

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

**MINUTES**

**Present:** Cllrs Sonia Barker, Robert Breakspear, Wendy Brooks, Colin Butler, Alan Green (Mayor), Peter Knight, Christian Newsome, Paul Page, Graham Parker, Andy Pearce, John Pitts, David Youngman and Elise Youngman

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

**Public:** There were two members of the public in attendance (one in person and one via Zoom webinar)

**81. Welcome and acceptance of Declaration of Acceptance of Office from Cllr Christian Newsome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. The Mayor welcomed Cllr Christian Newsome and his Declaration of Acceptance of Office (signed in advance) was accepted.

**82. Apologies for absence from any Councillors not in attendance**

Apologies were received from Cllrs Nasima Begum, Amanda Frost, Peter Lang, Keith Patience and Alice Taylor. Cllrs Tara Carlton and Tracey Eastwood had not provided apologies and were absent. Cllr Knight proposed acceptance of the apologies received; seconded by Cllr Pearce; all in favour.

**83. Declarations of Interests and dispensations**

Cllr Brooks declared a local non-pecuniary interest in items 88.2c and 88.6. Cllr Breakspear declared a local non-pecuniary interest in any matters relating to Kensington Gardens. Cllr Barker declared a local non-pecuniary interest in items 86.2 and 89.1. Cllr Pearce declared a local non-pecuniary interest in items 88.2c and 88.6. Cllr Butler declared a local non-pecuniary interest in item 86.2. The process was explained to Cllr Newsome but he did not have any pecuniary or local non-pecuniary interests to declare.

**84. The draft minutes of the meeting on 24 August 2021**

Cllr Knight proposed acceptance of the minutes; seconded by Cllr Barker; all in favour.

**85. Public forum**

A member of the public was in attendance in person and had also sent a comment in advance of the meeting, which had been circulated to Councillors. It was noted that no decision would be made this evening as the request would need to be considered by the Events and Communications Sub-Committee. The member of the public spoke of the dangers and consequences of climate change and action which needs to be taken. A proposal had been sent in regarding the Climate Day of Action on 6 November, and the Town Council's support is sought for a mass assembly at The Ness, and a march of protest to Sparrows Nest, followed by speeches and live music. The member of the public was advised to complete an event application form, but would be seeking joint organisation of the event with the Town Council. A request for the Town Council to organise an event is a different process and would require the consideration of the Events and Communications Sub-Committee and would also likely need the approval of the Safety Advisory Group. The Events and Communications Sub-Committee is scheduled to meet on 25 October. It was agreed that officers would liaise with the Sub-Committee Chair to bring the meeting forward.

**86. Finance**

86.1. The draft minutes of the meeting on 9 September 2021 – The draft minutes were received and noted.

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

- 86.2. Recommendations from the Finance and Governance Committee:
- 86.2a. Adopting the Town Council's Standing Orders, as amended – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Brooks; all in favour.
  - 86.2b. Standardising the membership of the Town Council's Committees and Sub-Committees to quorum plus one – It was clarified that this would be the minimum membership required. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Brooks; all in favour.
  - 86.2c. Standardising Committee and Sub-Committee Terms of Reference to gender-neutral terminology – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Barker; all in favour.
  - 86.2d. Adopting the following Town Council policies: - Cllr Pearce proposed approval of the recommendation to adopt those policies as listed in items 86.2di – 86.2dx. Regarding item 86.2dix, it was noted that Cllr Butler's comments had been taken into consideration and the wording of the policy amended as a result. Cllr Barker seconded the proposal and all Councillors voted in favour.
    - 86.2di Anti-Harassment and Bullying Policy
    - 86.2dii Conferring of the Title of Honorary Freemen and Freewomen Policy, as amended
    - 86.2diii Cycling Pledge
    - 86.2div Data Protection Policy, as amended
    - 86.2dv Data Retention Policy
    - 86.2dvi Disciplinary Rules
    - 86.2dvii Environmental Policy
    - 86.2dviii Equality and Diversity Policy, noting that a further review may be required following completion of the inclusivity review
    - 86.2dix Infrastructure Investment Plan, as amended
    - 86.2dx Acquisitions and Disposal Policy, as amended
  - 86.2e. An update on the National Lottery Heritage Fund Stage 1 bid for the Town Hall (confidential) – To be discussed during the confidential session.
  - 86.2f. Transferring the Capital Works (undesignated assets) earmarked reserve and the £78,508 ring-fenced against the Town Hall to the Town Hall earmarked reserve (some aspects may be confidential) – To be discussed during the confidential session.
  - 86.2g. The Town Council's capital liability and attending risk if the National Lottery Heritage Fund Stage 1 bid for the Town Hall is successful, with a recommendation to proceed from the Finance and Governance Committee (confidential) – To be discussed during the confidential session.
  - 86.2h. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential) – To be discussed during the confidential session.
- 86.3. Receipt and consideration of the following:
- 86.3a. 2021 – 2022 budget position – The budget monitoring documents were received and noted. Cllr Pearce proposed acceptance of the current position; seconded by Cllr Green; all in favour.
  - 86.3b. Bank reconciliations – August's bank reconciliation has been passed to the relevant Councillor to review. It was noted that preparation had begun for the upcoming Interim Internal Audit.
  - 86.3c. Payments, including those made under delegated authority, any payments for approval, and income and expenditure reports for the month ending 31 August 2021 and September 2021 to date – The income and expenditure reports were received and noted as follows:

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

*Table 1 August Income*

<b>Date</b>	<b>Received From</b>	<b>Description</b>	<b>Amount</b>
2 August 2021	Market Income	Weekly Market Income	£102.50
9 August 2021	Market Income	Weekly Market Income	£18.50
9 August 2021	Tenant	Rental Income from Tenant	£213.16
10 August 2021	East Suffolk Council	Use of Whitton Meeting Hall for Elections x2	£420
11 August 2021	Heads-Up Tennis	Use of Town Council Tennis Courts for Coaching	£40
13 August 2021	HMRC	VAT Return Q1	£43,843.12
16 August 2021	Market Income	Weekly Market Income	£42.50
16 August 2021	Lamarti	Use of Links Road Car Park	£520 + £104 VAT = £624
20 August 2021	Market Income	Weekly Market Income	£42.50
23 August 2021	Lamarti	Use of Links Road Car Park	£648
26 August 2021	Market Income	Weekly Market Income	£66.50
27 August 2021	Memorial Bench	Normanston Park Memorial Bench	£1,800
27 August 2021	C. Parnell	Whitton Hall deposit	£100
31 August 2021	Architectural Heritage Fund	Town Hall grant	£32,679
31 August 2021	Fen Park Bench	Sponsorship of Fen Park picnic bench	£510

*Table 2 August Expenditure*

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
2 August 2021	East Suffolk Council	Links Road Car Park Business Rates August 2021	£187
2 August 2021	East Suffolk Council	Sparrows Nest Bowls Pavilion Business Rates August 2021	£110

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
2 August 2021	East Suffolk Council	Hamilton House Business Rates August 2021	£2,008
3 August 2021	Land Registry	Land Registry Search	£3
3 August 2021	East Point Business Services	Hamilton House Capital Repayment Q2	£3,357.40 + £671.48 VAT = £4,028.88
3 August 2021	East Point Business Services	Hamilton House IT Support Q2	£3,231 + £646.20 VAT = £3,877.20
3 August 2021	East Point Business Services	Hamilton House Rent Q2	£3,675 + £735 VAT = £4,410
3 August 2021	East Point Business Services	Hamilton House Service Charge Q2	£7,397.50 + £1,479.50 VAT = £8,877
3 August 2021	East Suffolk Norse	East Suffolk Norse Partnership Charge July – August	£71,669.40 + £14,333.88 VAT = £86,003.28
3 August 2021	Blachere Illuminations UK Ltd	Christmas Lights	£4,875 + £975 VAT = £5,850
3 August 2021	Sunrise Studios	Sunrise Studios Grant	£1,482.33
3 August 2021	Marina Theatre	Marina Theatre Management Fee Q2	£37,500 + £7,500 VAT = £45,000
4 August 2021	Suffolk Pension Fund	Pensions July 2021	£4,403.67
4 August 2021	Ricoh UK Ltd	Printer Hire	£134.40 + £26.86 VAT = £161.28
4 August 2021	Anglian Electrical	Lowestoft Museum Alarm Equipment	£946 + £189.20 VAT = £1,135.20
9 August 2021	Cozens UK Ltd	Christmas Light Infrastructure	£8,970 + £1,794 VAT = £10,764
10 August 2021	Heathland Group Ltd	Pond Surveys	£840 + £168 VAT = £1,008
11 August 2021	Nicholsons Solicitors	Legal Advice to be recharged to East Suffolk Council	£2,018 + £400 VAT = £2,418
13 August 2021	NBB Recycled Furniture	Picnic Table	£410 + £82 VAT = £492

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 28 September 2021

Date	Payment to	Description	Amount
13 August 2021	NALC	Levelling up the environment through biodiversity net gain Training	£42.09 + £8.62 VAT = £51.71
13 August 2021	Lowestoft Steering Group – Heritage Open Days	Lowestoft Steering Group – Heritage Open Days Grant	£1,000
16 August 2021	Lloyds Bank	Credit Card Purchases	£56.73
17 August 2021	MS Oakes	Marina Theatre Cladding Survey	£464 + £92.80 VAT = £556.80
18 August 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 August 2021	NPower	Triangle Market Electric	£266.56 + £13.33 VAT = £279.89
19 August 2021	HMRC	HMRC July 2021	£4,358.92
20 August 2021	NPower	Denes Oval Electric	£219.92 + £11 VAT = £230.92
20 August 2021	NPower	Normanston Park Electric	£160.27 + £8.01 VAT = £168.28
20 August 2021	NPower	Kensington Gardens Electric	£74.18 + £3.71 VAT = £77.89
20 August 2021	NPower	Lowestoft Cemetery PC Electric	£73.69 + £3.68 VAT = £77.37
20 August 2021	NPower	Kensington Gardens Electric	£57.15 + £2.86 VAT = £60.01
20 August 2021	NPower	Town Hall Electric	£296.10 + £59.22 = £355.32
20 August 2021	NPower	Royal Naval Patrol Service Museum Electric	£770.19 + £154.04 VAT = £924.23
20 August 2021	Nicholsons Solicitors	Legal Advice for Town Hall and Normanston Allotments	£1,404.60 + £278.52 VAT = £1,683.12
20 August 2021	Nicholsons Solicitors	Legal Advice for Hamilton House	£991.60 + £198.32 VAT = £1,189.92
20 August 2021	Nicholsons Solicitors	Legal Advice	£495 + £99 VAT = £594
23 August 2021	British Gas	Whitton Hall Gas	£45

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
23 August 2021	Salaries	August Salaries	£9,346.81
24 August 2021	Land Registry	Land Registry searches	£15
24 August 2021	Marina Theatre Trust	Marina Theatre fire panel	£7,333.33 + £1,466.67 VAT = £8,800
25 August 2021	Glasdon UK Ltd	25x bins for parks	£10,369.58 + £2,073.91 VAT = £12,443.49
26 August 2021	NPower	Electric charges	£59 + £2.95 VAT = £61.95
26 August 2021	Eon	Whitton Hall electric	£41.90 + £2.10 VAT = £44
31 August 2021	Gazprom Energy	Town Hall gas	£43.52 + £2.18 VAT = £45.70

*Table 3 September Income*

<b>Date</b>	<b>Received From</b>	<b>Description</b>	<b>Amount</b>
6 September 2021	Market Income	Weekly Market Income	£42.50
6 September 2021	Tenant	Rental Income from Tenant	£213.16
7 September 2021	Access Community Trust	Return of Grant Double Payment	£1,482.33
13 September 2021	Market Income	Weekly Market Income	£94.50
16 September 2021	Tenant	Rental Income from Tenant	£6,300
20 September 2021	Roche	Return of incorrect payment	£43.18
20 September 2021	Heads-Up Tennis	Use of Tennis Courts for Coaching	£20
20 September 2021	Market Income	Weekly Market Income	£18.50
27 September 2021	Market Income	Weekly Market Income	£42.50

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

*Table 4 September Expenditure*

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
1 September 2021	East Suffolk Council	Links Road Car Park Business Rates August 2021	£187
1 September 2021	East Suffolk Council	Sparrows Nest Bowls Pavilion Business Rates August 2021	£110
1 September 2021	East Suffolk Council	Hamilton House Business Rates August 2021	£2,008
1 September 2021	Peoples Carpet Bowls	People Carpet Bowls Grant	£750
2 September 2021	Gunton Resident Association	Gunton Resident Association Grant	£1,613
3 September 2021	Suffolk Pension Fund	Pensions August 2021	£3,884.65
8 September 2021	MS Oakes	Damp Survey at the Marina Theatre	£249.60
8 September 2021	Archant	Job Adverts	£1,975 + £384.99 VAT = £2,309.99
10 September 2021	C&C Consulting	Health & Safety Support + Vision	£735 + £147 VAT = £882
14 September 2021	Land Registry	Land Registry Searches	£6
14 September 2021	Roche	Printing Charges (intended for Ricoh, later refunded)	£45.18
14 September 2021	Darren Breeze	Dunkirk Plaque	£640
14 September 2021	Waveney Norse	Whitton Hall Cleaning	£120 + £24 VAT = £144
16 September 2021	Lloyds Bank	Credit Card Purchases	£1,130.57
20 September 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
20 September 2021	HMRC	HMRC August 2021	£3,573.93

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 28 September 2021

Date	Payment to	Description	Amount
21 September 2021	NPower	Denes Oval Pavilion Electric	£228.95 + £11.45 VAT = £240.40
21 September 2021	NPower	Lowestoft Cemetery PC Electricity	£70.07 + £3.50 VAT = £73.57
21 September 2021	NPower	Kensington Gardens Electricity	£65.98 + £3.30 VAT = £69.28
21 September 2021	NPower	Kensington Gardens Electricity	£49.61 + £2.48 VAT = £52.09
22 September 2021	NPower	Triangle Market Electric	£212.69 + £10.63 VAT = £223.32
23 September 2021	Salaries	Salaries September 2021	£9,106.34
23 September 2021	British Gas	Whitton Hall Gas	£45
23 September 2021	BSA Security	Town Hall Alarm Callout	£115 + £23 VAT = £138
23 September 2021	Nicholsons Solicitors	Legal Advice	£550.80 + £110.16 VAT = £660.96
23 September 2021	Ricoh	Printing Charges	£37.65 + £7.53 VAT = £45.18
23 September 2021	Archant	Lowestoft Journal Advert	£25 + £5 VAT = £30
23 September 2021	BSA Security	Town Hall Fire Alarm, Emergency Lights and Extinguishers Annual Check	£620 + £124 VAT = £744
23 September 2021	Archant	Lowestoft Journal Advert	£70 + £14 VAT = £84
23 September 2021	BSA Security	Town Hall Key Holder Contract	£175 + £35 VAT = £210
23 September 2021	Sarah Foote	Reimbursement for Wi-Fi and Parking	£14
24 September 2021	NPower	Pakefield Street PC Electricity	£56.20 + £2.81 VAT = £59.01
27 September 2021	Gazprom Energy	Town Hall Gas	£45.70



**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

Date	Payment to	Description	Amount
28 September 2021	Eon	Whitton Hall Electricity	£44
28 September 2021	NPower	Normanston Park Electricity	£85.47 + £4.27 VAT = £89.74
Pending	PKF Littlejohn LLP	External Audit 2020-21	£2,400 + £480 VAT = £2,880
Pending	East Suffolk Norse	Partnership Charge September 2021	£37,550 + £7,510 VAT =£45,060

*Table 5 Payments to Authorise*

Description	Amount
Further Advertising for Recruitment	Up to £10,000

It was queried why the Town Council is required to pay business rates for Hamilton House. The Town Council has been assessed as having to pay but there has been some controversy about the application of business rates. The Town Council used to be required to pay business rates for its public conveniences and is still required to pay business rates for the Sparrows Nest bowls pavilion. Unless there is a legislative change it is unlikely this position will change.

There was a payment for approval. The Council had previously agreed that if there were any issues with recruitment the vacancies could be re-advertised, as long as the roles were not fundamentally changed. Funding had been set aside in case a temporary member of staff was required. The Council was asked whether it would be prepared to divert some of this funding towards advertising instead. Cllr Pearce proposed using funding from the staff earmarked reserve instead and delegating authority to the Clerk in conjunction with the Chair of the Personnel Committee to progress further advertising as required; seconded by Cllr Barker; all in favour.

- 86.4. An update on the purchase of laptops for those Councillors who have requested them – The final cost should be confirmed shortly. The laptops should be ready within a week of the order being placed. Any Councillors who have not yet advised the Clerk of their preference were encouraged to do so immediately.

## **87. Governance**

- 87.1. Any requests for membership to Committees from Cllr Christian Newsome – Cllr Newsome advised he would like to join the AID and Planning Committees, the Parks and Open Spaces Sub-Committee and the Toilet Strategy Working Group. Cllr Pearce proposed approval of these requests; seconded by Cllr Barker; all in favour.
- 87.2. Whether to extend the Town Clerk's emergency delegated authority – There is still a lot of uncertainty about pandemic, particularly going into the winter months. Cllr Pearce proposed extending the Clerk's emergency delegated authority for a further six months and reviewing again at the end of that period. The Clerk was asked whether she felt the existing delegations were adequate. The Clerk advised that the emergency delegation is important but tries to not to exercise it if there is a relevant Committee which has the delegation. If an item is controversial or difficult and is not time urgent it would be preferably be considered by a Committee. It would be beneficial for individual Committees and Sub-Committees looking at whether there is a threshold where they are happy there is a standing delegation anyway. It would also be useful for the Finance and Governance and AID Committees to look at

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

emergency expenditure and health and safety expenditure, particularly related to assets. Cllr Brooks seconded Cllr Pearce's proposal and all Councillors voted in favour.

**88. Assets, Inclusion and Development**

- 88.1. The draft minutes of the meeting on 6 September 2021 – The draft minutes were received and noted.
- 88.2. Recommendations from the AID Committee:
- 88.2a. Not to act as the licensee for the Triangle Market bollard until an appropriate design is selected which meets the needs of the community – The local community were expecting a lockable bollard, which is not the type which Suffolk County Council has selected. Cllr Brooks proposed approval of this recommendation from the AID Committee, and to ask Suffolk County Councillor James Reeder for an update on his offer to meet with Suffolk Highways and the local community to see if a compromise can be reached. Cllr Pearce seconded the proposal and all Councillors voted in favour.
- 88.2b. Removing and not reinstating the damaged boardwalk at the Great Eastern Linear Park – Public access has been temporarily prohibited pending a decision from the Council. Cllr Pearce proposed approval of this recommendation, and to add an item to November's AID Committee agenda to consider maintenance of the 'off path' areas of the Great Eastern Linear Park and progressing a health and safety risk assessment of the 'nature walk' once the boardwalk has been removed; seconded by Cllr Brooks; all in favour.
- 88.2c. Proceeding with the de-silting of Gainsborough Drive pond over the winter, and to determine by what method to de-silt the Gainsborough Drive and Fen Park ponds, including to consider any quotations received – Cllr Pearce proposed approval of the recommendation to proceed with the de-silting of the Gainsborough Drive pond over the winter, but not via the Schlix method. It is understood there is approximately one to two foot of silt in this pond. Based on information received so far think the anticipated cost is likely to be approximately £11,000 - £12,000. Suffolk Wildlife Trust has recommended that the work takes place between November - February. The Town Council has a £10,000 budget and £35,000 earmarked reserve for ponds and waterways. Cllr Brooks seconded Cllr Pearce's proposal and all Councillors voted in favour. Preliminary work is required at Fen Park, including clearance of vegetation. Quotations received so far have not been consistent in terms of estimated depth of the water and the silt. The Committees which have received the quotations would like to discuss the possibility of Norse managing the project. Norse have advised that they would be happy to meet with the Council to discuss this. An additional quotation is also pending. Cllr Pearce proposed delegating authority to officers to select a provider for mechanical dredging of the Gainsborough Drive pond and make arrangements for the work to proceed, within a maximum budget of £16,000. The Council does not have a maintenance schedule in place for its ponds, but Norse will provide support at an additional cost. Cllr Pearce proposed that whichever provider(s) is selected to carry out the work at Gainsborough Drive and at Fen Park, particularly if the work is phased, that Norse project manages and determines the priority order of the work; seconded by Cllr Elise Youngman; all in favour.
- 88.2d. Approving an application for a memorial bench in Sparrows Nest or Belle Vue Park, with delegated authority to officers to liaise with the applicant and agree an appropriate location – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Barker; all in favour.
- 88.2e. Delegating authority to officers to liaise with the Friends of Kensington Gardens and agree an appropriate location for a 'Talking Bench' within Kensington Gardens – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Elise Youngman; all in favour.
- 88.2f. Proceeding with works on a retaining wall in Kensington Gardens, as per professional

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 28 September 2021

advice received – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Barker; all in favour.

- 88.2g. Proceeding with works at the Ammunition Bunker, as per professional advice received – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Elise Youngman; all in favour.
- 88.2h. Removing the post and rail fence surrounding the Normanston Park skate park, and seek advice regarding security measures – Cllr Pearce proposed approval of this recommendation. The AID Committee will be considering suggestions put forward to tackle graffiti in a positive way. Advice will be sought from Norse on security measures to combat anti-social behaviour at the site.
- 88.2i. Providing keys to the Town Council's noticeboards to any Councillor who would like one, and recognised community groups – Cllr Brooks proposed approval of this recommendation, on the condition that key holders formally agree to abide by the Town Council's Noticeboard Protocol, particularly recognising that there are certain statutory notices which the Council must display and must not be removed, and that Town Council notices will take priority if the noticeboard is full. The Protocol will be reviewed at the next meeting of the Standing Orders and Policies Sub-Committee. Cllr Pearce seconded Cllr Brooks' proposal; twelve Councillors voted in favour; one Councillor abstained from the vote.
- 88.2j. Affirming the Council's position to allow vehicular access to Kensington Gardens to drop off visitors – A specific issue had been reported that a taxi driver had been unable to drop off a disabled visitor within the park. It was reported that there have been issues with vehicles driving into the park and up to the café. It was agreed that the Council needs to be clear what level of vehicular access it would be prepared to allow, particularly given similar issues in Sparrows Nest. Cllr Brooks proposed deferring a decision on this issue until more information is known, with the Council's current position to remain as it is in the interim; seconded by Cllr Pearce; all in favour.

*The member of the public left the meeting 19:40*

- 88.2k. Supporting a recommendation from the Outdoor Fitness Equipment Working Group regarding the installation of equipment in Normanston Park and Fen Park, and ring-fence an addition £12,000 in the play areas budget to complete the project at both sites (some aspects may be confidential) – To be discussed during the confidential session.
- 88.2l. Approving the five year programme of works for the Sparrows Nest building complex, as set out in the condition survey report, and recommendations regarding funding the works (confidential) – To be discussed during the confidential session.
- 88.2m. A recommendation regarding the Town Council's contract for IT services (also supported by the Finance and Governance Committee) (confidential) – To be discussed during the confidential session.
- 88.3. An update on amplification and recording equipment options for the Council Chamber – A Covid-19 related incident prevented the contractor from being able to attend. It was agreed to carry this item forward to the next meeting.
- 88.4. The diversion (not closure) of footpath 52 across The Ness – Supporting information had been circulated to Councillors ahead of the meeting. Cllr Pearce had sought advice from a local historian, who could see no issue with the proposed diversion. It was confirmed there would be no cost to the Town Council should this work proceed. Cllr Pearce proposed approval of the diversion of footpath 52 across The Ness; seconded by Cllr Butler; all in favour.

*A comfort break was taken 19:46 and the meeting resumed 19:54*

- 88.5. Quotations received and appointing a contractor for the refurbishment of the Sparrows Nest play area (some aspects may be confidential) – To be discussed during the confidential session.
- 88.6. Whether to proceed with capital investment at the Denes Oval sports facilities, and if so to consider the project timeframe and budget, and clarification from East Suffolk Council regarding leaseback arrangements (confidential) - To be discussed during the confidential

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

session.

88.7. An application for Freedom of the Town (confidential) - To be discussed during the confidential session.

**89. Personnel**

89.1. The process for deciding which Councillors will be part of the shortlisting and interviewing process for new staff – There was a concern that the decision to appoint the Chairs and Deputy Chairs of certain Committees and Sub-Committees to the shortlisting and interview panels may exclude other Councillors. The shortlisting and interview panels are made up of different Councillors to give a broader range of opinions and to enable more Councillors to be involved. The recruitment process and timetable which the Council approved did encourage all Councillors who are not members of the Personnel Committee to notify the Clerk if they were prepared to be involved with the process. In the absence of volunteers coming forward, Chairs and Deputy Chairs were selected. It is also important for the Clerk to be involved with the entire process and for the Chair of the Personnel Committee to have an overview of the process. The protocol did provide all Councillors with an equal opportunity to be involved. Any Councillors who missed the opportunity and would like to be involved were encouraged to contact the Clerk.

**90. Planning**

90.1. The draft minutes of the meetings on 24 August, 7 September and 21 September 2021 – The draft minutes were received and noted.

**91. Climate Emergency and Ecological**

91.1. The draft minutes of the meeting on 7 September 2021 – The draft minutes were received and noted.

91.2. A recommendation to Suffolk County Council to reinstate a recycle and waste disposal centre in North Lowestoft, to complement the facility on Haddenham Road – It was agreed that was to be taken forward with the multi-agency working group. District Councillor James Mallinder would like the Town Council to lead on the group and does not wish to influence the Town Council's decision making. Cllr Pearce proposed taking this matter forward via the working group initially, for a proposal to come back to Full Council; seconded by Cllr Brooks; all in favour.

**92. Community Safety**

92.1. The draft minutes of the meeting on 22 September 2021 and to note that any recommendations will be considered at the next Full Council meeting – The draft minutes were received and noted.

**93. Outside Bodies**

93.1. Cllr Butler's report from the Lowestoft Place Board meeting on 7 September 2021 – Cllr Pearce proposed noting receipt of the report and thanking Cllr Butler; seconded by Cllr Breakspear; twelve Councillors voted in favour; one Councillor abstained from the vote.

93.2. Appointing a representative and substitute representative to the Lowestoft Kittiwake Management Partnership – Cllr Pearce attended the first meeting today and found it to be a useful meeting, with various authorities represented. Cllr Pearce would like to continue in this representative role. This was seconded by Cllr Brooks and all Councillors voted in favour. Cllr Brooks advised she would like to be the substitute representative. Cllr Green proposed approval of appointing Cllr Brooks as the substitute; seconded by Cllr Knight; all in favour.

**94. Legal**

94.1. Legal issues relating to land transfers (confidential) – To be discussed during the confidential session.

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

**95. Date of next meeting**

26 October 2021 18:30

**96. Items for the next agenda and close**

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

Cllr Knight proposed moving the meeting into confidential session; seconded by Cllr Barker; 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.

**97. Resolution to close the meeting to the public:**

**97.1. Any matters, including those above as required**

- 86.2e. An update on the National Lottery Heritage Fund Stage 1 bid for the Town Hall (confidential) – An update was given. Cllr Green offered a vote of thanks to all those involved with preparation of the bid.
- 86.2f. Transferring the Capital Works (undesignated assets) earmarked reserve and the £78,508 ring-fenced against the Town Hall to the Town Hall earmarked reserve (some aspects may be confidential) – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Brooks; all in favour.
- 86.2g. The Town Council's capital liability and attending risk if the National Lottery Heritage Fund Stage 1 bid for the Town Hall is successful, with a recommendation to proceed from the Finance and Governance Committee (confidential) – The Finance and Governance Committee has considered the risks and has recommended proceeding. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Brooks; all in favour.
- 86.2h. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential) – Cllr Pearce made a confidential proposal; seconded by Cllr Green; all in favour.
- 88.2k. Supporting a recommendation from the Outdoor Fitness Equipment Working Group regarding the installation of equipment in Normanston Park and Fen Park, and ring-fence an addition £12,000 in the play areas budget to complete the project at both sites (some aspects may be confidential) – The Working Group made a recommendation, which was endorsed by the AID Committee. The recommendation from the AID Committee is to complete the project at both sites over the winter. This will not affect planned projects at Sparrows Nest, Whitton Green and Britten Road. Cllr Pearce proposed approval of this recommendation from the AID Committee; seconded by Cllr Brooks; all in favour.
- 88.2l. Approving the five year programme of works for the Sparrows Nest building complex, as set out in the condition survey report, and recommendations regarding funding the works (confidential) – The Council has received a detailed report, providing a breakdown of the priority of works over a five year period. Cllr Pearce made a proposal regarding how to proceed with the works; seconded by Cllr Elise Youngman; all in favour. Cllr Pearce made a proposal regarding budget provision for the work on the museums; seconded by Cllr Knight; all in favour.
- 88.2m. A recommendation regarding the Town Council's contract for IT services (also supported by the Finance and Governance Committee) (confidential) – Cllr Pearce proposed approval of the recommendation from the Finance and Governance Committee; seconded by Cllr Knight; all in favour.
- 88.5. Quotations received and appointing a contractor for the refurbishment of the Sparrows Nest play area (some aspects may be confidential) –

*Cllr Knight temporarily left the meeting 20:47*

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 28 September 2021**

There was a discussion regarding the quotations received.

*Cllr Parker temporarily left the meeting 20:49*

Cllr Pearce made a proposal on how to proceed.

*Cllr Parker returned 20:49*

Cllr Brooks seconded the proposal.

*Cllr Knight returned 20:49*

*Cllr Parker temporarily left the meeting 20:50*

Eleven Councillors voted in favour; one Councillor abstained from the vote.

- 88.6. Whether to proceed with capital investment at the Denes Oval sports facilities, and if so to consider the project timeframe and budget, and clarification from East Suffolk Council regarding leaseback arrangements (confidential) –

*Cllr Parker returned 20:51*

There is a delegation to the Clerk in conjunction with the Mayor and the Chairs of the Finance and Governance and AID Committees to review the plans presented by the Tennis Club and draw up a proposal including the overall budget and a breakdown of costs per year; to be considered by Full Council. Cllr Brooks proposed requesting a response from East Suffolk Council in time for October's Full Council meeting; seconded by Cllr Green; all in favour.

- 88.7. An application for Freedom of the Town (confidential) – Cllr Pearce only received the application this afternoon. Cllr Pearce proposed an in-principle approval of the application, with delegated authority to the Events and Communications Sub-Committee to make a formal decision on behalf of the Council at its next meeting. Cllr Pearce has already agreed to be one of the sponsoring Councillors for the application. Cllr Barker advised she was happy to be the second sponsoring Councillor. The proposal was seconded by Cllr Brooks and all Councillors voted in favour.

- 94.1. Legal issues relating to land transfers (confidential) – There was a discussion regarding the Vermeer Close pond, but there were no decisions on land transfer matters required at this meeting.

89. Personnel – The Clerk provided advice on how the Council should proceed with the applications it has received.

*Cllr Pitts temporarily left the meeting 21:05*

Cllr Pearce proposed proceeding in line with the Clerk's advice; seconded by Cllr Barker; all in favour. Cllr Pearce made a confidential proposal; seconded by Cllr Barker; all in favour.

The meeting was closed 21:09.

Signed: .....



26 October 2021