

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 23 March 2021

### MINUTES

**Video meeting participants:** Cllrs Robert Breakspear, Colin Butler, Neil Coleby, Amanda Frost, Alan Green (Mayor), Jacqueline Hardie, Peter Knight, Peter Lang, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts and Alice Taylor

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

#### **178. Welcome**

Councillors and members of the public were reminded of the right to report and the application of the video meeting protocol and the meeting was welcomed.

#### **179. Apologies for absence from any councillors not in attendance**

Apologies were received from Cllr David Youngman. Cllrs Tara Carlton and Tracey Eastwood had not provided apologies and were absent. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Knight; thirteen Councillors voted in favour; one Councillor voted against.

#### **180. Declarations of Interests and dispensations**

Cllr Patience declared a local non-pecuniary interest in any matters related to East Suffolk Council or Suffolk County Council, and also declared a local non-pecuniary interest in item 185.3.

#### **181. Receipt of any comments and noting that the draft minutes of the meeting on 23 February 2021 will be considered at the next appropriate meeting**

The draft minutes were noted.

#### **182. Any advance comments from the public on any matters on this agenda**

A comment had been received regarding item 189.3, that the Council's Heritage Action Zone representatives should ensure they scrutinise decisions made by East Suffolk Council.

#### **183. Finance**

183.1. Receipt of the draft minutes of the meeting on 11 March 2021 – The draft minutes were noted.

183.2. Recommendations from the Finance and Governance Committee:

183.2a. For the quorum of the Town Council's Committees to be four Councillors and the quorum of the Town Council's Sub-Committees to be three Councillors – It was confirmed that items 183.2a – 183.2g would, if approved, take effect from the Annual Meeting in May. Cllr Pearce proposed approval of the recommendation to standardise the quorum of the Council's Committees to four Councillors and the quorum of the Town Council's Sub-Committees to three Councillors; seconded by Cllr Hardie; all in favour.

183.2b. For the Deputy Mayor to have ex-officio membership to all of the Town Council's Committees and Sub-Committees for the 2021 – 2022 civic year, without voting rights unless they become a member of that Committee or Sub-Committee – The Finance and Governance Committee received an objection to the Standing Orders and Policies Sub-Committee's recommendation for the Deputy Mayor to have ex-officio membership to all of the Town Council's Committees and Sub-Committees. The recommendation from the Finance and Governance Committee is therefore that this should be with no voting rights and this arrangement should be on a trial basis for the 2021 – 2022 civic year initially. The aim of this recommendation is to give the Deputy Mayor experience of all the Committees and Sub-Committees without having to

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commit to full membership. If approved, the Deputy Mayor would be able to participate in the debate and remain in the meeting for any confidential session, but would not be able to vote and would not count towards the quorum of a meeting. Cllr Pearce proposed approval of the recommendation for the Deputy Mayor to have ex-officio membership to all of the Town Council's Committees and Sub-Committees for the 2021 – 2022 civic year, without voting rights unless they become a member of that Committee or Sub-Committee, and without counting towards the quorum of any Committee or Sub-Committee meeting they attend without being a member; seconded by Cllr Lang; thirteen Councillors voted in favour; one Councillor voted against.

- 183.2c. Delegating the horticultural budget and the ordering of bulbs for annual planting each year to the Parks and Open Spaces Sub-Committee – If approved this would link with item 183.2f, which would limit the expenditure on individual items. The aim of this recommendation is to streamline the current process. The annual budget for planting and ongoing maintenance is set in advance and any expenditure would be subject to full scrutiny. Cllr Pearce proposed approval of the recommendation to delegate the horticultural budget and the ordering of bulbs for annual planting each year to the Parks and Open Spaces Sub-Committee; seconded by Cllr Lang; twelve Councillors voted in favour; two Councillors voted against.
- 183.2d. Amending the Assets, Inclusion and Development Committee's Terms of Reference to enable it to grant delegated budgets to the Events and Communications Sub-Committee and the Parks and Open Spaces Sub-Committee – With regard to approval of the previous item, the parent Committee now needs to be enabled to facilitate the delegations. Cllr Pearce proposed approval of the recommendation to amend the Assets, Inclusion and Development Committee's Terms of Reference to enable it to grant delegated budgets to the Events and Communications Sub-Committee and the Parks and Open Spaces Sub-Committee; seconded by Cllr Coleby; ten Councillors voted in favour; two Councillors voted against; two Councillors abstained from the vote.
- 183.2e. For Committees with a delegated budget to have a per-item expenditure limit of £5,000, not exceeding the available budget delegated to that Committee, and not affecting existing officer delegations – This would only relate to Committees with a delegated budget. Cllr Pearce proposed approval of the recommendation for Committees with a delegated budget to have a per-item expenditure limit of £5,000, not exceeding the available budget delegated to that Committee, and not affecting existing officer delegations, and not affecting the delegation to the Finance and Governance Committee to consider individual items of expenditure not exceeding £10,000; seconded by Cllr Coleby; nine Councillors voted in favour; three Councillors voted against; two Councillors abstained from the vote.
- 183.2f. For Sub-Committees with a delegated budget to have a per-item expenditure limit of £2,500, not exceeding the available budget delegated to that Sub-Committee, and not affecting existing officer delegations – This is the same principle as the previous item, and only applies where a budget has been delegated. Cllr Pearce proposed approval of the recommendation for Sub-Committees with a delegated budget to have a per-item expenditure limit of £2,500, not exceeding the available budget delegated to that Sub-Committee, and not affecting existing officer delegations; seconded by Cllr Parker; nine Councillors voted in favour; three Councillors voted against; two Councillors abstained from the vote.
- 183.2g. That Chairs and Deputy Chairs of the Town Council's Committees should not hold the position of Chair or Deputy Chair of any of that Committee's Sub-Committees – Cllr Pearce proposed approval of the recommendation that Chairs and Deputy Chairs of the Town Council's Committees should not hold the position of Chair or Deputy Chair of any of that Committee's Sub-Committees; seconded by Cllr Lang; all in favour.

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183.2h. Adopting the following Town Council policies:

183.2hi Grievance Procedure – It was agreed to take items 183.2hi – 183.2hvii as one vote, as they have been considered by the Standing Orders and Policies Sub-Committee and the Finance and Governance Committee also. It was noted that the Petty Cash Policy and the Pond Policy have been amended slightly since being reviewed by the Standing Orders and Policies Sub-Committee and the Finance and Governance Committee, and the amended policies have been circulated to Councillors. Cllr Pearce proposed adoption of the policies as listed in items 183.2hi – 183.2hvii; seconded by Cllr Lang; thirteen Councillors voted in favour; one Councillor abstained from the vote.

183.2hii Memory Stick Policy (incorporated into the existing IT, Internet, Social Media and Email Policy)

183.2hiii Noticeboard Protocol

183.2hiv Pandemic Contingency and Recovery Policy

183.2hv Personal Use of the Telephone Policy, as amended

183.2hvi Petty Cash Policy

183.2hvii Pond Policy, as amended

183.2i. Agreeing the Town Council's insurance provider – A range of providers and brokers have been approached, and standard checks undertaken. There have been considerable problems progressing this, but a baseline specification has been established to obtain quotes, which will be further refined. The current insurance expires on 31 March 2021. One provider came out clearly with the best quotation. The second best could not provide the level of officer fidelity cover recommended by the auditor, and was more expensive. The Council has robust safeguards in place but would not wish to ignore the auditor's advice. The existing provider has given a very good quote. Some amendments would be needed to the lowest quote they have given, which would likely raise the cost but it would still remain very competitive. The Council also needs to decide if it would prefer a one year or three year agreement. The current provider has environmental policies in place, and the range of policies the Council would expect, which are all available on their website. Cllr Pearce proposed continuing with the Town Council's current insurance provider on a three-year term, at a cost not exceeding that which the Council currently pays for its insurance cover, excluding the standard RPI increase; seconded by Cllr Taylor; all in favour.

183.3. Receipt and consideration of the following:

183.3a. The 2020 – 2021 budget position – This was noted. Cllr Green proposed to accept the 2020 - 2021 budget position as reported; seconded by Cllr Pearce; all in favour.

183.3b. Any bank reconciliations – February's bank reconciliation is with the relevant Councillor to be checked and signed off. This will be reported back at the next Finance and Governance Committee meeting.

183.3c. Payments, including those made under delegated authority, any Covid-19 grant awards and any for approval, and income and expenditure reports for the month ending 28 February 2021 and March 2021 to date – Cllr Green proposed to accept the income and expenditure reports as follows; seconded by Cllr Coleby; all in favour:

Table 1 February Income

Date	Received from	Description	Amount
1 February 2021	Market Income	Weekly Market Income	£42.50
8 February 2021	Market Income	Weekly Market Income	£18.50

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Date	Received from	Description	Amount
15 February 2021	Market Income	Weekly Market Income	£42.50
17 February 2021	East Suffolk Council	S106 for Noticeboards	£2,028
19 February 2021	Tenant	Rental Income from Tenant	£1,562.50
22 February 2021	Market Income	Weekly Market Income	£42.50
22 February 2021	Tenant	Rental Income from Tenant	£213.16
23 February 2021	HMRC	VAT Return Q3 2020-2021	£37,602.12
24 February 2021	East Suffolk Norse	Whitton Green money	£18,506 + £3,701.20 VAT = £22,207.20
24 February 2021	East Suffolk Norse	Belle Vue Park Cemetery income	£1,962.50 + £392.50 VAT = £2,355

*Table 2 February Expenditure*

Date	Payment to	Description	Amount
4 February 2021	Suffolk Pension Fund	Pension January 2021	£4,450.70
9 February 2021	Land Registry	Land Registry Search	£6
12 February 2021	Sandy Lane Nursery	Trees	£108 + £21.60 VAT = £129.60
12 February 2021	Trevor Brown	Internal Audit	£250
12 February 2021	Archant	Lowestoft Journal Adverts	£85 + £17 VAT = £102
12 February 2021	Rialtas	Finance Software	£59 + £11.80 VAT = £70.80
12 February 2021	O.A. Chapman & Son Ltd	RICS valuation surveys for Asset Register	£4,750 + £950 VAT = £5,700
12 February 2021	Nicholsons Solicitors	Legal Advice	£495 + £99 VAT = £594
12 February 2021	Nicholsons Solicitors	Legal Advice	£1079.40 + £209.88 VAT = £1,289.28
12 February 2021	Joshua Freemantle	HMD Video	£175

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Date	Payment to	Description	Amount
12 February 2021	Abrehart Ecology Ltd	Ecological and Biodiversity Pond Surveys	£1,863 + £372.60 VAT = £2,235.60
12 February 2021	Moss King	Town Hall Business Plan Development Project (to be paid for using AHF grant)	£9,140
12 February 2021	Anglian Water	Normanston Water	£127.01
12 February 2021	East Coast Community Healthcare	Replacement Laptop	£675.75 + £135.15 VAT = £810.90
12 February 2021	Ricoh	Printer Hire	£252.82 + £50.57 = £303.39
12 February 2021	Nick Walker Thatching	Belle Vue Park Lodge Repairs	£950
12 February 2021	East Point Business Services	IT Service Charge 01/10/2018 to 30/09/2019	£12,924.00 + £2,584.80 VAT = £15,508.80
12 February 2021	East Point Business Services	IT Service Charge 01/10/2019 to 30/09/2020	£12,924.00 + £2,584.80 VAT = £15,508.80
12 February 2021	East Point Business Services	IT Service Charge 01/10/2020 to 31/12/2020	£3,231.00 + £646.20 VAT = £3,877.20
12 February 2021	East Point Business Services	IT Service Charge 01/01/2021 to 31/03/2021	£3,231.00 + £646.20 VAT = £3,877.20
15 February 2021	Gazprom Energy	Town Hall Gas	£45.70
16 February 2021	Lloyds Bank	Credit Card Charges	£20.39
18 February 2021	NPower	Electricity Charges	£226.67
18 February 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 February 2021	NPower	Electricity Charges	£698.54
19 February 2021	HMRC	PAYE January 2021	£4,228.61
22 February 2021	NPower	Electricity Charges	£122.62
23 February 2021	Salaries	Salaries February 2021	£10,273.21

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Date	Payment to	Description	Amount
23 February 2021	Ecolab Ltd	Marina Theatre works	£7,851.60 + £1,570.32 VAT = £9,421.92
24 February 2021	East Suffolk Norse	Partnership Charge March 2021	£36,525 + £7,305 VAT = £43,830

Table 3 March Income

Date	Received From	Description	Amount
1 March 2021	Market Income	Weekly Market Income	£42.50
8 March 2021	Market Income	Weekly Market Income	£42.50
12 March 2021	East Suffolk Council	S106 for Stoven Close	£15,102.35
15 March 2021	Market Income	Weekly Market Income	£42.50
15 March 2021	Zurich Insurance	Insurance claim for a laptop	£642.50
17 March 2021	Suffolk County Council	Locality Funding for Fen Park	£6,058.31
19 March 2021	Tenant	Rental Income from Tenant	£1,562.50
19 March 2021	Market Income	Weekly Market Income	£42.50
22 March 2021	Tenant	Rental Income from Tenant	£213.16

Table 4 March Expenditure

Date	Payment to	Description	Amount
4 March 2021	SCC Pension Fund	Pensions February 2021	£4,450.70
9 March 2021	Land Registry	Land Registry Search	£6
16 March 2021	NPower	Electricity Charges	£666.10
16 March 2021	Lloyds Bank	Credit Card Charges	£190.29
16 March 2021	Land Registry	Land Registry Search	£3
16 March 2021	Rialtas Business Suite	Omega software and support 2021-2022	£959 + £191.80 VAT = £1,150.80
16 March 2021	BSA Security	Replaced LED light fitting and fire extinguisher	£117 + £23.40 VAT = £140.40

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Date	Payment to	Description	Amount
16 March 2021	BSA Security	Whitton Meeting Hall replacement 1ah batteries	£134 + £26.80 VAT = £160.80
16 March 2021	BSA Security	Whitton Meeting Hall replacement 2.1ah batteries	£75 + £15 VAT = £90
16 March 2021	GYH Plumbing	Gunton Meeting Hall Boiler Service	£62.50 + £12.50 VAT = £75
18 March 2021	NPower	Electricity Charges	£209.37
18 March 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 March 2021	NPower	Electricity Charges	£690.43
19 March 2021	HMRC	HMRC February 2021	£4,228.61
22 March 2021	NPower	Electricity Charges	£94.63
23 March 2021	Salaries	Salaries March 2021	£10,272.61
23 March 2021	SLCC	SLCC Regional Training Seminar x2	£45 + £9 VAT = £54

### 184. Governance

- 184.1. Actions by the Town Council in response to the Covid-19 pandemic – The Town Council is assisting with the effort to promote the economy and has mostly been involved with partnership activities. The Council is now looking at the impact of a potential increase in tourism in the town this year, which will have positive and negative aspects. Arrangements will be made for the Triangle Market Working Group to meet again and start planning markets for the earliest opportunity. This week Parliament will be considering a potential extension of the temporary one year arrangements to allow Councils to hold their meetings virtually. It is hoped the position will be known in time for April's Full Council meeting.
- 184.2. Whether to extend the Town Clerk's emergency delegated authority – Cllr Pearce proposed that the Town Clerk's emergency delegated authority remain in place until the Annual Meeting in May, and then be extended by a further six months, to be reviewed again at the end of that period; seconded by Cllr Hardie; all in favour.
- 184.3. Whether all Town Council video meetings should be held in a webinar format – The meetings would still be held via Zoom. The current arrangement means members of the public can watch a livestream of the meeting via YouTube but cannot attend meetings unless by special arrangement. The Annual Assembly was held via a webinar format and allowed members of the public to ask questions directly, rather than having to submit them in writing in advance of the meeting. Changing to a webinar format would not affect the current YouTube arrangements. The Chair would still have the responsibility of keeping the meeting to order, as with face to face meetings. There would be controls for removing any disruptive attendees. With the webinar format, members of the public can only see panellists and cannot see how many other members of the public are present, although the number of attendees could be made known during the meeting. It would be difficult to accommodate members of the public

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using the existing format. Cllr Knight proposed trialling a webinar format Zoom meeting for the next meeting of the Planning and Environment Committee, and then the subsequent Full Council meeting; seconded by Cllr Pearce; twelve Councillors voted in favour; two Councillors voted against. It was agreed that the screen should be formatted to display a gallery view of Councillors in attendance at the meeting, rather than just a view of whomever is speaking at the time, as was the case for the Annual Assembly. Members of the public will have their videos disabled to protect their privacy.

184.4. The legal position regarding holding of Council meetings in May and thereafter – The position may not be known until the end of April. Usually the Annual Meeting is held two weeks before the regular Full Council meeting in May. If the legislation permitting video meetings is extended, the Annual Meeting can be arranged as per the usual schedule. If there is no decision in time for the next Full Council meeting, or the legislation is not extended, the Annual Meeting would need to be scheduled to take place before 6 May. This would not affect the by-elections, but if the Annual Meeting were brought forward it would be taking place before the new Councillors are in post. If video meetings cannot continue, arrangements would have to be put into place to ensure social distancing. Cllr Pearce proposed that if there is no decision confirmed in time for April's Full Council meeting, or Parliament decides not to extend the legislation to allow video meetings to continue, that the Annual Meeting is scheduled to take place before 6 May. If Parliament decides that video meetings can continue, the Annual Meeting should be scheduled as previously (two weeks prior to the regular Full Council meeting in May); seconded by Cllr Green; twelve Councillors voted in favour; two Councillors abstained from the vote.

184.5. Progress with the review of the Equality Policy and practice, following a complaint from a member of the public – Cllr Green had prepared meeting papers for this item, which had been circulated. The Clerk has been exploring options for external bodies who can assist. There is a London-based consultancy which is resolution-focussed and could provide a large package of support to the Council, with the aim of helping the Council reach the best position it can for the future. Cllr Hardie proposed proceeding with support from this consultancy, within a maximum budget of £6,000; seconded by Cllr Lang. There was a concern about committing to this expenditure as the result of one complaint from one member of the public. It is however important that the Council looks at how it can deliver better services and be more engaging and representative of the public. The whole process should help the Council to embed better practices. It was noted that not all Councillors previously undertook the equality and diversity training which was arranged. The consultant will likely be working with the Working Group initially but there should be an opportunity for all Councillors to be involved. Induction training is offered to new Councillors and also provides the opportunity for refresher training for existing Councillors as well. The vote on Cllr Hardie's proposal was taken; eleven Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote. Cllr Pearce proposed adopting the Terms of Reference as set out in the meeting papers provided, with an amendment to the quorum that it should be three Councillors, rather three Councillor and one external representative, as there may not always be a requirement for the external representative to attend, and the meeting proceeding should not be dependent on this. With these more formal arrangements it was queried whether it would be more appropriate to constitute a temporary Committee of the Council, rather than a Working Group. It was agreed to keep it as Working Group, and rather than adopt Terms of Reference, to call this document the Scope of the Working Group. Cllr Coleby proposed proceeding with the Working Group to take this matter forward and to adopt the Scope of the Working Group, which was previously referred to as the Terms of Reference, with an amendment that the quorum should be three Councillors; seconded by Cllr Lang; eleven Councillors voted in favour; one Councillor voted against; two Councillors abstained from the vote.

*A five minute comfort break was taken 21:01 and the meeting resumed 21:06*

184.6. Arrangements for the Normanston Park Tenancy Arrangements Sub-Committee – The Sub-Committee met yesterday. The draft Terms of Reference have been prepared that this is a

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Sub-Committee reporting to the Assets, Inclusion and Development (AID) Committee. Cllr Pearce proposed confirming the arrangements of the Terms of Reference, that this is a Sub-Committee of the AID Committee; seconded by Cllr Green; twelve Councillors voted in favour; two Councillors abstained from the vote.

### 185. Assets, Inclusion and Development

185.1. Receipt of the draft minutes of the meeting on 1 March 2021 – The draft minutes were noted.

185.2. Recommendations from the AID Committee:

185.2a. Adopting the draft five-year plans for the Town Council's parks and open spaces as working/discussion documents – Thanks were extended to Cllr Coleby for putting together these plans. Cllr Pearce proposed approval of the recommendation to adopt the draft five-year plans as working/discussion documents; seconded by Cllr Lang; all in favour.

185.2b. Agreeing in principle to pledge land to the WildEast project – Cllr Hardie proposed approving the recommendation to agree in principle to pledge land to the WildEast project; seconded by Cllr Coleby; thirteen Councillors voted in favour; one Councillor voted against.

185.2c. Subject to the approval of item 185.2b, pledging land at Clarkes Lane, the North Denes and Fen Park for re-wilding, for an initial trial period of two years, and with the installation of appropriate signage – Cllr Coleby proposed pledging land at Clarkes Lane, the North Denes and Fen Park for re-wilding, for an initial trial period of two years, and with the installation of appropriate signage. This will be as an initial trial and will not necessarily be the extent of the re-wilding of areas of land owned by the Town Council; seconded by Cllr Hardie; all in favour.

185.2d. For the Council to use its discretion to authorise additional markets in Lowestoft should it approve of the proposals, including indoor markets, subject to the Council having the legal right to do so – Approval of this item would not mean that the Council would be eradicating or setting aside the Charter, but would give the Council discretion to consider proposals for markets should it wish to. The Town Council's solicitor has advised it should have the right to do this. Cllr Pearce proposed approval of the recommendation for the Council to use its discretion to authorise additional markets in Lowestoft should it approve of the proposals, including indoor markets; seconded by Cllr Coleby; all in favour.

185.2e. A request to trade at the Links Road car park (confidential) – To be discussed during the confidential session.

185.3. A request from a member of the public for tree works at the Great Eastern Linear Park – The Council has received the advice of a qualified arborist. Amendments have been made to the Tree Policy to give the Council the discretion to consider individual requests for tree works. Officers have been keeping the individual informed of progress, but the resident has not yet been invited to put their case forward to the Council. The resident would be prepared to pay for the works. Land slippage has been reported at the site. Officers will ask the arborist to investigate this. Cllr Pearce proposed inviting the member of the public to speak with the Council ahead of its Full Council meeting in April; seconded by Cllr Patience; thirteen Councillors voted in favour; one Councillor abstained from the vote. The meeting will be arranged directly before the Arnold's Bequest Charity Board meeting which precedes April's Full Council meeting.

185.4. Progress and endorsement of the Shaping Places for Healthier Lives bid – It has been discussed previously that there is funding available to help support play in Lowestoft spaces and they have been advised what play spaces the Town Council has. The Council has been asked to appoint a representative to the group which will decide how the bid is progressed. The project is seeking the Council's support for accessing this funding for the town, and part of the initial work will be scoping out what the requirements are in Lowestoft. Cllr Coleby volunteered to be the Council's representative and Cllr Lang volunteered to be the substitute

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representative. Cllr Pearce seconded Cllr Coleby as the representative and Cllr Lang as the substitute representative, and all Councillors voted in favour.

185.5. A request from the Marina Theatre to open an outdoor café space – Cllr Taylor proposed landowner approval for this request; seconded by Cllr Coleby. The Theatre is aware that it would need to liaise with other relevant authorities regarding other permissions which may be required. The Theatre would like to open an outdoor seating area to the rear of the building, which would help to maintain social distancing. As this is where deliveries are received, the Theatre is aware that it would need to manage health and safety. Some minor alterations may need to take place, such as replacing a window with a door and installing a ramp, but nothing which would fundamentally change the use of the building long term. Further to Cllr Taylor's initial proposal, it was clarified this would be landowner permission only, and would be subject to the Theatre obtaining necessary permissions and licenses from other relevant authorities. It was also confirmed this would include landowner permission to make certain alterations, such as replacing a window with a door, again subject to the necessary permissions being obtained and on the understanding that it does not fundamentally change the use of the building. The vote was taken and all Councillors voted in favour.

185.6. Replacement of the Mayoral robes – The Council agreed previously that it would like to replace the Mayoral and Deputy Mayoral robes. The Deputy Clerk has put some information together as a proposal. Two companies have provided more preferable quotations, but it is for the Council to decide how this is progressed. Where possible the Council would wish to avoid plastics and animal products being used in the manufacture of the robes. It was suggested that a scoring system should be devised to reach the best compromise. Cllrs Knight, Lang, Pearce and Taylor volunteered to progress this and it was agreed a Working Group should be formed for this purpose. A maximum budget has already been agreed for the purchase of the replacement robes. Cllr Coleby proposed delegating authority to the Working Group to agree the design and purchase the replacement Mayoral and Deputy Mayoral robes, avoiding plastics and animal products where possible, and using the prototype design supplied as a guide; seconded by Cllr Pitts; all in favour.

*Cllr Patience left the meeting 21:42*

As it had passed 21:30, Cllr Pearce proposed suspending Standing Order 3y to allow the meeting to continue for an additional twenty minutes; seconded by Cllr Taylor; twelve Councillors voted in favour; one Councillor voted against.

185.7. Arrangements for procurement of additional items of the Lowestoft Collection – The Council does not yet have an agreed procedure on how to decide which items to purchase.

*Cllr Frost left the meeting 21:44*

As a general principle, The Council only purchases items which enhances its collection, but the Lowestoft Collection extends beyond items of Lowestoft Porcelain. The question of how the decision is made and the detail has not yet been specified.

*Cllr Taylor temporarily left the meeting 21:46*

Cllr Coleby proposed referring this item to the AID Committee to draw up a proposal for Full Council to consider; seconded by Cllr Pearce; ten Councillors voted in favour; one Councillor abstained from the vote.

### **186. Planning and Environment**

186.1. Receipt of the draft minutes of the meetings on 23 February 2021 and 9 March 2021 – The draft minutes were noted.

### **187. Climate Emergency**

187.1. Receipt of the draft minutes of the meeting on 10 March 2021 – The draft minutes were noted.

### **188. Community Safety**

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- 188.1. The insufficiency of membership to the Community Safety Committee and appointing additional members and/or reviewing its status – The proposed date of the next meeting is 31 March. Should this go ahead the Committee will review its own arrangements. Cllr Green advised he would be happy to join the Committee as a member until the Annual Meeting.

*Cllr Taylor returned 21:40*

Cllr Pearce proposed approval for Cllr Green to become a member of the Community Safety Committee; seconded by Cllr Lang; eleven Councillors voted in favour; one Councillor abstained from the vote.

### 189. Representative Roles

- 189.1. Appointing a substitute representative to the Pakefield Coast Protection Steering Group – Cllr Green is the Town Council's appointed representative. Cllr Hardie proposed appoint Cllr Pitts as the Town Council's substitute representative to the Pakefield Coast Protection Steering Group; seconded by Cllr Green; all in favour.
- 189.2. Appointing a representative and a substitute representative to the Britten as a Boy Statue Steering Committee – Cllr Coleby volunteered to be the Council's representative and Cllr Pearce volunteered to be the Council's substitute representative. Cllr Green proposed appointing Cllr Coleby as the Town Council's representative to the Britten as a Boy Statue Steering Committee, and Cllr Pearce as the substitute representative; seconded by Cllr Hardie; all in favour.
- 189.3. Reviewing the HAZ representation and substitute arrangements – Arrangements for attending meetings need to be clarified, particularly if the representatives cannot attend. There is a single governance framework for the HAZ groups. Currently, Cllrs Knight and Taylor are representatives for the North, with Cllr Pearce as the substitute, and Cllr Knight is the representative for the South and the Seafront Masterplan, with Cllr Hardie as the substitute. As it has been confirmed there is a unified arrangement for both, Cllr Pearce offered to step down as the substitute representative for the North, with Cllr Hardie becoming the substitute for both. The Triangle Market and Scores Working Group sits under the HAZ and Seafront Masterplan and has the same consultant. The HAZ Manager has asked for confirmation of the Council's representation on this Group. Cllr Pearce would like to be considered for this position and suggested Cllrs Coleby and Taylor may also be interested. The vote was taken first to approve Cllr Hardie becoming the substitute representative to both of the HAZ Groups, and for Cllr Pearce to step down from his role as substitute representative for the North. All Councillors voted in favour. Cllrs Coleby, Pearce and Taylor agreed they would like to be the Town Council's representatives to the Triangle Market and Scores Working Group, and it is understood there is not a limit on the number of representatives the Town Council can have. This was seconded by Cllr Green and all Councillors voted in favour to appoint Cllrs Coleby, Pearce and Taylor as the representatives.

### 190. Date of next meeting

27 April 2021 19:30

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

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

Cllr Coleby proposed moving the meeting into confidential session; seconded by Cllr Knight; all in favour. The Mayor thanked those who had been viewing the meeting via live stream and the live stream was closed as the meeting went into confidential session. It was confirmed the meeting would end following the confidential session.

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

- 192.1. Any legal matters, including those above as required:

185.2e A request to trade at the Links Road car park (confidential) – There was a confidential discussion regarding an application to trade at the Links Road car park. A vote was taken

**Lowestoft Town Council**

**Full Council Meeting**

**Held via Video Meeting**

**19:30 on 23 March 2021**

and ten Councillors voted in favour and two Councillors abstained from the vote.

Signed:   
18 May 2021