

Lowestoft Town Council
Full Council Meeting
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
18:30 on 24 May 2022

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Robert Breakspear, Wendy Brooks, Colin Butler, Janet Craig, Amanda Frost, Alan Green (Mayor), Jen Jones, Peter Knight, Peter Lang, Paul Page, 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)

23. Welcome

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

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

Apologies were received from Cllrs Christian Newsome, Graham Parker and Keith Patience. Cllr Alice Taylor had not provided apologies and was absent. Cllr Tracey Eastwood had resigned from the Council. Cllr Knight proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

25. Declarations of Interests and dispensations

Cllr Brooks declared a local non-pecuniary interest in item 30.2c and items relating to the Denes Oval. Cllr Pearce declared a local non-pecuniary interest in items relating to the Denes Oval. Cllr Breakspear declared a local non-pecuniary interest in item 34.2. Cllr Barker declared a local non-pecuniary interest in items 28.4, 30.4, 28.6 and 30.2c. Cllr Green advised that item 29.1 was no longer applicable as Cllr Eastwood had resigned. Cllr Green wished Cllr Eastwood all the best for the future.

26. The draft minutes of the Annual Meeting on 17 May 2022

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

27. Public forum

No advance comments had been received. The member of the public in attendance did not wish to make a comment.

28. Finance

28.1. The draft minutes of the meeting on 12 May 2022 – The draft minutes were noted.

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

28.2a. Delegation to Clerk to agree equipment and heads of terms for workshop and storage premises (some aspects may be confidential) – The Clerk advised she could go through the draft heads of terms in confidential session, or at the next meeting of the Finance and Governance Committee. Cllr Pearce proposed granting delegated authority to the Clerk; seconded by Cllr Brooks; all in favour.

28.3. Receipt and consideration of the following:

28.3a. 2022 – 2023 budget position – Cllr Pearce proposed acceptance of the position; seconded by Cllr Brooks; all in favour.

28.3b. Any bank reconciliations – The Clerk advised this will be sent to the bank reconciliation Councillors once year end is finalised.

28.3c. Payments and income for the month ending 30 April 2022 and May 2022 to date (see schedules) – The income and expenditure reports were received and noted as follows:

April receipts

Table 1 April Receipts

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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
21 April 2022	Nicholsons LLP	Rental Income and Deposit from Tenant	£2,325
26 April 2022	East Suffolk Council	CIL 1 st Instalment 2022-23	£4,233.05

April Expenditure

Table 2 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	£8,312.25 + £1,662.45 VAT = £9,974.70

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Date	Payment to	Description	Amount
		to 30/6/22	
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
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

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Date	Payment to	Description	Amount
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
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

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Date	Payment to	Description	Amount
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
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

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Date	Payment to	Description	Amount
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
26 April 2022	Shona Bendix	Radar Key Reimbursement	£8
27 April 2022	Marina Theatre Trust	MTT Management Fee Q1	£37,500 + £7,500 VAT = £45,000
27 April 2022	Alan Green	Travel Reimbursement	£36.90
28 April 2022	Eon	Whitton Hall Energy	£97.80
29 April 2022	East Point Business Services	Ergonomic Keyboard	£43.73 + £8.75 VAT = £52.48
29 April 2022	Broadland Security Alarms	Town Hall Alarm Keyholders	£58 + £11.60 VAT = £69.60
29 April 2022	Lauren Elliott	Parking Reimbursement	£9.80
29 April 2022	Taverham Conservatory	Normanston Park Conservatory 1 st Installment	£5,103
29 April 2022	Gearhire Sound and Light	Meeting Amplification	£400 + £80 VAT = £480
29 April 2022	Zurich Municipal	Normanston Park Equipment Insurance	£114.44
29 April 2022	Suffolk Association of Local Councils	Finance Training	£50 + £10 VAT = £60

May receipts

Table 3 May Receipts

Date	Received From	Description	Amount
3 May 2022	L Cremin	Whitton Hall Hire	£98

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Date	Received From	Description	Amount
3 May 2022	Market Income	Weekly Market Income	£42.50
4 May 2022	Marina Theatre Trust	Box Office Building Rent Q1	£5,000
4 May 2022	Lil Kickers	Normanston Park Usage	£45
5 May 2022	J Harrod	Whitton Hall Hire	£28
6 May 2022	C Brown	Whitton Hall Hire	£56
9 May 2022	Market Income	Weekly Market Income	£42.50

May expenditure

Table 4 May Receipts

Date	Received From	Description	Amount
3 May 2022	Fatstickman Ltd	3x Community Warden Shirts	£38.79 + £7.76 VAT = £46.55
3 May 2022	Fatstickman Ltd	4x Hard Hat	£61.40 + £12.28 VAT = £73.68
3 May 2022	Paul Connew	Travel and Parking R	£62.36 + £3.60 VAT = £65.96
4 May 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR May	£110
4 May 2022	East Suffolk Council	Links Road Car Park NNDR May	£187
4 May 2022	East Suffolk Council	Hamilton House NNDR May 2022 and May 2021- March 2022	£10,192
5 May 2022	Suffolk Pension Fund	Pensions May 2022	£6,439.57
5 May 2022	Broadland Security Alarms	Town Hall Sign Batteries	£90 + £18 VAT = £108
5 May 2022	Pearce and Kemp	RNPSA Electrical Inspection	£175 + £35 VAT = £210
5 May 2022	Alan Green	Travel Reimbursement	£40.95
5 May 2022	Sole Bay Waste	Portable Toilets for Jubilee Event	£570 + £114 VAT = £684

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Date	Received From	Description	Amount
5 May 2022	East Suffolk Council	Planning Application	£117
6 May 2022	AJ Builders	Lowestoft Player Sign Relocation	£200 + £40 VAT = £240
6 May 2022	East Suffolk Norse	Partnership Charge April 2022	£33,962 + £6,792.40 VAT = £40,754.40
6 May 2022	AJ Builders	Stoven Close Drain Channels	£465 + £93 VAT = £558
6 May 2022	AJ Builders	Kensington Gardens Café Works	£225 + £45 VAT = £270
6 May 2022	Fatstickman Ltd	3x Community Warden Shirts and Fleeces	£132.48 + 26.50 VAT = £158.98
6 May 2022	East Suffolk Norse	2021-2022 Ness Park Charge	£10,560 + £2,112 VAT = £12,672
6 May 2022	AJ Builders	Gunton Hall Hand Dryer Repair	£370 + £74 VAT = £444
6 May 2022	Archant	Tender Advert	£149.20 + £29.84 VAT = £179.04
6 May 2022	AJ Builders	Sparrows Nest Wall Repairs	£4,275 + £855 VAT = £5,130
6 May 2022	AJ Builders	Whitton Hall Fire Guards	£300 + £60 VAT = £360
6 May 2022	East Suffolk Norse	Whitton Hall Cleaning	£150 + £30 VAT = £180
6 May 2022	McAdie and Reeve Ltd	Painting Transport Grant	£750 + £150 VAT = £900
6 May 2022	AJ Builders	Kensington Gardens Tarmac and Drain Repairs	£1,240 + £248 VAT = £1,488
6 May 2022	Jonny Hawes	Equipment and Travel Reimbursement	£43.36 + £5.62 VAT = £48.98
6 May 2022	Sarah Foote	Tree Guard and Parking Reimbursement	£324.02 + £62.80 VAT = £386.82
10 May 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT = £882

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Date	Received From	Description	Amount
10 May 2022	Nicholsons Solicitors	Legal Advice	£460.20 + £92.04 VAT = £561.24
10 May 2022	Nicholsons Solicitors	Legal Advice	£346.80 + £69.36 VAT = £416.16
10 May 2022	Nicholsons Solicitors	Legal Advice on Allotments	£183.60 + £36.72 VAT = £220.32
10 May 2022	Nicholsons Solicitors	Legal Advice on Lease	£673.20 + £134.64 VAT = £807.84
10 May 2022	Nicholsons Solicitors	Legal Advice on Bridge	£673.20 + £134.64 VAT = £807.84
10 May 2022	Nicholsons Solicitors	Legal Advice for Norse	£1,210.50 + £242.10 VAT = £1,452.60
10 May 2022	Nicholsons Solicitors	Legal Advice on Various items 2021-2022	£3,919.50 + £783.90 VAT = £4,727.40
10 May 2022	Nicholsons Solicitors	Legal Advice on Marina Theatre	£856.80 + £171.36 VAT = £1,040.16
10 May 2022	Flying Colours Flagmakers Ltd	Union National Flag	£101.55 + £20.31 VAT = £121.86
11 May 2022	Seletar Signs	6x Exit Signs	£132 + £26.40 VAT = £158.40
11 May 2022	Paul Connew	Reimbursement for Tree Protectors	£56 + £11.20 VAT = £67.20
13 May 2022	St Andrews Church	Food Project Grant	£600
17 May 2022	Lloyds Bank	Credit Card Purchases	£455.25
18 May 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 May 2022	HMRC	HMRC April 2022	£6,465.71
19 May 2022	DEC Ukraine Appeal	Ukraine Appeal Donation	£10,000
19 May 2022	Gearhire Sound and Light	Jubilee Event Sound	£4,033 + £806.60 VAT = £4,389.60
19 May 2022	Community Action Suffolk	Safeguarding Training	£560
19 May 2022	Parkinson Partners	VAT Support	£200

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Date	Received From	Description	Amount
19 May 2022	Stroud Associates	Sparrows Nest Pond Survey	£360 + £72 VAT = £432
19 May 2022	Paul Johnson	HOD Reimbursement	£240
19 May 2022	MossKing Associates Ltd	Town Hall Development Phase Project April 2022	£5,320

Deposit returns

Table 5 deposit returns

Date	Payment to	Amount
14 April 2022	J Harrod	£100
11 May 2022	J Harrod	£100
11 May 2022	C Brown	£100

Cllr Green proposed to receive and note the income and expenditure reports; seconded by Cllr Knight; all in favour.

28.3d. Payments for approval, including the following:

28.3di Reimbursement to the Cricket Club of £148 for accessing pre-planning application advice regarding the new training area, storage container and fence at the Denes Oval – Cllr Brooks proposed approval of this payment; seconded by Cllr Pearce; all in favour. Cllr Brooks reported the condition of the walls and gates at the Denes Oval are often raised as concerns by members of the public.

28.4. Financial matters for the year ending 31 March 2022, including the following:

28.4a. The completion of the Internal Controls review and receipt of the report – Cllr Knight proposed approval of the report, to be signed by the Mayor; seconded by Cllr Brooks; all in favour.

28.4b. The end of year accounts and completion of the bank reconciliation for the year ending 31 March 2022 – The Clerk had been liaising with the Chair of the Finance and Governance Committee about the need for a delegation in case any errors are identified in the end of year position as it is being finalised. Rialtas will be assisting with the year - end process and internal and external audits are approaching. Council will be required to approve the annual return. Cllr Pearce had raised a query with officers regarding the £75,000 originally precepted in 2021 – 2022 but subsequently viremented to form part of the Town Hall investment/project, and proposed to accept the year end reserves position, subject to clarification of that query; seconded by Cllr Knight; all in favour. Cllr Pearce proposed delegating authority to officers, in conjunction with Finance and Governance Committee members, to make any necessary amendments without the need for Full Council to consider this again, noting that the usual process for review will still apply; seconded by Cllr Knight; all in favour.

28.5. Quotations for a replacement lighting desk for the Marina Theatre – In response to a query from Cllr Brooks, the Clerk advised that the Town Council owns the building and main equipment which helps the Theatre organisation to deliver performances. Cllr Pearce advised that meetings had taken place with the Theatre where financial support from the Town Council had been discussed, but this item had not been raised, though it is hoped information such as this would be more forthcoming in the planned quarterly management meetings. Cllr

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Breakspear asked officers to determine whether the replacement lighting desk is desirable or a necessity. Cllr Knight asked officers to find out who is responsible for maintaining the equipment, who funds the maintenance of the equipment and whether it is viable to hire the equipment from a third party. Cllr Lang was disappointed that the Marina Theatre is not displaying the Town Council's logo on its advertising posters and would like this matter to come back to Full Council, rather than being referred to the Finance and Governance Committee. Cllr Barker advised that an open evening had been arranged for Councillors at the Theatre on 30 June. Cllr Butler advised that one of the quotes stated that the supplier reserved the right to substitute the equipment if that which had been quoted for was unavailable, which would be unacceptable. Cllr Pearce proposed asking officers to seek answers to the queries raised and feed back the concerns raised; seconded by Cllr Brooks. Cllr Begum advised she was not sure if she had a pecuniary interest in this item, as her restaurant had been nominated for an award, for which the awarding body is in partnership with the Marina Theatre. Cllr Begum advised she would abstain from the vote. Fourteen Councillors voted in favour; one Councillor abstained from the vote.

28.6. The redevelopment of the Town Hall and report from the Project Board – Cllr Pearce advised that MossKing would be delivering a presentation at the Annual Assembly and requested that this is also published on the website. The Clerk advised that the Project Board had awarded the Design Team contract to HAT Consultants. In response to a query from Cllr Barker, Cllr Pearce advised that the Design Team will be working with the community and a community engagement role is being advertised.

28.7. The grounds maintenance contract (some aspects may be confidential) – Cllr Pearce advised Norse had provided a detailed breakdown of services at each asset and the Working Group would be meeting to review the schedule of services and make a recommendation to the Finance and Governance Committee on its adequacy. Cllr Green advised this item would be considered further during the confidential session.

29. Governance

29.1. The absence of Cllr Eastwood and the application of Section 85 of the Local Government Act 1972 – This item was not considered as Cllr Eastwood had since resigned from the Council.

29.2. Asking the Standing Orders and Policies Sub-Committee to build Councillor training into risk management – Cllr Barker advised on the importance of having Councillors trained in their roles, particularly with elections in 2023, and reminded Councillors that Code of Conduct training is taking place on 20 June, and Safeguarding training on 21 June. The Clerk advised this would link to the risk management of the whole Council and the legitimacy and efficacy of its decision making. Cllr Pearce proposed referring this item to the Standing Orders and Policies Sub-Committee, to make recommendations on any changes to take effect from the next civic year; seconded by Cllr Barker; fourteen Councillors voted in favour; one Councillor abstained from the vote.

30. Assets, Inclusion and Development

30.1. The draft minutes of the meeting on 9 May 2022 – The draft minutes were noted.

30.2. The following recommendations from the Assets, Inclusion and Development Committee:

30.2a. Scheduling the refurbishment of the Thirlmere Walk, Gunton Community Park and Turnberry Close play areas in year four – Cllr Brooks advised this was part of a five year plan for play area refurbishments, which had been determined based on condition and usage of each site and achieving a balance between both sides of the town. Cllr Brooks proposed approval of this recommendation; seconded by Cllr Youngman; all in favour.

30.2b. Scheduling the refurbishment of the Stoven Close play area in year five – Cllr Lang understood this play area had only been recently refurbished. Cllr Brooks advised that total refurbishments will not be undertaken where they are not required, but plans for refurbishments will not be limited to just the equipment itself and may also include

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complementary planting plans at some locations. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Butler; fourteen Councillors voted in favour; one Councillor voted against.

- 30.2c. Purchasing full sized noticeboards for Normanston Park, Fen Park, St Margaret's Plain play area, Clarkes Lane, the Town Green and Shelton Road (subject to landowner permission where applicable), and wall mounted noticeboards for Village Rise and the Yarmouth Road entrance to Sparrows Nest (subject to landowner permission where applicable), within a maximum budget of £13,000 – Cllr Brooks requested a half-sized noticeboard for St Margaret's Plain and did not consider a noticeboard to be necessary on the Town Green if a wall mounted noticeboard were to be installed at the Yarmouth Road entrance to Sparrows Nest. Cllr Lang advised Normanston Park already has a noticeboard and did not consider a second one necessary. Cllr Pitts had not been able to contact the landowner at Shelton Road. Cllr Pearce proposed approval of this recommendation, with the removal of the noticeboards proposed for Normanston Park and the Town Green, and replacing the full sized noticeboard proposed for St Margaret's Plain with a half sized noticeboard; seconded by Cllr Lang; fourteen Councillors voted in favour; one Councillor voted against.
- 30.2d. Seeking legal support on draft licences for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club (some aspects may be confidential) – The Clerk advised she had started the process of seeking legal support. Cllr Green proposed proceeding with seeking legal support; seconded by Cllr Pearce; all in favour.
- 30.3. Delegating authority to the Clerk to progress replacement windows for the Sparrows Nest building complex, within the previously agreed maximum budget of £60,000 – The Clerk advised this would be subject to any necessary work being undertaken to assess any prerequisite building needs. Cllr Green proposed approval of the delegation; seconded by Cllr Brooks; all in favour.
- 30.4. An update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential) – To be discussed during the confidential session.

31. Planning

- 31.1. The draft minutes of the meetings on 3 and 17 May 2022 – The draft minutes were received and noted.

32. Climate Emergency and Ecological

- 32.1. The draft minutes of the meeting on 3 May 2022 – The draft minutes were received and noted.

33. Personnel

- 33.1. The bespoke training from the Suffolk Association of Local Councils – The Clerk had provided details of bespoke training which could be held at the Town Council's offices, but advised it had been challenging securing Councillor attendance previously. One Councillor had attended an online training module, which other Councillors would be able to do. The Clerk and Deputy Clerk could carry out some training internally but some of the topics are more specialist. Cllr Barker spoke of the benefits of in-person training opportunities and networking. The Clerk advised that officers could make enquiries with the other Waveney Parishes, as to their interest in training opportunities hosted by the Town Council, particularly following the elections in 2023.

34. Outside Bodies

- 34.1. Reviewing and appointing representatives of the Council on other bodies – Cllr Patience had stepped down from his role as representative to the Joint Coastal Projects Board. Cllrs Brooks and Butler both volunteered for the role. Cllr Brooks advised she would be happy to be

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appointed as the substitute. Cllr Breakspear nominated Cllr Butler as the representative and Cllr Brooks as the substitute representative; seconded by Cllr Pearce; all in favour. Cllr Frost had stepped down from her role as joint representative to the Kirkley People's Forum. Cllr Green volunteered for the role. Cllr Lang nominated Cllr Green as the joint representative; seconded by Cllr Pearce; all in favour.

- 34.2. Cllr Breakspear's report from the Lowestoft in Bloom meeting on 21 April 2022 – In response to a query from Cllr Brooks, Cllr Breakspear advised that Lowestoft in Bloom is considering more rewilding. Cllr Breakspear reported East Suffolk Councillors are funding floral arrangements for Lowestoft seafront. The Friends of Kensington Gardens are arranging a joint event to celebrate the twenty fifth anniversary of Lowestoft in Bloom. Cllr Breakspear gave details of this year's Lowestoft in Bloom competition, and advised that Kensington Gardens is being entered into the Anglia in Bloom competition. Cllr Breakspear will liaise with the Lowestoft in Bloom Committee regarding future maintenance of a dinghy the Gunton Residents' Association would like to use as a planter at the Gainsborough Drive pond. Cllr Breakspear will also raise concerns Cllr Brooks has regarding communication with competition entrants.

35. Date of next meeting

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

28 June 2022 18:30 (Full Council)

36. Items for the next agenda and close

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

Cllr Frost left the meeting 19:49

The member of the public left the meeting 19:49

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

37. Resolution to close the meeting to the public:

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

28.7. The grounds maintenance contract (some aspects may be confidential) – The Clerk provided an update and reminded Councillors and officers that discussions regarding this are confidential.

30.4. An update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential) – The Clerk has been liaising with the Theatre and the Town Council's insurers over questions raised by the Town Council's lawyers. Cllr Pearce requested a Zoom meeting between representatives from the Town Council, the Marina Theatre and the lawyers for any queries to be raised directly.

The meeting was closed at 20:11.

Signed:

28 June 2022