

Lowestoft Town Council

Full Council Meeting

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

19:30 on 22 June 2021

MINUTES

Present: Cllrs Nasima Begum, Robert Breakspear, Wendy Brooks, Colin Butler, 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)

Public: There were no members of the public in attendance (either in person or via Zoom webinar)

33. Welcome

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

34. 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; all in favour.

35. Declarations of Interests and dispensations

Cllr Pearce declared a local non-pecuniary interest in items 40.2g, 40.2h and 45.2a. Cllrs Brooks and Parker declared a local non-pecuniary interest in items 40.2g and 45.2a. Cllrs Pitts and Knight declared a local non-pecuniary interest in item 38.2ci.

Cllr Barker arrived 19:34

Cllr Barker declared a local non-pecuniary interest in any matters relating to the First Light Festival.

36. The draft minutes of the Annual Meeting on 18 May 2021 and the Full Council meeting on 25 May 2021

Cllr Pearce proposed approval of the minutes of the Annual Meeting on 18 May 2021 and the Full Council meeting on 25 May 2021; seconded by Cllr Parker; all in favour.

37. Public forum

No advance comments had been received, and no members of the public were in attendance, either in person or via Zoom webinar.

38. Finance

38.1. The draft minutes of the meeting on 10 June 2021 – The draft minutes were noted.

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

38.2a. Adopting the following Town Council policies: - Cllr Pearce proposed adopting those policies as listed in items 38.2ai – 38.2aviii, which had been reviewed and recommended for adoption by both the Standing Orders and Policies Sub-Committee and the Finance and Governance Committee. A possible typographical error had been identified in the Sponsorship and Advertising Policy. Upon review it was agreed that there was no error but the wording could be reviewed and refined by officers if needed. Regarding item 38.2aviii, it was suggested that the policy be renamed as the IT Policy, with the individual policies within it itemised as sub-headings. Cllr Pearce was happy to amend his proposal to include this and the proposal was seconded by Cllr Brooks. All Councillors voted in favour.

38.2ai Social Media Protocol

38.2aii Sponsorship and Advertising Policy

38.2aiii Toilet Strategy, including to note that a comprehensive review will follow

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38.2aiv Training and Development Policy

38.2av Whistleblowing Policy, as amended

38.2avi Wildflower Meadows Policy

38.2avii Cycling Pledge, as amended

38.2aviii Incorporating the Tablet Policy into the existing IT, Internet, Social Media, Email and Secure Use of USB Memory Sticks Policy

38.2b. Amending the Grant Awarding Policy as follows:

38.2bi Enabling applications to be considered at each meeting of the Finance and Governance Committee, rather than quarterly – The agreement that applications should be considered quarterly had been made within the last six months, but the Finance and Governance Committee has made the recommendation to amend this to give more flexibility, particularly where applications may be time urgent. Cllr Pearce proposed amending the Grant Awarding Policy to enable applications to be considered monthly; seconded by Cllr Begum; all in favour.

38.2bii Increasing the standard maximum of a single grant award from £500 to £1,500 (as per the Covid-19 Grant Awarding Policy) – It was suggested this should be increased to £2,000. This is not the maximum which the Council can award for a single application, but is the sum which would not normally be exceeded. The Council would still have discretion to consider applications requesting higher sums. Cllr Taylor proposed amending the Grant Awarding Policy to state that the amount awarded would not normally exceed £2,000 in any one application; seconded by Cllr Lang; all in favour.

38.2biii Removing the reference to sports clubs at paragraph 1.4 – This sentence is no longer applicable, as it relates to when the Council used to charge clubs for the use of its leisure facilities, which it has agreed not to do for the 2021 – 2022 year. Cllr Pearce proposed removing the reference to sports clubs from the policy; seconded by Cllr Green; all in favour.

38.2c. Approving the following grant applications:

38.2ci The Promoting Pakefield Group for £1,920 –

Cllr Knight temporarily left the meeting 19:52 for the consideration of this item

Cllr Pearce proposed approval of the application from the Promoting Pakefield Group; seconded by Cllr Begum; all in favour.

Cllr Knight returned 19:53

38.2cii South Pier Lowestoft Limited for £1,050, subject to there being no statutory reason why the grant cannot be awarded, and subject to the remainder of the funding being secured from other sources to realise the project – The application is for funding towards a publicly accessible piece of art. It does contain some religious wording, but the applicant is not a religious organisation. The installation is a memorial to all fishermen of Lowestoft who have lost their lives, regardless of faith. It has been confirmed that other sources have been secured for the other elements of the project. Cllr Pearce proposed approval of the application from South Pier Lowestoft Limited; seconded by Cllr Brooks; fourteen Councillors voted in favour; one Councillor abstained from the vote.

38.2d. Supporting the recommendation from the Budget and Loan Sub-Committee regarding earmarked reserves positions and targets – The recommendations were detailed in the minutes of the meeting which had been circulated. The budget itself will be discussed by the Sub-Committee at its next meeting. The Sub-Committee has put forward some recommended targets with no time limits at the moment. Cllr Green proposed acceptance of the recommendations put forward by the Budget and Loan Sub-Committee, regarding earmarked reserves positions and targets; seconded by Cllr Lang; all in favour. Sufficient commentary is required regarding the reason for reserves and

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when it is appropriate to use them. Cllr Pearce has been working on this and it will be considered by the Budget and Loan Sub-Committee and the Finance and Governance Committee. Thanks were offered to Cllr Pearce for his work on this.

38.3. Receipt and consideration of the following:

38.3a. 2021 – 2022 budget position – Cllr Knight proposed acceptance of the current 2021 – 2022 budget position; seconded by Cllr Begum; all in favour.

38.3b. Bank reconciliations – It was noted that April and May's bank reconciliations had been signed off by relevant the relevant Councillor.

38.3c. Payments, including those made under delegated authority, any payments for approval, and income and expenditure reports for the month ending 31 May 2021 and June 2021 to date, including the following: The income and expenditure reports were received and noted as follows:

Table 1 May Income

Date	Received From	Description	Amount
4 May 2021	Market Income	Weekly Market Income	£66.50
6 May 2021	Tenant	Rental Income from Tenant	£6,300
10 May 2021	Market Income	Weekly Market Income	£90.50
17 May 2021	Market Income	Weekly Market Income	£90.50
17 May 2021	Tenant	Rental Income from Tenant	£213.16
20 May 2021	Tenant	Rental Income from Tenant	£300
24 May 2021	Market Income	Weekly Market Income	£42.50

Table 2 May Expenditure

Date	Payment to	Description	Amount
4 May 2021	East Suffolk Council	NNDR Triangle Market PC May 2021	£117
4 May 2021	East Suffolk Council	NNDR Links Road Car Park May 2021	£187
4 May 2021	East Suffolk Council	NNDR Sparrows Nest PC May 2021	£110
4 May 2021	East Suffolk Council	NNDR Kensington Gardens PC May 2021	£210
4 May 2021	East Suffolk Council	NNDR Pakefield PC May 2021	£122
4 May 2021	East Suffolk Council	NNDR Hamilton House May 2021	£2,012.75

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Date	Payment to	Description	Amount
5 May 2021	Suffolk Pension Fund	Pensions April 2021	£4,403.67
6 May 2021	Parkinson Partners	VAT Advice	£200
7 May 2021	Omnex ProFilm Ltd	Marina Theatre Equipment	£5,970 + £1,194 VAT = £7,164
7 May 2021	McCormack Benson	Fire Risk Assessments at Hamilton House and Whitton Hall	£600 + £120 VAT = £720
7 May 2021	O A Chapman	Insurance Valuations	£500 + £100 VAT = £600
7 May 2021	MossKing Associates Ltd	Town Hall Business Plan Development Project	£9,210
7 May 2021	Trevor Brown	Internal Audit 2020-21	£450
7 May 2021	SLCC	Virtual Practitioners' Conference	£75 + £15 VAT =£90
12 May 2021	James Cox	Reimbursement for Mobile Wifi Device	£35
12 May 2021	Shona Bendix	Reimbursement for 4x Fire Safety Signs	£6.26
13 May 2021	Kompan Ltd	Stoven Close Play Equipment	£8,971.20 + £1,794.24 VAT = £10,765.44
14 May 2021	Eon	Whitton Hall Electricity	£14.10 + £0.71 VAT = £14.81
14 May 2021	Essex and Suffolk Water	Normanston Water October 2020 – April 2021	£341.80
14 May 2021	Ricoh UK Ltd	Printer Hire	£134.83 + £26.97 VAT = £161.80
14 May 2021	BSA Security	Whitton Meeting Hall Works following Fire Risk Assessment	£157.50 + £31.50 VAT = £189
14 May 2021	British Gas	Whitton Hall Gas	£63.69
14 May 2021	Hudson Architects	Town Hall Works	£4,160 + £832 VAT = £4,992
18 May 2021	Lloyds Bank	Credit Card Purchases	£225.29

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Date	Payment to	Description	Amount
18 May 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
18 May 2021	Shona Bendix	Reimbursement for Key Cutting and Stationery	£25.65
18 May 2021	Sword & Trowel Ltd	Payroll Services	£93.60
20 May 2021	HMRC	HMRC April 2021	£4,358.72
21 May 2021	ICO	ICO Registration 2021	£35
21 May 2021	Salaries	Salaries May 2021	£10,455.26
24 May 2021	NPower	Electricity charges	£1,053.63 + £52.68 VAT = £1,106.31
24 May 2021	Anglian Water	Water charges	£360.01

Table 3 June Income

Date	Received From	Description	Amount
1 June 2021	Market Income	Weekly market income	£90.50
7 June 2021	Market Income	Weekly market income	£90.50
14 June 2021	Market Income	Weekly market income	£90.50
14 June 2021	Tenant	Rental income from tenant	£213.16
15 June 2021	Lamarti	Use of Links Road car park	£576
21 June 2021	Market Income	Weekly market income	£42.50

Table 4 June Expenditure

Date	Payment to	Description	Amount
1 June 2021	East Suffolk Council	NNDR Hamilton House June 2021	£2,008
1 June 2021	East Suffolk Council	NNDR June 2021	£187
1 June 2021	East Suffolk Council	NNDR June 2021	£110
1 June 2021	Gazprom Energy	Gas charges	£44.22
1 June 2021	Stroud Associates	Great Eastern Linear Park site survey	£540 + £108 VAT = £648

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Date	Payment to	Description	Amount
1 June 2021	SLCC	Committee Clerk membership	£208
1 June 2021	GYH Plumbing	Gunton Meeting Hall boiler works	£94.95 + £18.99 VAT = £113.94
1 June 2021	SLCC	Town Clerk membership	£538
3 June 2021	Competitive Scaffolding	Scaffolding for Marina Theatre	£680
3 June 2021	East Suffolk Norse	May partnership charge	£37,550 + £7,510 VAT = £45,060
4 June 2021	NPower	Electric charges	£1,450.86
4 June 2021	SCC Pension Fund	May pensions	£4,403.67
4 June 2021	East Suffolk Norse	June partnership charge	£37,550 + £7,510 VAT = £45,060
7 June 2021	Philip Pointer	Belle Vue Cottage Lodge timber works	£1,260 + £252 VAT = £1,512
7 June 2021	NABMA	NABMA membership 2021	£369
10 June 2021	BSA Security	Whitton Meeting Hall fire extinguisher and PAT tests	£226 + £45.20 VAT = £271.20
10 June 2021	BSA Security	Whitton Meeting Hall smoke detectors	£397.13 + £79.43 VAT = £476.56
15 June 2021	Total Conflict Management	Inclusivity Review	£4,795 + £995 VAT = £5,970
16 June 2021	Lloyds Bank	Credit card charges	£308.45
18 June 2021	HMRC	HMRC May 2021	£4,358.93
21 June 2021	NPower	Electricity charges	£1,217.95

Table 5 Payments to Authorise

Payment to	Description	Net Amount
NWG Total Water Solutions	Legionella risk assessment	£2,759.16
NWG Total Water Solutions	Legionella monitor and maintenance	£7,127.52

38.3ci £6,671+VAT expenditure on neighbourhood planning consultancy for consultation stage (total cost is £7,875 +VAT including grant-funded work) – The Council has a consultancy budget of £20,000, but there is already anticipated

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expenditure from this budget, so it was instead suggested that the expenditure should be met from the earmarked reserve, which totals approximately £16,000. Cllr Pearce proposed approval of the expenditure on neighbourhood planning consultancy, to be taken from the consultancy budget earmarked reserve, with delegated authority to the Clerk and Deputy Clerk in conjunction with Cllr Taylor; seconded by Cllr Brooks; all in favour. The Council has informed about potential legionella work. For the risk assessment programme for 2021 the cost is £2,759.16 plus VAT. For the monitoring and maintenance programme for 2021 the cost is £7,127.52 plus VAT. These are the annual costs but do not include the sampling, the thermostatic mixer valve tests services and the weekly checks. These will be an additional cost, once the other work is underway and the risk assessments are completed. This can be considered by the Finance and Governance Committee, who may wish to consider a delegation to staff as it is compliance work. The Council has a limited amount of compliance budget. Cllr Pearce proposed approval of the two payments for legionella work, with the Finance and Governance Committee to determine which budget the expenditure will be made from; seconded by Cllr Taylor; all in favour.

38.3d. Delegations and additional costs for the development of the Whitton Green play area (some aspects may be confidential) – A meeting was held recently with the officer who is managing the project. The costs are higher than anticipated but the Council is keen not to downgrade the development. One Councillor who was part of the delegation to progress the project is no longer on the Council. Cllr Pearce proposed that the Councillors for the Elmtree ward, Cllrs Barker and Lang, should be included in the delegation; seconded by Cllr Brooks; all in favour. It was confirmed that a confidential discussion was not required, as the project is progressing within the maximum budget set, and under the agreed delegation.

39. Governance

- 39.1. Actions by the Town Council in response to the Covid-19 pandemic – The Community Safety Committee would like District Councillor Letitia Smith or a representative from the Communities Team to discuss support likely needed for vulnerable residents, particularly given changes to eviction arrangements. There is lots of concern regarding the appearance of the town, particularly the amount of litter, which impacts on businesses and visitors. The Triangle Market Working Group is looking at working with other bodies to clean up Triangle Market and London Road North. The Council is working with a local volunteer litter picking group to ensure they have suitable equipment and insurance. Where possible, reasonable and lawful, the Council is working with other parties to support events.
- 39.2. Progress with preparations for the External Audit – The external audit annual report has been submitted. The public rights period is underway and is being advertised. Councillors will see report when it is received.
- 39.3. The start time of Full Council meetings – It has been requested that Full Council meetings start earlier than 19:30. With Planning Committee meetings and sometimes Arnold's Bequest Charity Board meetings taking place directly ahead of Full Council meetings, the earliest they could start would be 18:15. Starting the Full Council meetings at 18:30 would allow more of a break for those Councillors on the Planning Committee. The Council livestreaming its meetings and making recordings available to be watched at a later date offers more flexibility to members of the public to view the meetings. Cllr Begum proposed that Full Council meetings start at 18:30, for a trial period of six months; seconded by Cllr Lang; eleven Councillors voted in favour; four Councillors voted against.
- 39.4. Meeting arrangements subsequent to 21 June 2021 – Enquiries are being made to see if meetings can be held at Riverside. Committees and Sub-Committees with smaller

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memberships could hold their meetings at Hamilton House, subject to the fire door being fixed. Cllr Patience proposed that officers explore options for a microphone system for Whitton Hall, with delegated authority to put in the necessary arrangements; seconded by Cllr Parker. Officers have already been looking at options for appropriate microphones and cameras with its existing IT provider. The Council has already decided that it would like to continue to livestream its meetings and keep recordings available for viewing at a later date, and officers are looking at systems which will improve the recordings. The vote was taken and fourteen Councillors voted in favour; one Councillor voted against.

40. Assets, Inclusion and Development

40.1. The draft minutes of the meeting on 7 June 2021 – The draft minutes were noted.

40.2. The following recommendations from the AID Committee:

40.2a. Granting permission to the Friends of Fen Park to proceed with their planting plans, with delegated authority to the Clerk to ensure all necessary pre-requisites are in place – It was noted that items 40.2c, 40.2e, 40.2g and 40.2h are covered under the new delegations to Assets, Inclusion and Development (AID) Committee, so do not need to be considered at this meeting. Any expenditure under delegated authority will be scrutinised in the usual way. Cllr Pearce proposed approval of the Friends of Fen Park's planting plans, with delegated authority to the Clerk to progress; seconded by Cllr Breakspear; all in favour.

40.2b. Granting permission to the Friends of Kensington Gardens to paint a wall in Kensington Gardens with the design as supplied, and grant delegated authority to the Clerk to agree any modifications to the design if necessary and to agree the type of paint to be used – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Breakspear; all in favour.

40.2c. Progressing a professional survey of a wall in Kensington Gardens, within a maximum budget of £1,200 and with delegated authority to the Clerk to progress

40.2d. Progressing the purchase of benches as per the Council's five-year plans, at a cost not exceeding the underspend from the Parks Development budget in 2020 – 2021, and the installation costs to not exceed the Parks Development earmarked reserve total – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Hardie; all in favour.

40.2e. Approving a request for a memorial bench in Normanston Park, subject to officers amending the terms for placement of the bench, including removal of the clause that the bench would be removed after ten years

40.2f. Approving in principle a request from a school to hire the Kensington Gardens tennis courts for one morning per week – No charge would be applied for the hire. Clarity over some of the practicalities is still required, and the school has not yet confirmed how many courts they would like to use and when. Cllr Pearce proposed approval of the request from the school, with no charge being applied and with delegated authority to the Clerk to agree the practicalities, ensuring all necessary safeguarding is in place; seconded by Cllr Brooks; all in favour. Since the initial contact the school has not responded to further emails. Cllr Pitts offered to go in and speak with the school.

40.2g. Progressing a sign at the Gainsborough Drive pond, within a maximum budget of £100, to warn motorists of ducks crossing

40.2h. Delegating authority to officers, in conjunction with Cllr Pearce, to liaise with the Jack Rose Old Lowestoft Society to progress ordering and installation of heritage plaques, including seeking landowner permissions where necessary

40.3. Submitting an application to the Queen's Platinum Jubilee Civic Honours Competition for City Status – Towns have been invited to bid and there is no set criteria which needs to be met. The period for applications to be submitted runs until December, which would allow time for a public survey to be carried out. If approved, several authorities would likely need to be involved.

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The internet connection was lost so a break was taken 20:49 and the meeting resumed 20:54 when the connection was re-established

Cllr Lang proposed submitting an application encompassing the entire urban area, including the surrounding parishes; seconded by Cllr Begum; four Councillors voted in favour; nine Councillors voted against; two Councillors abstained from the vote.

40.4. Funding recommendations from the Triangle Market Working Group for safety improvements and market infrastructure –

Cllr Begum left the meeting 20:58

There are some concerns regarding traffic flow in the area, if market were to be safely reintroduced. The Working Group has suggested purchasing or hiring suitable barriers to demarcate the pedestrian areas, which a local business owner can store. The Working Group is also looking at hiring gazebos or temporary covers to offer stallholders some protection from the weather. Cllr Pearce proposed an approval in principle to purchase appropriate barriers for the Triangle Market, with delegated authority to the Clerk to progress; seconded by Cllr Parker; all in favour.

40.5. Additional works on The Ness and consider the update from East Suffolk Council on the development of this site (some aspects might be confidential) – The Council received an update prior to this meeting. The Council needs to agree the new arrangement for the six month period and the path itself, as an additional aspect of the project. There will be no initial cost, but the Clerk is enquiring about the ongoing maintenance costs and implications. The Council is being offered a longer support period and a transition arrangement. Cllr Pearce proposed acceptance of the offer of support for six months and the remediation works being done at no cost to the Council and within the original remediation period. There is an issue with a section of the rope in front of the drying racks, which has been reported. There was concern raised regarding the design of the slide tower, but it has been professionally assessed. Cllr Hardie seconded the proposal and all Councillors voted in favour.

40.6. The costs of repair and legal advice regarding the Jubilee Bridge (some aspects may be confidential) – Advice from East Suffolk Council is pending and this will be carried forward to the next meeting. Inspections have not revealed any further significant deterioration. Relatively minor aspects of health and safety are being picked up by East Suffolk Council.

40.7. The position regarding the civic artefacts transferred from East Suffolk Council (confidential) – The process of assessing the artefacts is underway. This item will be carried forward to the next agenda.

41. Planning

41.1. The draft minutes of the meetings on 25 May 2021 and 8 June 2021 – The draft minutes were noted.

41.2. A request from Cllr Amanda Frost to join the Planning Committee – It was commented that Cllr Frost had sent an email internally which contained some derogatory remarks about other Councillors. Cllr Lang proposed rejecting the request from Cllr Frost to join the Planning Committee; nine Councillors voted in favour; three Councillors voted against; two Councillors abstained from the vote.

42. Climate Emergency and Ecological

42.1. The draft minutes of the meeting on 14 June 2021 – The draft minutes were noted.

42.2. The following recommendations from the Climate Emergency and Ecological Committee:

42.2a. Adopting the Selection of Materials for Site Development Procedure – The procedure has also been reviewed by the Standing Orders and Policies Sub-Committee and recommended for adoption. Cllr Pearce proposed adoption of the Selection of Materials for Site Development Procedure; seconded by Cllr Hardie; thirteen Councillors voted in favour; one Councillor abstained from the vote.

43. Community Safety

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- 43.1. The draft minutes of the meeting on 15 June 2021 – The draft minutes were noted.
- 43.2. The following recommendations from the Community Safety Committee:
- 43.2a. Amending the Terms of Reference of the Community Safety Committee to include the management of defibrillators, and transfer of the £10,000 defibrillator budget previously delegated to the Assets, Inclusion and Development Committee – The Community Safety Committee has responsibility for implementing the health emergency declaration. The Council has committed to installing at least two defibrillators per year, plus match funding others. With the level of responsibility the AID Committee already has, it was felt that this particular responsibility would be more effectively managed by the Community Safety Committee. Cllr Pearce proposed approval of the recommendation; seconded by Cllr Brooks; all in favour.

44. Outside Bodies

- 44.1. Reviewing and appointing representatives of the Council on other bodies:
- East Suffolk Council Open Spaces Study Consultation** – It was noted that Cllr Brooks had been appointed as the Town Council's representative at the Annual Meeting but had since stepped down from this role.
- Lowestoft Flood Risk Management Project's Strategic Steering Group** – Cllr Parker nominated Cllr Patience as the representative; seconded by Cllr Brooks; thirteen Councillors voted in favour; one Councillor voted against. Cllr Pearce nominated Cllr Lang as the substitute representative; seconded by Cllr Brooks; all in favour.
- Lowestoft in Bloom** – Cllr Patience nominated Cllr Breakspear as the representative; seconded by Cllr Pearce; all in favour. Cllr Lang nominated Cllr Brooks as the substitute representative; seconded by Cllr Pearce; all in favour.
- Lowestoft Masterplan Stakeholder Group** – It is understood that this group no longer exists and it was agreed to remove it from the list.
- Lowestoft Museum** – All Councillors voted in favour of Cllr Lang retaining his position as Trustee, and Cllrs Pitts and Taylor retaining their positions as substitutes.
- Lowestoft Place Board** – Cllr Pearce nominated Cllr Butler as the representative; seconded by Cllr Frost; all in favour. Cllr Taylor nominated herself as the substitute representative; seconded by Cllr Knight; all in favour.
- Lowestoft Rising Sponsor Board** – Cllr Parker nominated Cllr Patience as the representative, with Cllr Green to remain as the substitute representative; seconded by Cllr Pearce; eleven Councillors voted in favour; two Councillors abstained from the vote.
- Lowestoft Sea Festival and Smack Race Steering Group** – The name and fundamentals of the group may change. Cllr Pearce proposed that Cllr Hardie remain as the representative, with Cllr Frost as the substitute representative; seconded by Cllr Lang; all in favour.
- Lowestoft Station Partnership Group** – The Committee Clerk will enquire as to whether this group still meets. All Councillors voted in favour of Cllr Parker remaining as the representative, with Cllr Pitts as the substitute representative.
- Lowestoft Transport Infrastructure Partnership** – Cllr Pearce nominated Cllr Parker as the representative; seconded by Cllr Pearce. Cllr Pearce nominated Cllr Patience as the substitute representative; seconded by Cllr Page. Thirteen Councillors voted in favour of appointing Cllr Parker as the representative and Cllr Patience as the substitute; one Councillor abstained.
- Lowestoft Vision** – Cllr Taylor declared a local non-pecuniary interest in this item and advised she would not participate in the discussion or vote.

Cllr Frost left the meeting 21:30

Cllr Knight nominated Cllr Hardie as the representative, with Cllr Knight as the substitute representative; seconded by Cllr Pearce; twelve Councillors voted in favour; one Councillor abstained from the vote.

Marina Theatre Trust Board – Cllr Pearce proposed suspending Standing Order 3y for twenty minutes to allow the meeting to continue; seconded by Cllr Brooks; all in favour.

The Town Council has two Trustee positions on the Board. Cllr Pearce nominated Cllrs Barker

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and Brooks as Trustees. Cllr Hardie nominated Cllr Taylor as Trustee. Cllr Patience seconded Cllrs Barker and Brooks. Cllr Knight seconded Cllr Taylor. The vote was taken in the order the nominations were made. Cllr Barker received twelve votes. Cllr Brooks received six votes. Cllr Taylor received seven votes. Cllrs Barker and Taylor were duly appointed as Trustees.

Pakefield Coast Protection Steering Group – Cllr Pearce nominated Cllr Pitts as the representative, with Cllr Green as the substitute representative; seconded by Cllr Breakspear; all in favour.

Jack Rose Old Lowestoft Society – Cllr Brooks nominated Cllr Pearce as the representative; seconded by Cllr Lang; all in favour.

ParksEast – Cllr Pearce nominated Cllr Breakspear, but Cllr Breakspear declined due to other commitments. Cllr Brooks nominated Cllr Hardie; seconded by; Green; all in favour.

Shaping Places for Healthier Lives – Cllr Pearce nominated Cllr Lang as the representative; seconded by Cllr Hardie; all in favour. Cllr Pearce nominated Cllr Page as the substitute representative; seconded by Cllr Lang; all in favour.

Sunrise Coast Heritage Guild – It was agreed to remove this from the list as the group no longer meets.

The Ness Steering Group – It was agreed to remove this from the list as the group no longer meets.

Gull Wing Stakeholders Group – Cllr Patience nominated Cllr Barker as the representative. Cllr Taylor nominated Cllr Frost as the representative. Cllr Brooks nominated Cllr Parker as the representative. Cllr Pearce seconded Cllr Barker. Cllr Knight seconded Cllr Frost. Cllr Butler seconded Cllr Parker. It was agreed that whomever received the most votes would be appointed as the representative, and whomever received the next highest number of votes would be appointed as the substitute representative. The votes were taken in the order the nominations were made. Cllr Barker received nine votes. Cllr Frost received four votes. Cllr Parker received four votes. It was agreed to appoint both Cllr Frost and Cllr Parker as substitutes.

Triangle Market and The Scores Working Group – It is understood that the Town Council can appoint as many representatives as it would like. There has been one meeting so far but focus groups are being arranged. Cllr Pearce nominated Cllrs Brooks, Parker, Patience, Pearce and Taylor as the representatives. Cllr Lang advised he would also like to join. Cllr Hardie seconded the nominations from Cllr Pearce and Cllr Lang and all Councillors voted in favour.

Waveney Disability Forum – Cllr Page nominated Cllr Pearce as the representative; seconded by Cllr Brooks; all in favour. Cllr Pearce nominated Cllr Green as the substitute representative; seconded by Cllr Hardie; all in favour.

Town Hall Project Board – The Town Council's representatives had previously been agreed as the Mayor, Deputy Mayor, Chairs of the AID and Finance and Governance Committees, the HAZ representatives and the Lowestoft Place Board representatives (the positions as opposed to the individual named Councillors). Cllr Pearce proposed continuation of that representation and addition of the Chair of the Events and Communications Sub-Committee; seconded by Cllr Barker; all in favour.

- 44.2. Appointing a representative and substitute representative to Lowestoft South Pier Limited's Management Committee – Cllr Brooks nominated Cllr Pearce as the representative. Cllr Taylor nominated herself. Cllr Parker seconded Cllr Pearce and Cllr Knight seconded Cllr Taylor. It was agreed whomever received the most votes would be appointed as the representative, with the other candidate appointed as the substitute representative. The vote was taken in the order the nominations were made. Cllr Pearce received seven votes and Cllr Taylor received seven votes. Cllr Green used his casting vote as Mayor and voted for Cllr Pearce. It was agreed to extend the meeting by a further ten minutes.

45. Legal

- 45.1. Issues relating to the subletting of the Uplands Children's Centre (confidential) – To be discussed during the confidential session.

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19:30 on 22 June 2021

- 45.2. Land transfers (confidential) in respect of: - To be discussed during the confidential session.
- 45.2a. Land off Raphael Walk
 - 45.2b. Land off Cotman Close
 - 45.2c. Great Eastern Linear Park (3 transfers)
 - 45.2d. Whitton Green play area
 - 45.2e. London Road Play Area
 - 45.2f. Public Conveniences at Normanston Drive Cemetery
- 45.3. Issues relating to the assignment of a tenant's lease (confidential) – To be discussed during the confidential session.

46. Date of next meeting

27 July 2021 19:30 – As agreed earlier in the meeting the start time will now be 18:30.

47. Items for the next agenda and close

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

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.

48. Resolution to close the meeting to the public:

48.1. Any matters, including those above as required

Cllr Patience left the meeting 21:51

- 45.1 Issues relating to the subletting of the Uplands Children's Centre (confidential) – Cllr Pearce made a confidential proposal; seconded by Cllr Green; all in favour.

Cllr Pitts left the meeting 21:56

- 45.2 Land transfers (confidential) in respect of:
- 45.2a Land off Raphael Walk – Cllr Pearce made a confidential proposal; seconded by Cllr Knight; ten Councillors voted in favour; one Councillor abstained from the vote.
 - 45.2b Land off Cotman Close – Cllr Pearce made a confidential proposal; seconded by Cllr Knight; ten Councillors voted in favour; one Councillor abstained from the vote.
 - 45.2c Great Eastern Linear Park (3 transfers) – Cllr Pearce made a confidential proposal; seconded by Cllr Green; all in favour.
 - 45.2d Whitton Green Play Area – Cllr Pearce made a confidential proposal; seconded by Cllr Knight; all in favour.
 - 45.2e London Road Play Area – Cllr Green made a confidential proposal; seconded by Cllr Lang; all in favour.
 - 45.2f Public Conveniences at Normanston Drive Cemetery – Cllr Pearce made a confidential proposal; seconded by Cllr Knight; all in favour.

- 45.3 Issues relating to the assignment of a tenant's lease (confidential) – Cllr Breakspear has previously not taken part in discussions as he has had a personal interest in this matter, and may be considered to be biased. Cllr Breakspear was advised that if he participates in the discussion today he would have consider his future involvement, as it could be considered that this would have been to his own benefit. Cllr Breakspear advised he would leave the meeting for the discussion of this item, and Cllr Taylor advised she would also be leaving for the same reason.

Cllrs Breakspear and Taylor left the meeting 22:04

The latest position was explained. Cllr Pearce made a confidential proposal; seconded by Cllr Brooks; all in favour.

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Signed:

27 July 2021