd	Triangle Market electric Aug19	£318.47
4 October 2019	Suffolk Pension Fund	September 2019 pensions	£4,577.05

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16 October 2019	Lloyds Bank	Travel for training (£95.65), table place name holders x5 (£6.80), Historic England lunch (£90.50), parking for training (£3.10), Historic England lunch (£17.11), meeting expenses (£35.69), clothes rail and accessories (£55.79), white paper (£35.42), credit card transactions (£6)	£346.06 + £19.60 VAT = £365.66
17 October 2019	Purcell	Town Hall works	£504.08
17 October 2019	Npower	Triangle Market electric Sep19	£300.21 + £15.01 VAT = £315.22
17 October 2019	Npower	CCTV electric Sept 19	£165.23 + £33.05 VAT = £198.28
17 October 2019	Npower	Pakefield St PC elec Jul-Sep 19	£190.52 + £9.53 VAT = £200.05
17 October 2019	Npower	Town Hall electric Sept 19	£273.41 + £13.67 VAT = £287.08
17 October 2019	Pearce and Kemp Ltd	Triangle Market electric works	£1,973.05 + £394.61 VAT = £2,367.66
17 October 2019	Roche Chartered Surveyors	Various PPM surveys	£6,630.50 + £1,326.10 VAT = £7,956.60
17 October 2019	SLCC	SLCC National Conference 2019	£375 + £61 VAT = £436
17 October 2019	RICOH UK Ltd	Printer hire Q3 & ink Q2	£363.91 + £72.78 VAT = £436.69
17 October 2019	Royal British Legion	Poppy crosses x305	£305
17 October 2019	Mark Speller	Council travel reimbursement Sept 19	£8.77
17 October 2019	Boggis Electrical Ltd	Marina Theatre heater replace	£1,551.40 + £310.28 VAT = £1,861.68
17 October 2019	SLCC	SLCC Conference 19 Town Clerk	£375 + £61 VAT = £436
17 October 2019	Gazprom Energy	Town Hall gas Sept 19	£91.76 + £4.59 VAT = £96.35
18 October 2019	HMRC	HMRC Sept 19	£4,053.39
23 October 2019	Salaries	Salaries Oct 19	£10,211.49
31 October 2019	East Suffolk Council	Links Road NNDR Nov 19	£184
31 October 2019	East Suffolk Council	Pakefield St PC NNDR Nov 19	£120

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31 October 2019	East Suffolk Council	Triangle Market PC NNDR Nov 19	£115
31 October 2019	East Suffolk Council	Sparrows Nest PC NNDR Nov 19	£108
31 October 2019	East Suffolk Council	Kensington Gar PC NNDR Nov 19	£206
31 October 2019	Unity Trust Bank	Credit handling charge	£7.10

October Income

Date	Payment from	Description	Amount
1 October 2019	Suffolk County Council	Rosedale Park bench donation	£528.50
7 October 2019	East Suffolk Council	Rental income from tenant	£213.16
8 October 2019	Eventbrite	Monthly market Sept 19	£51.78
14 October 2019	Tenant	Rental income from tenant	£6,300
18 October 2019	Market income	Market income 13/09/19 – 11/10/19	£358
29 October 2019	East Suffolk Council	CIL 1 st instalment 2019	£19,119.42

November Expenditure

Date	Payment to	Description	Amount
1 November 2019	Need2Store	Civic Artefact Storage Oct 19 – Nov 19	£200.00 + £40.00 VAT = £240.00
1 November 2019	Purcell Architecture Ltd	Lowestoft Town Hall Repairs	£448.41 + £89.68 VAT = £538.09
1 November 2019	Alan Green	Travel Reimbursement for Conference	£129.15
1 November 2019	MS Oakes	Lowestoft Town Hall Repairs	£12,210.33 + £2,442.07 VAT = £14652.40
1 November 2019	Sarah Foote	Reimbursement for Remembrance and Meeting Expenses	£17.10
1 November 2019	Zoe Sprake	Lowestoft Collection Spoon Tray	£2070.00
1 November 2019	St John Ambulance	Mental Health First Aid Training (1 day) and 2x Emergency First Aid at Work Training (1 day)	£470.00 + £94.00 VAT = £564.00
1 November 2019	St John Ambulance	Mental Health First Aid Training (2 days)	£300.00 + £60.00 VAT = £360.00

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1 November 2019	Broadland Security Alarms	Supply and Installation of Town Hall Fire Extinguishers	£405.00 + £81.00 VAT = £486.00
6 November 2019	SCC Pension Fund	Pensions October 2019	£4,615.29
8 November 2019	Guy McGregor & Associates Ltd	Payslips and Pension Uploads Jul 19 – Sep 19	£104.00 + £20.80 VAT = £124.80
8 November 2019	East Point Business Services	Hamilton House Capital Repayments Oct 18 – Dec 19	£16,787.00 + £3,357.40 VAT = £20,144.40
8 November 2019	East Point Business Services	Hamilton House Rent Aug 18 – Dec 19	£19,905.41 + £3,981.08 VAT = £23,886.49
8 November 2019	NPower	Triangle Market Electric Oct 19	£249.03 + £12.45 VAT = £261.48
8 November 2019	NPower	CCTV Electric Oct 19	£170.73 + £34.15 VAT = £204.88
8 November 2019	NPower	Kensington Gardens Electric Jul 19 – Sep 19	£221.35 + £11.07 VAT = £232.42
8 November 2019	NPower	Sparrows Nest Electric Jul 19 – Sep 19	£239.03 + £11.95 VAT = £250.98
8 November 2019	NPower	Normanston Park Electric Jul 19 – Sep 19	£456.41 + £22.82 VAT = £479.23
8 November 2019	NPower	Denes Oval Electric Jul 19 – Sep 19	£862.92 + £43.15 VAT = £906.07
8 November 2019	NPower	Lowestoft Cemetery PC Electric Jul 19 – Sep 19	£234.19 + £11.71 VAT = £245.90
12 November 2019	Trevor Brown	Internal Audit Sep 19	£250.00
15 November 2019	Cllr Knight	Reimbursement for Civic Pen	£15.00
15 November 2019	Essex and Suffolk Water	Normanston Park Water 9/4/19 to 10/10/19	£533.83
18 November 2019	Lloyds Bank	Credit Card Charges	£1,099.72
18 November 2019	HMRC	HMRC October 2019	£4,105.49

November Income

Date	Received From	Description	Amount
4 November 2019	Tenant	Rental Income from Tenant	£213.16
5 November 2019	Eventbrite	Monthly Market Income Oct 19	£34.52
12 November 2019	HMRC	Vat Repayment Q2	£21,675.21
18 November 2019	Market Income	Market Income 18/10/19 – 8/11/19	£276.00

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Petty Cash Log

Date	Description	Amount
17 October 2019	Stamps and coffee	£11.82
18 October 2019	Teabags	£1.00
20 November 2019	Dishwasher tablets	£7.99

144.1c. Any payments for approval (see schedule) – The schedule was displayed at the meeting as follows:

Payment to	Description	Amount
East Suffolk Norse	Grounds Maintenance Contract April – Sept 2019	6 x £60,400 + 6 x £12,080 VAT = 6 x £72,480
East Point Business Services	Additional works to disabled toilet in LTC's Hamilton House offices (incl Radar key and lock at £150 and shower screen at £190, plus labour)	Maximum budget of £550

Councillors expressed their dissatisfaction with East Suffolk Norse at being presented with six invoices, and expect that they will now be presented promptly on a monthly basis. Cllr Green proposed approval of the payments to East Suffolk Norse and East Point Business Services; seconded by Cllr Frost; all in favour.

144.1d. Progress with budget scrutiny for 2020 – 21, including a report from the Budget and Loan Working Group, and any recommendations – The Budget and Loan Working Group has recommended that, following the budget setting process, it continues to meet quarterly to scrutinise the budget in detail and report back to the Finance and Governance Committee and Full Council. Cllr Green proposed approval of the recommendation from the Budget and Loan Working Group; seconded by Cllr Parker; all in favour.

144.1e. The precept for 2020 – 21 – There were no proposals or recommendations to be considered at this stage.

144.2. Accessing pocket park funding for Whitton Green and up to £7,500 match funding – Documents containing further information were circulated ahead of the meeting. Cllrs Green, Parker, Taylor and the Clerk attended a recent meeting to discuss this. If approved by the Town Council and if successful in its funding application, the project will look at what improvements can be made to Whitton Green. East Suffolk Council would like to work in partnership with the Town Council. If the grant application is successful, there will be an obligation for the Town Council to provide match funding. It may be possible to incorporate CIL funding. East Suffolk Norse has provided a project budgeting proposal, consisting of a basic proposal of approximately £24,000 and a higher specification of approximately £55,000, although the initial grant would be £25,000 and the Town Council would need to consider funding options for anything above that. The minimum cost to the Town Council in match funding would be £7,500. Following consultation, the proposal includes the removal of the ball courts. There was however some opposition to this at the meeting, on the basis that one of the courts in particular is well used and it could be dangerous for ball games to be played in the open area. Representatives from the Police were in attendance at the meeting and were supportive of the project. Cllr Lang proposed an agreement in principle for Lowestoft Town Council to work with East Suffolk Council to progress the pocket park funding project for

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Whitton Green; seconded by Cllr Parker; all in favour. It was agreed that three Councillors should work with East Suffolk Council to progress the plans, to bring back to Full Council for the final decision. Cllr Parker proposed that Cllrs Green, Lang and Parker work with East Suffolk Council to progress the plans for the pocket park funding project for Whitton Green; seconded by Cllr Pearce; all in favour.

144.3. The cost of repairs to the Town Hall and whether any extension in delegated budget is needed – There was no requirement for an extension to the delegated budget at this stage.

145. Governance

145.1. Approval for Councillor Pitts to join the Assets, Inclusion and Development Committee, the Parks and Open Spaces Sub-Committee and the Events and Communications Sub-Committee – This was proposed by Cllr Pitts; seconded by Cllr Knight; all Councillors voted in favour.

145.2. Adoption of the following policies: - Cllr Knight proposed adoption of the policies as detailed in items 145.2a – 145.2c; seconded by Cllr Green; fifteen Councillors voted in favour; one Councillor abstained from the vote.

145.2a. Adverse Weather Policy

145.2b. IT, Internet, Social Media, Email Policy

145.2c. Personal Use of the Telephone Policy

145.2d. Redundancy Policy – To be discussed during the confidential session.

145.3. Adoption of the following policies, following review by the Personnel Committee: - It was requested that each of the policies be considered individually.

145.3a. Anti-Harassment and Bullying Policy – There were no comments.

145.3b. Data Protection Policy – There were no comments.

145.3c. Data Retention Policy – There were no comments.

145.3d. Disciplinary Procedure – There was a concern that the Disciplinary Procedure did not detail the disciplinary process, from verbal warning through to dismissal, however it was clarified that this is included. The Disciplinary Procedure had been provided by a lawyer. It was requested that the Disciplinary Procedure go back to the Personnel Committee for further review, to ensure absolute clarity of the disciplinary process and right of appeal.

Cllr Pitts left the room 20:00

145.3e. Disciplinary Rules – It was requested that the Disciplinary Rules be referred back to the Personnel Committee also.

145.3f. Equality and Diversity Policy – It was queried whether this relates to staff and Councillors and it was clarified that it relates just to staff.

145.3g. Health and Safety Policy – There were no comments.

145.3h. Media Policy – There were no comments.

145.3i. Lone Worker Policy – It was queried who the Clerk's Line Manager would be, if she were to sign the agreement to the adoption of the lone working policy. It is understood this would be the Mayor on behalf of the Town Council. It was requested that this be referred back to the Personnel Committee for clarity.

145.3j. Member Officer Protocol – There were no comments.

145.3k. Safeguarding Policy

Cllr Pitts returned 20:03

Cllr Lang has completed a safeguarding course and requested that this policy be referred back to the Personnel Committee to make the reporting procedure more robust. There was a request for safeguarding training to be arranged before this policy is reviewed again. Safeguarding training was previously offered it was agreed another session would be arranged. There was a request for staff working hours to be included on the next Personnel

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145.3l. Social Media Protocol – There were no comments.

145.3m. Training and Development Policy – There were no comments.

145.3n. Whistleblowing Policy – There were no comments. Cllr Knight proposed acceptance of all of the policies listed in items 145.3a – 145.3n, other than the Disciplinary Procedure and Rules, the Lone Worker Policy and the Safeguarding Policy, which it was agreed would be referred back to the Personnel Committee; seconded by Cllr Frost; fifteen Councillors voted in favour; one Councillor abstained from the vote.

145.4. Adoption of a Wild Flower Meadows Policy, following a recommendation by the Parks and Open Spaces Sub-Committee – It was agreed this policy should first be considered by the Assets, Inclusion and Development (AID) Committee, followed by the Finance and Governance Committee to consider the financial impact, such as changes to the grass cutting schedules of certain areas. It was agreed it was not best practice for a recommendation from a Sub-Committee to be considered by Full Council, without having first been considered by the relevant Committee(s).

146. Assets, Inclusion and Development

146.1. Receipt and acceptance of the minutes of the previous Assets, Inclusion and Development Committee meeting (4 November 2019) – An issue was raised with the minutes of the AID Committee. At the last meeting, some Councillors expressed their surprise and dismay that a member of the Town Council's staff was not present for this year's asset tour. It was reported that the representatives from East Suffolk Norse were also surprised that they had been asked to join the tour when a member of the Town Council's staff was not present. It was felt that the minutes did not adequately reflect the discussion. It was agreed that there would not be a vote to accept the minutes at this meeting and they would be reviewed at the next AID Committee meeting.

146.2. How to progress exploring options for future uses of the Town Hall, including to receive the feasibility study (if available) – A meeting is being held tomorrow with representatives from the Town Council, East Suffolk Council and Historic England.

146.3. A recommendation from the Parks and Open Spaces Sub-Committee to appoint Goose Green Nurseries as Lowestoft Town Council's preferred plant supplier – Cllrs Barnard, Coleby and Taylor met with Goose Green Nurseries and were impressed with their service and the variety of plants they stock. It was agreed that it would support the local economy and would support the climate emergency declaration by using a nearby supplier. It was agreed that it would not be best practice to select one supplier as a 'preferred' supplier. Cllr Knight proposed that Lowestoft Town Council use local plant suppliers and nurseries where possible; seconded by Cllr Barnard; fifteen Councillors voted in favour; one Councillor abstained from the vote.

146.4. Consideration of the following matters relating to The Ness:

146.4a. Progress at The Ness Out of Scope meetings, including:

146.4ai The play area surface – Advice has been received from East Suffolk Norse. They have advised against loose fill materials and resin bound materials and instead recommend a modular matting system. These are generally hardwearing, and can maintain a natural appearance. Cllr Barnard proposed approval of the recommendation from East Suffolk Norse to use a modular matting system for the play area surface at The Ness; seconded by Cllr Lang; fifteen Councillors voted in favour; one Councillor abstained from the vote.

146.4aii A project plan for the artwork on Ness Point and the related financial implications – A contest is being considered. Planning for this is in the early stages and any plans will be subject to consideration by the Town Council.

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146.4aiii Public conveniences provision – Cllr Butler attended the recent Steering Group meeting and does not feel that East Suffolk Council reacted enthusiastically to the Town Council's plans to include a provision for public toilets at The Ness. This could be due to the known issues at the site and advice from the Environment Agency may be required. Compostable toilets have been identified as the preferred option for the site and planning permission would be required. It was agreed that one toilet at the site would be considered for now, within a maximum budget of £20,000.

Cllr Parker left the room 20:34

From a health and safety aspect, there were concerns that there is no provision of water to the site. Compostable toilets do not require water to function and hand sanitiser could be provided.

Cllr Parker returned 20:36

Cllr Barnard proposed delegating authority to the Planning and Environment Committee to complete and submit the planning application for one compostable toilet at The Ness, with a delegated budget of up to £500 for the cost of the planning application; seconded by Cllr Butler; fifteen Councillors voted in favour; one Councillor voted against.

146.5. A recommendation from the Parks and Open Spaces Sub-Committee to appoint Cllr Coleby as Lowestoft Town Council's representative on ParksEast, at a cost of £100 per annum – Representatives from East Suffolk Norse attended the last meeting of the Parks and Open Spaces Sub-Committee and advised that in their experience of attending the meetings, it would be more beneficial for a representative to attend on behalf of the landowner than the contractor. It was clarified that the fee of £100 per annum would be to secure Lowestoft Town Council's membership to ParksEast, not to appoint a specific representative. Cllr Knight proposed approval of the payment of £100 per annum for Lowestoft Town Council's membership to ParksEast, with the representative to be decided at a later date; seconded by Cllr Lang; all in favour.

147. Planning and Environment

147.1. Receipt and acceptance of the minutes of the previous Planning and Environment Committee meetings (22 October and 12 November) and consideration of the following matters: - The minutes of the meeting of 12 November were not yet available. Cllr Green proposed acceptance of the minutes of 22 October 2019; seconded by Cllr Frost; all in favour.

147.1a. A recommendation to adopt the traditional red telephone kiosk on Gunton Drive and decline adoption of 'modern' telephone kiosks at other locations – Any which the Town Council decide to adopt will be for a token fee of £1 each. The recommendation from the Planning and Environment Committee is to adopt the traditional red telephone kiosk only. It has been suggested that this could be used to house a defibrillator, but this would require further consideration and it is not known whether there is still an electricity supply there.

Cllr Frost left the room 20:49

It was suggested that residents could be approached for their views on how the kiosk should be used, but it was agreed that, at this stage, the decision is whether or not to approve the recommendation from the Planning and Environment Committee.

Cllr Frost returned 20:51

Cllr Green proposed approval of the recommendation from the Planning and Environment Committee, to adopt the red telephone kiosk on Gunton Drive and decline adoption of more modern telephone kiosks at other locations; seconded by Cllr Barnard; all in favour.

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148. Climate Emergency

148.1. Receipt and acceptance of the minutes of the previous Climate Emergency Committee meeting (12 November 2019) – Cllr Parker proposed approval of the minutes; seconded by Cllr Youngman; all in favour. Cllr Pitts has spent a lot of time with residents affected by the flooding on Aldwyck Way and asked how the Town Council can be more involved with the effort to prevent this happening again. Residents have received a letter from Suffolk County Council to say it is working with partners to progress a flood barrier, but it was reported that some of the content of the letter is not factually correct. There were concerns expressed that, despite assurances, Anglian Water has not arranged for the affected paths and roads to be sanitised. Cllr Parker thanked Cllr Pitts for supporting the residents. Cllr Pearce proposed that the Town Council sends a letter to Suffolk County Council and Anglian Water, requesting sanitisation of the affected streets and details of when a public meeting will be held, and for the Town Council to be provided details so that it may send delegates to the meeting. Cllr Pearce further proposed use of the Town Council's facilities for the meeting, if required; seconded by Cllr Parker; all in favour.

149. Personnel

149.1. Receipt and acceptance of the minutes of the previous Personnel Committee meetings (6 and 18 November), and consideration of the following matters: - The minutes of 18 November were not yet available. Cllr Knight proposed acceptance of the minutes of 6 November; seconded by Cllr Eastwood; fifteen Councillors voted in favour; one Councillor abstained from the vote.

149.1a. A staffing proposal (confidential) – To be discussed during the confidential session.

149.1b. Staffing issues (confidential) – To be discussed during the confidential session.

150. Policy and consultation matters

150.1. What policy should apply to the retention of email accounts for ex-councillors – Legal advice has been received which states that data should not be retained without a legitimate legal basis to do so. The Town Council currently has a policy to delete a Councillor's email account if they cease to be a Lowestoft Town Councillor for any reason. The solicitor recommends that the Town Council continues to adhere to the existing policy. The question of whether emails are recoverable once an email account has been deleted was previously raised. Advice from East Coast Community Healthcare's IT department is that emails are not recoverable.

150.2. The latest position on the Lowestoft Records Office – A letter has been sent to the Town Council expressing concerns about the impact the closure of the Lowestoft Records Office would have, and requesting that the Town Council conveys these concerns to Suffolk County Council. The Town Council has previously expressed its concerns to the County Council.

Cllr Youngman left the room 21:09

It was queried whether any records held at the Records Office belong to the Town Council. The Clerk is checking this. Future storage options of the Town Council's records was discussed. A full analysis of the options will be presented to the Finance and Governance Committee in due course.

Cllr Youngman returned 21:11

There were concerns that any records belonging to the Town Council currently stored at the Records Office may be relocated. The Clerk is looking into the legal process for items from Town and Parish Councils.

Cllr Parker left the room 21:17

Cllr Knight proposed that the Clerk formally writes to Suffolk County Council to reiterate the Town Council's position on the Records Office, as previously stated; seconded by Cllr Carlton;

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fourteen Councillors voted in favour; one Councillor abstained from the vote.

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

It was agreed that, for the following list, only items for which a written report had not been previously submitted, and where there were updates to report, would be discussed.

Cllr Parker returned 21:18

151.1. Report from the Coastal Communities Team

151.2. Report from the Community Enabler Project Board

151.3. Report from the Culture Board

151.4. Report from the East Suffolk Communities Team (Whitton)

151.5. Report from the First Light Festival Board or any feedback from the Festival

151.6. Report from Fen Park Friends

151.7. Report from the Heritage Action Zone and Heritage Champions – A new Heritage Action Zone Co-Ordinator has not yet been appointed. It was requested that they formally introduce themselves to the Town Council once appointed.

The member of the public left the meeting 21:24

Cllr Collecott left the room 21:24

151.8. Report from the Jack Rose Old Lowestoft Society – A commemorative event to mark Victory in Europe Day is being planned for May and the Society is seeking agreement from the Town Council to advertise the event as in conjunction with both parties. This will be added to the agenda of the next Events and Communications Sub-Committee meeting.

151.9. Report from the Kirkley Business Association and Kirkley Peoples Forum

151.10. Report from the Lowestoft and Plaisir Twinning Association

151.11. Report from the Lowestoft Charity Board

151.12. Report from the Lowestoft Development Group

151.13. Report from the Lowestoft Flood Risk Management Project's Strategic Steering Group – It is understood that the flooding issue on Aldwyck Way has been raised with this group.

151.14. Report from Lowestoft in Bloom – An invitation was extended to all Councillors to visit Lowestoft in Bloom's nursery in the Spring. Cllr Green proposed formal congratulations to Lowestoft in Bloom for this year's Silver Gilt Award; seconded by Cllr Knight; all in favour.

151.15. Report from the Lowestoft Museum

151.16. Report from the Lowestoft Regeneration and Growth Board – Cllrs Collecott and Taylor attended a meeting recently. Plans for the Lake Lothing third crossing have now been delayed due to the general election.

151.17. Report from the Lowestoft Station Partnership Group

151.18. Report from the Lowestoft Transport Infrastructure Partnership

151.19. Report from the Lowestoft Vision Board

151.20. Report from the Lowestoft Voluntary and Community Sector Workshop

151.21. Report from the Marina Theatre Trust Board

151.22. Report from the SCC A47 Improvement Scheme

151.23. Report from the Sunrise Coast Heritage Guild

151.24. Report from The Ness Steering Group

151.25. Report from the Third Crossing Bridge Naming Competition Judging Panel

151.26. Report from the Third Crossing Stakeholders' Group

151.27. Report from the Waveney Disability Forum

151.28. Report from the Shine a Spotlight on Lowestoft event

152. Legal:

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

152.1a. The Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust

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and Lowestoft Town Council and governance arrangements for the Marina Theatre (confidential) – To be discussed during the confidential session.

152.1b. The Hamilton House lease between East Point Business Services Ltd and Lowestoft Town Council (confidential) – To be discussed during the confidential session.

152.1c. The contract between East Suffolk Norse and Lowestoft Town Council (confidential)

152.1d. The CCTV service (confidential) – To be discussed during the confidential session.

152.1e. The purchase of a business property (confidential) – To be discussed during the confidential session.

152.1f. Land registry issues (confidential) – To be discussed during the confidential session.

153. Date of the next meeting

17 December 2019 19:30 – Cllr Lang gave his apologies for this meeting.

154. Items for the next agenda and close

Several Councillors have been experiencing difficulties with their tablets and it was requested that provision be made for a discussion about this at the next meeting.

Cllr Knight proposed moving the meeting into confidential session; seconded by Cllr Green; all in favour. Cllr Barnard was concerned that no confidential papers had been provided in advance of the meeting, and therefore felt that the Council was not fully equipped to consider the confidential items.

Cllr Collecott returned 21:27

Councillors were advised that the matters on the agenda were all ongoing matters which had been discussed at previous meetings and there were no new papers to be considered. It was requested that in future an item be added to the Members' Area on the website to clarify this. Cllr Barnard proposed no discussion of the confidential matters under item 152 at this meeting; seconded by Cllr Youngman; eight Councillors voted in favour; eight Councillors voted against. Cllr Taylor used her casting vote against the proposal, therefore allowing discussion of these items to continue.

155. Resolution to close the meeting to the public:

155.1. Any legal issues including those at 152.1 above as required – It was agreed that item 155.2 be considered first.

155.2. Any employment matters, including those at 149.1 above as required:

149.1a A staffing proposal (confidential) – This had previously been discussed by the Finance and Governance and there were no updates to consider at this meeting.

149.1b Staffing issues (confidential) – To be discussed during the confidential session – Cllr Barnard was concerned that no confidential papers had been provided ahead of the meeting with regard to this item. Cllr Barnard proposed no discussion of item 149.1b; seconded by Cllr Youngman; four Councillors voted in favour; seven Councillors voted against; five Councillors abstained from the vote. Discussion therefore continued.

The Committee Clerk left the room 21:35 for the discussion of this item

A confidential staffing matter was discussed.

The Committee Clerk returned 21:50

The Chair closed the meeting 21:50.

Signed: 17 December 2019