

**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:30 on 25 July 2023**

**MINUTES**

**Present:** Cllrs Sonia Barker (Mayor), Robert Breakspear, Wendy Brooks, Neil Coleby, Janet Craig, Alan Green, Jen Jones, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Bernadette Rappensberger, Deborah Ray, Jack Smith, Nick Webb, David Youngman 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)

**57. Welcome**

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

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

Apologies were received from Cllr Nasima Begum, with a reason provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Jones; all in favour.

**59. Declarations and dispensations**

59.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Brooks declared she is an appointed representative to attend the Marina Theatre quarterly liaison meetings and the Town Hall Project Board, is a member of Suffolk Wildlife Trust and the Bulky Waste Group, and has been involved in liaison with the Cricket and Tennis Clubs. Cllr Pearce declared an interest in item 62.2a which he would treat as a registerable interest and would leave the room for the consideration of that item. Cllr Pearce declared he is an appointed representative to attend the Marina Theatre quarterly liaison meetings, the Town Hall Project Board and the Lowestoft Kittiwake Partnership, and the Chair of the Gunton Residents' Association. Cllrs Craig, Green and Patience declared they are East Suffolk Councillors. Cllr Parker declared he is Deputy Chair of the Gunton Residents' Association, an East Suffolk Councillor and a member of the Bulky Waste Group. Cllr Barker declared she is an appointed representative to attend the Marina Theatre quarterly liaison meetings and the Town Hall Project Board, and a member of Suffolk Wildlife Trust. Cllr E Youngman declared she is an appointed representative to the Town Hall Project Board.

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

**60. The draft minutes and confidential note of the Full Council meeting on 27 June 2023**

Under the appointments to external bodies item, Cllr Pearce noted that the Charity Board referred to a representative and a substitute. It had since been clarified the positions were joint representative roles. Cllr Brooks proposed approval of the minutes; seconded by Cllr Barker; all in favour.

**61. Public forum**

No advance comments had been received. Cllr Begum was on the Zoom webinar but did not wish to speak. The member of the public spoke in support of item 65.2a and requested an item on the old Lowestoft Hospital site. Cllr Pearce suggested adding an item to the next agenda to assess the current situation and consider whether the Town Council should take a position.

**62. Finance and Governance**

62.1. The draft minutes of the Finance and Governance Committee meeting on 11 July 2023 – The draft minutes were received and noted.

62.2. Recommendations from the Finance and Governance Committee:

62.2a. Approving a grant application from South Pier Lowestoft Ltd for £10,500 over a

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 25 July 2023

three year period (£3,500 per year) – Cllr Pearce clarified the application is a sponsorship request over three years and the company operates under a non-profit basis.

*Cllr Pearce temporarily left the meeting 18:47*

Cllr Brooks proposed approval of the application; seconded by Cllr Smith; all in favour.

*The Clerk temporarily left the meeting 18:48*

*The Clerk and Cllr Pearce returned 18:49*

62.2b. Approving the installation and funding of Wi-Fi at the Denes Oval, within a maximum budget of £600 per year – Cllr Brooks proposed approval; seconded by Cllr Pearce. The Clerk explained that initial exploratory work with different providers had revealed it could be significantly more expensive, potentially up to £6,000, particularly due to the infrastructure and cost to extend it to other areas, including the spectators' area, which would make the Wi-Fi more widely accessible to the public.

*Cllr Page arrived 18:51*

Cllr Pearce asked Cllr Brooks to amend her proposal, to approve in principle at a cost of £600, but to ask officers to provide quotations to the Finance and Governance Committee for consideration, or back to Full Council if they are not received in time for that meeting. In response to a query from Cllr Breakspear, the Clerk was not aware of any plans by East Suffolk Council to extend its provision of free public Wi-Fi to this area. Cllr Brooks agreed to amend her proposal; seconded by Cllr Pearce; seventeen Councillors voted in favour; one Councillor abstained from the vote.

62.2c. A preliminary budget for the 2024 Rock and Roll event (note there has been a recommendation from the Assets, Inclusion and Development Committee to make this a major event with a maximum budget of £10,000) – Cllr Green proposed to approve the event, with the preliminary maximum budget as recommended by the Assets, Inclusion and Development (AID) Committee. Cllr Brooks noted that another popular rock and roll event was already held as an annual event in the town, and suggested reducing the budget and tying it in with another Town Council event. Cllr Pearce seconded Cllr Green's proposal and noted that the Town Council has previously allocated this budget to other major events. Officers had not advised of any issues with holding two major events in August. Cllr Pearce advised that the music acts would require notice, and whilst the majority of the funding would come from the 2024 – 2025 budget, a preliminary budget would be required in case a deposit is required to secure bookings. Cllr E Youngman declared an interest in this item as she had raised the idea initially. Cllr Jones did not see an issue with there being two rock and roll events in the town. Cllr Pearce suggested authorising expenditure this year of up to £3,000 from the £10,000 budget to secure bookings for musical acts. Cllr Green advised he would be happy to amend his proposal on that basis. With differing opinions being expressed, Cllr Barker reminded Councillors to be diplomatic and respectful towards one another. Cllr Pitts advised he had attended many of the rock and roll events in Lowestoft and had found them to be very successful but also very specialist. The vote was taken on Cllr Green's proposal; fifteen Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote.

*Cllr E Youngman temporarily left the meeting 19:07*

62.3. An update on commissioning the approved preventative repair works for the Sparrows Nest café/museum building – The Clerk advised that a refreshed quotation for the windows had been received and a refreshed condition survey for the whole building was being progressed. Cllr Pearce proposed approval of the refreshed quotation, subject to it being within the scope of works and budget previously approved.

*Cllr E Youngman returned 19:09*

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 25 July 2023

Cllr Coleby seconded the proposal; seventeen Councillors voted in favour; one Councillor abstained from the vote.

62.4. A request from Cllr Parker and any other requests to join the Standing Orders and Policies Sub-Committee – Cllr Parker withdrew his request due to a change in his personal circumstances. Cllr Brooks spoke of the importance of the work of this Sub-Committee. Cllr Pearce advised the Finance and Governance Committee could continue to review the policies whilst the Sub-Committee is unable to meet, via Extraordinary Meetings if necessary, and Councillors should not feel pressured to join the Sub-Committee. The Clerk suggested that the Council could consider delegating authority to the Deputy Clerk to review a couple of policies at a time and suggest any amendments, then consult with all Councillors via email and provide any feedback to the Finance and Governance Committee. Cllr Brooks disagreed and urged Councillors to consider joining the Sub-Committee. Cllr Coleby considered that the policies would not require a major overhaul regularly and should only be subject to any significant changes if there is a relevant legislative change. Cllr Pearce proposed approval of the Clerk’s suggestion on a trial basis; seconded by Cllr Smith; seventeen Councillors voted in favour; one Councillor voted against. Cllr Barker warned Cllr Brooks of her conduct in meetings following comments she had made during the consideration of this item.

62.5. Receipt and consideration of the following:

62.5a. 2023 – 2024 budget and reserves – Cllr Pearce proposed to accept the current budget position; seconded by Cllr Green; seventeen Councillors voted in favour; one Councillor abstained from the vote.

62.5b. Any bank reconciliations – The Clerk reported that the bank reconciliations up to and including May 2023 had been completed, and June’s had been passed to Cllr Brooks to review. Cllr Barker offered her thanks to Cllrs Brooks and Page for their work in reviewing the bank reconciliations.

62.5c. Payments and income for the month ending 30 June 2023 and July 2023 to date (see schedules) – Cllr Pearce proposed to accept the income and expenditure reports as follows; seconded by Cllr Barker; seventeen Councillors voted in favour; one Councillor abstained from the vote:

Table 1 June and July Payments

| Date         | Payment to                     | Description                    | Amount                                   |
|--------------|--------------------------------|--------------------------------|--|
| 01 June 2023 | East Suffolk Council           | Links Road Car Park NNDR       | £196.00                                  |
| 01 June 2023 | East Suffolk Council           | SN Bowls Pavilion NNDR         | £104.00                                  |
| 01 June 2023 | East Suffolk Council           | Hamilton House NNDR            | £996.00                                  |
| 01 June 2023 | NPower Ltd                     | Ken Gardens Electric May       | £82.79 + £4.14 VAT = £86.93              |
| 05 June 2023 | Fuel Card Services Ltd         | Van Fuel                       | £85.24 + £17.05 VAT = £102.29            |
| 06 June 2023 | Suffolk Pension Fund           | Pensions May 2023              | £11,386.05                               |
| 07 June 2023 | St John Ambulance              | King's Coronation First Aid    | £211.20 + £42.24 VAT = £253.44           |
| 07 June 2023 | Ernest Doe & Sons Ltd          | Stihl RMA 765V Mower           | £2,759.00 + £551.80 VAT = £3,310.80      |
| 07 June 2023 | Broadland Security Alarms      | Gunton Hall Fire Extinguishers | £223.00 + £44.60 VAT = £267.60           |
| 07 June 2023 | Rialtas Business Solutions Ltd | Year End Closedown             | £755.00 + £151.00 VAT = £906.00          |
| 07 June 2023 | Wicksteed Leisure Ltd          | Sparrows Nest Play Area        | £51,354.94 + £10,270.99 VAT = £61,625.93 |

# Lowestoft Town Council

## Full Council Meeting

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18:30 on 25 July 2023

|              |                           |                               |                                       |
|--------------|---------------------------|-------------------------------|---------------------------------------|
| 07 June 2023 | Screwfix                  | Wheelbarrow, Shovel, PPE      | £124.13 + £24.83 VAT = £148.96        |
| 07 June 2023 | Screwfix                  | 2x Brooms                     | £18.15 + £3.63 VAT = £21.78           |
| 07 June 2023 | Screwfix                  | Credit Note Extension Pole    | -£25.18                               |
| 07 June 2023 | Screwfix                  | Extension Pole and Rollers    | £42.63 + £8.53 VAT = £51.16           |
| 07 June 2023 | Screwfix                  | Ext Pole & Bulldozer Broom x2 | £58.30 + £11.66 VAT = £69.96          |
| 07 June 2023 | Screwfix                  | KG Boating Painting Supplies  | £18.38 + £3.67 VAT = £22.05           |
| 07 June 2023 | Screwfix                  | SN Container Shelving Unit    | £49.99 + £10.00 VAT = £59.99          |
| 07 June 2023 | Screwfix                  | PC Locks x8                   | £74.40 + £14.88 VAT = £89.28          |
| 07 June 2023 | Happy Drains Ltd          | Gunton Hall Drain Clean       | £125.00 + £25.00 VAT = £150.00        |
| 07 June 2023 | A12 Pest Management       | Normanston Pest Management    | £140.00                               |
| 07 June 2023 | B&B Skip Hire Ltd         | Skip Hire                     | £526.00 + £105.20 VAT = £631.20       |
| 07 June 2023 | Cloudy Group Ltd          | Cloudy IT Setup               | £2,267.80 + £1,133.90 VAT = £3,401.70 |
| 07 June 2023 | Zurich Municipal          | Play Equipment Insurance      | £145.16                               |
| 07 June 2023 | AJ Builders               | Mixed Repairs                 | £400.95 + £80.19 VAT = £481.14        |
| 07 June 2023 | Mulberry & Co             | Year End Internal Audit       | £300.85 + £60.17 VAT = £361.02        |
| 07 June 2023 | Michaels Civic Robes      | 2x Jabot                      | £190.40 + £38.08 VAT = £228.48        |
| 07 June 2023 | Ernest Doe & Sons Ltd     | Ariens Apex 48R               | £5,900.00 + £1,180.00 VAT = £7,080.00 |
| 09 June 2023 | Re-Utilise                | Pride Event Craft Supplies    | £50.00                                |
| 09 June 2023 | Lauren Elliott            | Parking Reimbursement         | £13.32 + £2.68 VAT = £16.00           |
| 09 June 2023 | Wicksteed Leisure Ltd     | Play Equipment R&M Parts      | £103.46 + £20.69 VAT = £124.15        |
| 09 June 2023 | 6 Alpha Associates Ltd    | UXI Threat & Risk Assessment  | £900.00 + £180.00 VAT = £1,080.00     |
| 09 June 2023 | Another Angle Studio      | TH Artwork Design             | £1,250.00                             |
| 09 June 2023 | Harriet Foster            | TH Heritage Project           | £2,562.50                             |
| 09 June 2023 | The Grit                  | TH The Grit Room Hire         | £150.00                               |
| 09 June 2023 | Under Open Sky Ltd        | TH Creates Project            | £1,155.00                             |
| 09 June 2023 | Waveney Norse Limited     | Whitton Cleaning Apr - May    | £240.00 + £48.00 VAT = £288.00        |
| 09 June 2023 | The Grit                  | TH The Grit Room Hire         | £150.00                               |
| 09 June 2023 | Direct365Online Ltd       | 30x Toilet Roll Dispenser     | £903.00 + £180.60 VAT = £1,083.60     |
| 09 June 2023 | Newsquest Media Group Ltd | Pride Event Public Notice Ads | £211.29 + £42.26 VAT = £253.55        |

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|--------------|---------------------------------|--------------------------------|---|
| 12 June 2023 | Fuel Card Services Ltd          | Van Fuel                       | £31.59 + £6.32 VAT = £37.91             |
| 13 June 2023 | C&C Consulting Services Ltd     | H&S Support                    | £49.50 + £9.90 VAT = £59.40             |
| 13 June 2023 | Waveney Norse Limited           | Grounds Maintenance Equipment  | £3,225.00 + £645.00 VAT = £3,870.00     |
| 16 June 2023 | Credit Card Account             | Credit Card Purchases          | £969.71                                 |
| 19 June 2023 | Chris Meek                      | Market TEN Reimbursement       | £92.05 + £3.83 VAT = £95.88             |
| 19 June 2023 | Sarah Foote                     | Postcrete Reimbursement        | £128.85 + £25.80 VAT = £154.65          |
| 19 June 2023 | Lauren Elliott                  | Travel Reimbursement           | £12.11 + £1.84 VAT = £13.95             |
| 19 June 2023 | Sonia Barker                    | Mayoral Travel                 | £10.80                                  |
| 19 June 2023 | C&C Consulting Services Ltd     | H&S Support Oct 22 - Sep 23    | -£934.92 + £1,869.84 VAT = £934.92      |
| 19 June 2023 | Need2Store Ltd                  | Civic Artefact Storage         | £200.00 + £40.00 VAT = £240.00          |
| 19 June 2023 | Jess Johnston                   | Town Hall Project Expenses     | £105.58                                 |
| 19 June 2023 | Jess Johnston                   | TH Heritage Engagement         | £1,778.76                               |
| 19 June 2023 | The Marina Theatre Trust        | Boiler Service and Moth Works  | £540.00 + £108.00 VAT = £648.00         |
| 19 June 2023 | MossKing Associates Ltd         | TH Development Phase April 23  | £4,737.15                               |
| 19 June 2023 | Suffolk Assn. of Local Council  | Councillor Training            | £60.00 + £12.00 VAT = £72.00            |
| 19 June 2023 | Britannia Archaeology Ltd       | TH WSI Production              | £955.00 + £191.00 VAT = £1,146.00       |
| 19 June 2023 | The Audience Agency             | TH Spectrum Report             | £550.00 + £110.00 VAT = £660.00         |
| 19 June 2023 | Henry's Beard Crew Catering Ltd | TH Catering Consultancy April  | £540.00 + £108.00 VAT = £648.00         |
| 19 June 2023 | Fenland Leisure Products Ltd    | Play Equipment Parts           | £187.17 + £37.43 VAT = £224.60          |
| 19 June 2023 | Paperworks (Books and Prints)   | TH Virtual Town Project        | £815.00                                 |
| 19 June 2023 | KMC Transport                   | TH Transport & Parking Survey  | £4,000.00 + £800.00 VAT = £4,800.00     |
| 19 June 2023 | Zurich Municipal                | Luton Van Insurance            | £538.76                                 |
| 19 June 2023 | PLB Projects Ltd                | TH Project Delivery Fees       | £24,524.50 + £4,904.90 VAT = £29,429.40 |
| 19 June 2023 | Liz Ballard                     | TH Development Project         | £1,320.00                               |
| 19 June 2023 | Liz Ballard                     | TH Development Project         | £92.78                                  |
| 19 June 2023 | Britannia Archaeology Ltd       | TH Archaeology Services        | £1,603.40 + £320.68 VAT = £1,924.08     |
| 19 June 2023 | HAT Projects Ltd                | TH Development RIBA Stage 3    | £17,908.25 + £3,581.65 VAT = £21,489.90 |
| 19 June 2023 | Waveney Norse Limited           | Bin Emptying Apr - Jun         | £390.00 + £78.00 VAT = £468.00          |
| 19 June 2023 | MossKing Associates Ltd         | TH Development Project Feb-Mar | £3,723.50                               |

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| 19 June 2023 | Lowestoft Men's Shed           | Town Sign Refurbishment       | £140.00                                 |
| 19 June 2023 | 6 Alpha Associates Ltd         | TH Unexploded Ordnance Survey | £950.00 + £190.00 VAT = £1,140.00       |
| 21 June 2023 | HMRC                           | HMRC May 2023                 | £11,314.42                              |
| 21 June 2023 | NPower Ltd                     | Denes Oval Electric May       | £542.92 + £108.58 VAT = £651.50         |
| 21 June 2023 | NPower Ltd                     | Normanston Park Electric May  | £323.23 + £16.16 VAT = £339.39          |
| 21 June 2023 | NPower Ltd                     | Ken Gardens Electric May      | £122.91 + £6.15 VAT = £129.06           |
| 21 June 2023 | NPower Ltd                     | Lo Cem PC Electric May        | £103.70 + £5.18 VAT = £108.88           |
| 21 June 2023 | NPower Ltd                     | Town Hall Electric May 23     | £639.83 + £127.97 VAT = £767.80         |
| 21 June 2023 | NPower Ltd                     | Pakefield St PC Electric May  | £93.04 + £4.65 VAT = £97.69             |
| 21 June 2023 | British Gas                    | Whitton Hall Gas Dec-Feb      | £137.52 + £58.46 VAT = £195.98          |
| 21 June 2023 | East Point Business Services   | HH Service Charge Q2          | £7,591.25 + £1,518.25 VAT = £9,109.50   |
| 23 June 2023 | SALARIES                       | Salaries June 2023            | £28,740.11                              |
| 23 June 2023 | TS Electrical (Buckingham) Ltd | Laptop PAT Testing            | £40.00 + £8.00 VAT = £48.00             |
| 23 June 2023 | Cloudy Group Ltd               | Business Fibre March          | £55.00 + £11.00 VAT = £66.00            |
| 23 June 2023 | Cloudy Group Ltd               | IT Service Charge June        | £930.39 + £186.08 VAT = £1,116.47       |
| 23 June 2023 | Cloudy Group Ltd               | IT Service Charge Apr         | £91.20 + £18.24 VAT = £109.44           |
| 23 June 2023 | Waveney Norse Limited          | Partnership Charge June 2023  | £16,574.00 + £3,314.80 VAT = £19,888.80 |
| 23 June 2023 | Northumbrian Water Group Ltd   | Legionella Monitoring May 23  | £641.49 + £128.30 VAT = £769.79         |
| 23 June 2023 | East Point Business Services   | IT Service Charge Apr         | £1,077.00 + £215.40 VAT = £1,292.40     |
| 23 June 2023 | Cloudy Group Ltd               | IT Service Charge May         | £812.39 + £162.48 VAT = £974.87         |
| 23 June 2023 | East Point Business Services   | HH Capital Repayment Q2       | £3,357.40 + £671.48 VAT = £4,028.88     |
| 23 June 2023 | Waveney Norse Limited          | Partnership Charge April 2023 | £27,278.00 + £5,455.60 VAT = £32,733.60 |
| 23 June 2023 | East Point Business Services   | Supply & Fit Data Cabling     | £528.00 + £105.60 VAT = £633.60         |
| 23 June 2023 | Waveney Norse Limited          | Partnership Charge May 2023   | £27,278.00 + £5,455.60 VAT = £32,733.60 |
| 23 June 2023 | Glasdon UK Ltd                 | 10x Bins                      | £4,697.03 + £939.41 VAT = £5,636.44     |
| 26 June 2023 | EE Limited                     | Mobile Phones June 2023       | £495.77 + £99.15 VAT = £594.92          |
| 28 June 2023 | Sonia Barker                   | Mayoral Travel                | £49.85                                  |
| 28 June 2023 | Sonia Barker                   | Mayoral Travel                | £45.00                                  |

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18:30 on 25 July 2023

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| 28 June 2023 | Eon Energy                             | Whitton Hall Electric<br>Oct-Jan  | £51.80 + £9.80 VAT = £61.60                |
| 28 June 2023 | AJ Builders                            | SN War Museum<br>Retaining Wall   | £16,225.10 + £3,245.02 VAT =<br>£19,470.12 |
| 28 June 2023 | Waveney Norse<br>Limited               | Rosedale Tree Watering            | £330.00 + £66.00 VAT =<br>£396.00          |
| 28 June 2023 | Direct365Online Ltd                    | 60x Toilet Roll                   | £292.30 + £58.46 VAT =<br>£350.76          |
| 28 June 2023 | AJ Builders                            | BVP Wall and Concrete<br>Repair   | £6,900.00 + £1,380.00 VAT =<br>£8,280.00   |
| 29 June 2023 | Chris Meek                             | Meeting Expenses                  | £16.05                                     |
| 30 June 2023 | Elizabeth Moore                        | Triangle Market                   | £25.00                                     |
| 30 June 2023 | Unity Trust Bank                       | Bank Charges                      | £71.40                                     |
| 30 June 2023 | Pearce & Kemp<br>Limited               | Denes Oval Electrical<br>Testing  | £228.00 + £45.60 VAT =<br>£273.60          |
| 30 June 2023 | Alex Macintyre                         | Triangle Market<br>Performance    | £25.00                                     |
| 30 June 2023 | Norfolk and<br>Waveney Mind            | Festival of Kindness<br>Grant     | £5,000.00                                  |
| 30 June 2023 | Mary Moppins Ltd                       | Toilet Cleaning June              | £2,272.50 + £454.50 VAT =<br>£2,727.00     |
| 30 June 2023 | The Marina Theatre<br>Trust            | Quarterly Management<br>Fee Q2    | £37,500.00 + £7,500.00 VAT =<br>£45,000.00 |
| 30 June 2023 | Norfolk Security Ltd                   | SN Bowls Security                 | £156.00                                    |
| 30 June 2023 | AJ Builders                            | Ness Park Repainting              | £1,648.00 + £329.60 VAT =<br>£1,977.60     |
| 30 June 2023 | Fatstickman Ltd                        | PPE TUPE Staff                    | £729.77 + £145.96 VAT =<br>£875.73         |
| 30 June 2023 | Ernest Doe & Sons<br>Ltd               | Flail Mower                       | £2,250.00 + £450.00 VAT =<br>£2,700.00     |
| 30 June 2023 | Ernest Doe & Sons<br>Ltd               | Ear Protectors x11                | £529.65 + £105.93 VAT =<br>£635.58         |
| 30 June 2023 | Zurich Municipal                       | Iseki Insurance                   | £466.35                                    |
| 30 June 2023 | Rebecca Waller                         | Triangle Market<br>Performace Jun | £25.00                                     |
| 30 June 2023 | East Point Business<br>Services        | HH Fire Door Retainer             | £90.70 + £18.14 VAT =<br>£108.84           |
| 30 June 2023 | Ernest Doe & Sons<br>Ltd               | Iseki Vehicle                     | £17,596.00 + £3,519.20 VAT =<br>£21,115.20 |
| 30 June 2023 | East Point Business<br>Services        | HH Rent Q2                        | £3,705.20 + £741.04 VAT =<br>£4,446.24     |
| 30 June 2023 | The Society of Local<br>Council Clerks | Committee Clerk<br>Membership     | £237.00                                    |
| 01 July 2023 | NPower Ltd                             | Ken Gardens Electric<br>May       | £82.79 + £4.14 VAT = £86.93                |
| 03 July 2023 | Fuel Card Services<br>Ltd              | Van Fuel                          | £75.95 + £15.19 VAT = £91.14               |
| 03 July 2023 | Suffolk Pension Fund                   | Pensions June 2023                | £10,939.26                                 |
| 03 July 2023 | East Suffolk Council                   | Links Road Car Park<br>NNDR       | £196.00                                    |
| 04 July 2023 | Steve Ward                             | Insurance<br>Reimbursement        | £25.00                                     |

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| 04 July 2023 | East Suffolk Council         | SN Bowls Pavilion NNDR         | £104.00                             |
| 04 July 2023 | Wave Ltd                     | Town Hall Water Mar - Jun      | £49.62                              |
| 04 July 2023 | Wave Ltd                     | London Rd S PCs Water Mar-Jun  | £231.15 + £21.01 VAT = £252.16      |
| 05 July 2023 | Arthur Black                 | Triangle Market                | £25.00                              |
| 05 July 2023 | Taylor Williams              | Parking Reimbursement          | £56.61 + £11.39 VAT = £68.00        |
| 05 July 2023 | Paul Connew                  | Travel Reimbursement           | £54.99 + £4.81 VAT = £59.80         |
| 05 July 2023 | Fenland Leisure Products Ltd | Wetpour                        | £221.00 + £44.20 VAT = £265.20      |
| 05 July 2023 | Nicholsons Solicitors LLP    | Legal Advice                   | £713.20 + £142.64 VAT = £855.84     |
| 05 July 2023 | AJ Builders                  | Sussex Allotments Surface Work | £1,820.00 + £364.00 VAT = £2,184.00 |
| 05 July 2023 | Northumbrian Water Group Ltd | Legionella Monitoring June     | £641.39 + £128.30 VAT = £769.69     |

Table 2 June and July Receipts

| Date         | Received from               | Description                           | Amount      |
|--------------|-----------------------------|---------------------------------------|-------------|
| 2 June 2023  | Tenant                      | Rental Income from Tenant             | £300.00     |
| 7 June 2023  | Whitton Hall Hire           | Whitton Hall Hire                     | £42.00      |
| 9 June 2023  | Tenant                      | Rental Income from Tenant             | £300.00     |
| 12 June 2023 | Tenant                      | Rental Income from Tenant             | £213.16     |
| 13 June 2023 | Whitton Hall Hire           | Whitton Hall Hire                     | £77.00      |
| 14 June 2023 | Whitton Hall Hire           | Whitton Hall Hire                     | £126.00     |
| 23 June 2023 | Tenant                      | Rental Income from Tenant             | £300.00     |
| 26 June 2023 | HMRC                        | VAT Reclaim Q4 2022-2023              | £107,277.54 |
| 30 June 2023 | Architectural Heritage Fund | Town Hall Architectural Heritage Fund | £65,000.00  |
| 30 June 2023 | Tenant                      | Rental Income from Tenant             | £300.00     |
| 3 July 2023  | Tenant                      | Rental Income from Tenant             | £6,300.00   |

62.5d. Payments for approval – There were none.

62.6. A virement of £30,000 from the tarmacking budget to the compliance budget – Cllr Pearce noted that the tarmacking budget was agreed based on a recommendation from officers and was concerned whether the budget would still be sufficient following the virement.



# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 25 July 2023

The Clerk did not consider this to be an issue, given the planned expenditure and expenditure to date. Additional funds were needed in the compliance budget for condition surveys and essential management of sites. Cllr Brooks had concerns regarding the environmental credentials of tarmac. The Clerk suggested this be considered by the Climate and Ecological Emergency Committee. The Clerk advised that costs will be kept down where possible and any funds recouped will go back into the tarmacking budget. Cllr Coleby noted that virements were not always permanent and funds could be transferred back if required. Cllr Pearce asked officers to monitor the tarmacking budget closely and give Council as much notice as possible if the budget looks to be challenged. Cllr Coleby proposed approval of the virement; seconded by Cllr Pearce; all in favour.

### 62.7. The redevelopment of the Town Hall:

62.7a. A report from the Project Board – Cllr Brooks proposed to accept the report; seconded by Cllr Pearce; all in favour.

62.7b. Stage one dry rot risk management survey report – The Clerk advised the report had not been received, but this had been chased and would be deferred to the next meeting.

62.7c. Approval for submission of an application for Arts Council England funding, should the Town Council receive an invitation to bid, including who will work on the submission – The Clerk advised that the Town Council had not been invited to bid. Cllr Brooks did not consider this to be a surprise. Cllr Pearce advised there had not been a high chance of success as it was very competitive, but this had not left a gap in funding, and any funding from this source would have helped with the contingency.

62.7d. Progress with requesting funding from East Suffolk Council (some aspects may be confidential) – To be discussed during the confidential session.

### 62.8. Public toilets:

62.8a. Quotations for the Fen Park toilets – This item was included in the discussion of item 62.8c.

62.8b. Quotations for repairs to the Pakefield Street toilets - This item was included in the discussion of item 62.8c.

62.8c. Additional information from the contractor regarding the Triangle Market toilets – Cllr Pearce considered the concerns he had raised to have been addressed in the additional information provided by the contractor, but would prefer to see suggested measures to prevent access to the roof taken at the time the rest of the works are undertaken, rather than waiting. Cllr Coleby would prefer to see an overarching approach to toilet refurbishments agreed, rather than considering each site individually. Cllr Pearce proposed delegating authority to the AID Committee to consider and make a decision on items 62.8a to 62.8d, as not all Councillors had had the opportunity to review the quotations received; seconded by Cllr Coleby; all in favour.

62.8d. Quotations for the Sparrows Nest toilets - This item was included in the discussion of item 62.8c.

### 62.9. The Marina Theatre:

62.9a. C3 electrical works, at a cost of £9,480.27 plus VAT –

*Cllr Brooks temporarily left the meeting 19:40*

Cllr Pearce proposed approval, with funding to come from the Marina Theatre repairs and maintenance budget; seconded by Cllr Parker; all in favour.

62.9b. An update on VAT advice and any implications for the lease and Towns Fund Project (confidential) - To be discussed during the confidential session.

62.10. Bank stabilisation works at the Great Eastern Linear Park, within a maximum budget of £14,600 plus VAT – Cllr Pearce noted that required works had been identified in a Chartered Surveyor's report, and given the growth rate of sycamores, some annual maintenance may be needed. Cllr Pearce proposed to approve the works within a maximum budget of £14,600 plus VAT, to ask the Finance and Governance Committee to

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 25 July 2023

consider the budget allocation, and to ask the Budget and Loan Sub-Committee to consider whether to budget for ongoing annual maintenance; seconded by Cllr Green; all in favour.

*Cllr Brooks returned 19:43*

- 62.11. The cost of the renewal of the Christmas lights contract for an additional three years, at a cost of £7,239.02 plus VAT, and the purchase of two replacement braids at a cost of £224 plus VAT – The Clerk confirmed this would be an annual cost for storage, putting up and taking down, and switching on an off, and the cost is as anticipated. The Project and Committee Clerk had liaised with the contractor regarding the replacement braids, and this would now be done at no cost to the Council, despite the braids being outside of the warranty period. Cllr Pearce queried the cost of renewal. Cllr Coleby proposed delegating authority to the Finance and Governance Committee to decide; seconded by Cllr Pearce; all in favour.
- 62.12. Adopting an official seal for Lowestoft Town Council – Cllr Pearce would support this even though it is not mandatory for Parish Councils, and would favour the ship design from the Mayoral robes. Cllr Brooks favoured the first design. As not all Councillors had seen the designs, Cllr Pearce proposed delegating authority to the Clerk, in conjunction with all Councillors, to seek a majority vote on the design via email, should Council agree in principle to progress the seal; seconded by Cllr Green. Cllr Coleby suggested considering an imprint as a more environmentally friendly alternative, which Cllr Page supported. The Clerk advised that the seal would primarily be for use on official documents, but imprints could be looked at. Cllr Pearce amended his proposal to have a vote on whether the Town Council is happy in principle to adopt an official seal or imprint, then ask Councillors whether they would prefer a seal or an imprint, and to select their favoured design; seconded by Cllr Green; all in favour.
- 62.13. Requests from the Lowestoft Town Cricket Club:
- 62.13a. A replacement net training area, at a cost of £61,240 plus VAT – Cllr Pearce clarified that the Council was not being asked to fund this as immediate unbudgeted expenditure. The Cricket Club had made the request for 2024 – 2025, as trying to progress it now could cause disruption to matches. The agreement of the licence should provide more opportunities for the Club to access external grant funding. Cllr Pearce understood the draft licence should be ready shortly, and proposed to consider the request for a replacement net training area favourably as a capital commitment for 2024 – 2025, and to use the lead-in time to work with the Club to source grant funding, to reduce the Town Council's financial contribution. In response to a query from Cllr Coleby, Cllr Pearce clarified that the Club did have permission from the Town Council to seek pre-planning advice. Cllr Coleby seconded Cllr Pearce's proposal; seventeen Councillors voted in favour; one Councillor abstained from the vote.
- 62.13b. Renewal of sponsorship of the club, at a maximum cost of £4,000 for a two year commitment (gold package) – Cllr Pearce proposed to renew gold sponsorship of the Club for a further two years on the same terms, at a cost of £2,000 per year; seconded by Cllr Page; all in favour.
- 62.13c. Landowner permission for the installation of sponsorship boards – Cllr Brooks had previously had concerns about the proposed size of the boards, but had been reassured following a site visit with the Club, and proposed to grant landowner permission. Cllr Coleby queried the legal position of sponsorship on Town Council land, given the Council had just approved its own sponsorship of the Club. Cllr Pearce clarified this would be an opportunity for local businesses to sponsor the Club, and seconded Cllr Brooks' proposal. Cllr Pearce also noted that the boards would create a barrier to prevent access onto the wall. The vote was taken and all Councillors voted in favour.
- 62.14. A grounds maintenance report from the Clerk (some aspects may be confidential) – To be discussed during the confidential session.

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 25 July 2023

### 63. Assets, Inclusion and Development

- 63.1. The draft minutes of the Assets, Inclusion and Development Committee meeting on 3 July 2023 – The draft minutes were received and noted.
- 63.2. Whether to extend security provision at the Sparrows Nest Bowls Club matches beyond August 2023 – The Clerk understood there was no intention to increase the budget for private security, this would be for any matches which had to be rescheduled into September. Cllr Pearce advised that he had not been informed of any incidents in the last few weeks, and proposed approval on the same terms if any matches are rescheduled, but asked officers to check with the Club first to see if there is still a need for security. Cllr Pearce hoped the Club would recognise the response from Councillors, officers and the Police to address their concerns, and suggested there should be a conversation with the Club at the end of the season to seek their feedback. Cllr Brooks seconded Cllr Pearce's proposal and suggested sending a message of thanks to the Police. Cllr Pearce agreed to build this into his proposal. The vote was taken and all Councillors voted in favour.
- 63.3. Proposals for improvements to the site adjacent to the Triangle Market – Cllr Brooks did not support the proposed design. Cllr Brooks considered that a community space would require seating, queried why planters had been suggested over flower beds, and would prefer to see a living wall over a mural. The Clerk advised that the plans included bicycle racks and the suggestion of a mural provided Council with the opportunity to choose what it would like to display. The plans also included a commemorative plaque as requested by Council, and included planters as there may be difficulties with digging the land. The Clerk understood there had been some concerns raised that seating in this area could encourage anti-social behaviour. Cllr Brooks considered seating to have the opposite effect and would encourage socialising. Cllr Coleby suggested the planters should be deeper to encourage better growth and more substantial planting. Cllr Pearce noted that it had been agreed for a local historian to give his views on the design and location of the commemoration to the Lowestoft women accused of being witches. Cllr Pearce proposed asking the AID Committee to consider the staff proposals for the site and put together a recommendation for Full Council to consider; seconded by Cllr Brooks; all in favour. Cllr Brooks advised she would circulate her comments and ideas to the AID Committee members.
- 63.4. A request for the Town Council to purchase a piece of land (confidential) - To be discussed during the confidential session.

### 64. Planning

- 64.1. The draft minutes of the Planning Committee meeting on 13 July 2023 – The draft minutes were received and noted.

### 65. Climate and Ecological Emergency

- 65.1. The draft minutes of the Climate and Ecological Emergency Committee meeting on 17 July 2023 – The draft minutes were received and noted.
- 65.2. Recommendations from the Climate and Ecological Emergency Committee:
- 65.2a. An objection to the proposed closure of the Lowestoft Railway Station ticket office – Cllr Brooks advised that the Climate and Ecological Emergency Committee had had an informed and detailed debate, and proposed to support the recommendation to oppose the closure of the ticket office. Cllr Parker agreed, and considered the closure would disadvantage vulnerable people particularly, and seconded Cllr Brooks' proposal. Cllr Pearce noted that the Climate and Ecological Emergency Committee had identified specific reasons to oppose the closure of the ticket office and suggested these should be included in the response to the consultation. Cllr Barker was concerned that the closure of the ticket office could result in the closure of the toilets also. The vote was taken and all Councillors voted in favour.
- 65.2b. Representation at the East Suffolk Council Quarterly liaison meetings – Cllr Pearce

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 25 July 2023

considered the representation should not be prescriptive or give an impression of hierarchy, but suggested that the Clerk and the Mayor should be standing members, or their respective Deputies should they be unavailable. Cllr Pearce proposed that the draft agendas are circulated to Councillors, who should then send their nominations to the office on who they think would be best placed to represent the Council, based on the agenda items. This should not just be limited to Committee Chairs. Cllr Patience advised he would not vote on this matter due to being a member of East Suffolk Council, and would prefer not to receive any correspondence relating to these meetings. Cllr Parker advised he also would not vote on this item. Cllr Page seconded Cllr Pearce's proposal; fourteen Councillors voted in favour; four Councillors abstained from the vote. Cllr Pearce proposed that Terms of Reference should be adopted for the meetings and it should be made clear within them that agenda items should be limited to only those which involve both authorities and their working relationship. Cllr Brooks was concerned about the process for nominating Councillors to attend the meetings. Cllr Green raised a point of order that a vote on the process had already been taken. Cllr Pearce explained his proposal again.

*The member of the public left the meeting 20:26*

*Cllr Breakspear temporarily left the meeting 20:26*

*Cllr Patience left the meeting 20:26*

*Cllr Parker left the meeting 20:27*

Cllr Jones seconded Cllr Pearce's proposal regarding the Terms of Reference; thirteen Councillors voted in favour; two Councillors abstained from the vote.

*Cllrs Webb and D Youngman temporarily left the meeting 20:28*

### **66. Leases, licences and procurement (some aspects may be confidential):**

- 66.1. Licences for the Lowestoft Town Tennis and Cricket Clubs – To be discussed during the confidential session.
- 66.2. An update on the Lawn Tennis Association (LTA) funding agreement for Lowestoft Town Council's tennis facilities, including to consider approval of the sustainability plan funding commitment of £1,200 per court per year, in line with the LTA's Standard Obligation Period for each location of tennis courts - To be discussed during the confidential session.
- 66.3. An update on the procurement of the tennis club operator - To be discussed during the confidential session.
- 66.4. An update on bulky waste procurement and consider awarding the contract - To be discussed during the confidential session.
- 66.5. An update on the status of the lease for the War Memorial Museum - To be discussed during the confidential session.
- 66.6. An update on legal advice relating to the Lowestoft Kittiwake Partnership Agreement - To be discussed during the confidential session.
- 66.7. The outcome of the East Suffolk Council hearing APP/X3540/X/22/3299754 relating to Certificate of Lawful Use for the Phase 3 site Tingdene North Denes Caravan Site - To be discussed during the confidential session.

### **67. Date of next meeting**

22 August 2023 at 18:30

### **68. Items for the next agenda and close**

It had been agreed earlier in the meeting that an item would be added to the next agenda to receive an update on the former Lowestoft Hospital site. Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Jones; all in favour.

At 20:30, Cllr Pearce proposed suspending Standing Order 3y for thirty minutes, following a five-minute comfort break; seconded by Cllr Page; all in favour.

*Cllr Webb returned 20:30*

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 25 July 2023

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

*A comfort break was taken 20:30 and the meeting resumed 20:36*

69.1. Any matters, including those above as required:

62.7d. Progress with requesting funding from East Suffolk Council (some aspects may be confidential) –

*Cllrs Jones, Rappensberger and E Youngman returned 20:38*

*Cllr D Youngman returned 20:39*

Cllr Pearce proposed to delegate authority to the Clerk to submit the application, including liaison with East Suffolk Council's Chief Executive Officer as required; seconded by Cllr Barker; ten Councillors voted in favour; six Councillors abstained from the vote.

62.9b. An update on VAT advice for the Marina Theatre and any implications for the lease and Towns Fund Project (confidential) – Cllr Pearce reported on a recent Zoom meeting which had taken place and proposed asking officers to progress the draft lease on the basis of advice given during that meeting. Cllr Pearce suggested officers liaise with the Theatre about putting forward a couple of representatives for a Project Board, noting that the majority of members will be from the Town Council. Cllr Brooks seconded Cllr Pearce's proposal and all Councillors voted in favour. Cllr Pearce made a further proposal regarding the approach to the funding agreement; seconded by Cllr Barker; all in favour.

62.14. A grounds maintenance report from the Clerk (some aspects may be confidential)

– The Clerk reported that arboriculture survey work had started, which would include tree mapping and advice on maintenance and needed works. It was anticipated that reports would be received by the end of August. There was a recommendation in the Clerk's report to allocate the cost saving on the tree surveys to any 'in house' staffing costs and training for works on trees. Caretaking and cleaning was a vast and challenging area of work, including changing of locks on public toilets, COSHH assessments, staff training, purchasing and management of supplies and shift management. The report recommended that an anticipated cost saving should be allocated towards the seasonal workers and staffing needed. Good procurement had also led to a saving on Community Halls.

The Clerk reported that equipment and grass cutting were on track, and only a partial amount of the funding allocated would be spent on grass cutting as the new arrangement had started part way through the year. Health and safety, IT arrangements and waste management procurement were on track.

The grounds maintenance staff base had increased, which had increased the capacity of other staff. Training was being arranged for all of the new grounds maintenance staff. Changed hours had to be introduced for some staff to deal with the extended cover of overseeing those staff who work earlier in the morning or later in the day and an on-call system had been introduced.

There was a discussion regarding staff terms and conditions.

The Clerk provided an update on the workshop premises.

Cllr Pearce proposed to approve the recommendations as set out in the grounds maintenance report, transfer the underspends as required and provide the detail to the Finance and Governance Committee. Cllr Pearce requested the addition of an item to the Personnel Committee agenda to enable consideration of specific proposals for staff terms and conditions and recommendations to Full Council.

*Cllr Jones left the meeting 20:59*

Cllr Pearce requested the addition of a specific seasonal worker allowance in the staffing budget from next year. Cllr Brooks seconded Cllr Pearce's proposal and thanked staff for their work during the transitional period. This was echoed by other Councillors. At 21:07, Cllr Pearce proposed to suspend Standing Order 3y

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 25 July 2023

until 21:30 to enable the meeting to continue; seconded by Cllr Coleby; all in favour. Cllr Green thanked the Clerk for her report. The vote was taken to accept the report and recommendations within, and all Councillors voted in favour. Cllr Barker offered her thanks to staff and to the Clerk for her report.

- 63.4. A request for the Town Council to purchase a piece of land (confidential) – Cllr Brooks proposed to defer this item to the next meeting, to give more time to consider the cost and the potential issues. Cllr Pearce proposed to arrange a question and answer session with the agent and landlord ahead of the next Full Council meeting; seconded by Cllr Green; all in favour.
- 66.1. Licences for the Lowestoft Town Tennis and Cricket Clubs – Cllr Pearce advised that a meeting had taken place with the lawyer, the conditions the Town Council would like to stipulate had been agreed and the drafts were being prepared on that basis.
- 66.2. An update on the Lawn Tennis Association (LTA) funding agreement for Lowestoft Town Council’s tennis facilities, including to consider approval of the sustainability plan funding commitment of £1,200 per court per year, in line with the LTA’s Standard Obligation Period for each location of tennis courts – Cllr Pearce proposed to commit to putting £21,600 (18 x £1,200) into an earmarked reserve for maintenance and replenishment of the upgraded courts. Cllr Pearce agreed to a request from Cllr Coleby to round this up to £25,000, and Cllr Coleby seconded Cllr Pearce’s proposal on this basis; all in favour. Cllr Pearce proposed to accept the funding pledge from the Lawn Tennis Association for court resurfacing works at Kensington Gardens, as there had not been an explicit agreement from the Council to accept the funding, as there had been with the other sites; seconded by Cllr Green; all in favour.
- 66.3. An update on the procurement of the tennis club operator – Cllr Pearce noted there was an existing delegation to officers to progress the tender, and proposed that this now happens if all queries have been resolved; seconded by Cllr Webb; all in favour.
- 66.4. An update on bulky waste procurement and consider awarding the contract – Cllr Brooks made a proposal to delegate authority to officers to progress the contract; seconded by Cllr Pearce; all in favour.
- 66.5. An update on the status of the lease for the War Memorial Museum – Cllr Pearce proposed to defer this item to the next meeting; seconded by Cllr Barker; all in favour.
- 66.6. An update on legal advice relating to the Lowestoft Kittiwake Partnership Agreement – There was no update.
- 66.7. The outcome of the East Suffolk Council hearing APP/X3540/X/22/3299754 relating to Certificate of Lawful Use for the Phase 3 site Tingdene North Denes Caravan Site – There was no update.

The meeting was closed at 21:21.

Signed: .....

22 August 2023