

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:30 on 27 February 2024

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Robert Breakspear, Andy Pearce, John Pitts, Bernadette Rappensberger and Elise Youngman

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

Also in attendance: Cllr Deborah Ray and Sheila Moss King (Town Hall Project Manager) were in attendance via Zoom webinar

Public: There were no members of the public in attendance

208. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. Cllr Barker drew Councillors' attention to the recent Councillor Update, which contained event invitations. Cllr Barker offered her thanks to all staff and Councillors who had attended the opening of the Pakefield Street and Fen Park public conveniences and the Jubilee Bridge photo opportunity.

209. Apologies for absence

Apologies were received from Cllrs Wendy Brooks, Janet Craig, Jen Jones, Christian Newsome, Keith Patience, Deborah Ray and Nick Webb, with reasons provided. Cllr Ray was in attendance via Zoom webinar and had been advised she would not be able to participate in voting. Cllrs Neil Coleby and Paul Page had not provided apologies and were absent. It was noted that Cllr Jack Smith had resigned from the Town Council, and Electoral Services had been informed. By elections for the other two Councillor vacancies were being held on 29 February. Cllr Youngman proposed approval of the apologies received; seconded by Cllr Begum; all in favour.

210. Declarations and dispensations

210.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Pearce declared he is Chair of the Gunton Residents' Association. Cllrs Pearce and Rappensberger declared they were the sponsoring Councillors for the Freedom of the Town application at item 216.2b, though this was not an outside interest. Regarding item 215.3, Cllr Pearce declared he is a member of the Lowestoft Kittiwake Partnership, though the Partnership had not been involved with this item. Cllr Barker declared she is a member of Suffolk Wildlife Trust, which itself is a member of the Lowestoft Kittiwake Partnership.

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

211. The draft minutes and confidential note of the Full Council meeting on 23 January 2024

It was noted that a corrected version of the confidential note had been provided to Councillors. Cllr Begum had not been able to provide her apologies for the previous meeting. Cllr Breakspear proposed approval of the minutes and confidential note; seconded by Cllr Begum; all in favour.

212. Public forum

No advance comments had been received and there were no members of the public in attendance.

213. Finance and Governance

213.1. The draft minutes of the Finance and Governance Committee meeting on 13 February 2024 – The draft minutes were received and noted.

213.2. Recommendations from the Finance and Governance Committee:

213.2a. Approving sponsorship opportunities with Excelsior Trust at £15,000 per year, for

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three years, with the year one costs already accounted in the budget (some aspects may be confidential) – Several Councillors had met with the Excelsior Trust, and it had been agreed that a sponsorship proposal would be submitted to the Council. Budget provision had been made, pending Full Council approval. The proposal requested bursary support of £5,000 per year, £5,000 per year for their ‘Harbouring Potential’ project, and £5,000 per year for essential equipment and services. Cllr Pearce proposed to endorse the recommendation of the Finance and Governance Committee to approve the sponsorship opportunities with the Excelsior Trust at £15,000 per year for three years; seconded by Cllr Youngman; all in favour.

213.2b. Any recommendations from the Policies Review Working Group on the following policies: - Cllr Pearce proposed to endorse the recommendations from the Working Group regarding the policies listed below, as per the supporting meeting paper. New model Financial Regulations were anticipated in May, however, the Working Group had agreed amendments were required in the meantime. The Working Group supported the Appraisals Guidance, but given the staff expansion to three teams, considered there needed to be a mechanism to align corporate objectives with targets agreed by Full Council, and requested that the outcome of appraisals be fed into the year end. Cllr Barker seconded the proposal and all Councillors voted in favour.

213.2bi. Appraisals

213.2bii. Environmental

213.2biii. Equality and Diversity

213.2biv. Financial Regulations

213.2bv. Freedom of Information Publication Scheme

213.2bvi. Friends Groups

213.2bvii. Grant Awarding

213.2bviii. Health and Safety

213.2bix. Heritage Plaques

213.2bx. Infrastructure Investment Plan

213.2bxi. Investment

213.2bxii. IT

213.2c. Appointing additional members to the Standing Orders and Policies Sub-Committee – The Sub-Committee needed to have four members to meet. The three members had been meeting to review the policies, effectively functioning as a Working Group. Cllr Pearce proposed to make the Sub-Committee a Working Group, which would meet to review the policies and make recommendations back to the Finance and Governance Committee; seconded by Cllr Begum; all in favour.

213.2d. Bringing forward the recruitment of the Asset Management Officer, subject to the approval of the job specification – Cllr Pearce proposed approval, since it had been agreed this recruitment was necessary and could be accommodated financially. Cllr Pearce proposed to delegate authority to the Acting Town Clerk to draft the job specification and agree this with the Personnel Committee at its next meeting. Should it be proposed to add contract or lease responsibilities to the job specification, Cllr Pearce proposed the relevant section be considered by the Finance and Governance Committee at its next meeting. Cllr Pearce further proposed to circulate the draft specification to all Councillors, with a one week deadline to receive any feedback, and with the Acting Town Clerk to have the final decision on the specification and progressing advertisement of the vacancy. Cllr Begum seconded the proposals and all Councillors voted in favour.

213.3. Receipt and consideration of the following:

213.3a. 2023 – 2024 budget and reserves – The Finance and Information Officer had

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circulated the current budget and reserves position. Cllr Pearce proposed to accept this as a true and accurate record, but noted there were some committed expenditure items under the Town Hall tab to review, which the Finance and Information Officer was aware of. Cllr Barker seconded the proposal and all Councillors voted in favour.

213.3b. Any bank reconciliations – Cllr Rappensberger had been appointed as a bank reconciliation signatory and would be meeting with the Finance and Information Officer.

213.3c. Payments and income for the month ending 31 January 2024 and February 2024 to date (see schedules) – The income and expenditure reports had been circulated as follows. Cllr Pearce proposed to accept them as a true and accurate record; seconded by Cllr Barker; all in favour:

Table 1 January and February Payments

| Date | Payment to | Description | Amount |
|-----------------|---------------------------------|--|--------------------------------|
| 2 January 2024 | Fuel Card Services Ltd | Vehicle fuel | £140.25 + £28.05 VAT = £168.30 |
| 2 January 2024 | Wave Ltd | TH water Q3 | £54.85 |
| 2 January 2024 | Wave Ltd | Town Hall water Q3 | £50.79 |
| 2 January 2024 | Wave Ltd | Ken Gardens water Q3 | £12.87 |
| 2 January 2024 | East Suffolk Council | Links Road car park NNDR | £196 |
| 2 January 2024 | East Suffolk Council | SN Bowls Pavilion NNDR | £104 |
| 4 January 2024 | Suffolk Pension Fund | Pensions December 2023 | £12,880.45 |
| 5 January 2024 | C&C Consulting Services Ltd | Health and safety support | £934.93 |
| 5 January 2024 | C&C Consulting Services Ltd | Health and safety support (correction) | -£0.01 |
| 7 January 2024 | Wave Ltd | North Denes water Q3 | £217.74 |
| 8 January 2024 | Fuel Card Services Ltd | Vehicle fuel | £17 + £3.40 VAT = £20.40 |
| 11 January 2024 | National Society of Allotments | NSALG membership | £66 |
| 11 January 2024 | V.C. Cooke | Waste disposal December | £102 |
| 11 January 2024 | Smith Bros Timber (East Anglia) | R&M supplies | £92.43 |
| 11 January 2024 | Travis Perkins Trading Company | R&M supplies | £150.51 |
| 11 January 2024 | Rotadex Systems Ltd | Unit 2 lockers | £375.05 |
| 11 January 2024 | Access Community Trust | Food relief grant | £1,500 |
| 11 January 2024 | V.C. Cooke | Waste collection December | £326.40 |

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| 11 January 2024 | AJ Builders | Public convenience Resin | £3,060 |
| 11 January 2024 | P.J. Spillings (Builders) Ltd | TH asbestos report roof | £1,658.40 |
| 11 January 2024 | Northumbrian Water Group Ltd | Legionella monitoring December | £769.79 |
| 11 January 2024 | Austen Group Ltd | Wheelie bin liners | £210 |
| 11 January 2024 | AJ Builders | Maritime Museum soakaway | £1,758 |
| 11 January 2024 | The Marina Theatre Trust | MTT management fee Q4 | £45,000 |
| 11 January 2024 | Lowestoft and District Allotment Association | Allotment administration fee | £1,758.88 |
| 11 January 2024 | Ace Clearance East Anglia Ltd | Bulky waste 16 Dec – 31 Dec | £431 |
| 11 January 2024 | Rouse Forestry | Gainsborough Drive tree works | £780 |
| 11 January 2024 | Fleet 96 Rentals Ltd | Van hire December | £1,080 |
| 11 January 2024 | Travis Perkins Trading Company | Sand | £6.36 |
| 11 January 2024 | Excite Solutions Ltd | Open space mowing Oct-Nov | £1,380.14 |
| 11 January 2024 | Suffolk Assn. of Local Councils | Planning training | £20.40 |
| 11 January 2024 | Cloudy Group Ltd | IT service charge January | £1,116.47 |
| 11 January 2024 | Wave Ltd | Denes Oval water Q3 rev | £1,349.92 |
| 11 January 2024 | British Red Cross | Red Cross donation | £1,500 |
| 11 January 2024 | Peter Colby Commercials Ltd | Unit 2 rent January | £2,050 |
| 11 January 2024 | Jess Johnston | TH engagement events | £525 |
| 11 January 2024 | Garden Discount Centre Ltd | R&M supplies | £67.56 |
| 11 January 2024 | Travis Perkins Trading Company | Gravel | £17.10 |
| 15 January 2024 | Fuel Card Services Ltd | Vehicle fuel | £203.91 + £40.78 VAT = £244.69 |
| 16 January 2024 | Credit card account | Credit card purchases | £683.91 |
| 16 January 2024 | Woodworks Art Café CIC | Denes Oval water Q3 | £233.45 |

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| 17 January 2024 | Norfolk and Suffolk Woodcarver | Woodcarver grant | £750 |
| 17 January 2024 | Britain as a Boy | Britain as a Boy donation | £1,000 |
| 17 January 2024 | Xcite Sports Ltd | Inflatable boat | £1,258.54 + £251.71 VAT = £1,510.25 |
| 17 January 2024 | Kompan Ltd | Play inspections Q4 | £2,091.14 |
| 17 January 2024 | Screwfix | PPE | £542.75 |
| 17 January 2024 | Wave Ltd | KG water Sep-Dec | £1,501.05 |
| 17 January 2024 | AJ Builders | Gainsborough Drive pond repair | £1,460.40 |
| 17 January 2024 | Garden Discount Centre Ltd | Iseki repair | £779.71 |
| 17 January 2024 | Stems Florist | Wreaths x2 | £120 |
| 17 January 2024 | P.J. Spillings (Builders) Ltd | TH opening up works | £30,846.96 |
| 17 January 2024 | Treecare Consultants Ltd | Normanston Park decay testing | £840 |
| 17 January 2024 | Smith Bros Timber (East Anglia) | 6'x6' rustic lap panels | £54 |
| 17 January 2024 | Munnings Supplies Ltd | PC supplies | £78.12 |
| 17 January 2024 | Michaels Civic Robes | Civic consort badges | £1,413.96 |
| 17 January 2024 | P.J. Spillings (Builders) Ltd | TH surveying | £420 |
| 17 January 2024 | HAT Projects Ltd | TH development project | £51,537.20 |
| 17 January 2024 | Henry's Beard Crew Catering Ltd | TH catering consultancy | £408 |
| 17 January 2024 | PLB Projects Ltd | Town Hall project work | £2,232 |
| 17 January 2024 | Ice Watch Ltd | The Ness gritting November | £579.60 |
| 17 January 2024 | The Society of Local Council Clerks | Community engagement training | £78 |
| 17 January 2024 | Smith Bros Timber (East Anglia) | R&M supplies | £3.12 |
| 17 January 2024 | MossKing Associates Ltd | TH delivery stage Dec 23 | £4,227 |
| 17 January 2024 | Ace Clearance East Anglia Ltd | Bulky waste 1/1 – 15/1 | £880.50 |

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| 17 January 2024 | Cahill Design Consultants Ltd | TH fire engineering support | £1,680 |
| 17 January 2024 | Andrew Morton Associates Ltd | TH stage 4 works | £579.60 |
| 17 January 2024 | Wave Ltd | Kensington Gardens water Q3 | £2.12 |
| 17 January 2024 | MossKing Associates Ltd | TH delivery stage Sep-Dec | £2,055 |
| 18 January 2024 | Need2Store Ltd | Civic artefact storage Jan | £240 |
| 19 January 2024 | PWLB | MTT loan repayment | £6,792.50 |
| 19 January 2024 | HMRC | HMRC December 2023 | £13,209.20 |
| 19 January 2024 | Npower Ltd | Triangle Market electric Dec | £505.67 |
| 22 January 2024 | C&C Consulting Services Ltd | H&S support | £49.50 + £9.90 VAT = £59.40 |
| 22 January 2024 | Fuel Card Services Ltd | Vehicle fuel | £142.29 + £28.46 VAT = £170.75 |
| 22 January 2024 | Npower Ltd | Kensington Gardens electric December | £97.46 |
| 22 January 2024 | Npower Ltd | Kensington Gardens electric December | £99.60 |
| 22 January 2024 | Npower Ltd | Denes Oval electric Dec | £630.92 |
| 22 January 2024 | Npower Ltd | Normanston electric Dec | £2,123.15 |
| 22 January 2024 | Npower Ltd | Pakefield St PC electric Dec | £97.91 |
| 22 January 2024 | Npower Ltd | Sparrows Nest electric Dec | £566.16 |
| 22 January 2024 | Npower Ltd | TH electric Dec | £921.26 |
| 23 January 2024 | College of Arms | Lowestoft Coat of Arms | £5,100 |
| 23 January 2024 | Salaries | Salaries Jan | £32,784.43 |
| 23 January 2024 | OB Water Sports Centre | OB Water Sports Centre grant | £2,000 |
| 23 January 2024 | Lowestoft Men's Shed | HMD copper daffodils | £200 |
| 23 January 2024 | Lauren Elliott | Parking and eye test reimbursement | £29.99 + £2.01 VAT = £32 |
| 23 January 2024 | Npower Ltd | Low Cemetery PC electric Dec | £54.10 |
| 23 January 2024 | British Gas | Whitton Hall gas Q2 | £97.99 |

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| 23 January 2024 | Tecserv UK Ltd | Marina alarm repair | £683.57 |
| 23 January 2024 | Clark & Kent Contractors | Pump track consultation | £900 |
| 23 January 2024 | Seletar Signs | 3x Unit 2 signs | £144 |
| 23 January 2024 | Zurich Municipal | Insurance CN | £99.59 |
| 23 January 2024 | Peter Colby Commercials Ltd | Shutter door repair | £768 |
| 23 January 2024 | Mary Moppins Ltd | PC cleaning Jan | £1,523.28 |
| 23 January 2024 | Binder Ltd | Uplands tank service | £197.40 |
| 23 January 2024 | Blachere Illumination UK Ltd | Xmas lights credit note TH | £2,333.16 |
| 23 January 2024 | Travis Perkins Trading Company | R&M supplies | £82.54 |
| 23 January 2024 | Mary Moppins Ltd | Gunton Hall cleaning Jan | £239.52 |
| 23 January 2024 | Mary Moppins Ltd | Whitton Hall cleaning Jan | £299.40 |
| 23 January 2024 | Suffolk Assn. of Local Councils | Planning introduction training | £20.40 |
| 23 January 2024 | Munnings Supplies Ltd | Graffiti remover | £23.04 |
| 24 January 2024 | Peter Colby Commercials Ltd | Unit2 electric Nov & Dec | £1,300.39 |
| 26 January 2024 | EE Limited | Mobile phones Jan | £672.36 |
| 29 January 2024 | Fuel Card Services Ltd | Vehicle fuel | £47.57 + £9.51 VAT = £57.08 |
| 29 January 2024 | Eon Energy | Whitton Hall electric Dec-Jan | £30.80 |
| 29 January 2024 | Munnings Supplies Ltd | Nitrile gloves | £46.80 |
| 29 January 2024 | Seletar Signs | Denes Oval signage | £192 |
| 29 January 2024 | Ben Burgess GroundsCare Equipment | Seed drilling machine | £1,680 |
| 29 January 2024 | Munnings Supplies Ltd | PPE | £41.70 |
| 29 January 2024 | Smith Bros Timber (East Anglia) | Wooden posts | £56.68 |
| 29 January 2024 | AJ Builders | Silverwood Close fencing | £870 |

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| 29 January 2024 | Seletar Signs | Play area signage x48 | £6,624 |
| 29 January 2024 | Seletar Signs | Uplands tree signage | £48 |
| 29 January 2024 | Towmate Trailers | Trailer | £6,600 |
| 29 January 2024 | East Suffolk Council | Unit 2 business rates | £3,845.88 |
| 1 February 2024 | Peter Colby Commercials Ltd | Unit 2 rent Feb | £2,050 |
| 2 February 2024 | Travis Perkins Trading Company | Cement edging trowel | £27.37 |
| 2 February 2024 | Nicholsons Solicitors LLP | Legal advice SN and Uplands | £2,507.76 |
| 2 February 2024 | Langton Brook Consultants Ltd | Neighbourhood Plan support | £1,560 |
| 2 February 2024 | Smith Bros Timber (East Anglia | Washers | £7.80 |
| 2 February 2024 | Seletar Signs | 4x signs | £100.80 |
| 2 February 2024 | East Point Business Services | HH service charge Q4 | £8,697.30 |
| 2 February 2024 | OPR Consulting Ltd | Project delivery support | £1,530 |
| 2 February 2024 | Durrants | Crown Score valuation | £540 |
| 2 February 2024 | East Point Business Services | HH rent and capital Q4 | £8,659.38 |
| 2 February 2024 | Chris Meek | PC key, travel, postage and meeting reimbursements | £30.93 + £1.67 VAT = £32.60 |
| 2 February 2024 | Alan Nunn | BVP drone photo | £40 |
| 2 February 2024 | Northumbrian Water Group Ltd | Legionella monitoring Jan | £769.79 |
| 2 February 2024 | IEMA | Practitioner renewal fee | £197 |
| 2 February 2024 | East Coast Waste | Waste clearance | £1,485.12 |
| 2 February 2024 | The Nightingales | D-Day Event 2024 | £50 |
| 2 February 2024 | Northumbrian Water Group Ltd | Fen Park water testing | £641.10 |
| 2 February 2024 | Taylor Williams | January reimbursement | £26.64 + £5.36 VAT = £32 |
| 2 February 2024 | Sarah Foote | Travel, meeting and HMD reimbursements | £42.22 + £5.33 VAT = £47.55 |
| 2 February 2024 | Ace Clearance East | Bulky waste 16 – 31 Jan | £1,196 |

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| | Anglia Ltd | | |
| 2 February 2024 | Easy-Gate Ltd | Easy-Gate x8 | £10,878 |
| 5 February 2024 | Fuel Card Services Ltd | Vehicle fuel | £66.56 + £13.31 VAT = £79.87 |
| 5 February 2024 | C&C Consulting Services Ltd | Health and safety support | £934.92 |
| 6 February 2024 | Essex and Suffolk Water | Normanston water Apr-Dec | £1,061.68 |
| 8 February 2024 | Suffolk Pension Fund | Pensions January | £12,824.50 |
| 8 February 2024 | HMRC | HMRC January | £12,778.59 |
| 8 February 2024 | Lauren Elliott | Travel and parking reimbursements | £17.88 + £2.51 VAT = £20.39 |
| 8 February 2024 | Fuel Card Services Ltd | Vehicle fuel | £133.49 + £26.70 VAT = £160.19 |
| 8 February 2024 | Ronan Williams | Valentines Market | £40 |
| 8 February 2024 | Cloudy Group Ltd | IT service charge Feb | £1,084.50 |
| 8 February 2024 | Screwfix | P/Ledger electronic payment | £170.22 |
| 8 February 2024 | City College Norwich | Chainsaw course x2 | £2,200 |
| 8 February 2024 | MossKing Associates Ltd | TH delivery stage Jan | £3,534 |
| 8 February 2024 | National Literacy Trust | Storytelling Week grant | £930 |
| 8 February 2024 | V.C. Cooke | Waste collection Jan | £102 |
| 8 February 2024 | Smith of Derby | TH clock repair | £780 |
| 8 February 2024 | Broadland Group Ltd | TH refurbishment survey | £1,320 |
| 8 February 2024 | Garden Discount Centre Ltd | Chainsaw PPE | £1,119.93 |
| 8 February 2024 | The Metal Store | Play area signs steel | £672 |
| 8 February 2024 | Garden Discount Centre Ltd | Kombi engine | £596.26 |
| 8 February 2024 | Mary Moppins Ltd | KG PC cleaning Dec-Jan | £351 |
| 8 February 2024 | Seletar Signs | BVP plaques | £192 |
| 8 February 2024 | HAT Projects Ltd | TH development project | £52,895 |
| 8 February 2024 | The Marina Theatre Trust | Valentines market activities | £50 |

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| 8 February 2024 | Suffolk Wildlife Trust | Carlton Marshes Eco Fair | £25 |
| 8 February 2024 | Broadland Security Alarms | TH emergency lights 24/25 | £858 |
| 8 February 2024 | V.C. Cooke | Waste collection | £433.80 |
| 8 February 2024 | Seletar Signs | Tennis court signs | £540 |
| 16 February 2024 | Credit card account | Credit card payments | £998.77 |
| 18 February 2024 | Credit card account | Credit card purchases | £1,105.57 |
| 19 February 2024 | Fuel Card Services Ltd | Vehicle fuel | £154.92 + £30.98 VAT = £185.90 |
| 19 February 2024 | Flynn Gooch | Valentine's market | £65 |
| 19 February 2024 | Stewart Phillips | Weedkiller training reimbursement | £44 |
| 19 February 2024 | Tamara Abrey | Valentine's market | £25 |
| 19 February 2024 | Need2Store Ltd | Civic artefact storage | £240 |
| 19 February 2024 | Liquid DJ | HMD sound system | £500 |
| 19 February 2024 | Screwfix | P/ledger electronic payment | £225.85 |
| 19 February 2024 | AJ Builders | Triangle Market PC refurb 1 st | £36,000 |
| 19 February 2024 | Smith Bros Timber (East Anglia) | Swing shackles | £125.60 |
| 19 February 2024 | Fleet Line Markers Ltd | Pitchmarker | £125.57 |
| 19 February 2024 | Peter Colby Commercials Ltd | Unit 2 electric Jan | £623.66 |
| 19 February 2024 | AJ Builders | P/ledger electronic payment | £870 |
| 19 February 2024 | Ice Watch Ltd | Sparrows Nest gritting Dec | £966 |
| 19 February 2024 | Cloudy Group Ltd | Line installation | £696 |
| 19 February 2024 | Lound Plant Centre | Bulbs | £285.72 |
| 19 February 2024 | East Suffolk Council | TM PC planning application | £146.50 |
| 19 February 2024 | National Literacy Trust | KG storybook trail | £69.57 |
| 19 February 2024 | Sign Trade Supplies Ltd | Play area sign fixings | £194.22 |
| 19 February 2024 | Smith Bros Timber (East Anglia) | Bench r&m supplies | £126.47 |
| 19 February 2024 | AJ Builders | Marina Theatre ledges | £10,290 |

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| 19 February 2024 | Ben Burgess GroundsCare Equipment | John Deere x940 tractor | £16,080 |
| 19 February 2024 | The Society of Local Council Clerks | Deputy Clerk membership | £412 |
| 20 February 2024 | Npower Ltd | Triangle Market electric Jan | £536.14 |
| 21 February 2024 | Npower Ltd | Ken Gardens electric Jan | £101.62 |
| 21 February 2024 | Npower Ltd | Ken Gardens electric Jan | £156.20 |
| 21 February 2024 | Npower Ltd | Denes Oval electric Jan | £877.31 |
| 21 February 2024 | Npower Ltd | Normanston Park electric Jan | £2,195.65 |
| 21 February 2024 | Npower Ltd | Pakefield St PC Electric Jan | £91.06 |
| 21 February 2024 | Npower Ltd | SN electric Jan | £671.34 |
| 21 February 2024 | Npower Ltd | Town Hall electric Jan | £1,034.57 |
| 22 February 2024 | C&C Consulting Services Ltd | H&s support | £49.50 + £9.90 VAT = £59.40 |
| 22 February 2024 | HMRC | HMRC February | £13,609.50 |
| 22 February 2024 | Suffolk Pension Fund | Pensions February | £13,401.63 |
| 22 February 2024 | Chris Meek | Meeting, travel and event reimbursements | £30.08 |
| 22 February 2024 | Npower Ltd | Low Cemetery PC electric Jan | £57.46 |
| 22 February 2024 | Ace Clearance East Anglia Ltd | Bulky waste Feb | £1,039 |
| 22 February 2024 | Travis Perkins Trading Company | Crowbar | £57.72 |
| 22 February 2024 | David Ogilvie Engineering Ltd | Normanston memorial bench | £1,168.80 |
| 22 February 2024 | Smith Bros Timber (East Anglia) | Wood filler, secateurs, trowel | £56 |
| 22 February 2024 | Screwfix | P/ledger electronic payment | £13.79 |
| 23 February 2024 | Salaries | Salaries February | £34,179.44 |
| 23 February 2024 | British Gas | Whitton Hall gas Mar-Dec | £97.99 |
| 26 February 2024 | Fuel Card Services Ltd | Vehicle fuel | £153.82 + £30.76 VAT = £184.58 |
| 26 February 2024 | EE Limited | Mobile phones Feb | £671.72 |
| 28 February 2024 | Eon Energy | Whitton Hall electric Dec-Jan | £30.80 |

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| 28 February 2024 | OPR Consulting Ltd | Project delivery support | £2,295 |
| 29 February 2024 | Rouse Forestry | 4x poplars Pakefield Green | £3,043.20 |
| 29 February 2024 | Rouse Forestry | 4x poplars Sparrows Nest | £3,170 |

Table 2 January and February Receipts

| Date | Received From | Description | Amount |
|------------------|----------------------|---|-------------|
| 2 January 2024 | | | £91,036.03 |
| 2 January 2024 | | | £625 |
| 5 January 2024 | | | £300 |
| 11 January 2024 | | | -£100 |
| 11 January 2024 | | | £252 |
| 12 January 2024 | | | £300 |
| 19 January 2024 | | | £300 |
| 22 January 2024 | East Suffolk Council | Rental income | £213.16 |
| 23 January 2024 | | | £205 |
| 24 January 2024 | | | £1,228.80 |
| 24 January 2024 | | | £24 |
| 26 January 2024 | | | £372 |
| 26 January 2024 | | | £6,000 |
| 31 January 2024 | | | £7.50 |
| 2 February 2024 | Tenant | Rental income from tenant | £300 |
| 5 February 2024 | Tenant | Rental income from tenant | £149 |
| 7 February 2024 | HMRC | VAT return Q3 | £121,531.60 |
| 7 February 2024 | Tenant | Rental income from tenant | £378 |
| 8 February 2024 | Return of deposit | Return of deposit for Whitton Hall hire | -£100 |
| 13 February 2024 | Tenant | Rental income from tenant | £168 |
| 16 February 2024 | Market income | Triangle Market income | £18.50 |
| 19 February 2024 | Tenant | Rental income from tenant | £213.16 |

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

18:30 on 27 February 2024

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| 23 February 2024 | Town Hall funding | Town Hall funding | £350,000 |
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- 213.3d. Payments for approval – There were none.
- 213.4. The budget allocation for an additional ride-on mower, purchased under the Grounds Maintenance delegation – The expenditure had been provisionally allocated to the delegated grounds maintenance budget, leaving £9,900 available funds in that budget for the remaining month of the year. Cllr Pearce proposed to approve this budget allocation, but requested a placeholder item for the next Finance and Governance Committee agenda to decide on an alternative budget allocation, should that budget become challenged; seconded by Cllr Barker; all in favour. Cllr Pearce proposed delegating authority to the Finance and Governance Committee to make a decision regarding an alternative budget allocation if required; seconded by Cllr Barker; all in favour.
- 213.5. Appointing Councillors to undertake the evaluation of the bids for the Tennis Operator contract – The Acting Town Clerk recommended engaging one of the Lawn Tennis Association officers to advise on the evaluation, though he would not be a voting member of the panel. It was agreed there would be no maximum limit of Councillors who could be appointed to the evaluation panel. Cllrs Barker and Pearce put their names forward. Officers were asked to email all Councillors for expressions of interest. Councillors were reminded they would also need to be available to assess the tenders in advance. Cllr Pearce proposed to appoint Cllrs Barker and Pearce to the evaluation panel, and to accept the Acting Town Clerk’s recommendation to invite a Lawn Tennis Association officer in an advisory capacity; seconded by Cllr Barker; all in favour.

214. Town Hall Project

- 214.1. The draft minutes of the Town Hall Project Committee meeting on 15 February 2024 – The draft minutes were received and noted.
- 214.2. The delivery stage of the redevelopment of the Town Hall:
- 214.2a. A progress report from the Project Manager –
The Town Hall Project Manager joined the meeting via Zoom 19:00
The Public Works Loan Board had approved the Town Council’s loan application. The Department for Levelling Up, Housing and Communities had been impressed with the quality of the application. The Design Team had provided drawings of how the Town Hall will look. Councillors were encouraged to view them and feed back any comments to the Project Manager. Certain interior aspects, such as furniture and layouts, were not included in the Design Team’s specification and would need to be considered from a design, sustainability and budgetary point of view. It was noted there is a need for clear and accessible signs. Cllr Barker noted there were some items of furniture in storage which may be usable.
- 214.2b. The appointment of the Evaluation Consultant – It was noted that Harriet Foster and Associates had been appointed to undertake the works. Cllr Barker thanked those involved in the tender evaluation process.
- 214.2c. The acceptance of the Public Works Loan Board loan – The Town Council had received permission to borrow up to £4million, with approval to borrow valid for twelve months. It had been agreed that funds would be drawn down in tranches, the first being later this year. An agenda item will be required ahead of this to approve the terms on which the funding is drawn down. Repayments had been calculated over forty-nine years so that the repayment of the loan would not in itself trigger an increase in the precept. Cllr Pearce proposed acceptance of the permission to borrow, as required for Permission to Start; seconded by Cllr Rappensberger; all in favour.
- 214.2d. The cost of the substation – Approval was being sought for the placing of an order for a substation to support the Town Hall. The substation would be installed onto East Suffolk Council owned land immediately adjacent to the west of the Town Hall, and the total cost would be £162,000. Should the Town Hall

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project not proceed, the funds would be reclaimable from UK Power Networks, other than £3,200 for their fees. The expenditure would come under the grant funded element of the project. This is the final requirement for Permission to Start. Cllr Pearce proposed to approve placing the order for the substation and payment of the fee of £162,000, with an item on the Finance and Governance Committee's agenda to determine budget allocation pending reclaim from the Lottery; seconded by Cllr Barker; all in favour. Cllr Pearce proposed to note that as there was a sole supplier of the substation it would not be possible to obtain three quotations or go out to tender, as per the Town Council's Financial Regulations; seconded by Cllr Rappensberger; all in favour.

214.2e. The cost of any out of project scope work to survey and retain lights in the Council Chamber – There are five suspended lights in the Council Chamber, requiring examination to determine if they can be reused and refurbished. The cost to remove and safely store them would be £135 per light, but it was understood this could be covered by the project budget. Cllr Pearce noted there were two payments on the Town Hall tab under cost code four (the Town Hall repairs and maintenance budget), with a cumulative total of approximately £65,000, which needed to be reallocated to the project code as they are reimbursable. This would leave approximately £41,000 for any directly funded out of scope works, which could be carried forward to next year. Cllr Pearce proposed that the two payments allocated to the Town Hall repairs and maintenance budget be reallocated to the Town Hall project budget, as they are reimbursable; seconded by Cllr Youngman; all in favour. Cllr Pearce noted there was a £65,000 virement under the Town Hall budget, which was moved across from the Marina Theatre budget when it was understood there would be urgent directly funded works. Any such works would now be funded under the grant, therefore Cllr Pearce made a proposal to move the £65,000 back to the Marina Theatre budget; seconded by Cllr Barker; all in favour. Cllr Barker offered her thanks to the Project Manager, her team, the Town Hall Project Committee and Town Council officers for their work on the project, particularly the tender evaluations.

215. Marina Theatre

215.1. The draft minutes of the Marina Theatre Project Committee meeting on 31 January 2024 – The draft minutes were received and noted.

215.2. Appointing Councillors to the Marina Theatre Design Services tender evaluation panel – The Acting Town Clerk suggested the panel consist of three Town Councillors, two Marina Theatre Trustees and one representative from East Suffolk Council. Cllr Pearce proposed to approve this suggestion regarding the composition; seconded by Cllr Begum; all in favour. Cllrs Barker and Pearce volunteered to join the panel. Cllr Pearce proposed to appoint Cllrs Barker and Pearce to the panel asked officers to email all Councillors to appoint the third Councillor to the panel; seconded by Cllr Begum; all in favour.

215.3. A quotation for kittiwake nesting mitigation measures on the western elevation of the building – It was noted this work would need to be undertaken at the end of the nesting season. Cllr Pearce proposed to approve the quotation and ask the Climate and Ecological Emergency Committee whether it could be funded from their budget, or add an item to the Finance and Governance Committee's agenda to consider the budget allocation if not; seconded by Cllr Begum; all in favour. Cllr Pearce proposed seeking heritage advice as to effect of jet washing the building, and whether another method of cleaning would be more appropriate; seconded by Cllr Rappensberger; all in favour.

216. Assets, Inclusion and Development

216.1. The draft minutes of the Assets, Inclusion and Development Committee meetings on 4 February 2024 and the Extraordinary Meeting on 19 February 2024 – The draft minutes

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were received and noted.

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

216.2a. Approving block paving works to the entrance of Belle Vue Park, including to consider a maximum budget, procurement process and specification – It was noted that budget provision had been made for block paving works in four parks. Works in Belle Vue Park were to be prioritised due to the upcoming 150th anniversary. It was agreed to discuss this item further in the confidential session.

216.2b. Conferring Freedom of the Town on the crew of the Lowestoft Lifeboat – It was clarified that if approved this would apply to today's crew and all future crews for as long as there is a lifeboat in Lowestoft. Cllr Pearce proposed to endorse the recommendation from the Assets, Inclusion and Development (AID) Committee, with an announcement to be made to coincide with the bicentenary of the RNLI on 4 March and a formal presentation to be arranged at a later date; seconded by Cllr Rappensberger; all in favour.

217. Denes Oval

217.1. The procurement process and specification for installation of a new cricket training nets facility at the Denes Oval – Budget provision had been made, but a full tender process would be required, or justification given for not doing so. Cllr Pearce proposed to liaise with the Cricket Club regarding the technical specification and whether there are any restrictions on the suppliers who would be able to provide this service; seconded by Cllr Youngman; all in favour.

217.2. An update on the pending condition survey of the Denes Oval pavilion, and use the findings of the survey to commission a schedule of works for refurbishment of the pavilion (some aspects may be confidential) – A chartered surveyor had given a five-year programme of works for a building in Sparrows Nest, and Full Council had previously agreed a similar approach to the Denes Oval pavilion, using the results of the condition survey. It was confirmed the condition survey had not yet been completed, but officers had been informed all outstanding surveys should be completed by the end of March. Cllr Pearce requested an item on April's AID Committee agenda to review the position, and to ask the organisation undertaking the surveys to provide the report for the Denes Oval by the end of March to inform costings.

217.3. The feasibility of applying for a Public Works Loan for refurbishment work to the Denes Oval pavilion and perimeter wall – It was requested that this item and the previous item be carried forward to March's Full Council meeting to review whether the reports had been received and whether a delegation to the AID Committee would be necessary.

218. Planning

218.1. The draft minutes of the Planning Committee meetings on 25 January, 8 February and 22 February 2024 – The draft minutes were received and noted.

218.2. Any recommendations from the Planning Committee regarding East Suffolk Council's Planning Committee Member Call-In Process – Cllr Pearce considered the process did not address the concerns raised by Lowestoft Town Council regarding the Council's ability to provide input and make representation before the scheme delegation. The new system was considered to not be open or transparent as both parties should be able to make representation at the Referral Panel.

Cllr Pearce summarised the following concerns:

- The call-in process does not address the concerns that have been raised by Lowestoft Town Council.
- The concerns raised by Lowestoft Town Council at the beginning of last year, requesting input and representation to be able to set out its concerns early in the new Council term before the scheme of delegation was decided, has not been acknowledged or addressed.

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- If Lowestoft Town Council makes a recommendation which is contrary to the recommendation of planning officers, and the application goes to Referral Panel, it is not open, transparent, accountable, or natural justice that the planning officers - as one party in that difference of opinion - are able to attend the Referral Panel and speak to their own position, but Lowestoft Town Council - as the other party involved - is denied the same opportunity. For the process to be open, transparent, accountable, and reflective of natural justice, both parties should be able to attend so that each can speak to its own position.

Cllr Pearce proposed to support the recommendation of the Planning Committee to pass this feedback to East Suffolk Council's Scrutiny Committee, as the Town Council's comments, given that a meeting with the Scrutiny Committee had been requested previously to discuss the Town Council's concerns; seconded by Cllr Barker; all in favour.

219. Climate and Ecological Emergency

219.1. The draft minutes of the Climate and Ecological Emergency Committee meeting on 19 February 2024 – The draft minutes were received and noted.

219.2. Recommendations from the Climate and Ecological Emergency Committee:

219.2a. Reviewing the scheme of delegations relating to planning considerations, and consider broadening it to enable the Climate and Ecological Emergency Committee to make representations on relevant matters – There is a delegation to the Planning Committee to respond to planning applications and other planning related consultations, which are often time sensitive. In practical terms it would be difficult to implement a solution which would work within the statutory framework for making representations on planning applications. It was suggested the most appropriate solution would be for Councillors who have strong views regarding this to join the Planning Committee, if they have not already. It was suggested to feed this back to the Climate and Ecological Emergency Committee and ask its members what capacity they would have to join the Planning Committee, if they had strong views on this. Depending on the response, an appropriate item could be added to March's Full Council agenda.

220. Personnel

220.1. The draft minutes of the Personnel Committee meeting on 1 February 2024 – The draft minutes were received and noted.

220.2. Recommendations from the Personnel Committee:

220.2a. Amending the Personnel Committee's Terms of Reference, to enable meetings to be scheduled on a monthly basis – It had been agreed previously that meetings would be held monthly following the change in grounds maintenance arrangements. Currently meetings outside of the previous schedule were being called as Extraordinary Meetings. Cllr Pearce proposed to approve this recommendation from the Personnel Committee; seconded by Cllr Begum; all in favour.

220.2b. Amending the Personnel Committee's meeting schedule for meetings to take place on the first Thursday of the month at 10:00 – It was requested by the Acting Town Clerk for this item to be considered during the confidential session.

220.3. Any interim staffing arrangements (confidential) – To be considered during the confidential session.

220.4. Inclusion of any period of temporary employment as a factor when conducting initial six-month reviews for permanent employees (confidential) - To be considered during the confidential session.

220.5. Staff terms and conditions for 2024/25 (confidential) - To be considered during the confidential session.

220.6. The legal position on application of the Local Government Pay Award (confidential) - To

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be considered during the confidential session.

221. Legal matters (some aspects may be confidential):

- 221.1. Renewal of an existing tenant's lease (confidential) - To be considered during the confidential session.
- 221.2. The lease for Unit 2 (confidential) - To be considered during the confidential session.
- 221.3. An update report on legal matters (confidential) - To be considered during the confidential session.

222. The draft agenda for the Quarterly Liaison Meeting with East Suffolk Council on 13 March 2024 and appointing representatives to attend

It was considered that some of the items on the draft agenda were not required, as partnership and co-operation was due to be discussed in a standalone meeting. Assets and areas of shared ownership could be combined with the Cotman Close play area item. An update had already been provided regarding Armed Forces Day and there was nothing further to discuss at this stage. The matter regarding the demolition works on the Battery Green car park and Marina Theatre had already been dealt with. Any further discussion on the planning process would require a standalone meeting. Cllr Pearce proposed to reflect these amendments in the draft agenda; seconded by Cllr Begum; all in favour. It was requested an item be added to consider the timing of future meetings to enable more Councillors to attend. Cllr Pearce put his name forward as one of the attendees, but would be happy to step aside if it became over-subscribed. It was agreed officers would circulate the draft agenda, for Councillors to put their names forward.

223. Outside bodies

- 223.1. Cllr Newsome's report of the High Street Heritage Action Zone Board meeting on 19 January 2024 – The report was received and noted.
- 223.2. Cllrs Barker and Ray's report of the First Light Festival Steering Group meeting on 8 February 2024 – The report was received and noted.
- 223.3. Cllr Rappensberger's report of the Friends of Fen Park's Extraordinary General Meeting on 24 January 2024 – Cllrs Breakspear, Pearce and Rappensberger had attended. The main purpose had been to elect new members to the Committee. The Group was keen to working closely with the Town Council.
- 223.4. Appointing a substitute representative to the Gull Wing Stakeholders' Group – Officers were asked to email Councillors to seek interest.
- 223.5. The outcome of the Suffolk County Council Budget meeting on 15 February 2024, regarding the proposed closure of the Suffolk Archives branch in Lowestoft – The Town Council had sent a letter to Suffolk County Council, expressing its opposition to the proposed closure. It was understood the budget had been approved, with the recommendations from the Scrutiny Committee regarding the close of the Suffolk Archives branch in Lowestoft. Cllr Pearce declared he was the former secretary of the Save Our Records Office group and the Lowestoft and District Independent Archive. It was considered there was no justification to move the local studies material, as this did not require specialist storage conditions. It was understood membership of the Stakeholder Engagement Groups would include depositors but not users of the local studies material. Cllr Pearce proposed to discuss this with East Suffolk Council at the Quarterly Liaison Meeting, with a view to making a joint representation on behalf of people in Lowestoft and North East Suffolk who are not depositors, but will still be disadvantaged by the removal of the material; seconded by Cllr Barker; all in favour. A formal response to the Town Council's letter to Suffolk County Council had not yet been received.
- 223.6. An update on the former Lowestoft Hospital site – Cllr Barker had circulated an update.

224. Date of next meeting

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225. Items for the next agenda and close

It had been agreed for two items relating to the Denes Oval to be carried forward to the next meeting.

Cllr Breakspear proposed moving the meeting into confidential session; seconded by Cllr Rappensberger; all in favour.

226. Resolution to close the meeting to the public:

226.1. Any matters, including those above as required

216.2a. Approving block paving works to the entrance of Belle Vue Park, including to consider a maximum budget, procurement process and specification Block paving – It was noted that, due to the anticipated cost, the Town Council should undertake a full and open procurement process, in line with its Financial Regulations, however that would make the project difficult to achieve in time for the 150th anniversary in May. Cllr Pearce proposed for the works to proceed, and asked the Acting Town Clerk to follow the necessary procurement procedures, noting this may mean works are not carried out in time for the 150th anniversary; seconded by Cllr Barker; all in favour.

The Project and Committee Clerk left the meeting 20:24 for the consideration of the following items

220.4. Inclusion of any period of temporary employment as a factor when conducting initial six-month reviews for permanent employees (confidential) – This item was approved.

220.6. The legal position on application of the Local Government Pay Award (confidential) – There was no update to report.

221.1. Renewal of an existing tenant's lease (confidential) - The Acting Town Clerk had provided a confidential meeting paper, detailing the latest position.

221.2. The lease for Unit 2 (confidential) - The Acting Town Clerk had provided a confidential meeting paper, detailing the latest position.

221.3. An update report on legal matters (confidential) - The Acting Town Clerk had provided a confidential meeting paper, detailing the latest position.

Signed:

26 March 2024