

**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE**  
**18:30 on 26 April 2022**

**MINUTES**

**Present:** Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Robert Breakspear, Colin Butler, Alan Green (Mayor), Jen Jones, Peter Knight, Christian Newsome, Keith Patience, Andy Pearce, John Pitts and Elise Youngman

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

**Public:** There was one member of the public in attendance (in person)

**192. Welcome and acceptance of Declaration of Acceptance of Office from Cllr Jen Jones**

The fire evacuation procedure and public right to report were explained and the meeting was welcome. The Mayor welcomed Cllr Jen Jones and her Declaration of Acceptance of Office (signed in advance) was accepted.

**193. Approval of apologies for absence from any Councillors not in attendance**

Apologies were received from Cllrs Amanda Frost, Peter Lang, Paul Page and Graham Parker, who had provided reasons. Cllrs Tracey Eastwood and Alice Taylor had not provided apologies and were absent. Cllr Knight proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

**194. Declarations of Interests and dispensations**

Cllr Brooks declared a local non-pecuniary interest in item 203.2. Cllr Patience declared that he is a District Councillor, and regarding item 201.2, declared that he is on the email distribution list for the Friends of Sizewell. Cllr Barker declared a local non-pecuniary interest in items 197.4, 198.3, 199.5 and 202.

**195. The draft minutes of the meeting on 22 March 2022**

Cllr Brooks proposed approval of the minutes; seconded by Cllr Knight; all in favour. Cllr Patience had requested an item on this agenda to consider access arrangements to the building outside of office hours. The Project and Committee Clerk advised that a telephone number had been provided at the side entrance.

**196. Public forum**

A member of public was in attendance in person but did not wish to speak.

**197. Finance**

197.1. The draft minutes of the meeting on 14 April 2022 – The draft minutes were received and noted.

197.2. The following recommendations from the Finance and Governance Committee:

197.2a. Adopting the reserves position – The Mayor advised there was an item to be considered in the confidential session which may affect the reserves position. It was agreed to consider this item in confidential session following that.

197.2b. Approval of the amended Second Interim Internal Audit Report 2021 – 2022 – The Clerk advised that the incorrect minute which refers has been amended. The Mayor reiterated that this was not a criticism of the Internal Auditor, who had relied upon an inaccurate minute. Cllr Breakspear proposed approval of the amended Second Interim Internal Audit Report 2021 – 2022; seconded by Cllr Brooks; all in favour.

197.2c. Approval of the Asset Register, subject to the inclusion of recent acquisitions, and any civic artefacts not within the Town Council's custody to be removed or annotated 'whereabouts unknown' – Cllr Pearce proposed approval of this recommendation, and requested that any new assets acquired between now and the Annual Meeting are added; seconded by Cllr Butler; all in favour.

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- 197.2d. In principle approval of a budget of £100,000 for equipment, workshop and storage premises, with delegated authority to the Finance and Governance Committee to agree the budget allocation (some aspects may be confidential) – Cllr Pearce explained that a proposal had been put forward by the Clerk, and would be for a phased budget, depending on decisions about the grounds maintenance contract. Cllr Pearce proposed approval in principle of a budget of £100,000 for equipment, workshop and storage premises, with the Finance and Governance Committee to consider the budget allocation. The Clerk requested discussion regarding one aspect of this during confidential session. The Clerk would like Councillors to consider a particular premises officers have identified, and it was agreed officers would arrange a site visit. Cllr Barker seconded the proposal and all Councillors voted in favour.
- 197.3. Receipt and consideration of the following:
- 197.3a. The year-end reports for the financial year ending 31 March 2022 – Cllr Brooks had concerns regarding the payment to Lowestoft Vision relating to the Town Hall, and their lack of published accounts. Cllr Brooks asked officers to determine if the Crown and Bayfield buildings are paying into the Lowestoft BID as well. The Clerk had been advised that rules regarding BID payments are different to those regarding business rates, and there is no relief for vacant properties as with business rates. The payment is based on the rateable value of the building. Cllr Knight explained how BID levy funds are used. Cllr Pearce asked officers to look into the concerns regarding the unpublished accounts before a representative is appointed at the Annual Meeting and the Town Council is asked to consider the BID levy again.
- 197.3b. 2022 – 2023 budget position – Cllr Pearce advised that officers are working to determine the year-end reserves position for May's Finance and Governance Committee meeting.
- 197.3c. Any bank reconciliations – The Clerk advised that the last bank reconciliation had been signed off by the relevant Councillor.
- 197.3d. Payments and income for the month ending 31 March 2022 and April 2022 to date (see schedules) – Cllr Pearce advised that a payment received from Lamarti was an older invoice settled at year end and trading was not at the Links Road car park whilst works are ongoing. The Clerk advised that a delegation had previously been agreed for her to make a quarterly payment to the Marina Theatre for the contribution towards the management of Theatre services. Cllr Pearce proposed approval of the payment as per the schedule below and to renew the delegation to the Clerk to continue the current arrangement until the new one takes effect; seconded by Cllr Begum; all in favour. The income and expenditure reports were received and noted as follows:

### March Receipts

Table 1 - March Receipts

Date	Received From	Description	Amount
1 March 2022	East Suffolk Council	Capital Works for Kensington Gardens and Triangle Market	£8,290.15
1 March 2022	Market Income	Weekly Market Income	£24
2 March 2022	Whitton Hall Hire	Whitton Hall Hire	£56
4 March 2022	Howsham Memorials	Belle Vue Park Interment	£234.50
8 March 2022	East Suffolk Council	Capital Works for	£32,980.58

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Date	Received From	Description	Amount
		Triangle Market	
8 March 2022	Market Income	Weekly Market Income	£24
9 March 2022	Kirkley Friendship Group	Whitton Hall Hire	£80
11 March 2022	Coaching	Use of Normanston Park for Sports Coaching	£285
11 March 2022	The Tree Council	The Tree Council Grant	£1,549
15 March 2022	East Suffolk Council	Capital Works Grant	£40,748.73
15 March 2022	Market Income	Weekly Market Income	£24
15 March 2022	Whitton Hall Hire	Whitton Hall Hire	£100
18 March 2022	Tenant	Rental Income from Tenant	£1,000
21 March 2022	Market Income	Weekly Market Income	£18.50
21 March 2022	Tenant	Rental Income from Tenant	£213.16
22 March 2022	Market Income	Weekly Market Income	£48
29 March 2022	East Suffolk Council	Capital grants work	£4,000
29 March 2022	Return of Deposit	Return of Deposit for Whitton Hall hire	-£80
31 March 2022	Whitton Hall Hire	Whitton Hall Hire	£100

### March Payments

Table 2 - March Payments

Date	Payment to	Description	Amount
3 March 2022	Rialtas	Finance Software Subscription	£959 + £191.80 VAT = £1,150.80
3 March 2022	One Stop Badges	Payment Adjustment LTC Badges	£3.33 + £0.67 VAT = £4
3 March 2022	Broadland Security Alarms	Town Hall Fire Alarm Contract	£630 + £126 VAT = £756

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Date	Payment to	Description	Amount
3 March 2022	SCC Pension Fund	Pensions February 2022	£5,152.98
3 March 2022	Marina Theatre Trust	Jack Rose Society Event Hire	£289.63 + £57.93 VAT = £347.56
3 March 2022	Broadland Security Alarms	Town Hall Intruder Alarm Contract	£185 + £37 VAT = £222
8 March 2022	Trevor Brown	Internal Audit Services	£174.20
9 March 2022	PIP-UK	PIP-UK Grant	£2,500
9 March 2022	East Suffolk Norse	Whitton Hall Cleaning	£120 + £24 VAT = £144
9 March 2022	East Suffolk Norse	Tree Watering x20	£350 + £70 VAT = £420
9 March 2022	East Suffolk Norse	Tree Planting x32	£1,400.28 + £280.06 VAT = £1,680.34
9 March 2022	Broadland Security Alarms	Whitton Hall Fire Alarm Contract	£170 + £34 VAT = £204
10 March 2022	C&C Consulting Services Ltd	Health and Safety Support	£735 + £147 VAT = £882
14 March 2022	Broadland Security Alarms	Fire Alarm Demonstration	£55 + £11 VAT = £66
14 March 2022	Broadland Security Alarms	Town Hall Repairs	£180 + £36 VAT = £216
14 March 2022	First Light Festival	First Light Grant	£6,000
14 March 2022	Orbis Furniture	Wardens Office Furniture	£1,299 + £259.80 VAT = £1,558.80
15 March 2022	Energy Assets Ltd	Town Hall Gas Removal	£546.20 + £109.24 VAT = £655.44
17 March 2022	East Suffolk Council	TM Planning Application	£117
17 March 2022	Suffolk County Council	Job Adverts	£225
18 March 2022	NPower	Triangle Market Electric	£266.55 + £13.33 VAT = £279.88q
18 March 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
18 March 2022	Suffolk Cloud	Website Hosting 2022 – 23	£120

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Date	Payment to	Description	Amount
18 March 2022	Shona Bendix	Parking Reimbursement	£14.57 + £2.93 VAT = £17.50
18 March 2022	Lowestoft Players	Lowestoft Players Grant	£1,500
18 March 2022	East Suffolk Travel Association	ESTA Grant	£190
18 March 2022	Sarah Foote	Travel (£15.83 and £6.66) , Events (£7) and Stationery (£3.85) Reimbursements	£26.68 + £3.61 VAT = £30.29
18 March 2022	Lauren Elliott	Travel Reimbursement	£6.66 + £1.34 VAT = £8
21 March 2022	NPower	Kensington Gardens Electric	£77.87 + £3.89 VAT = £81.76
21 March 2022	NPower	Kensington Gardens Electric	£79.20 + £3.96 VAT = £83.16
21 March 2022	NPower	Low Cemetery PC Electric	£80.14 + £4.01 VAT = £84.15
21 March 2022	NPower	Denes Oval Electric	£541.85 + £108.37 VAT = £650.22
21 March 2022	NPower	Pakefield St PC Electric	£104.94 + £5.25 VAT = £110.19
21 March 2022	Gazprom Energy	Town Hall Gas	£55.21 + £2.76 VAT = £57.97
21 March 2022	HMRC	HMRC February 2022	£5,004.61
22 March 2022	Lloyds Bank Account	Credit Card Purchases	£629.18
22 March 2022	East Point Business Services	IT Support Q4 2021-22	£3,231 + £646.20 VAT = £3,877.20
22 March 2022	East Point Business Services	HH Rent 2021-22 Q4	£3,675 + £735 VAT = £4,410
22 March 2022	East Point Business Services	HH Capital Repayment 21-22 Q4	£3,357.40 + £671.48 VAT = £4,028.88
22 March 2022	East Point Business Services	HH Service Charge 21-22 Q4	£8,312.25 + £1,662.45 VAT = £9,974.70
22 March 2022	Suffolk Wildlife Trust	Suffolk Wildlife Trust Grant	£2,000
22 March 2022	British Gas	Whitton Hall Gas	£10

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Date	Payment to	Description	Amount
23 March 2022	Salaries	Salaries March 2022	£13,650.47
23 March 2022	Salaries	Back Pay 2021-2022	£2,267.75
23 March 2022	Liquid DJ	PA system Holocaust Memorial	£180
23 March 2022	Liquid DJ	PA systems S. Pier plaque	£180
23 March 2022	Liquid DJ	PA system Remembrance	£550
24 March 2022	Alan Green	Petrol reimbursement	£49.95
28 March 2022	Eon	Whitton Hall electric	£32
28 March 2022	Adat Yeshua	Holocaust Memorial Day expense	£30
28 March 2022	Gearhire Sound and Light	Sound system for meeting	£400 + £80 VAT = £480
28 March 2022	Binder Ltd	Sewage disposal	£248.75 + £49.75 VAT = £298.50
28 March 2022	Urban Vision Enterprise	Neighbourhood Plan support	£5,775 + £1,155 VAT = £6,930
29 March 2022	Michlmayr	Installation of lightning conductor	£2,941.60 + £588.32 VAT = £3,529.92
30 March 2022	NPower	Normanston Park electric	£1,301.82 + £260.32 VAT = £1,562.18
30 March 2022	Orbis Furniture	3x drawers	£344.40 + £68.88 VAT = £413.28
30 March 2022	Archant Community Media Ltd	Design tender application	£72.56 + £14.51 VAT = £87.07
30 March 2022	Archant Community Media Ltd	HPM tender advert	£72.56 + £14.51 VAT = £87.07
30 March 2022	Langton Brook Consultants Ltd	Neighbourhood Plan support	£765
30 March 2022	Community Heartbeat Trust	Gunton defibrillator	£1,965 + £393 VAT = £2,358
30 March 2022	Salaries	Back pay 2021-2022	£405.18
30 March 2022	NPower	Correction of 3517	-£30 + -£6 VAT = -£36
31 March 2022	Jonny Hawes	Travel expenses	£21.45

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Date	Payment to	Description	Amount
31 March 2022	Paul Connew	Travel expenses	£70.85
31 March 2022	Lauren Elliott	Travel expenses	£10.35
31 March 2022	Electratest (East Anglia) Ltd	PAT testing	£129.50 + £25.90 VAT = £155.40
31 March 2022	Elite Industrial Supplies Ltd	Community Warden equipment	£30.69 + £6.14 VAT = £36.83
31 March 2022	Groundwork East	Carbon Footprint report	£3,500 + £700 VAT = £4,200
31 March 2022	Unity Trust Bank	Bank charge	£54.20

### April receipts

Table 3 April Receipts

Date	Received From	Description	Amount
1 April 2022	East Suffolk Council	Capital Works for Sparrows Nest	£7,933.74
4 April 2022	J Harrod	Whitton Hall Hire	£28
5 April 2022	Tenant	Rental Income from Tenant	£2,325
5 April 2022	Market Income	Weekly Market Income	£24
6 April 2022	Tenant	Rental Income from Tenant	£6,300
12 April 2022	Market Income	Weekly Market Income	£24
14 April 2022	Tenant	Rental Income from Tenant	£213.16
14 April 2022	Great Yarmouth Against Animal Cruelty	2x Market Stalls	£20
19 April 2022	All Sorts	Hire of Whitton Hall	£140
19 April 2022	Market Income	Weekly Market Income	£24
20 April 2022	Costain Ltd	Britten Road Site Licence	£150
20 April 2022	Lamatis	Use of Links Road Car Park	£380 + £76 VAT = £456

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Date	Received From	Description	Amount
21 April 2022	Nicholsons LLP	Rental Income and Deposit from Tenant	£2,325
26 April 2022	East Suffolk Council	CIL 1 <sup>st</sup> Instalment 2022-23	£4,233.05

### April Expenditure

Table 4 April Expenditure

Date	Payment to	Description	Amount
1 April 2022	East Suffolk Council	Links Road Car Park NNDR April 2022	£188.25
1 April 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR April 2022	£107.80
5 April 2022	East Point Business Services	Hamilton House Service Charge 1/4/22 to 30/6/22	£8,312.25 + £1,662.45 VAT = £9,974.70
5 April 2022 and 12 April 2022	Salaries	Salaries Back Pay	£561.67
5 April 2022	East Point Business Services	Hamilton House Capital Repayment 1/4/22 to 30/6/22	£3,357.40 + £671.48 VAT = £4,028.88
5 April 2022	East Point Business Services	Hamilton House IT Support 1/4/22 to 30/6/22	£3,231 + £646.20 VAT = £3,877.20
5 April 2022	Northumbrian Water	Legionella Management March 2022	£593.97 + £118.79 VAT = £712.76
5 April 2022	East Point Business Services	Laptops	£7,861.12 + £1,572.22 VAT = £9,433.34
5 April 2022	East Point Business Services	Hamilton House Rent 1/4/22 to 30/6/22	£3,675 + £735 VAT = £4,410
11 April 2022	C&C Consulting	Health and Safety Support	£735 + £ 147 VAT = £882
11 April 2022	Anglian Water	Water Charges	£969.82
12 April 2022	Zurich Municipal	E-Cargo Bike Insurance	£56
12 April 2022	Lowestoft Town Cricket Club	Denes Oval Clubhouse Refurbishment	£5,873.72



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Date	Payment to	Description	Amount
12 April 2022	Lowestoft Vision	Lowestoft Vision BID Town Hall	£1,185
12 April 2022	East Suffolk Norse	Re-instate Holocaust Garden Brickwork at Kensington Gardens	£1,089 + £217.80 VAT = £1,306.80
12 April 2022	Great Yarmouth Heating	Whitton Hall Boiler Inspection	£66.67 + £13.33 VAT = £80
12 April 2022	Lowestoft Vision	Lowestoft Vision BID Hamilton House	£285
12 April 2022	Suffolk Pension Fund	Pensions March 2022	£2,158.68
12 April 2022	East Suffolk Norse	Whitton Hall Cleaning	£150 + £30 VAT = £180
12 April 2022	Zurich Municipal	Insurance 2022-2023	£17,212.77
12 April 2022	East Suffolk Norse	Whitton Hall Hand Dryer	£394.95 + £78.99 VAT = £473.94
12 April 2022	East Suffolk Norse	Remove Sparrows Nest Beacon	£720.94 + £144.19 VAT = £865.13
12 April 2022	East Suffolk Norse	Sparrows Nest Beacon Basket and Sign	£847 + £169.40 VAT = £1,016.40
12 April 2022	Friends of Kensington Gardens	Kensington Gardens Mulch	£80
12 April 2022	Lowestoft Armed Forces Day	Lowestoft Armed Forces Day Grant	£10,000
12 April 2022	Railway Pathways Ltd	Great Eastern Linear Park Annual Rent	£27.08
12 April 2022	East Suffolk Norse	Town Green Fencing	£2,265.34 + £453.07 VAT = £2,718.41
14 April 2022	Anglian Water	Denes Oval Water Q4	£939.68 + £187.93 VAT = £1,127.61
19 April 2022	C&C Consulting	Health and Safety	£39.96
19 April 2022	Lloyds Bank	Credit Card Purchases	£476.64
19 April 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 April 2022	Lauren Elliott	Reimbursement for Mileage and Parking	£18.30

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Date	Payment to	Description	Amount
19 April 2022	Chris Meek	Reimbursement for Meeting Expenses	£9.27
19 April 2022	HMRC	HMRC March 2022	£6,962.71
20 April 2022	NPower	Triangle Market Electricity	£15.85 + £0.79 VAT = £16.64
20 April 2022	Essex and Suffolk Water	Normanston Park Water Q3 and Q4	£514.77
20 April 2022	Mosking Associates Ltd	Town Hall Development Phase Project March 2022	£1,760
20 April 2022	Heritage Open Days	HODs Grant	£5,000
20 April 2022	Red Oak PTA	Wildlife Grant	£2,000
21 April 2022	NPower	Denes Oval Electricity	£513.56 + £102.71 VAT = £616.27
21 April 2022	NPower	Lowestoft Cemetery PC Electricity	£85 + £4.25 VAT = £89.25
21 April 2022	NPower	Kensington Gardens Electricity	£74.99 + £3.75 VAT = £78.74
21 April 2022	NPower	Kensington Gardens Electricity	£65.72 + £3.29 VAT = £69.01
21 April 2022	NPower	Normanston Park Electricity	£1,131.09 + £226.22 VAT = £1,357.31
21 April 2022	NPower	Pakefield Street PC Electricity	£130.18 + £6.51 VAT = £136.69
22 April 2022	Salaries	Salaries April 2022	£15,229.80
22 April 2022	Sword and Trowel Ltd	Payroll Services 2021-22 Q4	£105 + £21 VAT = £126
26 April 2022	AJ Builders	Gunton Residents Hall Door Repairs	£4,500 + £900 VAT = £5,400
26 April 2022	AJ Builders	Lowestoft Maritime Museum Repairs	£1,335 + £267 VAT = £1,602
22 April 2022	Seletar Signs	Exit Signs	£400 + £80 VAT = £480
22 April 2022	Paul Page	Reimbursement for Climate Meeting	£20.80

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Date	Payment to	Description	Amount
25 April 2022	Ricoh	Printing Costs	£232.27 + £46.45 VAT = £278.72
25 April 2022	Gazprom	Town Hall Gas Standing Charge	£59.02 + £2.95 VAT = £61.97
25 April 2022	British Gas	Whitton Hall Gas	£10
25 April 2022	Wendy Brooks	Reimbursement for Climate Meeting	£13.20
25 April 2022	Shona Bendix	Reimbursement for Office Supplies	£5.86
26 April 2022	East Suffolk Council	May 2021 Election	£3,250.47
26 April 2022	SLCC	SLCC Membership Town Clerk	£552
26 April 2022	3 Million Steps	3 Millions Steps Grant	£250
26 April 2022	Groundwork UK	Return of Neighbourhood Plan Grant Underspend	£150
26 April 2022	Shona Bendix	Reimbursement for Radar Keys	£8
26 April 2022	Gunton Community News	Gunton Community News Grant	£2,000
26 April 2022	East Suffolk Norse	Partnership Charge April 2022	£38,651 + £7,730.20 VAT = £46,381.20

### Deposit returns

Table 5 Deposit Returns

Date	Payment to	Amount
14 April 2022	J Harrod	£100

### Payments to authorise

Table 6 Payments to Authorise

Payment To	Description	Amount	Notes
The Marina Theatre Trust	Marina Theatre Management Fee Q1 2022-2023	£37,500 + £7,500 VAT = £45,000	This is the first of 4 quarterly payments that will be part of the supplemental agreement, in previous years these payments were made under delegated authority.

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- 197.4. The redevelopment of the Town Hall and report from the Project Board – Cllr Pearce advised that the Project Board is due to meet this week. Sheila Moss King has been appointed as the Project Manager and Jess Johnston has been appointed as the Heritage Project Manager. The tender evaluation panel will meet this week to assess the bids for the Design Team. Cllr Brooks requested more communication with Councillors regarding updates on the Town Hall project. Cllr Pearce advised that the Project Manager will be delivering a presentation at the Annual Assembly and will liaise with the Town Council’s Communications Officer regarding project updates.
- 197.5. The grant agreement and receipt of Towns Fund funding for the Town Hall redevelopment – Cllr Pearce asked the Clerk to check whether funds can be drawn down in advance, or whether the Town Council is required to pay invoices then claim for reimbursement.

### 198. Governance

- 198.1. Any requests for membership to Committees or Sub-Committees from Cllr Jen Jones – Cllr Jones had no requests at this time.
- 198.2. Any requests from the Town Clerk to retain any aspects of the emergency delegated authority – The Clerk reported this is an ongoing issue, where there is no permission for formal meetings to take place via Zoom. The Clerk requested a discussion in confidential session regarding some difficulties which need urgent action. Items of significance will be progressed in consultation with Council anyway. The Clerk advised that items progressed under delegation are reported back to Council and with due consultation as appropriate. There have been no complaints from Council regarding the existing emergency delegations and the Clerk has found them beneficial. Cllr Pearce proposed keeping the existing emergency delegations in place between now and the Annual Meeting, for the Clerk to advise Council on which she would like to be renewed; seconded by Cllr Begum; all in favour.
- 198.3. Adopting the Local Government Association Model Councillor Code of Conduct 2020 – Cllr Brooks requested closer scrutiny of the document, particularly how mediation will be handled, the timeliness of dealing with complaints, and confidentiality, which does not always support democracy. Cllr Begum was concerned there seemed to be no actions following the review of a complaint. Cllr Pearce proposed referring the Model Councillor Code of Conduct to the Standing Orders and Policies Sub-Committee and the Finance and Governance Committee to review at their meetings in May, for adoption to be considered at the Annual Meeting. Cllr Barker advised that Councillors could book onto a webinar training session on 20 June via the Deputy Clerk. Cllr Barker seconded the proposal; twelve Councillors voted in favour; one Councillor abstained from the vote.

### 199. Assets, Inclusion and Development

- 199.1. The draft minutes of the meeting on 4 April 2022 – The draft minutes were received and noted.
- 199.2. The following recommendations from the Assets, Inclusion and Development Committee:
- 199.2a. Appointing a contractor for the St Margaret’s Plain play area refurbishment (some aspects may be confidential) – Cllr Pearce proposed endorsing the recommendation from the Assets, Inclusion and Development (AID) Committee regarding the appointment of a contractor to refurbish the St Margaret’s Plain play area; seconded by Cllr Brooks; all in favour.
- 199.3. Delegating budgets relating to assets to the Assets, Inclusion and Development Committee, where the budget is not already delegated, and with a per item expenditure limit of £5,000 – Cllr Pearce proposed delegating those budgets relating to assets to the AID Committee which are not already delegated, with a per item expenditure limit of £5,000; seconded by Cllr Brooks. Cllr Pearce advised that expenditure under delegation to a Committee or Sub-Committee is reported to the Finance and Governance Committee and Full Council monthly, bank reconciliations are scrutinised by the bank reconciliation signatories, the Mayor and

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Chair of the Finance and Governance Committee review and sign off paper receipts, and agendas are circulated to all Councillors. The vote was taken and all Councillors voted in favour.

199.4. Lease arrangements for tenants in Sparrows Nest (confidential) – To be discussed during the confidential session.

199.5. An update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential) – The Clerk reported that the solicitor is considering Councillor comments on the draft lease, and may require further information before proceeding. The Clerk has updated the Marina Theatre. Cllr Pearce advised that the Board had concerns regarding financial security. The management services fee and rent for 2022-2023 are not being revisited and the Clerk can advise them of this.

### 200. Planning

200.1. The draft minutes of the meetings on 29 March and 19 April 2022 – The draft minutes were received and noted.

### 201. Climate Emergency and Ecological

201.1. The draft minutes of the meeting on 12 April 2022 – The draft minutes were received and noted.

201.2. A request to sign a joint letter with other Town and Parish Councils to formally complain to the Secretary of State for Business Energy and Industrial Strategy regarding comments made on the development of Sizewell C – Cllr Pearce clarified that the Climate Emergency and Ecological Committee has not considered this item or made any recommendations regarding it. Cllr Pearce advised that the letter is not in opposition to the development of Sizewell C, but raises concerns regarding predetermination and lack of transparency. Cllr Brooks proposed approval of the request to sign the letter; seconded by Cllr Barker. Five Councillors voted in favour. Cllr Brooks raised a concern that Councillors had not read the letter or did not understand what they were being asked to vote for. Officers had circulated the letter with the agenda and Cllr Barker read an extract from it. The vote was retaken. Seven Councillors voted in favour; two Councillors voted against; four Councillors abstained from the vote.

### 202. Personnel

202.1. The draft minutes of the meeting on 14 April 2022 – The draft minutes were received and noted.

202.2. The following recommendations from the Personnel Committee:

202.2a. Re-advertising the Committee Clerk vacancy – Cllr Pearce proposed approval the re-advertising of the Committee Clerk vacancy, with a delegation to the Personnel Committee to progress as previously; seconded by Cllr Green; all in favour.

202.2b. Changes to staff terms and conditions (confidential) – To be discussed during the confidential session.

### 203. Outside Bodies

203.1. Cllr Butler's report from the Lowestoft Place Board meeting on 24 March 2022 – The report was received and noted. Cllr Patience reminded all Councillors that representatives on outside bodies should be reporting back to the Council.

203.2. Cllr Brooks' report from the Lowestoft Vision Management Committee meeting on 29 March 2022 – The report was received and noted. Cllr Brooks had a concern regarding the lack of frequency of meetings.

203.3. Cllr Parker's report from the East Suffolk Line Community Rail Partnership Line Group North meeting on 4 March 2022 – The report was received and noted.

### 204. Date of next meeting

17 May 2022 18:30 (Annual Meeting of Lowestoft Town Council) - The Mayor asked whether

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 26 April 2022

the appointments to outside bodies could be deferred to the next regular Full Council meeting. The Clerk advised it may be a requirement of the Standing Orders to review this at the Annual Meeting, but the Council could vote to accept the current position at the Annual Meeting, then defer the item to the regular Full Council meeting.

24 May 2022 18:30 (regular Full Council meeting)

26 May 2022 19:00 (Annual Assembly of the Town)

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

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

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

*A five minute comfort break was taken at 19:40*

*Cllr Patience left the meeting at 19:40*

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

206.1. Any matters, including those above as required:

197.2a. Adopting the reserves position – The Clerk advised the Council of a proposal from East Suffolk Council regarding the Jubilee Bridge. Cllr Barker declared a local non-pecuniary interest in this item. Cllr Pearce proposed approval of the proposal from East Suffolk Council and asked the Clerk to liaise with the solicitor regarding the terminology. Cllr Pearce further proposed an amendment to the draft reserves position. Cllr Green seconded the proposals and all Councillors voted in favour.

197.2d. In principle approval of a budget of £100,000 for equipment, workshop and storage premises, with delegated authority to the Finance and Governance Committee to agree the budget allocation (some aspects may be confidential) – Cllr Pearce proposed asking officers to arrange the site visit to the identified premises as soon as possible, and delegating authority to officers to email or arrange a Zoom meeting with Councillors following this to decide whether to proceed and agree the heads of terms; seconded by Cllr Brooks; all in favour.

199.4. Lease arrangements for tenants in Sparrows Nest (confidential) – The Clerk updated the Council on communication between herself and the tenants. The Clerk suggested a small group of Councillors, including the Mayor and Chair of the Finance and Governance Committee, may wish to meet with the tenants and report back to the Council. Cllr Pearce proposed supporting this suggestion; seconded by Cllr Brooks; all in favour.

202.2b. Changes to staff terms and conditions (confidential) – Cllr Pearce made a proposal regarding an officer's pay; seconded by Cllr Begum; all in favour.

Cllr Pearce made a proposal regarding two officers' pay; seconded by Cllr Barker; all in favour.

The Mayor closed the meeting at 20:29.

Signed: .....  
24 May 2022