

Lowestoft Town Council

Full Council Meeting

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

19:30 on Tuesday 28 May 2019

MINUTES

Present: Cllrs Steve Ardley, Sue Barnard, Bob Breakspear, Colin Butler, Tara Carlton, Peter Collecott, Amanda Frost, Alan Green Jacqueline Hardie, Peter Knight, Peter Lang, Graham Parker, Keith Patience (for part – left 21:10), Andy Pearce, John Pitts, Alice Taylor (Chair), Nick Webb and David Youngman

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

Public: There were eleven members of the public in attendance

27. Welcome

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

28. Receipt and consideration of acceptance of apologies for absence

Apologies were received and accepted from Cllr Eastwood. Proposed by Cllr Parker; seconded by Cllr Frost; all in favour.

29. Declarations of Interests and dispensations

Cllr Lang declared a pecuniary interest in items 37 and 40.1b. Cllr Carlton proposed approval of Cllr Lang's declaration; seconded by Cllr Knight; all in favour.

30. Consideration of the accuracy of the Minutes:

14 May 2019 – Accepted as accurate. Proposed by Cllr Knight; seconded by Cllr Parker; all in favour.

31. Public Forum

A member of the public enquired as to whether Lowestoft Town Council had any further information regarding the sale of the former Lowestoft Hospital site and its future. It was confirmed that the Town Council had no further information and had received no reply to the letter it sent to the James Paget Hospital before the site was sold, requesting a suspension of the sale of the site.

32. Co-option of a Councillor for the Elmtree ward vacancy

It was noted that one candidate had withdrawn. As each candidate had been invited to speak, it was queried whether the other candidates should leave the room. It was confirmed that this was a transparent process and there was no provision for a confidential process. Candidates were invited to speak in the order in which their applications were received, and it was confirmed that candidates who were not in attendance but who had not formally withdrawn could still be considered. Councillors had been provided with all written submissions from candidates. Candidates were invited to speak for a maximum of three minutes each. Five candidates were in attendance and each addressed the Council with more information about themselves and why they felt the Council should consider them for co-option. Each candidate confirmed that they met the eligibility criteria. It was confirmed that each Councillor would have one vote, to vote in favour of the candidate they would like to be co-opted – there would be no votes against. Votes were taken in the order in which their applications had been received. Neil Coleby received twelve votes. This was an absolute majority and the vote therefore did not continue.

Congratulations were offered to Cllr Coleby and thanks were expressed to the other candidates.
Seven members of the public left the meeting 19:51

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33. Finance:

33.1 Receipt and acceptance of the minutes of the previous Finance and Governance Committee Meeting (16 May 2019) and, in particular, to consider the following matters:

Cllr Youngman proposed acceptance of the minutes; seconded by Cllr Taylor; sixteen Councillors voted in favour; three Councillors abstained from the vote.

33.1a Monitoring the 2019-20 budget and note any bank reconciliations – The bank reconciliation has been prepared for Cllr Ardley to review and sign before the next Finance and Governance Committee meeting. It was agreed this would be done following this evening's Full Council meeting.

33.1b Consideration of a recommendation for adherence to the policy of grant applications to be considered twice a year (June and December) and whether to delegate responsibility to the Finance and Governance Committee – When the Grant Awarding Policy was first adopted, it was agreed there would be two grant awarding rounds, in June and December, to allow better comparison of applications against one another and the budget.

Cllr Frost proposed approval of the recommendation for adherence to the Grant Awarding Policy, for applications to be considered twice a year (in June and December), with delegated authority to the Finance and Governance Committee; seconded by Cllr Pearce; all in favour.

33.1c Noting the expenditure and income reports for the month ending 30 April 2019 and May 2019 to date, including the petty cash log (see schedule below) – The reports for April were circulated to Councillors in advance of the meeting, and the reports for May were distributed at the meeting, as follows:

April Income

Date	Description	Amount
16/04/2019	Rental income from tenants	£6,300
18/04/2019	Rental income from tenants	£213.16
30/04/2019	Precept 2019 – 20 first instalment	£891,768.50

April Expenditure

Date	Description	Amount
01/04/2019	East Suffolk Council - Triangle Market Business Rates	£118.85
01/04/2019	East Suffolk Council - Pakefield Street NNDR April	£122.95
01/04/2019	Marina Theatre Trust - Management Fee Q1	£45,000
01/04/2019	East Suffolk Council - Kensington Gardens PC NNDR April	£208.20
01/04/2019	East Suffolk Council - Town Hall BID Levy	£1,185
03/04/2019	Lowestoft Photographic Club Grant	£500
03/04/2019	Plants – Norfolk Herbs	£30.96
03/04/2019	ID Asbestos - Asbestos works, Sparrows Nest	£132
03/04/2019	Plaisir Twinning Association - Plaisir visit – two delegates	£300
03/04/2019	ID Asbestos - Asbestos works, Kensington Gardens	£300
04/04/2019	Suffolk Pension Fund - Pensions, March 2019	£4,613.85
04/04/2019	Plants for Kensington Gardens – Herb Centre Ltd	£114.75 + £3 VAT = £117.75
05/04/2019	Purcell - Town Hall Condition Survey	£5,880
05/04/2019	Nicholsons Solicitors LLP - Lease legal advice	£760
05/04/2019	Mark Speller LTC travel reimbursement March 19	£30.02

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18/04/2019	HMRC liability March 2019	£4,355.41
23/04/2019	Salaries April 2019	£10,078.69
26/04/2019	East Suffolk Council - Sparrows Nest Bowls NNDR April 2019	£108.20
26/04/2019	Gazprom Energy - Denes Oval gas March 2019	£37.41 + £1.87 VAT = £39.28
26/04/2019	Gazprom Energy - Town Hall gas March 2019	£94.54 + £4.73 VAT = £99.27
26/04/2019	Essex and Suffolk Water - Normanston water Oct 18 – Apr 19	£543.53
26/04/2019	N Power - Denes Oval electric Mar 19	£197.61 + £39.52 VAT = £237.13
26/04/2019	N Power - Pakefield Street PC electric Mar 19	£39.97 + £2 VAT = £41.97
26/04/2019	Gt Yarmouth Heating - Gunton and Whitton boiler service	£139.99
26/04/2019	N Power - Normanston electric Mar 19	£291.20 + £58.24 VAT = £349.44
26/04/2019	N Power - Kensington Gardens electric Mar 19	£59.41 + £2.97 VAT = £62.38
26/04/2019	N Power - Kensington Gardens electric Mar 19	£24.14 + £1.21 VAT = £25.35
26/04/2019	N Power - CCTV electric Mar 19	£77.42 + £15.48 VAT = £92.90
26/04/2019	N Power - Sparrows Nest electric Mar 19	£21.07 + £1.05 VAT = £22.12
26/04/2019	N Power - Town Hall electric Mar 19	£146.70 + £7.34 VAT = £154.04
26/04/2019	N Power - Triangle Market elec Mar 19	£163.83 + £8.19 VAT = £172.02
26/04/2019	N Power - Sparrows Nest electric Mar 19	£3.67 + £0.18 VAT = £3.85
26/04/2019	N Power – Sparrows Nest electric Mar 19	£93.04 + £4.65 VAT = £97.69
26/04/2019	N Power – Sparrows Nest electric Mar 19	£62.08 + £3.10 VAT = £65.18
26/04/2019	N Power – Lowestoft Cemetery electric Mar 19	£23.03 + £1.15 VAT = £24.18
26/04/2019	N Power – Sparrows Nest electric Mar 19	£53.69 + £2.68 VAT = £56.37
26/04/2019	SLCC – Town Clerk membership 19 – 20	£507
26/04/2019	RICOH – printer costs Jan – Mar 19	£432.63 + £86.52 VAT = £519.15
26/04/2019	Shona Bendix LTC costs reimbursement	£134.42 + £3.71 = £138.13
26/04/2019	David Ogilvie Engineering – 7 x noticeboards	£12,445 + £2,489 = £14,934
26/04/2019	Darren Breeze Woodturning – repairs to Kensington Gardens	£3,250
26/04/2019	ThePlaceForPlants – Plants Kensington Gardens and Commonwealth Canopy	£1,862.17 + £372.43 VAT = £2,234.60
26/04/2019	Need2Store – Storage of civic artefacts	£200 + £40 VAT = £240
26/04/2019	Norfolk County Council – AAT Level 3 training	£2,010
30/04/2019	East Suffolk Council – Kensington Gardens PC NNDR May	£206
30/04/2019	East Suffolk Council – Pakefield Street PC NNDR May	£120
30/04/2019	East Suffolk Council – Sparrows Nest Bowls NNDR May	£108
30/04/2019	East Suffolk Council – Links Road Car park NNDR May	£184

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Petty Cash Log

Date	Description	Amount	Running Total
1/4/19	Opening Balance		£205.62
10/4/19	Meeting Refreshments and Stationery	£41.83	£163.79
23/4/19	Postage	£0.70	£163.09
25/4/19	Meeting Refreshments	£6.00	£157.09
29/4/19	Meeting Refreshments	£13.77	£143.32
29/4/19	Folders	£6.00	£137.32
2/5/19	Coffee for Office	£4.50	£132.82
21/5/19	Milk for Councillor Training	£1.89	£130.93
23/5	Wrapping Paper for Plaisir Gift and 1cm Pouches	£13.28	£117.65

May Expenditure

Date	Description	Amount
1/5/19	Insurance costs 2019-2020	£20,366.40
1/5/19	Internal Audit Fee	£4.50
1/5/19	Credit card setup fee	£50.00
7/5/19	Pensions April 2019	£4,615.29
17/5/19	Planning Application Fee for Kensington Gardens Ammo Bunker	£231.00
17/5/19	HMRC April 2019	£4238.29
17/5/19	Reimbursement for Councillor Training and Paper	£126.39
23/5/19	Information Commissioners Office Annual Subscription	£35.00
23/5/19	Salaries May 2019	£10344.69
23/5/19	Reimbursement for Painting for Plaisir	£122.50

May Income

Date	Description	Amount
2/5/19	Rental Income from Tenant	£625.00
2/5/19	Rental Income from Tenant	£1,562.50
2/5/19	Market Income	£178.50
3/5/19	CIL Income	£3,435.71
8/5/19	VAT Repayment	£62,528.59
14/5/19	Market Income	204.50
20/5/19	Rental Income from Tenant	£213.16
23/5/19	Rental Income from Tenant	£583.00

Payments Authorised

Payment to	Authorisation Reference	Description	Amount
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NABMA	FC 190514 16	NABMA Subscription 2019-2020	£358.00
Metro Rod Limited	FC 190312 515.1h	Survey of Cement Tank in Sparrow Nest	£570.00 + £114.00 VAT = £684.00
Mark Speller	FG 180220 200	Travel Reimbursement	£11.25
East Point Business Services	FG 181011 359.2ai FG 190212 432.2	Extra Kitchen and Worktop for breakout area	£733.00 + £146.60 VAT = £879.60
Sarah Foote	FG 171215 151 FG 180220 201	Reimbursement for Travel, Councillor Training, and Tape	£159.32
Nicholsons Solicitors LLP	FC 180403 246.10	Legal Fees relating to Marina Theatre Management Fee	£205.83 + £41.17 VAT = £247.00
Nicholsons Solicitors LLP	FC 180403 246.10	Legal Fees relating to North Denes	£386.33 + £77.27 VAT = £463.60
Nicholsons Solicitors LLP	FC 180403 246.10	General Legal Advice	£554.16 + £110.83 VAT = £664.99
Pearce & Kemp Limited	FG 190212 492.1	Sparrows Nest Annual Electrical Testing	£45.00 + 39.00 VAT = £54.00
Pearce & Kemp Limited	FG 190212 492.1	Normanston Park Changing Rooms Annual Electrical Testing	£175.00 + £35.00 VAT = £210.00
Pearce & Kemp Limited	FG 190212 492.1	Whitton Residents Meeting Hall Annual Electrical Testing	£455.00 + £91.00 VAT = £546.00
Pearce & Kemp Limited	FG 190212 492.1	Kensington Gardens Toilets Annual Electrical Testing	£105.00 + £21.00 VAT = £126.00
Pearce & Kemp Limited	FG 190212 492.1	Gunton Residents Meeting Hall Annual Electrical Testing	£455.00 + £91.00 VAT = £546.00

Payments to Authorise

Payment to	Description	Amount
Suffolk Cloud	Website Hosting and Support 2019-2020	£100.00
Waveney Norse	Relocation and Opening of Safe from Town Hall to Hamilton House	£179.00 + £35.80 VAT = £214.80
East Point Business Services	ICT Service Charge 1 st June 2018 to 30 th September 2018	£4,306.00 + £861.20 VAT = £5167.20
Gazprom Energy	Town Hall Gas Standing Charge April 2019	£91.76 + £4.59 VAT = £96.35
Gazprom Energy	Denes Oval Pavilion Gas Standing Charge April 2019	£37.41 + £1.87 VAT = £39.28
Urban Vision	Neighbourhood Plan Advice (Grant Funded)	£3525.44 + £650.00 VAT = £4175.44

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These were reviewed and there were no queries or objections. All Councillors voted in favour to approve the payments to authorise.

33.1d Noting any payments previously approved (see schedule above), including the following:

33.1di Invoice from Trevor Brown, in the sum of £450, for internal audit services – There were no queries and the payment to Trevor Brown for £450 for internal audit services was noted.

33.1e Consideration of any payments for approval (see schedule above), including the following:

33.1ei Grant application from the Lowestoft Sea Cadets, up to £2,764 – Following the decision of the Council at item 33.1b, Cllr Pearce proposed referring this application to the next meeting of the Finance and Governance Committee; seconded by Cllr Knight; all in favour.

33.1eii Invoice from Need2store Ltd in the sum of £240 for rental of a storage container, and consideration of delegating authority to the Clerk to set up regular monthly payments – It was confirmed this is for storage of the civic artefacts.

Cllr Coleby proposed payment of the invoice from Need2store for £240 and delegated authority to the Clerk to set up regular monthly payments; seconded by Cllr Knight; all in favour.

33.1f Consideration of the following recommendations relating to adjustments to the budget:

33.1fi Virement of £4,859.50 from the Grants Budget to cover the shortfall in the budget for leisure fees – It was noted that this is a recommendation to ring-fence these funds under the budget heading, rather than a virement.

Cllr Green proposed approval of the recommendation to ring-fence £4,859.50 within the Grants Budget, to cover the leisure fees budgetary shortfall; seconded by Cllr Barnard; all in favour.

33.1fii Virement of £5,750 from the General Reserves to cover the shortfall in the budget for the payment of Business Rates for Public Conveniences – It was noted that this is a recommendation to ring-fence these funds under the budget heading, rather than a virement.

At the time of the budget-setting process, it was understood that public conveniences would be exempt from business rates, however this is not until 2020 – 21.

Cllr Ardley proposed approval of the recommendation to ring-fence £5,750 within the General Reserves, to cover the budgetary shortfall for the payment of Business Rates for public conveniences; seconded by Cllr Knight; all in favour.

33.1g Consideration of a recommendation to establish a Compliance Budget, with virement of £20,000 from the General Repairs and Maintenance Budget Reserves and delegated authority to officers – It was clarified that the recommendation is for delegated authority to the Clerk as Responsible Financial Officer (RFO). It was queried whether this decision would overrule previous decisions to ring-fence funds within this budget for other matters. It was confirmed that this would be additional ring-fencing.

Cllr Frost proposed approval of the recommendation to establish a Compliance Budget, with virement of £20,000 from the General Repairs and Maintenance Budget Reserves and with delegated authority to the Clerk as RFO.

33.1h Consideration of attendance at the NALC Annual Conference 2019 (28 – 29 October, Milton Keynes), delegates and a budget (£246 +VAT per delegate to attend, plus one night's hotel accommodation at £125 per delegate. Car hire last year was £369.25) – Last year seven delegates attended from Lowestoft Town Council. It was suggested that seven should attend this year as well, as there are several different seminars and this would ensure as many as possible were attended.

Cllr Knight proposed that seven delegates from Lowestoft Town Council attend the NALC Annual Conference 2019, consisting of the Mayor, the Chairs of the Finance and Governance, Assets, Inclusion and Development (AID) and Planning and Environment Committees, the Clerk and two other Councillors; seconded by Cllr Frost; sixteen Councillors voted in favour; three Councillors voted against.

33.1i To confirm bank signatory arrangements – It was confirmed that Cllrs Frost, Green, Knight, Lang and Taylor are the current bank signatories. Any former signatories who are no longer Councillors have had their access removed.

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34. Governance:

34.1 Consideration of progress with preparations for the external audit – Notices have gone up, documents will shortly be sent to the External Auditor. The report from the External Auditor will be presented to Full Council upon receipt.

34.2 Consideration of the revised Reporting Procedure for Facilities and Maintenance – This was circulated to Councillors ahead of the meeting.

Cllr Green proposed approval of the revised Reporting Procedure for Facilities and Maintenance; seconded by Cllr Lang; eighteen Councillors voted in favour; one Councillor abstained from the vote.

35. Assets, Inclusion and Development:

35.1 Receipt and acceptance of the minutes of the previous Assets, Inclusion and Development Committee meeting (20 May 2019) and consideration of any matters arising – Cllr Parker proposed acceptance of the minutes; seconded by Cllr Ardley; all in favour.

There was a recommendation from the AID Committee to open the Town Hall for three days, rather than two, for the Heritage Open Days, between Friday 13 – Sunday 15 September, and to agree a rota for Councillors who would like to be involved.

Cllr Knight proposed approval of the recommendation to open the Town Hall for three days for the Heritage Open Days, with delegated authority to the AID Committee to determine further details, including the rota; seconded by Cllr Frost; all in favour.

35.2 Consideration of a specification for tablets for Councillors – This has previously been considered by the Finance and Governance Committee and it was agreed that a specification would be presented to Full Council. An assistant from East Coast Community Healthcare's IT team provided assistance with sourcing a tablet at the lowest possible price, with a suitable specification to suit Lowestoft Town Council's requirements. The tablets will be set up before being given to Councillors and training will be arranged. A sheet for all Councillors to sign will be created, covering conditions of use and mutual responsibilities regarding damages, losses, etc. It was emphasised that the aim is to reduce the amount of paper being consumed. A password-protected, members only area of the website is being developed for Councillors to access confidential papers, and it was suggested a system could be introduced for them to remain available for twenty four hours after the meeting only, before being deleted. Councillors will be trusted to ensure confidential information is not shared and remains secure. It was queried how frequently Councillors will be required to change the tablet's password. The IT team are looking into this but it will depend on their security arrangements.

Cllr Green proposed approval of the purchase of twenty Samsung Galaxy Tab A Android Tablets, within the previously agreed maximum budget of £7,000; seconded by Cllr Hardie; eighteen Councillors voted in favour; one Councillor voted against.

35.3 Consideration of progress with The Ness – To be discussed during the confidential session.

36. Planning and Environment:

36.1 Receipt of the minutes of the previous Planning and Environment Committee meeting (16 May 2019) – The minutes were not available to be considered at this meeting, it was agreed they would be circulated to be considered at the next Full Council meeting.

At today's meeting, the Committee agreed that it would not make recommendations to Full Council this year with regard to the purchase of a community speed check camera this year, but to make further enquiries next year. The Neighbourhood Plan is progressing and the Working Group met last week. Any other Councillors who would like to be involved were encouraged to contact the office. A planning application for change of use of the storage building in Kensington Gardens has been submitted. Permission has been granted for the building to be used during the First Light Festival, and this will either be as a pop-up art venue or an equipment storage facility.

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There were matters relating to the North Denes to be discussed during the confidential session.

37. CCTV

37.1 Receipt and acceptance of the minutes of the previous CCTV Committee meeting (22 May 2019) and consideration of any matters arising (some aspects may be confidential) – To be discussed during the confidential session.

38. Policy and consultation matters

There were no matters for consideration.

39. Written reports from Councillors and any new representative roles

Minutes and reports from Councillors representing Lowestoft Town Council on outside bodies are circulated by staff as they are received. Rather than each item on the list being discussed individually, it was queried whether any Councillors had any matters they would like to raise regarding any of the outside bodies they represent the Council on. Cllr Collecott spoke about Lowestoft in Bloom and advised that they are submitting entries to Anglia in Bloom this year. They have been working with East Coast Rail towards an installation of two decoratively planted boats at Lowestoft train station. Entries are being welcomed for Lowestoft in Bloom.

The next meeting of the Marina Theatre Trust has been postponed and an alternative date is pending.

Cllr Patience left the room 20:33

The capacity in which Lowestoft Town Council's representatives on the Marina Theatre Trust Board attend these meetings was queried and this will be discussed with the representatives.

The Lowestoft Museum Trustees are yet to elect a new Chair. They would like to speak with the Town Council regarding loan arrangements for the Lowestoft Collection and it was agreed that the Clerk will arrange a meeting with them.

It was queried how Councillors will be notified of meetings or responsibilities relating to their representative roles. The Committee Clerk has notified the relevant bodies of the new representatives and until the Lowestoft Town Council email accounts are active and functioning for everyone, the Committee Clerk will be notified of the meetings and will duly pass the information on.

Cllr Patience returned 20:34

Cllr Youngman left the room 20:34

It was agreed that reports could be published on the Town Council's website, as long as they are not sensitive or confidential. Some of the groups produce their own minutes and/or reports to be circulated but if not it is the expectation that the Councillor representative will bring information back to the Council.

Cllr Youngman returned 20:36

- 39.1** Report from the CEFAS Neighbourhood Group
- 39.2** Report from the Coastal Communities Team
- 39.3** Report from the Community Enabler Project Board
- 39.4** Report from the Culture Board
- 39.5** Report from the East Suffolk Communities Team (Whitton)
- 39.6** Report from the First Light Festival Board
- 39.7** Report from the Friends of Fen Park
- 39.8** Report from the Heritage Action Zone and Heritage Champions
- 39.9** Report from the Kirkley Business Association and Kirkley People's Forum
- 39.10** Report from the Lowestoft and Plaisir Twinning Association
- 39.11** Report from the Lowestoft Development Group

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- 39.12 Report from the Lowestoft Flood Risk Management Project's Strategic Steering Group
- 39.13 Report from Lowestoft in Bloom
- 39.14 Report from the Lowestoft Museum
- 39.15 Report from the Lowestoft Regeneration and Growth Board
- 39.16 Report from the Lowestoft Station Partnership Group
- 39.17 Report from the Lowestoft Transport Infrastructure Partnership
- 39.18 Report from the Lowestoft Vision Board
- 39.19 Report from the Marina Theatre Trust Board
- 39.20 Report from the SCC A47 Improvement Scheme
- 39.21 Report from the Sunrise Coast Heritage Guild
- 39.22 Report from The Ness Steering Group
- 39.23 Report from the Third Crossing Bridge Naming Competition Judging Panel
- 39.24 Report from the Third Crossing Stakeholders' Group
- 39.25 Report from the Waveney Disability Forum
- 39.26 Any other reports

40. Legal:

All of the items under 40.1 were to be discussed during the confidential session.

40.1 Consideration of any legal matters affecting the Council, including the following:

40.1a Consideration of the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential)

40.1b Consideration of the CCTV contract (confidential)

40.1c Consideration of the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)

40.1d Consideration of legal issues relating to the North Denes land (confidential)

40.1e Consideration of a licence to occupy The Ness for Waveney District Council (confidential)

41. Date of the next meeting

Tuesday 25 June 19:30

42. Items for the next agenda

Two members of the public left the meeting 20:37

It was requested that discussions regarding adult gym equipment in Normanston Park resume. This has previously been considered by the AID Committee and it was agreed this should be added to the next Full Council agenda. There was a request for the Council to consider declaring a climate emergency and it was agreed this should be added to the next Full Council agenda. It was queried whether the request for Lowestoft Town Council to organise a Lowestoft town time capsule has progressed. The previous decision of the Council will be checked and this will be added to the agenda of the next Finance and Governance Committee. It is understood there was an agreement for this to be buried at The Ness, so development of that site needs to be considered when organising the burial of the time capsule.

Suffolk Highways recently held a Community Self Help event. It was reported that useful information was provided which Councillors may find beneficial. It is understood this information has already been circulated but this will be checked again.

The remaining two members of the public left the meeting 20:41

The Clerk left the room 20:41

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

The Clerk returned 20:42

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43. Resolution to close the meeting to the public:

43.1 Any legal issues including those at 37.1 and 40.1 above as required:

35.3 Consideration of progress with The Ness – The latest update with regard to the Licence to Occupy was discussed.

Cllr Lang left the room 20:47 for the discussion of the agenda items relating to the CCTV service

37.1 Receipt and acceptance of the minutes of the previous CCTV Committee meeting (22 May 2019) and consideration of any matters arising – Cllr Parker proposed approval of the minutes of the CCTV Committee meeting 22 May 2019; seconded by Cllr Pearce; all in favour. A confidential meeting paper was distributed to Councillors at the meeting. Three confidential recommendations from the CCTV were presented for consideration.

Cllr Ardley proposed approval of the three recommendations; seconded by Cllr Collecott; sixteen Councillors voted in favour; two Councillors abstained from the vote.

Cllr Parker left the room 21:00

Cllr Parker returned 21:01

The CCTV Committee will continue discussions.

Cllr Lang returned 21:04

40.1a Consideration of the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council – A new document is required in the name of East Suffolk Council, rather than Waveney District Council.

40.1b Consideration of the CCTV contract – This was discussed as part of item 37.1.

40.1c Consideration of the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council – New signatories and the extent of their delegation need to be agreed, including for the Service Level Agreement.

Cllr Green proposed for Cllrs Coleby, Green and Taylor to review the lease and associated documents with the Clerk, with the Mayor and Chair of Finance as the signatories for the lease, any associated documents and all legal documents going forward; seconded by Cllr Ardley; all in favour.

40.1d Consideration of legal issues relating to the North Denes land –

Cllr Patience advised he would leave the room for the discussion of this item as he had been in contact with several parties involved with this matter.

Cllr Patience left the meeting 21:10

The latest update on the legal issues was explained.

Cllr Green proposed delegating authority to the Clerk to progress this matter from the legal budget.

Cllr Coleby proposed an amendment, that delegated authority should be extended to any two of the following: the Mayor and/or the Chairs of the Committees, in addition to the Clerk.

A vote was taken on the proposed amendment first. Thirteen Councillors voted in favour and this was a majority.

A vote was taken on Cllr Green's original proposal. Seventeen Councillors voted in favour; one Councillor abstained from the vote.

40.1e Consideration of a licence to occupy The Ness for Waveney District Council – This was covered by the discussion of item 35.3.

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

The Chair closed the meeting 21:28.

Signed:

25 June 2019