

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 19 December 2023

### MINUTES

**Present:** Cllrs Sonia Barker (Mayor), Nasima Begum, Robert Breakspear, Wendy Brooks, Christian Newsome, Paul Page, Graham Parker, Keith Patience, Andy Pearce, Bernadette Rappensberger, Nick Webb and Elise Youngman

**In attendance:** Sarah Foote (Deputy Town Clerk) and Lauren Elliott (Project and Committee Clerk)

**Also in attendance:** Cllr Deborah Ray and the Town Hall Project Manager were in attendance via Zoom Webinar

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

#### 160. Welcome

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

#### 161. Apologies for absence

Apologies were received from Cllrs Neil Coleby, Janet Craig, Jen Jones, John Pitts, Deborah Ray, Jack Smith and David Youngman, with reasons provided. Cllr Brooks proposed to approve all apologies other than Cllr D. Youngman's; seconded by Cllr Webb; four Councillors voted in favour; seven Councillors voted against; one Councillor abstained from the vote. Cllr Pearce proposed to approve all apologies received; seconded by Cllr Begum; nine Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote. Cllr Barker announced that Cllr Alan Green had resigned from the Town Council with immediate effect and read a statement in gratitude of Cllr Green's service to the Town Council.

#### 162. Declarations and dispensations

162.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllrs Parker and Patience declared they are members of East Suffolk Council. Cllr Barker declared she is the Town Council's representative to the First Light Festival Steering Group and has volunteered at the Festival. Cllr Barker advised she would remain in the meeting during the public forum but would leave the room for the consideration of item 167.2b. With regard to item 165.7, Cllr Barker declared she had been lobbied by a member of the Marina Theatre Trust prior to meeting held earlier today. Cllr Barker reminded any Councillors who attended the Pantomime that any tickets or hospitality received in excess of £50 should be added to the Register of Interests.

162.2. Written requests for dispensations for interests and note dispensations granted – There were none.

#### 163. The draft minutes and confidential note of the Full Council meeting on 28 November 2023, and the draft minutes of the Extraordinary Full Council meeting on 5 December 2023

Regarding the minutes of item 144.3b on 28 November, Cllr Pearce clarified his proposal was subject to the other Parish Councils agreeing to meet with the Town Council, and requested amendment of the minutes to reflect this. Cllr Pearce noted that the confidential note of the meeting on 28 November 2023 was not available on the members' area. Cllr Brooks requested an amendment to part of the wording of item 156 from the minutes of the Extraordinary meeting. Officers advised this was a direct quote from the Project Manager and would be reflected as such in the minutes. Cllr Pearce proposed approval of the minutes of 28 November and 5 December, subject to the amendments as agreed; seconded by Cllr Webb; all in favour.

#### 164. Public forum

Two members of the First Light Festival team were in attendance regarding item 167.2b, and

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accompanying information had been circulated in advance. The First Light Festival representatives thanked the Town Council for its support of the Festival and listed the events which take place in Kensington Gardens, explaining why the location was beneficial for those particular aspects of the Festival. Any damage reported to the Festival team has always been made good. Cllr Pearce considered the greens to be for the purpose of playing bowls first and foremost, and had requested officers make the Festival team aware in advance of the consideration of this item, for contingency planning, which the Deputy Clerk confirmed officers had done. In response to a query, the representatives confirmed that Royal Plain is not part of festival footprint. Cllr Brooks noted the cost and time invested in maintenance of the greens. Cllr Newsome noted the event was during the height of the bowls season, and the installation of marquees on the greens caused imprints on the greens. The Deputy Clerk advised there was no perceived damage upon inspection after the event, and no issues had been reported directly to the office, however Cllr Newsome had given insight to the effect on bowlers. Cllr Patience considered that only bowls should be permitted on the greens. Following anti-social behaviour at Sparrows Nest, the Town Council took measures to prevent access to the bowling greens for purposes other than bowls, and it was considered that the approach to Kensington Gardens should be consistent with this. Cllr Brooks suggested that the representatives consider alternative locations to erect the marquees, which will be considered at the relevant agenda item. The representatives advised that it had been necessary to postpone a Safety Advisory Group meeting, and were informed by the Deputy Clerk that officers had been in contact with them in good time to advise of the consideration of this item.

*The members of the public left the meeting 19:08*

*Cllr Breakspear temporarily left the meeting 19:08*

The Deputy Clerk advised that public comments had been circulated regarding item 165.6. It was agreed for the comments to be included in the consideration of that agenda item.

Cllr Begum proposed to bring forward the consideration of item 167.2b; seconded by Cllr Barker; all in favour.

167.2b. For Lowestoft Town Council's bowls greens to be used for the purpose of bowls only, and no other events –

*Cllr Barker temporarily left the meeting 19:09 for the consideration of this item*

Cllr Begum Chaired the meeting for this item.

*Cllr Breakspear returned 19:09*

Cllr Brooks proposed to support the recommendation of the Assets, Inclusion and Development (AID) Committee, for the Town Council's bowls greens to be used for the purposes of bowls only; seconded by Cllr Patience; nine Councillors voted in favour; two Councillors abstained from the vote. Cllr Pearce requested confirmation of when the First Light Festival team were first advised that the Town Council was considering this item. The Deputy Clerk confirmed this had happened as requested and would confirm the date.

*Cllr Barker returned 19:11*

### **165. Finance and Governance**

165.1. The draft minutes of the Finance and Governance Committee meeting on 12 December 2023 – The draft minutes were received and noted.

165.2. Recommendations from the Finance and Governance Committee: - Cllr Pearce proposed to adopt the policies as listed. Cllr Brooks noted it had been recommended to standardise the response times in the Complaints, Disciplinary and Grievance Procedures, and replace the photograph in the Cycling Pledge with one of the Great Eastern Linear Park. Cllr Brooks seconded Cllr Pearce's proposal and all Councillors voted in favour.

165.2a. Adoption the following policies:

165.2ai. Community Engagement

165.2aii. Complaints Procedure

165.2aiii. Conferring the Title of Honorary Freemen and Freewomen

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- 165.2aiv. Conferring the Title of Honorary Freemen and Freewomen – Post Award
- 165.2av. Co-option
- 165.2avi. Cycling Pledge
- 165.2avii. Data Protection
- 165.aviii. Data Retention
- 165.2aix. Defibrillator
- 165.2ax. Disciplinary and Grievance Procedures
- 165.3. Receipt and consideration of the following:
  - 165.3a. 2023 – 2024 budget and reserves – It was noted that the current positions had been circulated.
  - 165.3b. Any bank reconciliations – It was noted that the bank reconciliations had been completed up to October.
  - 165.3c. Payments and income for the month ending 30 November 2023 and December 2023 to date (see schedules) – Cllr Pearce proposed to accept the income and expenditure reports as follows; seconded by Cllr Begum; all in favour.

*Table 1 November and December Payments*

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
1 November 2023	East Suffolk Council	Links Road car park NNDR	£196
1 November 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104
1 November 2023	East Suffolk Council	Hamilton House NNDR	£996
1 November 2023	Peter Colby Commercials Ltd	Unit 2 rent November	£2,050
2 November 2023	Essex and Suffolk Water	Normanston water Apr – Oct	£354.49
2 November 2023	Northumbrian Water Group Ltd	Legionella checks Sept – Oct	£1,539.58
2 November 2023	Munnings Supplies Ltd	Towels and gloves	£32.40
2 November 2023	Kompan Ltd	Normanston Park play area	£53,061.63
2 November 2023	Kompan Ltd	Play area repair parts	£333.91
2 November 2023	Kompan Ltd	Play inspections July	£2,062.54
2 November 2023	The Play Inspection Company Ltd	Cotman and Normanston inspections	£900
2 November 2023	Trade Gear Ltd	Line marking machine	£1,402.49
2 November 2023	AJ Builders	Thirlmere Walk matting	£2,550
2 November 2023	Marina Theatre Trust	Marina Theatre grant	£1,900
2 November 2023	Robert Mayes Charity	Bloodmoor Hill CC food grant	£1,500
2 November 2023	Wellers Law Group Ltd	Committee legal advice	£312

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2 November 2023	Garden Discount Centre Ltd	Jacobsen repair	£132.94
2 November 2023	Munnings Supplies Ltd	Hand soap	£130.50
2 November 2023	Fatstickman Ltd	Winter PPE	£531.36
2 November 2023	North & Hawkins Ltd	Giardino condition survey	£720
2 November 2023	Wave Ltd	Water charges	£2,057.29
2 November 2023	AJ Builders	Marina cleaning	£2,563.20
2 November 2023	Garden Discount Centre Ltd	3x helmets	£103.68
2 November 2023	Suffolk Wildlife Trust	Kittiwake grant	£1,665
2 November 2023	AJ Builders	Triangle Market paving	£26,184
2 November 2023	AJ Builders	Mt water cylinder	£446.40
3 November 2023	Suffolk Pension Fund	Pensions October 2023	£11,859.02
6 November 2023	Fuel Card Services Ltd	Van fuel	£165.60 + £33.12 VAT = £198.72
6 November 2023	Sarah Foote	Parking and van repair reimbursement	£21.23 + £4.26 VAT = £25.49
6 November 2023	Taylor Williams	Parking reimbursement	£33.30 + £6.70 VAT = £40
6 November 2023	Lauren Elliott	Travel and parking reimbursement	£17.05 + £2.68 VAT = £19.73
6 November 2023	C&C Consulting Services Ltd	Health and safety support	£934.92
9 November 2023	Fleet 96 Rentals Ltd	Van hire October	£1,080
9 November 2023	Community Action Suffolk	NHD Plan room hire	£120
9 November 2023	Omnex Profilm Ltd	Marina Theatre sound processor	£3,672
9 November 2023	V.C. Cooke	Bin emptying October	£102
9 November 2023	V.C. Cooke	Bin emptying October	£354
9 November 2023	East Coast Waste	Waste disposal	£340.80
9 November 2023	Munnings Supplies Ltd	Gloves	£40.56
9 November 2023	The Society of Local Council Clerks	Committee Clerk CiLCA	£450

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9 November 2023	Cloudy Group Ltd	IT service charge	£880.07
9 November 2023	DCM Surfaces	Cotman Close surfacing	£14,214.60
9 November 2023	Trees Direct	2x Silver Birch	£131.51 + £26.30 VAT = £157.81
9 November 2023	Thomson Environmental Consultants	Tree surveys	£4,095.88
9 November 2023	AJ Builders	St Margarets debris removal	£5,641.20
9 November 2023	Ben Burgess GroundsCare Equipment	John Deere lawn tractor	£22,194
9 November 2023	Gunton Primary Academy PSFA	Memorial play grant	£2,000
9 November 2023	Northumbrian Water Group Ltd	Legionella monitoring Sept 23	£769.79
9 November 2023	Claranet Ltd	Website hosting 23 – 24	£86.63
9 November 2023	J Parker's Dutch Bulbs Ltd	Bulbs	£2,141.10
9 November 2023	Wave Ltd	KG Water 1/6/22 – 16/9/23	£7,794.65
9 November 2023	HAGS-SMP Ltd	Cotman Close play area	£44,372.16
9 November 2023	Zurich Municipal	Normanston play insurance	£95.51
9 November 2023	Heathcliff Duncan	Plaque repair reimbursement	£11.65 + £2.33 VAT = £13.98
9 November 2023	East Point Business Services	HH rent and capital Q3	£8,659.38
9 November 2023	East Point Business Services	HH service charge Q3	£8,697.30
9 November 2023	Boggis Electrical Ltd	Marina Theatre emergency light	£469.37
9 November 2023	Nicholsons Solicitors LLP	Waveney Norse legal advice	£53.04
9 November 2023	Nicholsons Solicitors LLP	General legal advice	£1,219.92
9 November 2023	Nicholsons Solicitors LLP	Unit 2 legal advice	£1,577.84
9 November 2023	Nicholsons Solicitors LLP	Arnolds Bequest legal advice	£1,458

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9 November 2023	Nicholsons Solicitors LLP	Marina Theatre legal advice	£5,544
9 November 2023	Nicholsons Solicitors LLP	TH legal advice	£116.64
9 November 2023	Nicholsons Solicitors LLP	TH and allotment legal advice	£114.12
9 November 2023	Nicholsons Solicitors LLP	Property legal advice	£649.20
9 November 2023	Nicholsons Solicitors LLP	Property legal advice	£1,651.92
9 November 2023	Nicholsons Solicitors LLP	Allotments legal advice	£408.24
9 November 2023	Nicholsons Solicitors LLP	Denes Oval tennis legal advice	£1,224.72
9 November 2023	AJ Builders	Marina Theatre roof works	£303.60
13 November 2023	Fuel Card Services Ltd	Van fuel	£162.45 + £32.49 VAT = £194.94
16 November 2023	Credit Card Account	Credit card payments	£1,848.60
20 November 2023	Npower Ltd	Triangle Market electric October	£499.30
20 November 2023	Need2Store Ltd	Civic artefact storage	£240
20 November 2023	Fatstickman Ltd	Winter PPE	£362.18
20 November 2023	Garden Discount Centre Ltd	Edge trimmer	£139.86
20 November 2023	Tambai Promotions	BHM performance	£250
20 November 2023	Gearhire Sound and Light	Sound system Remembrance Day	£1,110
20 November 2023	Shine East Norfolk	Halloween Market entertainment	£25
20 November 2023	East Suffolk Council	Contested election May 23	£3,230.74
20 November 2023	East Suffolk One (Radio Network)	Triangle Market entertainment	£125
20 November 2023	MJ Training	First aid training	£248.40
20 November 2023	East Coast Sinfonietta	Remembrance performance	£250
20 November 2023	J Parkers Dutch Bulbs Ltd	Bulbs	£391.20

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20 November 2023	P.J. Spillings (Builders) Ltd	T Hall degradation and asbestos	£76,496.40
20 November 2023	Ernest Doe & Sons Ltd	Hedge trimmer	£327.60
21 November 2023	Npower Ltd	Ken Gardens electric October	£88.18
21 November 2023	Npower Ltd	Ken Gardens electric October	£94.55
21 November 2023	Npower Ltd	Low Cem PC electric October	£107.79
21 November 2023	Npower Ltd	Normanston electric October	£407.62
21 November 2023	Npower Ltd	Denes Oval electric October	£731.98
21 November 2023	Npower Ltd	SN electric October	£474.19
21 November 2023	Npower Ltd	TH electric October	£879.71
22 November 2023	Anglian Water	Normanston water 1/4-2/10	£388.87
22 November 2023	Kingfisher Direct Ltd	P/ledger electronic payment	-£250.79

Table 2 November and December Receipts

Date	Received From	Description	Amount
2 November 2023	Tenant	Rental income from tenant	-£100
3 November 2023	Tenant	Rental income from tenant	£300
3 November 2023	Tenant	Rental income from tenant	£444.91
24 November 2023	Tenant	Rental income from tenant	-£200

165.3d. Payments for approval – There were none.

165.4. The interim internal audit report – The interim internal audit report had been received and was noted.

165.5. The Britten as a Boy sculpture project:

165.5a. Making a financial donation to support the project – The Project and Committee Clerk confirmed that the sculpture’s Project Committee would welcome a donation from the Town Council, or purchase of a maquette. Cllr Begum noted the project had now raised £80,000 of its £110,000 target.

*Cllr Parker temporarily left the meeting 19:19*

Cllr Begum advised that the Town Council could become a named donor should it donate £1,000 or more. Cllr Begum proposed donating £1,000 to the Britten as a Boy sculpture project, and to become a named donor.

*The Deputy Clerk temporarily left the meeting 19:20 and returned 19:20*

It was considered that the purchase of a maquette would be expensive and may

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be difficult to store until completion of the Town Hall renovation. It was agreed this should only be considered as an alternative to a donation, not in addition to it.

*Cllr Parker returned 19:21*

Cllr Brooks suggested to increase the donation to £2,000 or £2,500. Cllr Begum proposed to donate £1,000 now and consider a further donation in April, if the fundraising target has not been reached; seconded by Cllr Brooks; all in favour.

- 165.5b. Purchase of a maquette for £8,400 – This was included in the consideration of the previous item.
- 165.6. Making donations to assist those affected by conflicts in Ukraine and Gaza – Public comments had been received in relation to this item. The Finance and Governance Committee had considered this item but had made no recommendation. Legally, the Town Council could make a donation, should it wish, under the General Power of Competence. It was clarified that the item was not politically motivated, and had been requested specifically with regard to children affected by the conflicts. Cllr Begum considered calling for an immediate and permanent ceasefire a more impactful gesture, and made this a formal proposal. Cllr Pearce suggested contacting the relevant co-ordinating body to enquire about the donation of funds to support Ukrainian refugees living locally. The Deputy Clerk advised that the Town Council could call for a ceasefire under the General Power of Competence, but it would be unusual to do so. Cllr Pearce suggested addressing any call for a ceasefire to the UK Government, making it clear that the purpose is humanitarian and not political. Cllr Begum was happy to amend her proposal to this effect. Cllr Page seconded Cllr Brooks' proposal to make a financial donation. Cllr Webb suggested a donation of £1,500, made to the Red Cross. Cllr Brooks was happy to amend her proposal to that effect. The vote was taken and nine Councillors voted in favour; one Councillor voted against; two Councillors abstained from the vote. Cllr Webb seconded Cllr Begum's proposal; eight Councillors voted in favour; four Councillors abstained from the vote.
- 165.7. Feedback from a meeting with the Marina Theatre Trust on 19 December 2023 and any actions for the Town Council to progress (confidential) – A follow-up meeting had been agreed, to determine the viability of the way forward. It was likely that an Extraordinary Full Council meeting would be required in mid-January to consider the budget, in which case an item could be added to consider the outcome of the follow-up meeting.

### 166. Town Hall Project

- 166.1. The draft minutes of the Town Hall Project Committee meeting on 7 December 2023 – The draft minutes were received and noted.
- 166.2. Acceptance and signing arrangements for the East Suffolk Council grant agreement for the Town Hall Project – The Deputy Clerk clarified this relates to the Towns Fund Agreement and the East Suffolk Council direct grant agreement. Cllr Pearce noted the Mayor and Chair of the Finance and Governance Committee generally have the responsibility for signing legal documents on behalf of the Town Council where required. Cllr Brooks proposed to approve the signing of the Towns Fund Agreement and the East Suffolk Council direct grant agreement by the Mayor and Chair of the Finance and Governance Committee; seconded by Cllr Begum; ten Councillors voted in favour; two Councillors abstained from the vote.

*Cllr Patience temporarily left the meeting 19:51*

- 166.3. The delivery stage of the redevelopment of the Town Hall:
- 166.3a. A progress report from the Project Manager – The Project Manager reported that the application for a Public Works Loan had been submitted to the Department for Levelling Up, Housing and Communities, having been signed off by the Suffolk Association of Local Councils.

*Cllr Patience returned 19:53*

A response should be received in approximately eight weeks. The evaluation



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panel for the Contract Administrator role had met the previous day, and HAT Projects were appointed to the role. Cllr Barker offered her thanks to everyone involved with the evaluation panels for the Quantity Surveyor and Contract Administrator roles. Full Council had given its approval for the procurement of the Evaluation Consultant and Construction Design Manager, which would likely be advertised from 4 January. Cllr Barker offered her thanks to the Project Manager and her team for their work.

*The Project Manager left the meeting 19:57*

A comfort break was taken 19:57 and the meeting resumed 20:06.

### 167. Assets, Inclusion and Development

167.1. The draft minutes of the Assets, Inclusion and Development Committee meeting on 4 December 2023 – The draft minutes were received and noted.

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

167.2a. For Clarkes Lane and Thirlmere Walk to be the two play areas refurbished in 2024 – 2025 –

*Cllr Brooks returned 20:07*

Cllr Pearce proposed approval of this recommendation and for procurement to be progressed in quarter one of 2024 to enable bids to be evaluated as early as possible.

*Cllr E. Youngman returned 20:07*

Cllr Barker seconded the proposal; ten Councillors voted in favour; two Councillor abstained from the vote.

167.2b. For Lowestoft Town Council's bowls greens to be used for the purpose of bowls only, and no other events – This item had been considered earlier in the meeting.

### 168. Planning

168.1. A request from Cllr Elise Youngman to join the Planning Committee – Cllr Brooks proposed to approve this request, and advised that it had been agreed that members of the Planning Committee would need to receive planning training, and the Deputy Clerk confirmed this should be within three months of members joining the Committee. Cllr Pearce seconded the proposal and suggested staff determine the source of the training. When training was offered previously, all Councillors were given the opportunity to attend, and an invitation extended to neighbouring Parish Councils. The vote was taken and all Councillors voted in favour.

168.2. The draft minutes of the Planning Committee meeting on 14 December 2023 – It was noted that the meeting had been cancelled due to being inquorate.

### 169. Climate and Ecological Emergency

169.1. The draft minutes of the Climate and Ecological Emergency Committee meeting on 18 December 2023 – The draft minutes would be received by the Committee at its next meeting.

169.2. Any recommendations from the Climate and Ecological Emergency Committee regarding the following:

169.2a. Appointment of a Town Council representative to the Plastic Free Communities Steering Group – Cllr Page proposed to appoint Cllr Ray; seconded by Cllr Brooks; all in favour.

169.2b. Submitting a response to East Suffolk Council's Refuse & Dog Waste Bin Policy Consultation – The Committee had agreed to defer this item to its next meeting.

169.2c. Feedback from a review of the bulky waste collection service, including to consider the budget – The Deputy Clerk had provided a meeting paper. Cllr Brooks advised that the Climate and Ecological Emergency Committee had agreed that the 'overspend' of just over £3,000 could be taken from the climate and ecological budget. Cllr Pearce reported on a meeting he attended with Cllrs

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Brooks, the Deputy Clerk and the contractors. The Climate and Ecological Emergency Committee had discussed seeking data at an appropriate time from East Suffolk Council on fly-tipping, to help measure the success of the trial.

- 169.2d. Appointment of a Town Council representative to the Suffolk Enhanced Passenger Interest Group – Cllr Page proposed to approve the Committee’s recommendation to appoint non-Councillor member John Sillett as the representative, subject to his acceptance; seconded by Cllr Pearce; all in favour.

### 170. Personnel

170.1. The draft minutes of the Personnel Committee meeting on 7 December 2023 – The draft minutes were received and noted.

170.2. Recommendations from the Personnel Committee:

170.2a. Approving the recruitment of a workshop-based operative from April 2024, and consideration of the budget, job specification and a delegation to progress – The Finance and Information Officer had provided some indicative information as to the impact on the precept. Cllr Pearce suggested considering items 170.2a, 170.2b and 170.4 in principle, and for two versions of the budget and precept to be prepared by the Budget and Loan Sub-Committee, to demonstrate the outcomes should the Town Council decide whether or not to recruit, to be considered by Full Council again at the Extraordinary Meeting. At 20:30, Cllr Pearce proposed to suspend Standing Order 3y for a maximum of thirty minutes, to enable the meeting to continue; seconded by Cllr Barker; all in favour. Cllr Pearce proposed to consider this item in principle, with no proposal at this stage on whether or not to approve the recruitment; seconded by Cllr Brooks; eleven Councillors voted in favour; one Councillor abstained from the vote. Cllr Pearce proposed an in-principle approval of the workshop-based operative role, subject to cost, from April 2024, and asked officers to provide a budget for the role, for the Budget and Loan Sub-Committee to factor into the draft budget; seconded by Cllr Brooks; all in favour.

170.2b. Approving the recruitment of an Asset Management Officer from April 2024, and consideration of the budget, job specification and a delegation to progress – Cllr Pearce proposed to consider recruitment from October 2024 in principle, subject to the Council being able to demonstrate affordability within the budget and precept recommendations; seconded by Cllr Patience; all in favour. A job specification for the role exists and can be refined as required.

170.2c. A recommendation relating to staff terms and conditions (confidential) – To be considered during the confidential session.

170.3. Legal advice on application of the Local Government Pay Award (confidential) – To be considered during the confidential session.

170.4. The recruitment of gardeners – There had been no recommendation from the Personnel Committee, but the Committee had discussed whether gardeners should be appointed, or additional grounds maintenance operatives who can do gardening. Cllr Patience had referenced the Green Book at the Personnel Committee meeting, which the Deputy Clerk had since reviewed but could find no specific reference to gardeners. Cllr Pearce proposed arranging a Zoom meeting in early January with relevant staff (including the Parks and Community Officer specifically) to discuss pros and cons, whether gardeners are required specifically, or grounds maintenance operatives who can undertake gardening, and whether the role should be seasonal; seconded by Cllr Patience; all in favour.

### 171. Legal matters (some aspects may be confidential):

171.1. Licences for the Lowestoft Town Tennis and Cricket Clubs (confidential) – To be considered during the confidential session.

171.2. The Lowestoft War Memorial Museum lease (confidential) - To be considered during the

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confidential session.

- 171.3. The Heads of Terms and lease for Unit 2 (some aspects may be confidential) - To be considered during the confidential session.
- 171.4. The legal position and risks of a tenancy at will situation (some aspects may be confidential) - To be considered during the confidential session.
- 171.5. London Road South land transfer (partial) to East Suffolk Council (confidential) - To be considered during the confidential session.
- 171.6. Northern coastal and sea wall transfers from East Suffolk Council (confidential) - To be considered during the confidential session.
- 171.7. Kirkley Community Sports and Social Club land from East Suffolk Council (confidential) - To be considered during the confidential session.

### 172. Outside bodies

- 172.1. Appointing a substitute representative to the East Suffolk Community Safety Partnership – It was agreed to defer items 172.1 – 172.4 to January’s meeting. Cllr Patience requested the addition of an item on January’s agenda to consider reporting back to Council from outside bodies, as reports were not being provided.
- 172.2. Appointing a representative to the First Light Festival Steering Group
- 172.3. Appointing a representative to the Lowestoft and District Allotment Association
- 172.4. Appointing a substitute representative to the Lowestoft and Plaisir Twinning Association
- 172.5. Responding to Suffolk County Council’s consultation on shaping the future of library services 2023 – Cllr Pearce proposed to delegate authority to officers to respond. The Deputy Clerk advised she would only be prepared to exercise this delegation if Councillors feed in comments. Cllr Breakspear seconded the proposal and all Councillors voted in favour.
- 172.6. An update on the former Lowestoft Hospital site – It was agreed to defer this item to the next meeting.

### 173. Date of next meeting

23 January 2024 at 18:30 – An Extraordinary Meeting would likely be arranged prior to this.

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

Cllr Patience requested an item to consider issues with the lack of reporting from outside bodies. In some cases, minutes of the meeting are provided, however it is the responsibility of the Town Council’s appointed representative to complete the reporting form for Full Council to receive. Cllr Begum proposed to move the meeting into confidential session; seconded by Cllr Pearce; all in favour.

*Cllr Patience left the meeting 20:50*

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

175.1. Any matters, including those above as required:

170.2c. A recommendation relating to staff terms and conditions (confidential) –

*Cllr Parker left the meeting 20:51*

Details had been provided in a meeting paper from the Deputy Clerk. Cllr Pearce proposed to endorse the recommendation from the Personnel Committee; seconded by Cllr E. Youngman; nine Councillors voted in favour; one Councillor abstained from the vote. Cllr Pearce made a further proposal, which was subject to there being no legal impediment; seconded by Cllr Barker; all in favour.

170.3. Legal advice on application of the Local Government Pay Award (confidential) – A query raised as to the application of the Pay Award was subject to legal clarification.

171.1. Licences for the Lowestoft Town Tennis and Cricket Clubs (confidential) – The last update the Deputy Clerk could find was in the form of an email sent by the Clerk to all Councillors in September, to which it was understood only one response had

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 19 December 2023

been received. Matters relating to the use of the tennis courts, and the operation of all tennis courts going forward, are to be considered by a Working Group in the new year, which any Councillor could join.

171.2. The Lowestoft War Memorial Museum lease (confidential) – At 21:01, Cllr Barker proposed to suspend Standing Order 3y for ten minutes, to enable the meeting to continue; seconded by Cllr Begum; all in favour. Cllr Pearce proposed to progress a Zoom meeting with the lawyer, as requested by the Finance and Governance Committee in November. Cllr Brooks seconded the proposal and all Councillors voted in favour.

171.3. The Heads of Terms and lease for Unit 2 (some aspects may be confidential) Unit 2 – It was noted that this had progressed but there were matters which officers were working through, as requested by the lawyer. Cllr Pearce proposed to defer the outstanding legal matters to the Extraordinary Meeting; seconded by Cllr Brooks; all in favour.

The meeting was closed 21:08.

Signed: .....

17 January 2024