

**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:30 on 23 August 2022**

**MINUTES**

**Present:** Cllrs Sonia Barker, Nasima Begum (Chair), Robert Breakspear, Wendy Brooks, Colin Butler, Janet Craig, Jen Jones, Peter Knight, David Le Grice, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts and Elise Youngman

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

**Public:** There were eleven members of the public in attendance (in person)

**69. Welcome**

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

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

Apologies were received from Cllrs Amanda Frost, Alan Green, Peter Lang, Christian Newsome and Alice Taylor, who had all provided reasons. Cllr Knight proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

**71. Declarations of Interests and dispensations**

With regard to items 74.2c and 74.3, Cllr Pearce declared he is Chair of the Gunton Residents' Association, though the Association has no direct interest in this matter. Regarding item 74.5, Cllr Pearce declared the Gunton Residents' Association has a Gainsborough Drive Pond Group. Cllr Pearce declared a local non-pecuniary interest in items 74.8 and 74.9. Cllr Youngman declared a local non-pecuniary interest in item 76.2. Cllr Patience declared he is an East Suffolk Councillor and declared he has a personal interest in any matters relating to the Norse contract. Cllr Brooks declared a local non-pecuniary interest in item 74.3. Cllr Butler declared a local non-pecuniary interest in item 76.2a and requested that this item be brought forward on the agenda, and requested to read out a statement first. Cllr Breakspear declared a local non-pecuniary interest in matters relating to Kensington Gardens. Cllr Barker declared a local non-pecuniary interest in items 74.8, 74.9 and 80. Cllr Craig declared she is an East Suffolk Councillor. Cllr Begum declared a local non-pecuniary interest in items 74.8 and 74.9.

**72. The draft minutes and appended confidential notes of the meeting on 26 July 2022**

Cllr Patience understood a Zoom meeting was to be arranged with the Tennis Association and users of the Normanston Park tennis court. The Clerk understood this had not formed part of the decision but could still be progressed. Cllr Pearce understood his proposal had included to arrange a Zoom meeting between the Lawn Tennis Association and users of the courts, but would propose this again at that agenda item. Cllr Knight proposed approval of the minutes; seconded by Cllr Jones; all in favour.

**73. Public forum and 76.2a A recommendation to proceed with the installation of the bus shelter on Harris Avenue, as per the decision of Full Council on 21 December 2021**

Cllr Butler requested to make his statement ahead of the public forum. The Clerk advised this would be possible but Council would not wish to reduce the length of the public forum, and item 76.2a may be partly considered before the public and partly after. Cllr Brooks proposed approval for Cllr Butler to make his statement ahead of the public forum; seconded by Cllr Page; all in favour.

Cllr Butler reported officers had requested a refreshed quote from the supplier Council had selected previously. The supplier had ceased trading and had handed its customer list to another supplier, which the Council had also approached for a quotation previously. This supplier had submitted a revised quotation, which had increased by £500, and was not the specification the Council had previously approved. Cllr Butler did not favour the specification

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and noted that the supplier's approach to the installation works could result in a road closure during the works and additional fees from Suffolk County Council to approve a different design. Cllr Butler understood all bus services may be reduced due to a decrease in funding. For these reasons, Cllr Butler proposed abandoning the idea of the bus shelter. Cllr Pearce seconded the proposal. Cllr Knight asked for the vote to be delayed until after the public forum. Cllr Brooks would like the Town Council to make a strong statement to Suffolk County Council regarding the lack of funding for public transport. Cllr Begum invited comments from the members of the public in attendance.

A member of the public had intended to speak about the bus shelter but advised he would not if the Council voted to abandon the idea.

A member of the public had concerns regarding the anti-social behaviour in the area identified for the bus shelter.

A member of the public spoke regarding item 74.4 and understands many users of the Normanston Park tennis courts would prefer an all-weather surface, which could be used all year round. Tarmac courts still require maintenance and can be affected by moss growth.

A member of the public advised that a meeting had been scheduled with Peter Aldous MP regarding the bus shelter, which would be cancelled if the idea were to be abandoned.

Regarding the comment on item 74.4, Cllr Pearce reiterated there had been no decision to convert the all-weather courts to tarmac.

The vote was taken on Cllr Butler's proposal and all Councillors voted in favour. Cllr Brooks advised she had voted in favour of the proposal due to the escalating costs, not due to the concerns about anti-social behaviour raised by the residents.

### 74. Finance

74.1. The draft minutes of the meeting on 8 August 2022 – The draft minutes were received and noted.

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

74.2a. Temporarily amending the thresholds for procurement in Financial Regulations until the start of the new financial year as follows:

74.2ai Increasing the threshold for obtaining three estimates from £1,000 - £5,000 to £5,000 - £10,000 – Cllr Pearce advised there had been difficulties in obtaining quotes, which are often only valid for a short time. There is however an overriding requirement for officers to obtain value for money on procurement.

*Seven members of the public left the meeting 18:58*

*The Clerk temporarily left the meeting 18:58*

Cllr Begum considered the lower threshold for obtaining three estimates should only be increased to £2,000 rather than £5,000. As a compromise, Cllr Pearce suggested £2,500 as this is the financial delegation limit for Sub-Committees. Cllr Begum proposed increasing the threshold for obtaining three estimates to £2,500 - £10,000; seconded by Cllr Pearce; fourteen Councillors voted in favour; one Councillor abstained from the vote. Cllr Pearce requested officers to provide feedback on how well the new thresholds work, so Council can review this again if there are still issues.

74.2aii Increasing the threshold for obtaining three quotations from £5,000 - £25,000 to £10,000 - £25,000 – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Le Grice; all in favour.

74.2b. Not accepting transfer of the land on Compass Street, only considering potential transfer of the land again once the pocket park is delivered and all obligations relating to grant funding satisfied, and removing any reference to the Town Council delivering the pocket park from the Towns Fund agreement (some aspects may be confidential) – Cllr Pearce advised that the Town Council had last considered this in 2020 on the basis the land would be looked after by local residents. The Town Council had not considered delivering a pocket park. East Suffolk Council had secured funding which included

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delivery of the Compass Street pocket park project. Commitments, undertakings and obligations relating to this funding would be for East Suffolk Council to deliver.

*The Clerk returned 19:03*

The delivery of the pocket park has been inserted into the draft Towns Fund agreement. The budget for delivery of the pocket park project would be £11,200. This would need to cover four specific outcomes, including to support a temporary full time position. The Town Council could potentially become liable for any shortfall in funding and could be in breach of funding conditions if the project is not delivered within the specified timescale. Cllr Pearce proposed approving the recommendation of the Finance and Governance Committee, as worded on the agenda; seconded by Cllr Barker; all in favour.

- 74.2c. Progressing the installation of floodlights at the Denes Oval tennis courts, within a maximum budget of £53,732 – Cllr Begum understood that the floodlighting would only extend to the blue courts, which would be reserved for the use of club members only. Cllr Pearce advised this was discussed in the early stages of project and the Lowestoft Town Tennis Club had confirmed there would be no two-tier development which would favour Club members. The Chair of the Lowestoft Town Tennis Club was in attendance at the meeting and clarified that all courts, including the blue courts, were available for public use. The floodlights would also serve eight new pickleball courts, which would also be available for public use. Cllr Pearce advised the anticipated overall cost to deliver the project is £120,000, including the £80,000 already budgeted in the current financial year. The Club has been fundraising and can contribute £8,000 - £9,000 to the project, and it is understood a District Councillor has also contributed £1,000 towards the cost of the floodlights. The Club's project plan had previously been approved by Council and was re-circulated ahead of the meeting. Cllr Patience proposed an amendment, which would be to support a quotation of £32,000 to install floodlighting for courts one and two and the pickleball courts; seconded by Cllr Parker. Cllr Barker was in support of the proposals put forward by the Tennis Club previously and queried why these objections had not been raised earlier in the project. Cllr Page considered that only delivering half of the project would be detrimental to members of the public. Cllr Pearce considered that the project had been designed to break down barriers to participation. A detailed planning application has been approved. Walking away from the project now could cause reputational damage to the Town Council. Cllr Knight considered that only delivering half of this element of the project now could prove more expensive later down the line. The vote was taken on Cllr Patience's amendment. Three Councillors voted in favour; one Councillor abstained from the vote; eleven Councillors voted against. Cllr Pearce proposed proceeding with the project as previously agreed by the Council and progress the installation of the floodlights at the Denes Oval within a maximum budget of £53,732; seconded by Cllr Knight; eleven Councillors voted in favour; three Councillors abstained from the vote; one Councillor voted against.

- 74.3. Finalising any procurement or governance arrangements relating to the Lowestoft Town Tennis Club capital works at the Denes Oval –

*Cllr Brooks temporarily left the meeting 19:32*

Given that the lead-in time for the floodlights is two to three months, and once these are ordered the groundworks and electrical contracts will be procured, Cllr Pearce proposed delegating authority to officers, in conjunction with the Lowestoft Town Council Tennis Club to handle procurement for this project. The Club has access to the services of a Lawn Tennis Association accredited coach, whom Cllr Pearce suggested should take the lead on procurement, ensuring that Lawn Tennis Association procurement rules are followed, and that evidence is supplied to officers to demonstrate that a fair and open procurement and evaluation process has been undertaken. The Club must also work with the office to provide risk assessments and confirmation of contractors' insurance, etc, in order to obtain the

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necessary licences to carry out the work on site. Cllr Page seconded this proposal. Following a query from the Clerk, Cllr Pearce confirmed that the delegation would encapsulate health and safety checks. Twelve Councillors voted in favour; two Councillors abstained from the vote.

- 74.4. Reviewing and, if necessary, reaffirming the decision at the previous meeting to decline grant funding from the Lawn Tennis Association towards resurfacing the Normanston Park tennis courts –

*Cllr Brooks returned 19:34*

Cllr Begum advised there were three options to consider: leave the courts as they are and see how much longer they last, the Town Council could pay £18,000 to remove the current all-weather surface and accept the Lawn Tennis Association's grant funding of £100,000 to resurface the courts with a hard surface, which is not favourable to users of the courts, or the Town Council could then pay an additional £67,000 - £72,000 plus VAT, following the resurfacing, to lay a new all-weather surface. Cllr Pearce understood a Zoom call should have been arranged before this meeting between the Lawn Tennis Association and users of the tennis courts. Given an earlier prognosis that the courts are nearing end of life, Cllr Pearce considered that doing nothing is not an option. There had been strength of feeling at June's Full Council meeting about saving expenditure, but this had been on the basis that the work was unnecessary. The offer of funding from the Lawn Tennis Association will expire in April 2023, which would increase the Town Council's financial liability. Cllr Pearce proposed making no immediate decision, as the resolution made at July's meeting had not been fully implemented. Cllr Pearce proposed determining what exactly is meant by end of life and treating the Normanston Park tennis players as a stakeholder/Friends Group in the way that the Tennis Club is at the Denes Oval. The players should therefore have direct input in any discussions which take place ahead of any decision making, and not just limited time during the public forum. Cllr Pearce proposed arranging a Zoom meeting with Ben Thompson and the Normanston Park players to consider this decision and the next steps, including whether the works could be split over two years, and whether there are any alternatives to the all-weather surface. Cllr Brooks seconded these proposals. Cllr Patience would like Norse's grounds maintenance staff invited to the Zoom call also. Cllr Pearce amended his proposal to include them. Fourteen Councillors voted in favour; one Councillor abstained from the vote.

*A comfort break was taken 19:44*

*Three members of the public left the meeting 19:44*

*The meeting resumed 19:50*

- 74.5. Recommendations and costs regarding the management and ongoing maintenance of the Town Council's ponds and waterways – Cllr Pearce would like the Assets, Inclusion and Development Committee to consider the recommendations for the Uplands Road North pond within the report. Cllr Pearce proposed concentrating on the previously agreed works of dredging and associated works at the Gainsborough Drive and Fen Park ponds. The previously agreed budget should cover the works. Cllr Pearce would like a Zoom call with this provider, with representatives from the respective Friends Groups present, to understand the schedule of works and timetable.

*Cllr Brooks returned 19:52*

This should only come back to Full Council if quotations for the work exceed the budget set aside. Cllr Pearce further proposed progressing clearance of litter from the Great Eastern Linear Park's stream bed and for all other recommended works to be referred to the Parks and Open Spaces Sub-Committee and the Assets, Inclusion and Development Committee to consider scheduling and budgeting. Cllr Patience declared he was a member of the Drainage Board until recently and knows the Chief Executive. Cllr Patience has regularly been involved with litter picks of that area, but would like a solution to be found for the fly-tipping issue. Cllr Brooks praised the report and seconded the proposals. Cllr Barker would welcome exploration of the recommendations for the Uplands Road North pond at the Parks and Open Spaces Sub-Committee meeting. The Clerk advised that refreshed quotations for Gainsborough Drive and Fen Park are being sought and had concerns regarding the time sensitivity of scheduling the

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works without a delegation. Cllr Pearce proposed delegating authority to officers to instruct works at the Gainsborough Drive pond within a maximum budget of £30,000, and to instruct works at the Fen Park pond within a maximum budget of £50,000. Cllr Brooks seconded Cllr Pearce's proposals; thirteen Councillors voted in favour; two Councillors abstained from the vote.

74.6. Marina Theatre repair and maintenance requirements and costs – Cllr Pearce proposed any works requiring budget approval for 2023-2024 considered by the Budget and Loan Sub-Committee and Finance and Governance Committee. Any further unbudgeted requests for the current financial year, including a possible lighting upgrade, should be considered by the Finance and Governance Committee first before coming back to Full Council. Cllr Patience seconded the proposal and all Councillors voted in favour. It is understood some of the equipment at the Marina Theatre owned by the Town Council is approaching end of life.

74.7. Receipt and consideration of the following:

74.7a. 2022 – 2023 budget position – Cllr Pearce reported that inflation had exceeded the Town Council's projections, and had asked officers to include an item on the next Finance and Governance Committee agenda to consider this. Cllr Pearce noted that the total cost for a recent replacement conservatory had come in £18,000 less than was budgeted for, and suggested that this could be used to offset some of the overspend caused by inflation. Cllr Pearce proposed noting the current budget position and asking the Finance and Governance Committee to consider this further; seconded by Cllr Le Grice; all in favour.

74.7b. Any bank reconciliations – The Clerk advised the bank reconciliations had been completed up to and including July.

74.7c. Payments and income for the month ending 31 July 2022 and August 2022 to date (see schedules) – The income and expenditure reports were received and noted as follows:

Table 1 July and August Expenditure

Date	Payment to	Description	Amount
1 July 2022	NPower	Electricity Charge	£1,646.27
1 July 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR July	£110
1 July 2022	East Suffolk Council	Links Road Car Park NNDR July	£187
1 July 2022	East Suffolk Council	Hamilton House NNDR July	£948
1 July 2022	Paul Connew	Mileage Reimbursement	£54
1 July 2022	Odd Bods	Roof and Gutter Cleaning	£4,365.84 + £873.16 VAT = £5,239
1 July 2022	Lauren Elliott	Mileage Reimbursement	£10.75
4 July 2022	Gazprom	Town Hall Standing Charge	£62.42
4 July 2022	SALC	SALC Membership	£3,009.50
4 July 2022	Keable and Flowers	Jubilee Event Buffet	£330
5 July 2022	SCC Pensions	Pensions June 2022	£6,965.63
7 July 2022	David Ogilvie	Holocaust Memorial Lecterns	£1,493 + £298.60 VAT = £1,791.60
11 July 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT =

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Date	Payment to	Description	Amount
			£882
11 July 2022	Jonny Hawes	Reimbursement for Parking, Travel and Equipment	£91.17 + £4.23 VAT = £95.40
11 July 2022	Lauren Elliott	Reimbursement for Parking and Travel	£20.97 + £2.68 VAT = £23.65
11 July 2022	Gearhire Sound and Lighting	June Full Council Meeting Amplification	£400 + £80 VAT = £480
11 July 2022	Nicholsons Solicitors	Property Legal Advice	£1,944.80 + £388.96 VAT = £2,333.76
11 July 2022	AJ Builders	Normanston Park Soakaway Works	£2,994 + £5,98.80 VAT = £3,592.80
11 July 2022	AJ Builders	Kensington Gardens Retaining Wall Works	£4,050 + £810 VAT = £4,860
11 July 2022	AJ Builders	Belle Vue Park Cottage Repairs	£160 + £32 VAT = £192
11 July 2022	AJ Builders	Britten Road and Nightingale Watering and Mulch	£1,747 + £3,49.40 VAT = £2,096.40
11 July 2022	East Suffolk Norse	Sparrows Nest Drain Works	£177.10 + £35.42 VAT = £212.52
11 July 2022	Marina Theatre Trust	MTT Management Fee Q2	£37,500 + £7,500 VAT = £45,000
11 July 2022	Mathews Promotional Products Ltd	500x Flags for Jubilee Event	£215 + £43 VAT = £258
11 July 2022	Seletar Signs	Health and Safety Signage	£215 + £43 VAT = £258
11 July 2022	East Suffolk Norse	Whitton Hall Cleaning May 2022	£120 + £24 VAT = £144
11 July 2022	East Suffolk Norse	Whitton Hall Cleaning June 2022	£120 + £24 VAT = £144
12 July 2022	Anglian Water	Denes Oval Sewerage	£941.65
13 July 2022	AJ Builders	Town Hall Ground Clearance	£1,239 + £247.80 VAT = £1,486.80
13 July 2022	Taverham Conservatories	Normanston Park Conservatory Phase 1 Payment	£6,378.33 + £1,275.67 VAT = £7,650
13 July 2022	Nicholsons Solicitors	North Denes Legal Advice	£2,431 + £486.20 VAT = £2,917.20

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Date	Payment to	Description	Amount
13 July 2022	BSA Security	Town Hall Works	£205 + £41 VAT = £246
13 July 2022	NNB Company	6x Wheelchair Picnic Benches	£2,850 + £570 VAT = £3,420
13 July 2022	NNB Company	19x Picnic Tables and 13x Concrete Pads	£7,759.30 + £1,551.86 VAT = £9,311.16
13 July 2022	NNB Company	13x Benches	£6,695 + £1,339 VAT = £8,034
13 July 2022	SLCC	Project and Committee Clerk SLCC Membership	£215
14 July 2022	SLCC	Deputy Clerk Community Governance Level 5	£1,575
14 July 2022	Friends of Kensington Gardens	Mulch Reimbursement	£80
14 July 2022	SLCC	Refund for Book	-£141.80
15 July 2022	Anglian Water	Denes Oval Water	£893.99 + £178.80 VAT = £1,072.79
15 July 2022	Restoration Trust	John Durrant Grant	£71.94
15 July 2022	Alpha Roofing Services Ltd	Whitton Hall Roof Works	£766 + £153.20 VAT = £919.20
15 July 2022	MossKing Associates Ltd	Town Hall Development Phase Project May 2022	£2,595
15 July 2022	East Suffolk Norse	Partnership Charge June 2022	£38,118 + £7,623.60 VAT = £45,741.60
15 July 2022	East Suffolk Norse	Partnership Charge July 2022	£38,268 + £7,653.60 VAT = £45,921.60
15 July 2022	East Suffolk Norse	Partnership Charge May 2022	£46,308 + £9,261.60 VAT = £55,569.60
15 July 2022	Zurich	Outdoor Gym Equipment Insurance	£222.01
15 July 2022	The Seagull	The Keepers Daughter Grant	£1,100
18 July 2022	Lloyds Bank	Credit Card Purchases	£257.96
18 July 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
18 July 2022	White Light Ltd	Marina Theatre Lighting Desk	£11,753.20 + £2,350.64 VAT =

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Date	Payment to	Description	Amount
			£14,103.84
18 July 2022	J R Ward	John Ward Grant	£2,374
19 July 2022	PWLB	PWLB Loan Repayment	£6,971.75
20 July 2022	NPower	Triangle Market Electric Jun22	£247.27 + £12.36 VAT = £259.63
20 July 2022	HMRC	HMRC Jun 22	£7,445.31
20 July 2022	NPower	Denes Oval Electric Jun 22	£574.72 + £28.74 VAT = £603.46
20 July 2022	NPower	Low Cemetery PC Electric Jun22	£122.40 + £6.12 VAT = £128.52
21 July 2022	NPower	KG Electric Jun 22	£113.11 + £5.66 VAT = £118.77
21 July 2022	NPower	KG Electric Jun 22	£90.86 + £4.54 VAT = £95.40
21 July 2022	NPower	RNPSA Museum Electric Jun 22	£1,492.64 + £298.53 VAT = £1,791.17
21 July 2022	Guy McGregor & Associates Ltd	Payslips Q1	£118.50 + £23.70 VAT = £142.20
22 July 2022	Salaries	Salaries July 2022	£15,793.90
22 July 2022	Fatstickman Ltd	Community Warden Equipment	£78.90 + £15.78 VAT = £94.68
22 July 2022	BBC Fire Protection Ltd	P/Ledger Electronic Payment	£720
25 July 2022	NPower	Pakefield St PC Electric Jun22	£91.03 + £4.55 VAT = £95.58
25 July 2022	British Gas	Whitton Hall Gas	£122.10
25 July 2022	Gazprom Energy	Town Hall Gas Supply June 2022	£60.41
27 July 2022	Northumbrian Water Ltd	Legionella Checks	£593.97 + £118.79 VAT = £712.76
27 July 2022	Ricoh UK Ltd	Printing Charges	£240.61
27 July 2022	Kompan Ltd	Whitton Green Sign	£1,092
28 July 2022	Eon Energy	Whitton Hall Electric	£97.80
28 July 2022	Paul Connew	Travel, Parking and Supplies Reimbursement	£82.56 + £3.67 VAT = £86.23



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Date	Payment to	Description	Amount
28 July 2022	Sarah Foote	Wifi and Parking Reimbursement	£76.58 + £0.92 VAT = £77.50
29 July 2022	Waveney Norse Ltd	Sparrows Nest Tarmac Roadway	£10,853.42
29 July 2022	Waveney Norse Ltd	Sparrows Nest Tarmac Pathway	£3,677.66
1 August 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR August	£110
1 August 2022	East Suffolk Council	Links Road Car Park NNDR August	£187
1 August 2022	East Suffolk Council	Hamilton House NNDR August	£948
2 August 2022	S J Geomatics	Town Hall Survey	£4,075 + £815 VAT = £4,890
2 August 2022	SWT Trading Ltd	Town Hall Nesting Birds Check	£150 + £30 VAT = £180
2 August 2022	MossKing Associates Ltd	Town Hall Project Manager	£4,231
2 August 2022	Taverham Conservatories	Normanston Park Conservatories Final Payment	£10,632.50 + £2,126.50 VAT = £12,759
2 August 2022	Gearhire Sound and Lighting	Full Council Meeting Amplification	£400 + £80 VAT = £480
2 August 2022	Binder Ltd	Uplands Sewage Tank Works	£254.50 + £50.90 VAT = £305.40
2 August 2022	MossKing Associates Ltd	Town Hall Heritage Project Manager	£2,965
2 August 2022	Community Rail Norfolk	Town Hall Project Hire of Parcel Office	£87.50
2 August 2022	Great Yarmouth Heating	Whitton Hall Radiators	£41.67 + £8.33 VAT = £50
4 August 2022	Suffolk Pension Fund	Pensions July 2022	£6,543.47
5 August 2022	C&C Consulting	Health and Safety Support	£49.50 + £9.90 VAT = £59.40
5 August 2022	Wave Ltd	Water Charges	£404.40 + £39.35 VAT = £443.75
8 August 2022	NPower	Normanston Park electric	£136.87 + £6.84 VAT = £143.71

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Date	Payment to	Description	Amount
9 August 2022	Waveney Norse Ltd	Marina Theatre clean Jun22	£85.80
10 August 2022	C&C Consulting Services Ltd	Health and safety support	£49.50 + £9.90 VAT = £59.40
10 August 2022	C&C Consulting Services Ltd	Health and safety support	£735 + £147 VAT = £882
10 August 2022	Lauren Elliott	Parking reimbursement	£13.86 + £1.34 VAT = £15.20
10 August 2022	Purple Cat	Hire of Owl Pro	£127.20
11 August 2022	Broadland Group Ltd	Town Hall survey	£390
11 August 2022	Eastern Angles	Streets Alive grant	£200
11 August 2022	Inclusive Response CIC	Inclusive Response grant	£2,000
11 August 2022	Another Angle Studio	Another Angle Studio grant	£2,400
11 August 2022	Seletar Signs	20x safety signs	£384
11 August 2022	Great Yarmouth Heating Company	Whitton Hall thermostats	£336
11 August 2022	MossKing Associates Ltd	TH Development Project July	£3,851
11 August 2022	MossKing Associates Ltd	TH Heritage Project July	£1,781.50
16 August 2022	Credit Card Account	Credit card purchases	£1,402.76
16 August 2022	Waveney Norse Ltd	Partnership Charge August 2022	£45,885.60
17 August 2022	SJ Geomatics Ltd	TH topographical survey	£1,416
17 August 2022	HAT Projects Ltd	TH HAT design	£12,178.19
17 August 2022	AJ Builders	Britten Road palisade fencing	£9,602.62
17 August 2022	AJ Builders	Fen Park fencing hire	£2,451.60

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Date	Payment to	Description	Amount
18 August 2022	NPower	Triangle Market electric	£207.49 + £10.37 VAT = £217.86
18 August 2022	Need2Store Ltd	Civic artefact storage	£200 + £40 VAT = £240
19 August 2022	NPower	Denes Oval electric	£554.07 + £27.70 VAT = £581.77
19 August 2022	NPower	Low Cemetery PC electric	£127.26 + £6.36 VAT = £133.62
19 August 2022	NPower	Kensington Gardens electric	£119.94 + £6 VAT = £125.94
19 August 2022	NPower	Kensington Gardens electric	£89.58 + £4.48 VAT = £94.06
19 August 2022	NPower	RNPSA Museum electric	£1,530.77 + £306.15 VAT = £1,836.92
19 August 2022	NPower	Pakefield St PC Electric	£92.90 + £4.64 VAT = £97.54
19 August 2022	HMRC	HMRC July 2022	£6,481.47
19 August 2022	Waveney Norse Ltd	Marina clean July	£171.60
19 August 2022	Seletar Signs	10x deep water signs	£360
19 August 2022	Seletar Signs	Fen Park sign replacement	£66
19 August 2022	Waveney Norse Ltd	Partnership Charge September	£45,885.60
19 August 2022	Nicholsons Solicitors LLP	Gunton legal advice	£1,113.84
19 August 2022	John Mallett Artist Blacksmith	Kindertransport statue design	£2,050
23 August 2022	British Gas	Whitton Hall gas	£122.10
23 August 2022	Salaries	Salaries August 2022	£15,793.69
23 August 2022	Shona Bendix	Paint reimbursement	£39.99

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*Table 2 July and August Receipts*

<b>Date</b>	<b>Received From</b>	<b>Description</b>	<b>Amount</b>
1 July 2022	Market Income	Weekly Market Income	£12
7 July 2022	Market Income	Weekly Market Income	£18.50
7 July 2022	C Parnell	Whitton Hall Hire	£42
8 July 2022	Kirkley Friendship Group	Whitton Hall Hire	£240
11 July 2022	Tenant	Rental Income from Tenant	£213.16
12 July 2022	S Hardman	Whitton Hall Hire	£70
12 July 2022	Tenant	Rental Income from Tenant	£6,300
14 July 2022	Tenant	Rental Income from Tenant	£5,000
21 July 2022	Normanston Park Tennis Coaching	Use of Normanston Park Tennis Courts for Coaching	£100
22 July 2022	Whitton Deposit	Return of Whitton Deposit	-£100
22 July 2022	Whitton Deposit	Return of Whitton Deposit	-£100
22 July 2022	Normanston Park Tennis Coaching	Use of Normanston Park Tennis Courts for Coaching	£100
25 July 2022	Tenant	Rental Income from Tenant	£775
8 August 2022	Tenant	Rental Income from Tenant	£213.16
12 August 2022	HMRC	VAT reclaim Q1	£64,894.19
16 August 2022	Whitton Hall hire	Hire of Whitton Hall plus deposit	£184
18 August 2022	Memorial bench	Payment for Denes Oval memorial bench	£1,800

74.7d. Payments for approval – There were none.

74.8. The redevelopment of the Town Hall and the report from the Project Board – Cllr Brooks expressed some concern regarding the heritage engagement and queried why lease options were not considered for the bicycle. Cllr Pearce understood that funders have certain requirements which must be respected and explained that the bicycle was purchased with grant funding. The Town Council will retain ownership of the bicycle, but there are conditions on how it can be used following completion of the project. Cllr Barker advised the project is looking to engage with those who would not usually engage with this type of project. Cllr Brooks queried the idea of co-working and understood this had previously been ruled out. Cllr Brooks also queried reference to the retention of a wall, but was advised by Cllr Pearce it did not relate to the former Crown Hotel. Cllr Pearce advised the Project Manager is updating her research regarding co-working to see if it is viable and cost effective. Officers will make the Project Manager aware that Cllr Brooks has provided contact details for people who could be

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contacted as part of the heritage engagement.

- 74.9. The Towns Fund grant agreement, including any legal advice (some aspects may be confidential) – The Clerk reported that the lawyer had made quite a lot of comments, including feedback on the comments made by Councillors. The Clerk asked whether the Council would want her to communicate the comments back to East Suffolk Council and report back to the next meeting. Cllr Pearce had two main concerns, which were the inclusion of the Compass Street pocket park and the premise that East Suffolk Council can issue press releases without the consent of the Town Council, but the Town Council cannot do the same. Cllr Pearce would prefer an even-handed clause requiring both parties to seek prior written agreement from the other before issuing any media releases. Unless the written advice from the lawyer is shared with the Council, Cllr Pearce would prefer a Zoom meeting with the lawyer to discuss the draft Towns Fund agreement. The Clerk advised she could circulate the lawyer's advice and a Zoom meeting could then be arranged if necessary. Cllr Pearce proposed that Councillors are given sight of the lawyer's comments first, then a meeting with the lawyer arranged if Council thinks it is necessary, before any agreement is signed. Cllr Pearce would be happy with the insertion of a clause that both parties must seek prior written consent from the other before issuing any press releases. Cllr Brooks seconded the proposal and all Councillors voted in favour.
- 74.10. Amplification and streaming equipment options for the Council Chamber – The Clerk advised that a provider had given some information about a product and service they offer. Officers have looked into security and other aspects and would be quite confident to recommend proceeding with the contract as presented previously, which can be discussed further in the confidential session. There is a difficulty in obtaining the full package of equipment the Town Council requires, but further quotes are pending. Some other costs are missing but it is understood the allocated budget would still be sufficient. Cllr Pearce is satisfied with the assurances given by the provider regarding the data security of a cloud-based service
- 74.11. The IT contract for the Town Council offices (confidential) – To be discussed during the confidential session.

### 75. Governance

- 75.1. Whether to continue the Deputy Mayor's ex-officio membership to all Committees and Sub-Committees, with no voting rights – Cllr Pearce proposed to remove this as it has so far not been taken up. The Deputy Mayor can join any Committees or Sub-Committees they would like to be involved with.

*The remaining member of the public left the meeting 20:24*

Cllr Brooks seconded the proposal and all Councillors voted in favour.

*Cllr Breakspear temporarily left the meeting 20:24*

- 75.2. Signing the Civility and Respect Pledge – Cllr Pearce supported the sentiment of the pledge, but queried the need for it when the Council already has a Code of Conduct and various policies.

*Cllr Breakspear returned 20:25*

Cllr Pearce considers the pledge lobbies for Clerks and employees, rather than elected members, and may even make it more difficult for elected members to carry out their duties. Cllr Pearce proposed asking the Personnel Committee to consider how the pledge may be amended to protect Councillors as well as employees, before being considered by Full Council again. Cllr Barker had looked on the SLCC website and found a blog post from an SLCC officer about a visit to Lowestoft and was disappointed with its tone and content. The Clerk advised that the SLCC officer in question is a tutor on a course which a member of the Town Council's staff is on, which was the purpose for the visit. The Clerk advised that it may not be possible to amend the pledge itself but the Town Council could adopt its own pledge. Cllr Barker seconded Cllr Pearce's proposal; thirteen Councillors voted in favour; one Councillor abstained from the vote; one Councillor voted against.

- 75.3. The accessibility including timing of meetings – Cllr Pearce explained this would be to enable equality of access and opportunity, not just for the current Council, and would like a survey to

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be progressed to seek the views of members of the public who may be interested in standing for election. Cllr Begum would like to include a question about implementing hybrid meetings. This is not something the public would have any control over, but Cllr Pearce understands the local MP has intimated this matter may be going back to Parliament for the primary legislation to be reviewed. Cllr Brooks considers the Council already operates as flexibly as it can. At 20:35, Cllr Barker proposed suspending Standing Order 3y for a maximum of thirty minutes to enable the meeting to continue; seconded by Cllr Pearce; all in favour. Cllr Barker suggested accessibility of meetings through IT equipment should also be considered. Cllr Knight advised that the Council has implemented ways to make its meetings accessible, but the primary purpose of the meetings is for decision making, with as many Councillors as possible present. This should be prioritised, whilst trying to accommodate the needs of members of the public where possible. Cllr Pearce proposed progressing a public survey to understand what members of the public think would enable greater participation, if they were to join the Council; seconded by Cllr Parker; fourteen Councillors voted in favour; one Councillor voted against.

- 75.4. The option to opt of the SAAA central external auditor appointment arrangements – Cllr Pearce proposed approving the Clerk’s recommendation not to opt out of the SAAA central external auditor appointment arrangements; seconded by Cllr Patience; all in favour.

### 76. Assets, Inclusion and Development

- 76.1. The draft minutes of the meeting on 1 August 2022 – Cllr Brooks noted that she had not said at the meeting that she would not welcome a bus shelter outside her property, but that it would not be possible.
- 76.2. The following recommendations from the Assets, Inclusion and Development Committee:
- 76.2a. Proceeding with the installation of the bus shelter on Harris Avenue, as per the decision of Full Council on 21 December 2021 – This item was considered earlier in the meeting.
- 76.3. The findings from an assessment of civic artefacts in storage (some aspects may be confidential) – To be discussed during the confidential session.

### 77. Planning

- 77.1. The draft minutes of the meeting on 16 August 2022 – Cllr Knight advised that one meeting was cancelled due to being inquorate and called for additional members.

### 78. Climate Emergency and Ecological

- 78.1. The draft minutes of the meeting on 2 August 2022 – The draft minutes were noted.
- 78.2. The following recommendations from the Climate Emergency and Ecological Committee:
- 78.2a. Amending the scheduling of Climate Emergency and Ecological Committee meetings, for meetings going forward to be held at 15:30 on the third Monday of the month – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Brooks; all in favour.

### 79. Community Safety

- 79.1. The draft minutes of the meeting on 27 July 2022 – The draft minutes were noted.
- 79.2. The following recommendations from the Community Safety Committee:
- 79.2a. Offering community buildings within the Town Council’s ownership and management to the North Lowestoft Community Partnership free of charge to support their warmer places work – Cllr Pearce declared he is the Town Council’s appointed representative to the Lowestoft and Northern Parishes Community Partnership. Cllr Pearce explained that between October to March East Suffolk Council are arranging to make premises available for twelve hours a week to provide a warm, safe space for people who need it. Cllr Pearce proposed making the Town Council’s Community Halls available for the Warm Places initiative, and not charging for their use for this purpose seconded by Cllr Begum; fourteen Councillors voted in favour; one Councillor abstained from the vote.

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### 80. Personnel

- 80.1. The draft minutes of the meeting on 4 August 2022 – Cllr Barker had identified some typographical errors which had been amended.
- 80.2. The following recommendations from the Personnel Committee:
- 80.2a. Clarifying in the Committee's Terms of Reference that it has no delegation to dismiss or make officers redundant, and this should remain a responsibility of Full Council, by way of an Extraordinary Meeting if required – Cllr Pearce advised this had arisen during a review of the Committee's Terms of Reference. This would not prevent the Clerk or the Committee suspending an officer pending a disciplinary hearing, but the final decision on dismissal would remain with Full Council. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Barker; all in favour.
- 80.2b. Amending point 15 of the Terms of Reference to reflect current practice – Cllr Pearce explained that point 15 currently references convening a Sub-Committee, but this is currently carried out by the Mayor and Chair of the Personnel Committee instead. Should the Committee wish to change the current practise this can be considered separately. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Barker; fourteen Councillors voted in favour; one Councillor abstained from the vote.
- 80.2c. Adopting the Staff Mental Health and Wellbeing Policy – As discussed during the Personnel Committee meeting, the Clerk is drafting a Councillor Mental Health and Wellbeing Policy. Cllr Pearce proposed adoption of the Staff Mental Health and Wellbeing Policy; seconded by Cllr Barker; all in favour.

### 81. Outside Bodies

- 81.1. Lowestoft Town Council attendance at civic events – There had been a Councillor request to carry this item forward but there were no further comments.
- 81.2. A request from the Kirkley People's Forum to appoint a representative and substitute representative from the Town Council to the Kirkley Pocket Park Group – Cllr Patience had liaised with Cllr Newsome and proposed to appoint Cllr Newsome as the representative; seconded by Cllr Pearce. Cllr Parker advised he would like to be considered as the substitute representative. The vote was taken to appoint Cllr Newsome as the representative and all Councillors voted in favour. Cllr Begum proposed appointing Cllr Parker as the substitute representative; seconded by Cllr Pearce; all in favour.

### 82. Date of next meeting

27 September 2022 at 18:30

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

Cllr Brooks requested an update on Tingdene.

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

*Cllrs Parker and Patience left the meeting 20:53*

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

- 84.1. Any matters, including those above as required:

74.10. Amplification and streaming equipment options for the Council Chamber amplification – The Clerk advised officers were impressed by a particular provider and the service they could offer regarding agendas and links, Microsoft 365 and support. The cost of the package and set-up costs were discussed. Amplification within the Council Chamber is not provided. Meeting agendas would be set out as principal authorities do, with documents embedded. Cllr Pearce made a confidential proposal regarding IT services and requested the addition of an item to the Finance and Governance Committee agenda if required; seconded by Cllr Barker; all in favour.

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76.3. The findings from an assessment of civic artefacts in storage (some aspects may be confidential) - The Clerk provided an update. Cllr Pearce made a confidential proposal based on this. It was agreed the Clerk should seek advice from the Police on how to proceed and the Council would heed this advice. Cllr Barker seconded the proposal and all Councillors voted in favour.

The meeting was closed at 21:08.

Signed: .....

27 September 2022