

Lowestoft Town Council

Full Council Meeting

Held via Video Meeting

19:30 on 27 April 2021

MINUTES

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

Also participating: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

202. Welcome and acceptance of Declarations of Acceptance of Office from new Councillors

Councillors and members of the public were reminded of the right to report and the application of the video meeting protocol. Cllrs Barker and Begum were welcomed to the Council. It was noted that their Declarations of Acceptance of Office had been signed on 15 April 2021 and witnessed by the Clerk.

203. Apologies for absence

Apologies were received from Cllrs Tara Carlton and Tracey Eastwood. Cllr Breakspear had reported that he was having difficulty joining the meeting. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Knight; all in favour.

204. Declarations of Interests and dispensations

There were none.

205. The draft minutes of the meeting on 30 March 2021 and the signing of previous minutes subsequent to 17 March 2020

Cllr Green confirmed he was in receipt of hard copies of all of the minutes subsequent to 17 March 2020. Cllr Lang proposed acceptance of the minutes of 30 March 2021 and all minutes subsequent to 17 March 2020; seconded by Cllr Hardie; all in favour. Cllr Green confirmed he would sign all of the minutes during the meeting.

206. Public forum

An advance comment had been received, encouraging the Council to hold all video meetings in webinar format. It was confirmed that no members of the public were present in the webinar.

207. Finance

207.1. Receipt of the draft minutes of the meeting on 8 April 2021 – The draft minutes were noted.

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

207.2a. Adoption of the following Town Council policies – Cllr Pearce proposed adoption of all the policies as listed at items 207.2ai – 207.2aviii; seconded by Cllr Begum; all in favour.

207.2ai Legionella Control and Water Hygiene Policy, as amended

207.2aii Lone Working Policy and Risk Assessment, as amended

207.2aiii Public Participation Protocol

207.2aiv Redundancy Policy

207.2av Reserves Policy, as amended

207.2avi Reporting Procedure for Assets and Maintenance

207.2avii Reporting at Meetings Protocol, as amended

207.2aviii Safeguarding Policy

207.2b. Making appropriate financial delegations to the Town Council's Committees and Sub-Committees – The Budget and Loan Sub-Committee had asked the Clerk to identify any budgets which may be appropriate for delegation. The Clerk provided a meeting paper which was recommended for adoption by the Budget and Loan Sub-Committee

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and the Finance and Governance Committee. Since then, it has been agreed that the Events and Communications Sub-Committee will report to the Assets, Inclusion and Development (AID) Committee rather than the Finance and Governance Committee, and there will be an appropriate amendment to the AID Committee's Terms of Reference. Cllr Pearce proposed adoption of the meeting paper, on the basis of the previous decision that the per-item expenditure limit for Committees with delegated budgets cannot exceed £5,000, or £2,500 for Sub-Committees with delegated budgets, and also cannot exceed the overall delegated budget to that Committee or Sub-Committee.

Cllr Breakspear joined the meeting 19:40

Cllr Hardie temporarily left the meeting 19:40

The budget is agreed by the Council at the start of the year and any expenditure will be subject to the usual process of scrutiny. The proposal was seconded by Cllr Barker; twelve Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote.

207.2c. Re-adopting the Town Council's Standing Orders with an acknowledgement that there will be a comprehensive review to follow – Cllr Green proposed approval of this recommendation; seconded by Cllr Pearce; all in favour.

207.2d. Proceeding with the purchase of laptops for all Councillors and to delegate authority to the Clerk to agree the specification and complete the purchase within a maximum budget of £20,000 – It is understood that not all Councillors may want a laptop. All Councillors previously received a tablet but some have found them to be not fit for purpose. There would be an issue of confidential data being kept on personal devices, and the specification of the proposed laptops is quite high for that reason. The maximum budget includes the cost of the annual support package for each device. If purchased, it would be expected that Councillors would bring their laptops to meetings to access meeting papers so they do not have to be printed.

Cllr Hardie returned 19:52

Confidential papers can be saved to the secure Members' Area of the website so that they do not have to be circulated via email. It was suggested that this decision could be deferred until the start of the new civic year, then numbers can be confirmed once the new Councillor has been elected. Some Councillors have struggled with the frequently changing passwords on the tablets, so it was suggested that biometric options could be explored instead, such as fingerprint scanning or ID cards. Cllr Knight proposed deferring this item to the new civic year and for biometric options to be explored in place of password access; seconded by Cllr Lang; sixteen Councillors voted in favour; one Councillor abstained from the vote.

207.2e. Proceeding with the purchase of amplification and recording equipment for face-to-face meetings at Hamilton House, and to delegate authority to the Clerk to complete the purchase within a maximum budget of £7,000 – Cllr Taylor proposed approval of this recommendation; seconded by Cllr Patience. The Council previously allocated £16,000 to the budget to purchase this equipment. It was requested that any underspend be allocated to the IT budget. Cllr Taylor amended her proposal to include this; seconded by Cllr Patience; all in favour.

207.2f. Proceeding with the purchase of braided LED Christmas lights for London Road South, including installation of relevant infrastructure, and to agree a joint three year contract for the North and South sides of the town within the budget already agreed (some aspects may be confidential) – Cllr Hardie proposed approval of this recommendation; seconded by Cllr Frost. One of the suppliers now offers lights made from recycled materials, such as recycled plastic bottles. If possible, it was requested that this option is explored. Sixteen Councillors voted in favour; one Councillor voted against.

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207.3. Receipt and consideration of the following:

207.3a. The year-end reports for the financial year ending 31 March 2021 – The agenda item had incorrectly referred to the financial year ending 31 March 2020. Cllr Coleby proposed acceptance of the year-end reports for the financial year ending 31 March 2021; seconded by Cllr Lang; all in favour.

207.3b. 2021 – 2022 budget position – Cllr Coleby proposed acceptance of the 2021 – 2022 budget position; seconded by Cllr Hardie; all in favour.

207.3c. Any bank reconciliations – Bank reconciliations have been completed and verified up to the end of the financial year.

207.3d. 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 31 March 2021 and April 2021 to date – Cllr Pearce proposed acceptance of the income and expenditure reports; seconded by Cllr Youngman; all in favour.

Table 1 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
22 March 2021	Suffolk County Council	Locality Funding St Margarets	£780
26 March 2021	Market Income	Weekly Market Income	£42.50

Table 2 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

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Date	Payment to	Description	Amount
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
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
25 March 2021	Sword and Trowel Ltd	Payslips Q3 2020-21	£73.50 + £14.70 VAT = £88.20
25 March 2021	Railway Paths Ltd	Annual Rent 2021 – 22	£20.91 + £4.19 VAT = £25.10
25 March 2021	Railway Paths Ltd	Annual Rent 2021 – 22	£0.03
25 March 2021	East Suffolk Norse	Partnership Charge Feb 2021	£36,525 + £7,305 VAT = £43,830
29 March 2021	Gazprom Energy	Town Hall gas	£39.32 + £1.96 VAT = £41.28

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Date	Payment to	Description	Amount
31 March 2021	Suffolk Cloud	Website hosting 2021-22	£110
31 March 2021	Breckland Council	Council Tax leaflets	£1,200 + £240 VAT = £1,440
31 March 2021	Urban Vision	Neighbourhood Plan support	£3,150 + £630 VAT = £3,780
31 March 2021	Unity Trust Bank	Service charge	£39.80
31 March 2021	Unity Trust Bank	Service charge adjustment	-£0.50

Table 3 April Income

Date	Received from	Description	Amount
6 April 2021	Market Income	Weekly Market Income	£42.50
6 April 2021	Tenant	Rental Income from Tenant	£2,500
6 April 2021	Brome and Oakley Parish Council	Half of Deputy Clerk SLCC Membership Fees	£144.50
7 April 2021	Tenant	Rental Income from Tenant	£1,550
9 April 2021	Market Income	Weekly Market Income	£42.50
16 April 2021	Market Income	Weekly Market Income	£90.50
19 April 2021	Tenant	Rental Income from Tenant	£213.16
20 April 2021	Tenant	Rental Income from Tenant	£1,562.50
20 April 2021	East Suffolk Council	CIL 2021-22 1 st Instalment	£7,358.53
20 April 2021	HMRC	VAT Return 2020-21 Q4	£29,298.14
23 April 2021	Market Income	Weekly Market Income	£90.50

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Table 4 April Expenditure

Date	Payment to	Description	Amount
1 April 2021	Suffolk Pension Fund	Pensions March 2021	£4,450.7
1 April 2021	East Suffolk Council	Lowestoft Vision BID 2021-22	£1,185
1 April 2021	East Suffolk Council	Pakefield Street PC Business Rates April 2021	£124.55
1 April 2021	East Suffolk Council	Kensington Gardens PC Business Rates April 2021	£205.80
1 April 2021	East Suffolk Council	Sparrows Nest Bowls Business Rates April 2021	£107.80
1 April 2021	East Suffolk Council	Links Road Car Park Business Rates April 2021	£188.25
1 April 2021	East Suffolk Council	Triangle Market Business Rates April 2021	£119.65
8 April 2021	East Suffolk Norse	Partnership Charge April 2021	£37450 +£7,490 VAT = £44,940
8 April 2021	Zurich Municipal	Insurance 2021-22	£16,675.69
9 April 2021	East Suffolk Norse	Links Road Car Park Resurfacing	£4,400 + £880 VAT = £5,280
9 April 2021	East Point Business Services	Hamilton House Rent 2021-22 Q1	£3,675 + £735 VAT = £4,410
9 April 2021	East Point Business Services	Hamilton House Capital Repayment 2021-22 Q1	£3,357.40 + £671.48 VAT = £4,028.88
9 April 2021	East Point Business Services	Hamilton House Service Charge 2021-22 Q1	£7,397.50 + £1,479.50 VAT = £8,877

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Date	Payment to	Description	Amount
9 April 2021	East Point Business Services	IT Service Charge 2021-22 Q1	£3,231 +£646.20 VAT = £3,877.2
9 April 2021	East Point Business Services	Hamilton House Service Charge 18-19	£35,619.96 + £7,124.00 VAT = £42,743.96
9 April 2021	East Point Business Services	Hamilton House Service Charge 19-20	£13,875.25 + £2,775.05 VAT = £16,650.3
9 April 2021	Lowestoft Gym Ltd	Soft Play Equipment Grant	£1,500
13 April 2021	Corton Playing Field	Grant for 2x Fire Doors	£1,146
15 April 2021	East Suffolk Norse	Matta at Fen Park	£11,637.93 + £2,327.59 VAT = £13,965.52
15 April 2021	SLCC	Deputy Clerk Community Governance Degree 2021-22 1st instalment	£1,575
15 April 2021	East Suffolk Council	Hamilton House Business Rates 2020-21	£12,105.88
15 April 2021	NPower	Electric Charges	£588.61
19 April 2021	Need2Store Ltd	Civic Artefact Storage April 2021	£200 + £40 VAT = £240
20 April 2021	Lloyds Bank	Credit Card Charges	275.51
21 April 2021	HMRC	HMRC March 2021	£4,229.21
22 April 2021	NO BUTTS BIN CO	2x Wheelchair Access Picnic Table	£730 + £146 VAT = £876
22 April 2021	Rialtas Business	Year End	£560 + £112 VAT = £672
22 April 2021	Michlmayr	Work to Town Hall Clock	£596 + £119.20 VAT = £715.20
22 April 2021	Karl Kirk	Works to the Marina Theatre	£1,787
22 April 2021	Hudson Architects	Works to the Town Hall	£1,000 + £200 VAT = £1,200
22 April 2021	Nicholsons Solicitors	Legal Advice	£342.72

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Date	Payment to	Description	Amount
22 April 2021	Nicholsons Solicitors	Legal Advice	£660.96
22 April 2021	Groundwork UK	Return of Neighbourhood Plan Grant	£1,204
22 April 2021	NPower	Electric Charges	£170.84
22 April 2021	NPower	Electric Charges	£738.77
22 April 2021	Cllr Alan Green	Reimbursement for mileage	£51.25
23 April 2021	Great Yarmouth Heating	Whitton Hall Service	£66.5 + £13.30 VAT = £79.80
23 April 2021	Salaries	Salaries April 2021	£11,379.75
23 April 2021	Boggis Electrical Ltd	Marina Theatre Electrics Works	£770.23 + £154.05 VAT = £924.28
23 April 2021	NPower	Electric Charges	£104.97
23 April 2021	NPower	Electric Charges	£370.26
23 April 2021	NPower	Electric Charges	£69.33
23 April 2021	NPower	Electric Charges	£71.88
23 April 2021	NPower	Electric Charges	£75.02
23 April 2021	NPower	Electric Charges	£483.35

Table 5 Payments to authorise

Payment to	Description	Amount
SLCC	Town Clerk Membership 2021-22	£538

207.3e. Payments for Hamilton House National Non-Domestic Rates – The total amount for 2021 – 2022 is £20,084.75, which will be billed in instalments. The amount for the period 4 August 2020 – 31 March 2021 is £12,105. The Valuation Agency is looking into this, so the final sums may be subject to change. Cllr Pearce proposed that any underspend be allocated to a business rates reserve; seconded by Cllr Hardie; all in favour.

207.3f. A request from Cllrs Barker and Begum to join the Finance and Governance Committee – Cllr Pearce proposed approval of these requests; seconded by Cllr Parker; all in favour.

208. Governance

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208.1. Actions by the Town Council in response to the Covid-19 pandemic – The Town Council continues to promote various initiatives regarding the pandemic and recovery. Officers have been getting arrangements in place for Whitton Residents' Hall to be used as a polling station. Premises on Town Council land will be due to reopen shortly and will be supported by the Council. Some members of the public will be daunted by the lockdown restrictions easing.

Cllr Frost temporarily left the meeting 20:09

It was queried whether the Town Council could work with East Suffolk Council in offering support to those feeling anxious about coming out of lockdown, and finding out from East Suffolk Council and the NHS Volunteer Responder Service how many people may be affected.

Cllr Frost returned 20:12

The Town Council's Lowestoft Rising representative could also take this forward. The Community Safety Committee's Terms of Reference include a responsibility to progress the Council's health emergency declaration. Cllr Pearce proposed inviting a member of East Suffolk Council's Communities Team to the next meeting of the Community Safety Committee to discuss this matter; seconded by Cllr Barker; all in favour.

208.2. Whether all Town Council video meetings should be held in a webinar format – Cllr Green proposed that all Town Council video meetings will be held in a webinar format; seconded by Cllr Knight; all in favour.

208.3. The legal position regarding holding of Council meetings in May and thereafter – The legislation allowing Council meetings to take place via video meeting expires on 6 May. In line with social distancing restrictions, face to face meetings cannot resume until after 17 May. It would be difficult to hold meetings in the Council Chamber due to its size and lack of ventilation. The outcome of the judicial review will not be known until end of the month. Currently it is proposed to hold the Annual Meeting of the Town Council remotely on 4 May, followed by a Full Council meeting on 5 May to capture ordinary business of the Town Council and matters relating to the Town Hall. Regarding item 208.4, it is presumed that the Council would want to be able to continue with video meetings or hybrid meeting arrangements for inclusivity reasons, but the Clerk requires a steer before the response is submitted. If the legislation is not extended, Councillors would be required to attend in person in order to participate in the meetings. Face to face meetings could be held at the Whitton Residents' Hall, but the building currently has no Wi-Fi, making it difficult to live-stream the meetings. The Uplands Community Centre may be able to accommodate meetings and should have Wi-Fi. There was some concern regarding the scheduling of the Annual Meeting before the Councillor for the Gunton ward has been elected, and it was suggested the meeting should instead be scheduled for 18 May. It was suggested the Marina Theatre may be able to accommodate in person meetings. Officers have already made enquiries with East Suffolk Council, but it would not be possible to hold in person meetings at Riverside. It was suggested that the Council could purchase a mobile Wi-Fi dongle to use where Wi-Fi is not currently provided. To ensure a potential venue is appropriate there would need to be a detailed risk assessment and there may be issues even securing a venue. The Council cannot presume to book into premises managed by a tenant. Some local hotels have conference room facilities. It was queried whether the Council could revert back to face to face meetings if it could not find a suitable venue. If there is no legislation allowing this the Council could be in breach of the law, and any decisions made during such meetings could be challenged and would require ratification at a later date. Cllr Hardie proposed holding the Annual Meeting of the Town Council on Tuesday 18 May, with the flexibility to hold the meeting via Zoom should legislation permit, or to schedule it for a later date (before 31 May 2021) if a suitable venue cannot be found in time. If a suitable venue cannot be found at all the Annual Meeting should be held via video meeting, even if the meeting is simply opened and closed, with an explanation to the Government as to the Council's position; seconded by Cllr Frost; all in favour. Other local Councils are holding their Annual Meetings remotely before the legislation expires, but most of them do not have by-elections pending. Two agendas have today been issued for 5 May.

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One is for the regular Full Council meeting, subsuming the Town Hall business, and the other is for an Extraordinary Meeting for the Town Hall business only, if it is decided to hold the regular Full Council meeting later in the month. Cllr Pearce proposed holding an Extraordinary Meeting on 5 May via video meeting, to consider the Town Hall business, with the regular Full Council meeting to be held on 25 May provisionally, but re-scheduled to a later date if necessary; seconded by Cllr Begum; all in favour.

208.4. A response to the Government call for evidence on holding video and hybrid meetings – The Council would like to have the facility for remote meetings extended, or at the very least be able to hold hybrid meetings on an ongoing basis. Members of the public have also welcomed the opportunity to watch meetings remotely and have the flexibility to watch them at a later date.

Cllr Patience temporarily left the meeting 20:41

Cllr Frost temporarily left the meeting 20:41

Cllr Taylor temporarily left the meeting 20:42

It was suggested that the legislation allowing Council meetings to be held via video meeting should be extended until there are no further restrictions on people's movements due to the pandemic, but hybrid meetings should be permitted on an ongoing basis.

Cllr Taylor returned 20:43

Cllr Pearce proposed that the Council's response to the Government's call for evidence should be that Councils be given the flexibility to hold video meetings until there are no further restrictions on people's movements, or hybrid meetings, or in person meetings - whichever is best suited to the nature of the meeting - on an ongoing basis. Additionally, it should also be added that members of the public have welcomed the opportunity to watch meetings remotely and at a time suited to them; seconded by Cllr Knight; all in favour.

A five minute comfort break was taken 20:46 and the meeting resumed 20:51

208.5. Progress with the review of the Equality Policy and practice, following a complaint from a member of the public – The consultant has put together the details and has been instructed. The consultant has suggested calling it an inclusivity review. A timetable is being put together, which will take account of the new Councillor starting in May. All Councillors will be given the opportunity to contribute, and it will very much be focussed on being a positive process.

Cllr Patience returned 20:53

Inclusivity should include all of protected characteristics and potentially extend beyond this.

208.6. The renewal of Lowestoft Town Council's registration with the Information Commissioner's Office – The renewal was noted.

208.7. Progress with preparations for the External Audit:

208.7a. The year-end review and reserves position, and the annual return (AGAR) year-end figures – There will be a full review process at the Annual Meeting for the annual review and submission of the AGAR. The annual return figures were displayed as follows:

Table 6 Annual Return Figures

	Last Year £	This Year £	General Notes for Guidance
Balances brought forward	648,981	1,196,561	Total balances & reserves at the beginning of the year as recorded in the Financial Records
Annual precept	1,783,537	1,837,731	Total amount of Precept income received in the year

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	Last Year £	This Year £	General Notes for Guidance
Total other receipts	221,543	205,457	Total income or receipts as recorded in the cashbook minus the Precept
Staff costs	225,177	205,457	Total expenditure or payments made to and on behalf of all employees. Includes salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
Loan interest/capital repayments	14,601	14,362	Total expenditure or payments of capital and interest made during the year on borrowings
Total other payments	1,217,722	876,181	Total expenditure or payments as recorded in the cashbook minus employment costs (line 4) and loan/interest expenditure/payments (line 5)
Balances carried forward	1,196,561	2,175,895	Total balances and reserves at the end of the year [must equal (1+2+3)-(4+5+6)]
Total cash and investments	1,152,611	2,165,041	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
Total fixed assets	403,017	403,017	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
Total borrowings	185,000	175,000	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

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When submitted any variances should be explained. It was noted that the figures for the total fixed assets should match, but there had been a £1 difference. This is because one had been taken off in error, but the figures do now record the full asset position. Cllr Coleby proposed acceptance of the reports received relating to the annual return and other financial papers; seconded by Cllr Pearce; all in favour. A vote of thanks was recorded to officers for their work on this.

208.7b. The Internal Controller checks – Cllr Taylor performed the internal controller checks and the Clerk has circulated the sheet she signed (with her signature removed for GDPR purposes). It will be noted at the Annual Meeting that the document was received here. Cllr Taylor proposed acceptance of the internal control checks; seconded by Cllr Pearce; all in favour.

208.7c. The report of the Internal Auditor and the RFO's action plan, and to review future Internal Auditor services – The Council has previously voted to appoint Trevor Brown as its Internal Auditor for a further year. Mr Brown has provided a comprehensive independent report as needed from an Internal Auditor. The Clerk has put together a related action plan. Some things have been highlighted to take forward which will need further recommendations, such as embedding five year budgeting plans. Cllr Coleby proposed to receive and accept the report of the Internal Auditor and related action plan from the RFO; seconded by Cllr Pearce; all in favour.

208.7d. Arrangements for the signing of the minutes of Town Council meetings – This is a duplicate item.

209. Assets, Inclusion and Development

209.1. Receipt of the draft minutes of the meeting on 12 April 2021 – The draft minutes were noted.

209.2. The following recommendations from the AID Committee:

209.2a. Any recommendations arising from the Parks and Open Spaces Sub-Committee meeting on 27 April 2021 regarding the purchase of bins for the Town Council's parks, as part of the Council's five-year plans –

Cllr Frost left the meeting 21:02

The Parks and Open Spaces Sub-Committee met earlier today and has recommended proceeding with the purchase of nineteen formal style bins and six rustic style bins, which it has identified as a year one priority. The Arnold's Bequest Charity Board met earlier today and would like to purchase three rustic style bins, which it was agreed would be included in the Town Council's order and the Council will subsequently invoice the Charity Board. Cllr Pearce proposed approval of the recommendation from the Parks and Open Spaces Sub-Committee to purchase nineteen formal bins and six rustic bins, and approval of the decision of the Arnold's Bequest Charity Board to include an order of three rustic bins for that site, which the Town Council will invoice to the Charity Board; seconded by Cllr Hardie; all in favour. The Parks and Open Spaces Sub-Committee also recommended that the underspend from the parks development budget in 2020 – 2021 of over £30,000 be carried forward to the 2021 – 2022 parks development budget, rather than being allocated to a reserve, as there could be significant expenditure associated with the five-year plans in the first couple of years. Cllr Pearce proposed acceptance of this recommendation; seconded by Cllr Taylor; all in favour.

209.2b. Installing a noticeboard on private land on Shelton Road, subject to written confirmation of ownership being received and relevant permissions being sought – This item will be carried forward. Contact has been established, but it is not clear whether it is with the tenant or the landowner.

209.2c. An in-principle agreement to guardianship of historic features at the Lowestoft Hospital, and delegating authority to the Clerk to liaise with representatives of the site owner and appropriate bodies to assess the heritage value of the features – Cllr

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Pearce proposed approval of this recommendation. This would be an in principle agreement only and the Council would need to verify how many features this would include and any cost to the Council. The recommendation has included a delegation to the Clerk to liaise with appropriate bodies to determine what the historically valuable features are, but this is understood to include a roll of patrons and part of a wall. The Council will need to decide if it would like to, and has the capacity to take on such items. The Clerk will complete some exploratory work and report back to the Council. Cllr Lang seconded Cllr Pearce's proposal and all Councillors voted in favour.

- 209.2d. Declining a request for transfer/sale of leased land at Uplands (confidential) – To be discussed during the confidential session.
- 209.2e. Declining a request for transfer/sale of land at Gunton (confidential) – To be discussed during the confidential session.
- 209.2f. Approval of a request to trade at the Triangle Market, and delegating authority to the Clerk to ensure all necessary prerequisites are in place (confidential) – To be discussed during the confidential session.
- 209.2g. Approval an application to grant Freedom of the Town (confidential) – To be discussed during the confidential session.
- 209.3. A request from a member of the public for tree works at the Great Eastern Linear Park – A meeting was held with the individual ahead of this meeting. A professional Arborist has already given his views, but the resident is worried about subsidence, which could affect neighbouring properties too. Cllr Pearce proposed requesting that the Clerk arrange for expert advice on the stability of embankment; seconded by Cllr Hardie; all in favour.
- 209.4. Progressing a promotional video of Lowestoft (some aspects may be confidential) – The Events and Communications Officer has been looking into this and has provided some information. Councillors previously expressed an interest in looking into a promotional video for Lowestoft, to encourage visitors in the summer. A further proposal to encourage footfall at Christmas has arisen from further discussions.

Cllr Patience left the meeting 21:19

The Council would like to see a publishing plan and fully scripted storyboard, and would like to know who the intended audience is. This item will be carried forward once further information has been obtained.

- 209.5. Proposed improvements to the Denes Oval (some aspects may be confidential) – The Council has set up a Working Group to consider proposals from the sports clubs about capital investments and improvements to the facilities.

Cllr Hardie temporarily left the meeting 21:22

Before discussions progress further, the Working Group would like a steer from Full Council that it is happy in principle for the Working Group to continue its consideration of the plans. Primarily, the Working Group would like to know whether maintaining public access to the facilities is a key guideline to work to.

Cllr Hardie returned 21:24

It was agreed that any major capital investment in the facilities should be for the benefit of the wider public, and discussions should be progressed on that basis. Cllr Pearce proposed approval for the Working Group to continue its discussions with the sports clubs on the basis that the clubs are aware that any major capital investment in the facilities will be for the benefit of the public, and arrangements for public access to the facilities should be improved. The Working Group will produce draft proposals for the Council to consider. If not already, discussions should be initiated with East Suffolk Council's Conservation Team regarding aspects of the site not linked to the sports clubs, such as the perimeter walls. Cllr Pitts seconded the proposal and all Councillors voted in favour.

- 209.6. The costs of repair and legal advice and potential for the removal of the Jubilee Bridge (some aspects may be confidential) – To be discussed during the confidential session.
- 209.7. The lease, insurance and building improvements relating to a tenancy at Normanston Park

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(confidential) – To be discussed during the confidential session.

209.8. Roofing works at the Marina Theatre (confidential) - To be discussed during the confidential session.

210. Planning and Environment

210.1. Receipt of the draft minutes of the meetings on 23 March 2021 and 13 April 2021 – The Planning and Environment Committee has formally approved the minutes of the meetings on 23 March 2021 and 13 April 2021, and has also formally approved the minutes of all meetings subsequent to 17 March 2020. Cllr Knight proposed to receive and accept the minutes of 23 March 2021 and 13 April 2021; seconded by Cllr Hardie; all in favour.

211. Climate Emergency

211.1. Receipt of the draft minutes of the meeting on 6 April 2021 – The draft minutes were noted.

211.2. A request from Cllr Barker to join the Climate Emergency Committee – Cllr Youngman proposed acceptance of the request; seconded by Cllr Pearce; all in favour.

As it had reached 21:30, Cllr Pearce proposed to suspend Standing Order 3y to allow the meeting to continue for an additional thirty minutes; seconded by Cllr Coleby; all in favour.

212. Community Safety

212.1. Receipt of the draft minutes of the meeting on 31 March 2021 – The draft minutes were noted.

213. Personnel

213.1. A request from Cllr Barker to join the Personnel Committee – Cllr Pearce proposed acceptance of the request; seconded by Cllr Begum; all in favour.

214. Date of next meeting

Annual Meeting 4 or 18 May 2021 (tbc) – The dates of the next meetings had already been discussed and decided earlier.

Ordinary Full Council Meeting 5 or 25 May 2021 (tbc)

215. Items for the next agenda and close

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

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Begum; 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.

216. Resolution to close the meeting to the public:

216.1. Any matters, including those above as required: - All Councillors were reminded that they should ensure their location is appropriate for confidential discussions.

207.2f Proceed with the purchase of braided LED Christmas lights for London Road South, including installation of relevant infrastructure, and to agree a joint three year contract for the North and South sides of the town within the budget already agreed (some aspects may be confidential) – The Council confirmed the provider it has chosen to award the three year contract to.

209.2d Declining a request for transfer/sale of leased land at Uplands (confidential) – It was clarified there is a separate request for transfer/sale of land at Uplands which is still being considered. Cllr Breakspear proposed approval of the recommendation to decline the request for transfer/sale of leased land at Uplands; seconded by Cllr Butler; all in favour.

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- 209.2e Declining a request for transfer/sale of land at Gunton (confidential) – Cllr Pearce proposed approval of the recommendation to decline a request for transfer/sale of land at Gunton; seconded by Cllr Butler; all in favour.
- 209.2f Approval of a request to trade at the Triangle Market, and delegating authority to the Clerk to ensure all necessary prerequisites are in place (confidential) – Cllr Pearce proposed approval of the request to trade at the Triangle Market, with delegated authority to the Clerk to ensure all necessary prerequisites are in place. It is a food retailer so the necessary prerequisites will include food hygiene certification and public liability insurance. Cllr Hardie seconded the proposal and all Councillors voted in favour.
- 209.2g Approval of an application to grant Freedom of the Town (confidential) – Cllr Taylor declared a local non-pecuniary interest in this item. It was confirmed she could still participate in the debate and vote as long as she did not feel she was biased. The Freedom of the Town award was explained for the benefit of the new Councillors. Cllr Butler declared a local non-pecuniary interest in this item. Cllr Pearce proposed approval of the application to award Freedom of the Town; seconded by Cllr Lang; fourteen Councillors voted in favour; one Councillor abstained from the vote.
- 209.6 The costs of repair and legal advice and potential for the removal of the Jubilee Bridge (some aspects may be confidential) – The latest position regarding the bridge was discussed. Cllr Taylor made a confidential proposal; seconded by Cllr Pearce; all in favour.
- 209.7 The lease, insurance and building improvements relating to a tenancy at Normanston Park (confidential) – The Sub-Committee is considering the proposal and liaising with the tenant. Cllr Pearce made a confidential proposal; seconded by Cllr Green; all in favour.
- 209.8 Roofing works at the Marina Theatre (confidential) – Cllr Taylor proposed extending the meeting to enable the consideration of this final item; seconded by Cllr Pearce; all in favour.

Cllrs Breakspear and Lang left the meeting 22:02

Cllr Youngman left the meeting 22:03

There was a discussion regarding roofing works which may be required. Cllr Pearce proposed adding this item to the next agenda of the Finance and Governance Committee for a recommendation, and also carrying it forward to the next Full Council meeting, and in the meantime seeking professional advice; seconded by Cllr Pitts; all in favour.

Cllr Green confirmed he had signed all minutes during the course of the meeting and will return them to the office tomorrow.

The meeting was closed 22:12.



Signed:

5 May 2021