

Lowestoft Town Council
Full Council Meeting
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
19:00 on 27 July 2021

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Alan Green (Chair), Peter Knight, Peter Lang, Andy Pearce, Alice Taylor, David Youngman and Elise Youngman

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)

49. Welcome and acceptance of Declaration of Acceptance of Office from Cllr Elise Youngman

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. Cllr Elise Youngman was welcomed to the Council. It was noted that her Declaration of Acceptance of Office had been signed on 14 July 2021 and witnessed by the Clerk. It was noted that Jacqueline Hardie had resigned from Lowestoft Town Council. The Mayor thanked her for her contribution to the Council and wished her well for the future.

50. Apologies for absence from any Councillors not in attendance

Apologies were received from Cllrs Nasima Begum, Robert Breakspear, Colin Butler, Tara Carlton, Tracey Eastwood, Amanda Frost, Paul Page, Graham Parker, Keith Patience and John Pitts. Cllr Brooks advised she would not be happy to accept apologies from Cllrs Carlton and Eastwood but it was noted that reasons had been provided for their apologies this evening. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Knight; seven Councillors voted in favour; one Councillor abstained from the vote.

51. Declarations of Interests and dispensations

Cllr Lang declared a local non-pecuniary interest in item 56.2b. Cllr Brooks advised that she would excuse herself from the meeting for item 55.2. Cllr Barker declared a local non-pecuniary interest in items 56.5, 59.5 and 58.2a. Cllr Green declared a local non-pecuniary interest in item 54.2bvi, with specific regard to the comments submitted by Cllr Butler in advance of the meeting.

52. The draft minutes of the meeting on 22 June 2021

Cllr Pearce proposed acceptance of the minutes; seconded by Cllr Lang; all in favour.

53. Public forum

Cllr Butler had submitted comments on several matters in advance of the meeting. A public comment had been received regarding item 56.2c, expressing concern with the number of vehicles which park illegally and drive through the Triangle Market area. A public comment had been received regarding item 59.4, encouraging the Town Council to support the Wherry Lines Community Rail Partnership.

54. Finance

54.1. The draft minutes of the meeting on 1 July 2021 – The draft minutes were noted.

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

54.2a. Setting the following reserves targets:

54.2ai Increasing the repairs and maintenance earmarked reserve to £300,000 – Both the repairs and maintenance earmarked reserve and the capital works earmarked reserve contain funds for planned works and contingency. Neither currently has a target. Cllr Pearce proposed approval of the recommendations in both items 54.2ai and 54.2aii, noting that the targets can be reviewed and no time limit will be set to reach the targets at this stage; seconded by Cllr Brooks; all in favour.

54.2aii Increasing the capital works earmarked reserve to £500,000

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54.2b. Adopting the following Town Council policies: - It was noted that Cllr Butler and made some comments on the Infrastructure Investment Plan. Cllr Pearce proposed adopting all the policies as identified in items 54.2bi – 54.2bx and asking the Standing Orders and Policies Sub-Committee to review Cllr Butler's comments; seconded by Cllr Knight; all in favour. Regarding item 54.2bvii, Cllr Green encouraged all Councillors to participate in defibrillator training as and when it becomes available. The Community Safety Committee has responsibility for implementing the defibrillator policy and has an item on the agenda for its meeting on 28 July to consider this. Cllr Lang reported that the Lowestoft ParkRun website has a link to online defibrillator training and will share the details at the Community Safety Committee meeting.

54.2bi Social Media Protocol

54.2bii Training and Development Policy

54.2biii Public Participation Protocol (Video Meetings), as amended

54.2biv Video Meeting Protocol, as amended

54.2bv Sustainability Strategy, as amended

54.2bvi Infrastructure Investment Plan, as amended

54.2bvii Defibrillator Policy, as amended

54.2bviii Community Engagement Policy

54.2bix Co-option Policy, as amended

54.2bx Mulch Policy

54.2c. Amending the Grant Awarding Policy to require applicants to provide, where relevant, evidence to support the sum being applied for, particularly where there is a breakdown of costs – When applications are submitted where there is breakdown of costs, there is not always a corroborative quotation or other evidence supporting the sum which is being applied for. This recommendation is not intended to be obstructive, just to make the process more transparent. Cllr Pearce proposed approval of the recommendation to amend the Grant Awarding Policy; seconded by Cllr Lang; all in favour.

54.2d. Proceeding with the purchase of laptops for all Councillors, within a maximum budget of £20,000 – Some Councillors do not wish to have one. If some Councillors would therefore be using personal devices the IT Policy would need to be reviewed with regard to security. This is on the agenda for the Standing Orders and Policies Sub-Committee to consider at its next meeting. It was noted that the existing IT support and security arrangements would not extend to personal devices. Cllr Pearce proposed proceeding with the purchase of laptops for those Councillors who would like one, subject to the fact that if Councillors are permitted to use their own devices it is acknowledged that the current IT Policy is under review; seconded by Cllr Barker; all in favour. There is approximately £1,500 in the existing IT reserve and approximately £16,000 in the IT budget. Cllr Pearce proposed that if there is any shortfall, the funding is taken from the officers earmarked reserve; seconded by Cllr Lang; all in favour.

Cllr Taylor joined the meeting 19:21

54.3. Receipt and consideration of the following:

54.3a. 2021 – 2022 budget position – The budget monitoring documents had been circulated ahead of the meeting and the budget position was noted.

54.3b. Any bank reconciliations – It was noted that the bank reconciliations are up to date until end of June 2021.

54.3c. Payments, including those made under delegated authority, any payments for approval, and income and expenditure reports for the month ending 30 June 2021 and July 2021 to date – The income and expenditure reports were received and noted as follows:

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Table 1 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
28 June 2021	Market Income	Weekly market income	£42.50
29 June 2021	Tenant	Rental income from tenant	£775
29 June 2021	Lamarti	Use of Links Road Car Park	£576

Table 2 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
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

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Date	Payment to	Description	Amount
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
23 June 2021	NPower	Electricity charges	£4,116.98
23 June 2021	Salaries	Salaries June 2021	£10,455.06
25 June 2021	BSA Security	Annual maintenance charge for fire detection and alarm for Whitton Hall	£157.50 + £31.50 VAT = £189
25 June 2021	BSA Security	Call out for fire alarm and replacement smoke detector	£128 + £25.60 VAT = £153.60
28 June 2021	Eon	Electricity for Whitton Hall	£44
28 June 2021	Gazprom	Gas charges	£45.70
28 June 2021	NPower	Electricity charges	£396.15
28 June 2021	MossKing Associates Ltd	Town Hall business development project	£11,510
28 June 2021	Nicholsons Solicitors	Legal Advice	£414.72
28 June 2021	Hudson Architects	Lowestoft Town Hall work	£1,290 + £258 VAT = £1,548

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Date	Payment to	Description	Amount
30 June 2021	Unity Bank	Bank Charges	£46.05

Table 3 July Income

Date	Receipt From	Description	Amount
5 July 2021	Market Income	Weekly Market Income	£138.50
9 July 2021	Groundworks UK	Neighbourhood Plan Grant	£1,200
9 July 2021	Lowestoft & District Allotment Association	Allotment Rent	£583
12 July 2021	Market Income	Weekly Market Income	£132.50
12 July 2021	Tenant	Rental Income from Tenant	£213.16
15 July 2021	Marina Theatre	Rent	£5,000
16 July 2021	Oliver Bailey	Use of Tennis Courts	£90
19 July 2021	Market Income	Weekly Market Income	£138.50
19 July 2021	Tenant	Rental Income from Tenant	£6,300
26 July 2021	Market Income	Weekly Market Income	£42.50

Table 4 July Expenditure

Date	Payment to	Description	Amount
1 July 2021	East Suffolk Council	NNDR Hamilton House June 2021	£2,008
1 July 2021	East Suffolk Council	NNDR June 2021	£187
1 July 2021	East Suffolk Council	NNDR June 2021	£110
2 July 2021	SCC Pension Fund	June Pensions	£4,403.68
7 July 2021	British Gas	Whitton Hall Gas	£9.30
7 July 2021	BSA Security	Fire Alarm Training	£44 + £8.80 VAT = £52.80
7 July 2021	SLCC	Quotes, Tenders & Contracts Webinar	£90 + £18 VAT = £108

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Date	Payment to	Description	Amount
7 July 2021	Claranet	Website Hosting	£55.43 + £11.09 VAT = £66.52
8 th July 2021	NPower	Electricity Charges	£899.48
8 July 2021	PPL PRS	Music Licence	£244.47 + £48.89 VAT = £293.36
12 July 2021	MS Oakes	Sparrows Nest Repairs to Brick Pier	£3,109.60 + £621.92 VAT = £3,731.52
12 July 2021	Binder Ltd	Sewage Disposal Uplands	£302.50 + £60.50 VAT = £363
12 July 2021	East Suffolk Council	Lowestoft BID Hamilton House	£1,026.78
12 July 2021	Alan Green	Reimbursement	£69
12 July 2021	Sarah Foote	Reimbursement	£27
16 July 2021	Lloyds	Credit Card Purchases	£115.50
16 July 2021	Michlmayr	Town Hall Clock Work	£1,412 + £282.40 VAT = £1,694.40
16 July 2021	EPBS Ltd	Dell Laptop	£675.75 + £135.15 VAT = £810.90
16 July 2021	East Coast Community Healthcare	Fire Training	£450 + £90 VAT = £540
19 July 2021	PWLB	Marina Theatre Loan Repayment	£7,091.25
19 July 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 July 2021	HMRC	HMRC June 2021	£4,359.13
20 July 2021	NPower	Electricity Charges	£293.71
20 July 2021	South Pier Lowestoft	South Pier Grant	£1,050
20 July 2021	Seletar Signs Ltd	Duck Sign	£36
20 July 2021	Sword & Trowel Ltd	Payroll Services	£93.60
20 July 2021	Stroud Associates	Great Eastern Linear Park Site Visit	£90 + £18 VAT = £108
20 July 2021	Roche	Sparrows Nest Condition Survey	£2,087 + £417.40 VAT = £2,504.40

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Date	Payment to	Description	Amount
21 July 2021	NPower	Electricity Charges	£417.84
23 July 2021	Salaries	Salaries July 2021	£10,455.27
27 July 2021	NPower	Electricity Charges	£110.01
27 July 2021	Land Registry	Land Registry Searches	£6

54.4. The Smart Towns initiative and any financial and practical contributions – A presentation was given recently to provide the Council with an update. The project will be funded by East Suffolk Council for four years. It appears that the Town Council is not being expected to take on full liability following this, but it is not yet clear exactly what the Town Council would be liable for following the transition period. East Suffolk Council has agreed to provide updates periodically. If financial or other support were being requested this would need to be supported by a clear commentary and would be considered by the Town Council at an appropriate time.

55. Governance

55.1. Actions by the Town Council in response to the Covid-19 pandemic – Most of the Town Council's open spaces have remained open. The Town Council is supporting its tenants as best it can. Adjustments are being made in light of the latest announcement and preparations being made for any changes which may occur later. The Town Council is still working with partner organisations and occasionally receives grant applications in relation to Covid-19 support and recovery. The Council has been following national guidance in all its decisions. The latest advice focuses more on using best judgement. The Council has no policy position on mask wearing for example. It was suggested that if less or no guidance is now coming from Central Government, the Council may wish to consider adopting policy positions. The Clerk has started a new risk assessment based on current guidance. The Council still has a duty of care. Some people are vulnerable, have not been fully vaccinated and would want to maintain social distancing. The latest advice is more flexible but there are still some expectations to take account of. This is applicable to item 55.5 as well, which would cover arrangements including the meeting venue. Rooms on the First Floor of Hamilton House have still been hired by East Coast Community Healthcare (ECCH), which has its own rules about meeting arrangements, specific to its status as a healthcare provider. There are some rules in place around how ECCH staff can use the Town Council's area, and they are isolated from Town Council staff. QR coding is in place and the usual processes would apply which would alert the Town Council to any issues. The issue with the Town Council using the Council Chamber is more specifically because the meetings are held in public and there may be members of the public present. Arrangements for amplification still need to be resolved. It was agreed that the view of the Suffolk Public Health Officer should be sought.

55.2. The findings of East Suffolk Council's Audit and Governance Committee regarding a Code of Conduct complaint (Ms Brooks v Councillor Taylor) and consider related recommended sanctions –

Cllr Brooks temporarily left the meeting 19:32 for the discussion of this item

The Monitoring Officer had suggested that Cllr Taylor also should not be present for the discussion of this item.

Cllr Taylor temporarily left the meeting 19:33 for the discussion of this item

It was noted that Cllr Taylor has amended her Register of Interests, is undertaking the relevant training and has written a letter of apology to Chair of the Council, which Cllr Green accepts. Cllr Pearce proposed to accept the sanctions recommended and consider the matter closed upon receiving confirmation that they have been fulfilled by Cllr Taylor. It was commented that the

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privacy statement on the Vessels Festival website is displaying the incorrect registered company number for Lowestoft Maritime Festivals CIC. If funding were to be sought from the Town Council this would not be possible whilst the incorrect number is being displayed. Officers will take this forward. It was commented that if an apology had been made at an earlier stage a public review would not have been required. Cllr Barker seconded Cllr Pearce's proposal and all Councillors voted in favour.

The Clerk temporarily left the meeting 19:43

Cllrs Brooks and Taylor and the Clerk returned 19:43

55.3. The status of the Normanston Park Tenancy Arrangements Sub-Committee – It was agreed that this did not need to be a Sub-Committee as it was set up with the single purpose of reviewing the lease and capital repair of a building in Normanston Park. Most of the business conducted is commercially or contractually confidential. Cllr Pearce proposed that the Normanston Park Tenancy Arrangements Sub-Committee becomes a Working Group instead. It currently only has two members. Cllrs Green and Lang advised they would be happy to join. Cllr Lang seconded Cllr Pearce's proposal and all Councillors voted in favour. Cllr Pearce proposed accepting Cllrs Green and Lang's request to join the Working Group; seconded by Cllr Lang; all in favour.

55.4. Any requests for membership to Committees from Cllr Elise Youngman – Cllr Elise Youngman advised she would like to join the Assets, Inclusion and Development Committee and the Parks and Open Spaces Sub-Committee. Cllr Pearce proposed approval of these requests; seconded by Cllr Lang; all in favour.

55.5. Arrangements for future meetings – In line with its Terms of Reference, the Planning Committee should have seven members, but currently only has five. There is a delegation to the Deputy Clerk which enables some decisions to be made, but the Committee needs more members in order to meet. Meeting arrangements can be changed if necessary. Cllr Green can attend meetings and vote in his capacity as the Mayor, and does intend to attend when he is able to. Cllr Pearce proposed amending the Terms of Reference of the Planning Committee that it should have no less than five members. This would allow the next meeting to go ahead but more members would still be welcome. Cllr Green confirmed he would be happy to formally join the Planning Committee. Cllr Brooks seconded Cllr Pearce's proposal. The Council has recently reviewed and adopted the Planning Committee's Terms of Reference but the decision was made in error as this was a foreseeable issue which was not taken account of. The Standing Orders and Policies Sub-Committee will be asked to more widely review the governance arrangements for the Council, Committees, Sub-Committees and delegations, given the ongoing effect of the pandemic, resignations and illnesses. It was suggested more Councillors may be prepared to join if the scheduling of the meetings was reconsidered. The vote was taken on Cllr Pearce's proposal. Seven Councillors voted in favour and one Councillor voted against. Cllr Pearce proposed approval of Cllr Green's request to join the Planning Committee; seconded by Cllr Lang; all in favour. Cllr Pearce proposed that an item be added to the next Planning Committee agenda to consider the scheduling of the meetings, particularly to consider having them on the Tuesdays either side of Full Council meetings. In the interim it was requested that the Deputy Clerk ask members about an appropriate start time for the meetings. The proposal was seconded by Cllr Brooks and all Councillors voted in favour. More generally, the Council will await the outcome of the Clerk's latest risk assessment before making a decision about the venue for Council meetings.

56. Assets, Inclusion and Development

56.1. The draft minutes of the meeting on 19 July 2021 – The draft minutes were noted.

56.2. The following recommendations from the AID Committee:

56.2a. Delegating responsibility to the Clerk, the Mayor and the Chairs of Finance and Governance and AID committees to establish a three or five year plan for developing Denes Oval tennis courts including the retention of public courts – Proposals from the Lowestoft Town Tennis Club had been circulated to the Council, including some costs of

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materials, not including labour. Their plans had not included resurfacing the public courts but the Council has already agreed that it would not approve a large capital cost to improve the Club's facilities and leave the public courts in a sub-standard condition. The delegation would enable the Clerk, the Mayor and the Chairs of the Finance and Governance and AID Committees to put together an outline timeframe, costs for each year and bring back to Full Council to consider. Cllr Pearce proposed approval of this recommendation from the AID Committee; seconded by Cllr Brooks; all in favour.

- 56.2b. Delegating responsibility to the Events and Communications Officer to progress sponsorship of the Scores Race taking into account the Council's Climate and Health Declarations and with funding from the Community Engagement budget –

Cllr Lang temporarily left the meeting 20:07 for the discussion of this item

There had been discussions about the Town Council sponsoring a sports event and the Scores Race had been suggested. It is understood that Lowestoft Vision is the current sponsor so would need to be involved in considerations, or the Town Council could consider sponsoring a different event. Certain climate emergency issues, such as distributing single use plastic bottles to race participants, would need to be taken under consideration. Cllr Pearce proposed approval of this recommendation from the AID Committee, subject to plans being progressed in consultation with the current sponsor. Cllr Taylor declared a local non-pecuniary interest in this item, given the involvement of Lowestoft Vision, and advised that she would abstain from the vote. Cllr Brooks seconded Cllr Pearce's proposal. Seven Councillors voted in favour and one Councillor abstained from the vote.

- 56.2c. Providing temporary barriers at the Triangle Market to help accommodate future markets – This has been discussed by the Working Group and The Scores and Triangle Market Feasibility Study Group. The Working Group would like to make arrangements for a weekly market, but traffic issues need to be managed in the short term. The long term aim of the feasibility study is to design a new traffic management system. It was suggested that signage could be used at appropriate places to complement the barriers, such as an 'A' board or existing signage at the entrance to the market. Cllr Pearce proposed approval of the recommendation to provide barriers to delineate the pedestrianised area of the Triangle Market from the highway, using funds from the market earmarked reserve, and with delegated authority to officers to decide whether to hire or purchase the barriers, and to investigate options regarding signage; seconded by Cllr Barker; seven Councillors voted in favour; one Councillor voted against.

- 56.2d. Taking into account implementation of the Community Engagement Policy as part of the current equality review – Aspects of this policy relate to encouraging people to become Councillors. There have already been discussions about making Council meetings more accessible, such as through changing the start time of the meetings. Cllr Pearce proposed reviewing the Community Engagement Policy alongside the equality review which is currently underway; seconded by Cllr Green; all in favour.

- 56.3. The future of the 'Rope Walk' at The Ness – The 'Rope Walk' has been vandalised and repaired numerous times. The Council now needs to consider whether and how it is reinstated, and how it could be strengthened. It was noted that the current line of rope does not delineate the actual historic Rope Walk itself. There is a defects meeting on site next week. Cllr Pearce proposed reinstating only the posts for now and not the rope, but to discuss the issue at the defects meeting and obtain more information about what the issues are, and any recommendations from the contractors about reinstatement, to be considered at August's Full Council meeting; seconded by Cllr Brooks; all in favour.

- 56.4. The costs of repair and legal advice regarding the Jubilee Bridge (some aspects may be confidential) – There has been some further development following the most recent liaison meeting with East Suffolk Council. This item will be discussed during the confidential session.

- 56.5. The position regarding the civic artefacts transferred from East Suffolk Council (confidential) –

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There were no updates to be considered at this meeting. A site visit to assess the contents of the Town Council's container will be taking place later this week.

Cllr Taylor left the meeting 20:37

A five minute comfort break was taken 20:37 and the meeting resumed 20:42

57. Planning

57.1. The draft minutes of the meetings on 22 June 2021 and 6 July 2021 – The draft minutes were noted.

58. Climate Emergency and Ecological

58.1. The draft minutes of the meeting on 12 July 2021 – The draft minutes were noted.

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

58.2a. Agreeing the boundaries for the WildEast areas at Clarkes Lane, Fen Park, the North Denes, part of the Great Eastern Linear Park, part of the Gunton Community Park and the land behind 4 The High Street, as per the meeting paper – The Friends of Fen Park suggested pledging a smaller area of land at Fen Park. It has been explained that borders would still be maintained to allow existing access. A certain percentage of land has to be pledged for a town to become a WildEast town. There was a concern that the proposed WildEast area at Gunton Community Park may be too close to surrounding residential properties. Cllr Pearce proposed approving the boundaries as per the meeting paper, but keeping this under review and monitoring any concerns raised by residents; seconded by Cllr Lang; all in favour. It was suggested that Suffolk Wildlife Trust and the Warren School may wish to be involved with the project at Clarkes Lane, and also the proposed community garden and orchard.

59. Outside Bodies

59.1. A request to appoint Cllr Page to the Triangle Market and The Scores Working Group – Cllr Pearce proposed approval of this request; seconded by Cllr Lang; all in favour.

59.2. Appointing a representative to East Suffolk Council's Open Space Study Consultation – Cllr Brooks was previously appointed as the representative but stepped down having attended a meeting. It was agreed that officers could administer a response to any questions raised and be kept informed.

59.3. Appointing a representative to the Friends of Fen Park – It was suggested deferring this item as there is now a vacancy for a Kirkley Councillor. For continuity, Cllr Pearce advised he would be happy to represent the Council in the interim. Cllr Green proposed appointing Cllr Pearce as the Council's representative to the Friends of Fen Park on an interim basis; seconded by Cllr Knight; all in favour.

59.4. Whether to become a funding partner of the Wherry Lines Community Rail Partnership, at a cost of £500 per annum – Cllr Pearce proposed that the Town Council becomes a funding partner of the Wherry Lines Community Rail Partnership, at a cost of £500 per annum. It was reported that there is also a separate East Suffolk Lines Community Rail Partnership (Line Group North), which is structured slightly differently, and Cllr Pearce extended his proposal to include enquiring about appointing a representative to that Partnership also. Cllr Barker seconded the proposal and all Councillors voted in favour. Subject to his agreement, Cllr Pearce proposed appointing Cllr Parker to both of the Community Rail Partnerships; seconded by Cllr Brooks; all in favour.

59.5. An update on the Joint East Suffolk District Council and Great Yarmouth Borough Council Bid for a City of Culture involving Great Yarmouth and Lowestoft – The eligibility criteria has been amended, which now allows towns to be involved. An update was given at the recent liaison meeting with East Suffolk Council. Great Yarmouth Borough Council approached East Suffolk Council about submitting a joint bid. Financial support is not being requested from the Town Council at this stage. A high level outline bid is submitted first to get onto the longlist. If that is successful, support will be sought from community groups and Parish Councils to

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contribute the details to put together a bid to get onto the shortlist. It is understood this will also be extended to other areas of Suffolk as well.

60. Legal

- 60.1. Transfer issues relating to the Kirkley Community Sports and Social Club, Walmer Road – In September 2017 the Council made the decision to work through a transfer of the land. This involved a re-leasing arrangement with the Sports and Social club and sale of part of the land. This will bring the land back into the Town Council's ownership eventually. Cllr Pearce proposed progressing this transfer with the Mayor and Chair of the Finance and Governance Committee, as per other land transfer matters progressing currently. This will include any legal advice required. The proposal was seconded by Cllr Lang and all Councillors voted in favour.
- 60.2. Transfer arrangements relating to the registration of ownership for the North Denes and Tingdene and enforcement action relating to 'Phase 3' (confidential) – To be discussed during the confidential session.

61. Date of next meeting

24 August 2021 18:30

62. Items for the next agenda and close

If not covered at the AID Committee meeting next week, it was requested that an update on the Fen Park and Sparrows Nest public conveniences refurbishment be added to the next agenda. Cllr Brooks requested further information on the selection criteria for cultural grants being offered by East Suffolk Council. Cllr Barker has some information which she will pass on.

Cllr Pearce 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.

63. Resolution to close the meeting to the public:

- 63.1. Any matters, including those above as required

56.4 The costs of repair and legal advice regarding the Jubilee Bridge (some aspects may be confidential) – The latest update was given. As it had reached 21:30, Cllr Brooks proposed suspending Standing Order 3y to allow the meeting to continue for twenty minutes; seconded by Cllr Pearce; all in favour. Cllr Pearce proposed seeking legal advice on a proposal made by East Suffolk Council, with delegated authority to the Finance and Governance Committee to decide how to proceed (not including the cost of repair work); seconded by Cllr Brooks; all in favour.

- 60.2 Transfer arrangements relating to the registration of ownership for the North Denes and Tingdene and enforcement action relating to 'Phase 3' (confidential) – The latest update was given and Cllr Pearce made a proposal based on this; seconded by Cllr Brooks; all in favour.

The meeting was closed 21:52.

Signed: 

24 August 2021