

**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE**  
**18:30 on 25 January 2022**

**MINUTES**

**Present:** Cllrs Sonia Barker, Nasima Begum, Robert Breakspear, Wendy Brooks, Colin Butler, Amanda Frost, Alan Green (Chair), Peter Knight, Paul Page, Graham Parker, Keith Patience, Andy Pearce, Alice Taylor and Elise Youngman

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

**Public:** There were no members of the public in attendance, either in person or remotely via Zoom

**145. Welcome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. It was noted that portable microphones were available for Councillors to use. It was also noted that the meeting would need to finish by 21:00, to allow for dismantling of the equipment after the meeting. The Mayor wished a Happy Burns Night to those watching who may observe it.

**146. Apologies for absence from any Councillors not in attendance**

Apologies were received from Cllrs Tracey Eastwood, Peter Lang, Christian Newsome and John Pitts. Cllrs Tara Carlton and David Youngman had not provided apologies and were absent. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Barker; twelve Councillors voted in favour; one Councillor abstained from the vote, who did not wish to accept Cllr Eastwood's apologies.

**147. Declarations of Interests and dispensations**

It was noted that Councillor had been granted a dispensation to keep their mobile telephone on and out of silent mode for this meeting. Cllr Pearce declared a local non-pecuniary interest in items 150.2c, 150.6, 151.2c, 156.2 and 151.2b. Cllr Brooks declared that she is the Vice Chair of the Gunton Residents' Association and a member of the Gainsborough Drive Pond Group.

*Cllr Elise Youngman joined the meeting 18:36*

Cllr Barker declared a local non-pecuniary interest in items 150.2b, 150.5, 151.2, 151.9 and 152. Cllr Patience declared a local non-pecuniary interest in all matters relating to East Suffolk Council and the East Suffolk Norse contract. Cllr Taylor declared that she is a Marina Theatre Trustee.

**148. The draft minutes of the meeting on 21 December 2021**

Cllr Brooks proposed acceptance of the minutes; seconded by Cllr Barker; all in favour.

**149. Public forum**

No advance comments had been received. There were no members of the public in attendance, either in person or remotely via Zoom.

**150. Finance**

150.1. Receipt of the draft minutes of the meeting on 13 January 2022 – The draft minutes were received and noted.

150.2. Recommendations from the Finance and Governance Committee:

150.2a. Adopting the following policies: - It was agreed to take the policies listed in items 150.2ai – 150.2ax under one vote. Cllr Barker proposed adopting those policies as listed in items 150.2ai – 150.2ax; seconded by Cllr Pearce; all in favour.

150.2ai Legionella Control and Water Hygiene Policy

150.2aii Lone Working Policy

150.2aiii Media Policy

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- 150.2aiv Member Officer Protocol
- 150.2av Personal Use of the Telephone Policy
- 150.2avi Petty Cash Policy
- 150.2avii Pond Policy
- 150.2aviii Public Participation Protocol
- 150.2aix Public Participation Protocol (video meetings)
- 150.2ax Standing Orders

150.2b. Further considering the 2022 – 2023 budget and precept to take account of a revised treatment of Marina Theatre income and loan repayment, and retain a demand of £1,867,228 precept for 2022 - 2023, Band D Council Tax equivalent £146.63 (equating to a 2.77% increase on the Band D Council Tax equivalent for 2021 – 2022) – There was error in the calculation, which meant that the income related to the Marina Theatre had not been offset against the liabilities. Cllr Pearce proposed approval of the recommendation from the Finance and Governance Committee, as per the agenda item; seconded by Cllr Brooks; thirteen Councillors voted in favour; one Councillor abstained from the vote. It was confirmed that the precept demand of £1,867,228 is just Lowestoft Town Council's element of the Council Tax bill.

150.2c. A recommendation regarding the appointment of a contractor to carry out the Gainsborough Drive pond dredging (some aspects may be confidential) – The quotations have been very different, but this contractor has taken account of preparatory work and management of the silt removed from the pond at the site. Cllr Pearce proposed approval of this recommendation from the Finance and Governance Committee; seconded by Cllr Brooks; all in favour.

150.3. Receipt and consideration of the following:

150.3a. 2021 – 2022 budget position – The budget monitoring documents had been circulated. Cllr Pearce proposed acceptance of the budget position; seconded by Cllr Begum; all in favour.

150.3b. Any bank reconciliations – November and December's bank reconciliations were pending the approval of the Councillor bank reconciliation signatories.

150.3c. Payments, including those made under delegated authority, income and expenditure reports for the month ending 31 December 2021 and January 2022 to date, and any payments for approval – There were no payments for approval. It was noted that there had been a payment of business rates for the Links Road car park. It was queried whether the Council could seek exemption for the period that the car park will now be inaccessible due to the ongoing works. The Clerk is looking into three issues regarding business rates: the Links Road car park, the BID levy and the duplicate payment for Hamilton House. Cllr Pearce proposed to receive and accept the income and expenditure reports as follows; seconded by Cllr Begum; all in favour:

### December income

Date	Payment from	Description	Amount
6 December 2021	Market	Weekly Market Income	£42.50
13 December 2021	Market	Weekly Market Income	£43.50
20 December 2021	Market	Weekly Market Income	£54.50
22 December 2021	Waveney Foster Care Support Group	Whitton Hall hire	£36

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24 December 2021	Tenant	Rental income from tenant	£213.16
30 December 2021	Tenant	Rental income from tenant	£625

### December expenditure

Date	Payment to	Description	Amount
1 December 2021	East Suffolk Council	Links Road Car Park Business Rates December 2021	£187
1 December 2021	East Suffolk Council	Sparrows Nest Bowls Club Business Rates December 2021	£110
1 December 2021	East Suffolk Council	Hamilton House Business Rates December 2021	£2,008
3 December 2021	Suffolk Pension Fund	Pensions November 2021	£5,530.94
6 December 2021	Wave	Water Charges	£133.67
6 December 2021	East Suffolk Norse	Whitton Hall Cleaning	£120 + £24 VAT = £144
7 December 2021	Paul Connew	Reimbursement for expenses	£126.60
8 December 2021	Nicholsons Solicitors	Legal Advice	£306 + £61.20 VAT = £367.20
8 December 2021	M Ryan	Memorial Film Filming	£154.20
8 December 2021	Andy Pearce	Travel Reimbursement	£27.50
8 December 2021	East Suffolk Council	Elmtree By-Election July 2021	£8,001.24
10 December 2021	C&C Consulting	Health and Safety Consultancy	£735 + £147 = £882
10 December 2021	Sarah Foote	Reimbursement	£218.40
10 December 2021	Chris Meek	Reimbursement	£2.58
13 December 2021	Shona Bendix	Reimbursement	£21.30
14 December 2021	Lowestoft & District Allotment Association	Allotment Management Fee	£1,000
14 December 2021	Wave	Kensington Gardens	£6,262.35

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		Water 2018-2021	
15 December 2021	Anglian Water	Water Charges	£133.67
15 December 2021	Northumbrian Water	Legionella Maintenance	£593.97 + 118.79 = £712.76
15 December 2021	Nicholsons Solicitors	Legal Advice	£562.50 + £112.50 VAT = £675
16 December 2021	Lloyds Bank	Credit Card Purchases	£603.91
20 December 2021	NPower	Electricity Charges	£224.77
20 December 2021	East Suffolk Norse	Partnership Charge December 2021	£37,550 + £7,510 VAT = £45,060
20 December 2021	HMRC	HMRC November 2021	£5,683.94
20 December 2021	Fatstickman Ltd	Community Warden Equipment	£126.84 + 25.37 VAT = £152.21
20 December 2021	Odd Bods	Whitton Hall Gutter Works	£295 + £59 VAT= £354
21 December 2021	C&C Consulting	Health and safety support	£69.30 + £13.86 VAT = £83.16
21 December 2021	NPower	Electricity charges	£697.20 + £34.86 VAT = £732.06
21 December 2021	Need2Store Ltd	Civic artefact storage	£200 + £40 VAT = £240
22 December 2021	NPower	Electricity charges	£117.54 + £5.88 VAT = £123.42
22 December 2021	Blachere Illumination UK Ltd	Christmas lights installation	£3,550 + £710 VAT = £4,260
22 December 2021	Waveney Glass Company	Marina Theatre works	£231 + £46.20 VAT = £277.20
22 December 2021	Sandy Lane Nursery Ltd	Trees	£1,239 + £189.40 VAT = £1,428.40
22 December 2021	Lowestoft Shopmobility	Grant	£337
23 December 2021	Gazprom Energy	Town Hall gas	£57.11 + £2.86 VAT = £59.97
23 December 2021	British Gas	Whitton Hall gas	£9.52 + £0.48 VAT = £10

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23 December 2021	Salaries	Salaries December 2021	£12,271.21
23 December 2021	Waveney Norse	Partnership Charge November 21	£37,550 + £7,510 VAT = £45,060
23 December 2021	Waveney Norse	Partnership Charge January 22	£37,550 + £7,510 VAT = £45,060
23 December 2021	Claranet	Website hosting costs	£57.09 + £11.42 VAT = £68.51
23 December 2021	Marina Theatre Trust	MTT Management Fee Q4	£37,500 + £7,500 VAT = £45,000
29 December 2021	Eon	Whitton Hall electric	£30.48 + £1.52 VAT = £32
29 December 2021	NPower	Electricity charges	£1,364.06 + £272.81 VAT = £1,636.87
29 December 2021	NPower	Electricity charges	£56.62 + £2.83 VAT = £59.45
29 December 2021	NPower	Electricity charges	£146.31 + £7.32 VAT = £153.63
31 December 2021	Unity Trust Bank	Bank charge	£48.20

### January income

Date	Received From	Description	Amount
6 January 2022	Eon	Feed in Tariff	£422.82
11 January 2022	Market Income	Weekly Market Income	£12
11 January 2022	Tenant	Rental Income from Tenant	£6,300
14 January 2022	Lapwing Suffolk	Whitton Hall Bookings	£336
18 January 2022	Market Income	Weekly Market Income	£24
18 January 2022	East Point Business Services	Hamilton House Service Charge refund 1/10/2020 to 30/9/2021	£4,615 + £923 VAT = £5,538
21 January 2022	Market Income	Weekly Market Income	£42.50
24 January 2022	Brome and Oakley PC	Deputy Clerk Membership Half	£144.50

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		Payment	
24 January 2022	Tenant	Rental Income from Tenant	£213.16

### January expenditure

Date	Payment To	Description	Amount
4 January 2022	East Suffolk Council	Links Road Car Park Business Rates January 2022	£187
4 January 2022	East Suffolk Council	Sparrows Nest Bowls Club Business Rates January 2022	£110
4 January 2022	East Suffolk Council	Hamilton House Business Rates January 2022	£2,008
4 January 2022	Suffolk Pension Fund	Pensions December 2021	£5,152.98
5 January 2022	Sword and Trowel	Payslips	£146 + £31.20 VAT = £187.20
5 January 2022	Nicholsons Solicitors	Legal Advice	£1,358.48 + £270.10 = £1,620.58
5 January 2022	Paul Connew	Reimbursement	£63.55
5 January 2022	Northumbrian Water	Legionella Management	£593.97 + £118.79 VAT = £712.76
5 January 2022	East Suffolk Council	Kirkley By-Election	£8,435.15
5 January 2022	Stroud Associates	GELP Survey	£360 + £72 VAT = £432
7 January 2022	Blachere	Festive Light Removal and Storage	£2,744.80 + £548.96 VAT = £3,293.76
10 January 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT = £882
18 January 2022	Lloyds Bank	Credit Card Charges	£120.55
18 January 2022	Stems Florist	Holocaust Memorial Wreaths	£120
18 January 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
18 January 2022	East Point Business	Hamilton House Service Charge Q3	£8,312.25 + £1,662.45

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	Services	2021-22	VAT = £9,974.70
18 January 2022	Sarah Foote	Reimbursement for Wi-Fi Dongle	£36
18 January 2022	Broadland Security Alarms	Gunton Meeting Hall Repairs	£55 + £11 VAT = £66
19 January 2022	PWLB	Marina Box Office Loan Repayment	£7,031.50
19 January 2022	HMRC	HMRC December 2021	£5,104.41
21 January 2022	Salaries	Salaries January 2022	£12,499.82
24 January 2022	Anglian Water	Denes Oval Water Q3 2021-22	£700.16
24 January 2022	British Gas	Whitton Hall Gas	£10

- 150.4. Purchasing a photograph of Lowestoft Civic Regalia, within a maximum budget of £40 – Details had been circulated. It was confirmed that the old Mayoral robes were still at the Town Council offices, but this photograph does not relate to them. It is understood East Suffolk Council may have had some photographs in storage since the former Waveney District Council vacated the Town Hall, but these may have been returned to the owners or their families. The photograph is an historic press photograph of Lowestoft Civic Regalia. Cllr Pearce proposed approval to purchase the photograph within a maximum budget of £40, with delegated authority to the Clerk to check that the photograph is from a reputable source and progress the purchase; seconded by Cllr Brooks; eleven Councillors voted in favour; one Councillor voted against; two Councillors abstained from the vote.
- 150.5. Arranging follow-on inclusivity review sessions at a cost of £2,487.50 plus VAT, plus refresher sessions for those who could not attend previously, at a cost of £1,990 plus VAT – It was queried whether Councillors should be asked first whether they would like to participate. It was suggested that the sessions should go ahead, and could be cancelled if there is insufficient interest. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Barker; ten Councillors voted in favour; two Councillors voted against; two Councillors abstained from the vote.
- 150.6. Improvements to the Denes Oval pavilion, spectator area and facilities proposed by the Cricket Club (noting recommendations from the Assets, Inclusion and Development and Finance and Governance Committees to approve the works), and allocation of funds from the grants budget – The Cricket Club has presented its proposals enthusiastically to the Assets, Inclusion and Development (AID) and Finance and Governance Committees. The Club has offered to do a lot of the work itself and it has also been suggested that the college could be involved. The Club is seeking ways to be more inclusive. Cllr Brooks proposed approval of the proposals from the Cricket Club and allocation of funds from the grant budget; seconded by Cllr Pearce; all in favour.
- 150.7. Agreeing a budget to access specialist support for the procurement of a grounds maintenance contract – The Council would like advice on the available options. Cllr Pearce proposed approval to access specialist support for the procurement of a grounds maintenance contract, within a maximum budget not exceeding the financial delegation to the Finance and Governance Committee of £10,000, and with delegated authority to the Finance and Governance Committee to progress. This item will be referred back to Full Council if expenditure exceeds the maximum budget. Cllr Pearce further proposed that this will not

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replace the Norse Contract Working Group and the consultant will be expected to work in liaison with the Working Group; seconded by Cllr Brooks; all in favour.

150.8. An update on the Hamilton House lease and business rates (confidential) – To be discussed during the confidential session.

150.9. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential) - To be discussed during the confidential session.

### 151. Assets, Inclusion and Development

151.1. Receipt of the draft minutes of the meeting on 10 January 2022 – The draft minutes were received and noted.

151.2. Recommendations from the Assets, Inclusion and Development Committee:

151.2a. Prioritising the refurbishment of the Bentley Drive, Rosedale Park and St Margaret's Plain play areas in year one – Site visits have taken place and these are the recommendations from the Parks and Open Spaces Sub-Committee and AID Committee on how the Council should move forward with its play areas, taking into account the annual Play Inspection reports and advice from Norse. Cllr Brooks proposed approval of the recommendations as stated in items 151.2a – 151.2c; seconded by Cllr Pearce; all in favour.

151.2b. Scheduling the refurbishment of the Britten Road, Fen Park, Pakefield Green and Clarkes Lane play areas in year two – This item was included in the consideration of item 151.2a.

151.2c. Scheduling the refurbishment of the Cotman Close and Normanston Park play areas in year three - This item was included in the consideration of item 151.2a.

151.2d. Treating St Margaret's Plain play area as a pilot site for the installation of a creative/art space – It was reported that local residents' group would like to do something similar with a pocket park but has so far been able to progress this until the matter of ownership of the land has been resolved. The Council is aware that progressing creative spaces in its parks may cause issues, which is why a pilot site has been identified. Providers will be asked to suggest solutions which are easily removable if the pilot is unsuccessful. Cllr Pearce proposed approval of St Margaret's Plain being used as the pilot site for the installation of a creative/art space; seconded by Cllr Brooks; all in favour.

151.2e. A recommendation regarding utility suppliers (supported by the Climate Emergency and Ecological Committee) (confidential) – It was agreed this item could be considered during the public session of the meeting. It was confirmed that the recommendation relates only to the gas supply for the Town Hall. The Council currently only pays a standing charge for the Town Hall as it was understood that it could be expensive to disconnect then reconnect the supply at a later date. Given the Town Hall refurbishment project, it was suggested that the Council may wish to consider disconnecting the supply now and reinstating if necessary. The standing charge is £50 - £60 per month. The reinstatement cost would need to be confirmed if the supply were disconnected. It is understood that new build properties will soon not be permitted to have a gas supply, and this may affect the Town Hall. Cllr Pearce proposed progressing the immediate termination of the gas supply to the Town Hall; seconded by Cllr Brooks; twelve Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.

151.3. An update on amplification and recording equipment options for the Council Chamber – A quotation has been circulated. Officers have explored several options and the latest quotation is from the supplier who installed Suffolk County Council's system. One option is to have fixed microphones but the more expensive option gives more flexibility to make the system more portable. Both of the quotations significantly exceed the maximum budget the Council previously allocated for this. The Council would like the system to offer as much flexibility and



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portability as possible. Cllr Pearce proposed referring this item to the Finance and Governance Committee to review the options presented in the quotation and make a recommendation to Full Council on how to proceed; seconded by Cllr Begum; all in favour.

- 151.4. Progress with the Town Hall redevelopment, including external funding, press release, project brief and procurement (tender and decision-makers) and any further delegations – A press release has been drafted about recent events regarding the Town Hall project. A decision has not yet been made by the Town Council to accept the funding from Historic England, as per agenda item 151.5. Within the context of the Conservation Management Plan, Cllr Pearce had some concerns regarding the definition of ‘management’, but it has since been confirmed that this relates to physical care of the building, and not recommendations on governance models. Cllr Pearce proposed approval of the draft press release, of the offer of funding from Historic England and of the draft tenders put to the Project Board by East Suffolk Council officers. In terms of delegations, Cllr Pearce proposed delegating authority to the Project Board to progress anything within a decision already made by Full Council, excluding the acceptance of external funding, anything which represents a policy change for the Council or anything which represents a strategic decision on behalf of the Council. Cllr Taylor seconded the proposal. Financial and contractual decisions will always be made by the Council and usually matters such as press releases would be included in the delegation to the Project Board. This was different because it referenced external funding which had not yet been accepted by the Council. It was agreed that the draft press release could be shared with Councillors, making it clear that it is to remain confidential until it has been published. The Council agreed it was happy for the tender process for the Project Manager to proceed and this will form part of the delegation to the Project Board. The vote was taken and all Councillors voted in favour.
- 151.5. The offer of funding from Historic England for the Conservation Management Plan – Cllr Pearce proposed approval of the offer of funding. If accepted, there is a condition that Historic England will directly commission the consultant to do the plan, but this will be in accordance with the Town Council’s procurement rules. Cllr Taylor seconded the proposal and all Councillors voted in favour.
- 151.6. The draft press release if item 151.5 is accepted – Cllr Pearce proposed approval of the draft press release; seconded by Cllr Barker; thirteen Councillors voted in favour; one Councillor voted against. The importance of feedback was acknowledged to ensure the Council is kept informed. Cllr Pearce proposed that a standing item is added to the Full Council agenda to provide an update or presentation from the Project Board; seconded by Cllr Brooks; all in favour.
- 151.7. An update on the scheduling of a Zoom meeting regarding toilet refurbishments – The meeting has taken place. The person who project managed the refurbishment of the Whitton Green play area will be project managing the toilet refurbishments, and will be putting forward some ideas regarding the specification.
- 151.8. An update on the commencement of year one agreed capital works on the Sparrows Nest building complex, including appointment of a Project Manager – The Clerk has received advice from the procurement finance advisor. The work can be broken down and different providers can be considered. The year one works include most of the toilet refurbishment work. It was requested that the Project Manager of the toilet refurbishment is kept informed of progress under this item to avoid duplication of work.
- 151.9. An update on an invitation to Councillors to visit Pathways Care Farm and a ‘Safari’ of the Somerleyton Estate – Cllr Barker has been making arrangements. The ‘safari’ will now take place on 2 March and there is one space remaining. The visit to Pathways Care Farm will involve members of the Parks and Open Spaces Sub-Committee, who will be seeking advice regarding the development of a sensory garden.
- 151.10. A request to continue regular trading at the Triangle Market (confidential) – To be discussed during the confidential session.

*A five minute comfort break was taken 19:30 and the meeting resumed 19:35*

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**152. Personnel**

152.1. Recommendations from the Personnel Committee:

152.1a. A confidential recommendation regarding staff pay (confidential) – To be discussed during the confidential session.

**153. Planning**

153.1. Receipt of the draft minutes of the meetings on 4 and 18 January 2022 – The draft minutes were received and noted.

153.2. The advice from East Suffolk Council Planning and Building Control regarding enforcement complaints – It was commented that the advice seems to overlook the role of Ward Councillors. Some Councillors are regularly asked to raise matters on behalf of the electorate and it is not clear why there is an issue with matters being raised directly with East Suffolk Council officers, who can then decide how much information they are able to supply. Cllr Frost raised the matter of the vote against her re-joining the Planning Committee but was advised this is a separate issue. The Town Council would like more information behind East Suffolk Council's decision. Cllr Pearce proposed that a response should be sent to East Suffolk Council to note the advice it has given, but to explain that the Town Council should take no position in insisting that its Councillors abide by it; seconded by Cllr Barker; all in favour.

**154. Climate Emergency and Ecological**

154.1. Receipt of the draft minutes of the meeting on 11 January 2022 – The draft minutes were received and noted.

**155. Outside Bodies**

155.1. Cllr Patience's report from the HAZ Board meeting on 14 December 2021 – The report was received and noted. There had been concerns from Councillors and members of the public in certain areas about a lack of information being made available about progress with the HAZ projects. This does however seem to have improved and a HAZ officer has met with a local community group to take forward any concerns and provide feedback. The local press has provided reports of how money is being spent in both the North and South zones. Businesses in Kirkley have reported seeing positive changes. Some sensitive financial aspects of certain projects will need to remain confidential.

155.2. Cllr Butler's report from the Lowestoft Place Board meeting on 14 December 2021 – The report was received and noted. It was reported that the former train station buffet building is being taken over by East Suffolk Council and refurbished.

155.3. Appointing a substitute representative to the Lowestoft and Plaisir Twinning Association – Cllr Brooks advised she is a member of the Twinning Association in a personal capacity. Cllr Lang is the Town Council's current representative and Cllr David Youngman was the substitute, but has stepped down from this role. Cllr Pearce proposed appointing Cllr Brooks as the substitute representative; seconded by Cllr Knight; thirteen Councillors voted in favour; one Councillor voted against.

155.4. Appointing a representative and substitute representative to the Joint Coastal Projects Board (next meeting 26 January 2022 14:00 – 16:00) – Cllrs Butler and Patience advised they would be interested in this role. Cllr Patience advised that it specifically relates to Pakefield and Covehithe and he had approached the Pakefield Ward Councillors. Although they were not able to take this role on they had advised they would be happy for Cllr Patience to be appointed as the representative. Cllr Pitts had also expressed an interest in being appointed as the substitute representative. The Terms of Reference state that the Board covers the entire area between Corton and Thorpeness. Cllr Butler advised he would be happy for Cllr Patience to be appointed as the representative. Cllr Pearce proposed appointing Cllr Patience as the representative and Cllr Butler as the substitute representative; seconded by Cllr Begum; all in favour.

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155.5. Appointing a Councillor representative, an officer representative and a substitute representative for each to the Cultural Quarter Working Group – The Council has appointed two Trustees to the Marina Theatre’s Board of Trustees. It was suggested that the representatives appointed to this Working Group should be different. Cllr Pearce proposed Cllr Brooks as the Councillor representative; seconded by Cllr Begum; twelve Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote. Cllr Brooks proposed Cllr Page as the substitute representative; seconded by Cllr Pearce; all in favour. Cllr Pearce proposed the Clerk as the officer representative and the Deputy Clerk as the substitute officer representative; seconded by Cllr Barker; all in favour.

### 156. Legal

156.1. Legal issues relating to land transfers, including the following (confidential):

156.1a. Lowestoft Cemetery public conveniences (confidential) – On 22 June 2021 the Council agreed to the transfer of the Lowestoft Cemetery public conveniences and the London Road play area. The public conveniences transfer was agreed on the basis that right of access would be permitted, and the play area was agreed on the basis it would be the play area alone and not the area of open space adjoining it. The engrossments have now been received, which it was agreed would be signed by the Mayor and Chair of the Finance and Governance Committee on 31 January.

156.2. An update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to ‘Phase 3’ (confidential) – To be discussed during the confidential session.

### 157. Date of next meeting

22 February 2022 18:30

### 158. Items for the next agenda and close

Concerns were expressed regarding Councillor attendance, particularly should that exceed six months of non-attendance. This can be discussed at the next meeting but the matter of a Councillor being disqualified from office for six months’ consecutive absence is a question of law and is not for Councillors to decide. Cllr Patience disagreed but this will be considered at the next meeting.

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

### 159. Resolution to close the meeting to the public:

159.1. Any matters, including those above as required

150.8. An update on the Hamilton House lease and business rates (confidential) – As advised earlier in the meeting, the Clerk is looking into the duplicate payment of business rates, along with the other business rates queries relating to the Links Road car park and the BID levy. An update was given on the current position with the lease and future options were discussed.

150.9. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential) – An update on the latest position was given.

*Cllr Elise Youngman left the meeting 20:19*

151.2e. A recommendation regarding utility suppliers (supported by the Climate Emergency and Ecological Committee) (confidential) – In addition to the decision made earlier in the meeting, Cllr Pearce proposed for officers look into alternative suppliers; seconded by Cllr Barker; all in favour. The Council would wish to have a supplier with good ethical and environmental credentials. It was requested that any suggestions regarding potential suppliers be emailed to the Clerk.

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 25 January 2022

151.10. A request to continue regular trading at the Triangle Market (confidential) – A trader whose temporary agreement to trade has ended would like to continue trading at the site. Cllr Pearce proposed approval of the request; seconded by Cllr Brooks; all in favour.

156.2. An update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to 'Phase 3' (confidential) – There had been no further update since the last meeting. Regarding item 153.2, it was clarified that it would be acceptable for a Councillor to contact East Suffolk Council in a personal capacity or as a Ward Councillor, but not to represent the views or interests of the Town Council.

152.1a. A confidential recommendation regarding staff pay (confidential)

*The Clerk and Committee and Project Clerk left the meeting 20:29 for the consideration of this item*

The Chair closed the meeting at 20:56.

Signed: .....

22 February 2022