

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
18:30 on 22 February 2022

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Robert Breakspear, Wendy Brooks, Colin Butler, Amanda Frost, Alan Green (Mayor), Peter Knight, Peter Lang, Christian Newsome, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Alice Taylor and Elise Youngman

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

Public: There was one member of the public in attendance (in person)

160. Welcome

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

161. Apologies for absence from any Councillors not in attendance, and Cllr David Youngman's resignation

No apologies had been received. Cllrs Tara Carlton and Tracey Eastwood had not provided apologies and were absent. The Mayor read out a statement to thank Cllr David Youngman for his service and to wish him well for the future.

162. Declarations of Interests and dispensations

Cllr Barker declared a local non-pecuniary interest in items 167.2e, 167.2f, 167.9, 167.10, 173.2 and 173.3. Cllr Brooks declared a local non-pecuniary interest in items 169.6 and 174.2. Cllr Lang declared a local non-pecuniary interest in item 167.2d. Cllr Patience declared a local non-pecuniary interest in matters relating to East Suffolk Council. Cllr Pearce declared a local non-pecuniary interest in items 167.3ci and 169.6. Cllr Taylor declared a local non-pecuniary interest in matters relating to the Marina Theatre and to Lowestoft Vision.

163. The draft minutes of the meeting on 25 January 2022

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

164. Public forum

A member of the public was in attendance regarding item 165, and had sent a written report in advance, which had been circulated to Councillors. The member of the public explained the purpose of the Lowestoft Hospital Contact Group and its activities and read out the report which had been circulated. The Group is concerned regarding the lack of domiciliary care facilities in the area.

165. A report from the Lowestoft Hospital Contact Group

It was agreed to refer this item to the Community Safety Committee. The member of the public will be invited to the next meeting of the Committee. In the meantime, any updates can be sent to officers. The Town Council made a statement regarding the former Lowestoft Hospital in 2019 and sent a letter to East Suffolk Council.

166. Councillor attendance at meetings

Two Councillors have not attended meetings for a year. Cllr Pearce has researched legislation and Section 85 of the Local Government Act 1972 requires approval of the reason for the absence. One of the Councillors has now not attended meetings for six consecutive months without providing apologies. One Councillor gave apologies for January's Full Council meeting, which were accepted, but the reason for the apologies had not been relayed to the Council. It was queried therefore if the acceptance of the apologies was legitimate and legal advice would be beneficial in this respect. Cllr Patience explained the process East Suffolk and Suffolk County

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 22 February 2022

Councils follow. It was confirmed that Cllr Carlton will be automatically out of office and the Clerk will contact Democratic Services as a matter of course. Cllr Knight proposed adding an item to the next Full Council agenda to consider agreeing an extension to the other Councillor's period of absence, or moving to dismiss them, taking into account legal advice and any response from the Councillor; seconded by Cllr Pearce; all in favour. Cllr Pearce proposed that, going forward, once a Councillor's absence reaches four months – whether apologies have been given or not – an item is added to the Full Council agenda to decide whether or not to approve the Councillor's ongoing absence. The Councillor should be asked to attend the meeting or provide the reason why they are unable to attend. The proposal was seconded by Cllr Patience. Sixteen Councillors voted in favour. One Councillor voted against.

167. Finance

167.1. The draft minutes of the meeting on 10 February 2022 – The draft minutes were received and noted.

167.2. Recommendations from the Finance and Governance Committee:

167.2a. Appointing the Council's existing Internal Auditor for 2022 – 2023 and 2023 – 2024 – The current Internal Auditor offered one more year. The Finance and Governance Committee would like to appoint him for an additional year after that as well if possible. Cllr Green proposed approval of this recommendation; seconded by Cllr Pearce; all in favour.

167.2b. Withdrawing the Triangle Market from the Historic Quarter (Scores and Triangle Market) Feasibility Study – The Feasibility Study has been completed. There were concerns that waiting for the Study has prevented the Town Council from progressing work it would like to carry out at the Triangle Market. No proposals have yet been submitted to the Town Council for consideration, following completion of the Feasibility Study. The Town Council has funding available from East Suffolk Council to use at the Triangle Market, which has an expiration date. Cllr Pearce proposed formally withdrawing the Triangle Market from the Historic Quarter (Scores and Triangle Market) Feasibility Study so that the Town Council can proceed with the management and development of its asset; seconded by Cllr Brooks; seven Councillors voted in favour; seven Councillors voted against; three Councillors abstained from the vote. Cllr Green used his casting vote as Mayor to vote in favour of the proposal.

167.2c. Requesting an update from East Suffolk Council on the development of a traffic management system including the Triangle Market area, seeking input from Suffolk County Councillor James Reeder – This was one of the key aims of the Feasibility Study. Cllr Reeder is one of the local divisional Councillors, but it is understood he was not invited to participate in the Feasibility Study. As no representatives from Suffolk Highways attended the meetings regarding the Feasibility Study, it was suggested that a public meeting with representatives from the Councils and Suffolk Highways would be beneficial.

Cllr Frost temporarily left the meeting 19:18

Cllr Pearce proposed requesting an update from East Suffolk Council on the development of a traffic management system and progression of a public meeting; seconded by Cllr Brooks; all in favour. It was reported that some traffic enforcement had taken place in the Triangle Market area.

167.2d. Allocating a £1,000 annual budget to the Lowestoft and Plaisir Twinning Association – Cllr Brooks attended the Association's Annual General Meeting via Zoom, as the Council's appointed substitute representative. The Association would like to use the funding to reciprocate the hospitality it receives from its counterparts in France.

Cllr Frost returned 19:20

Although the Finance and Governance Committee was supportive of this request, it was agreed that this would not be a binding commitment and would be reviewed

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 22 February 2022

annually as part of the budget setting process and could be withdrawn if it were felt that the funding was not being used for the intended purpose. Cllr Pearce proposed approval of this request, on the basis it will be reviewed annually as part of the budget setting process and the Association will be asked to provide evidence of how the funding had been used; seconded by Cllr Lang; fourteen Councillors voted in favour; three Councillors voted against.

167.2e. The decision of the Finance and Governance Committee to award grant funding of £6,000 to First Light Festival C.I.C. in support of the event – It was clarified that this funding application relates only to the Festival itself and not any other projects the applicant may be involved with. The Finance and Governance Committee had objected to the applicant's description of Lowestoft as a 'cultural cold spot' and requested this be removed as a condition of the grant funding application being approved. The reference had been made in the applicant's Community Interest Statement, and an explanatory email had been sent to the Committee. As a compromise it had been suggested that this could be inserted into the grant application which would satisfy the requirement without the need for it to be brought back to the Committee for consideration.

167.2f. A recommendation regarding handling event applications and any other enquiries involving First Light Festival C.I.C. and Lowestoft Town Council assets (some aspects may be confidential) – First Light Festival C.I.C. has been involved with projects outside of the Festival, including organising recovery markets in liaison with East Suffolk Council. It had been incorrectly reported that the Town Council objected to external bodies hosting markets at the Triangle. Cllr Pearce proposed that applications relating to the First Light Festival itself can be handled in the usual way, but any other applications from First Light Festival C.I.C. seeking to use a Town Council asset for a commercial purpose or arrangement, including event applications, should be taken straight to Full Council, rather than being considered by officers, Committees or Sub-Committees under delegation; seconded by Cllr Brooks; thirteen Councillors voted in favour; one Councillor voted against; two Councillors abstained from the vote.

167.3. Receipt and consideration of the following:

167.3a. 2021 – 2022 budget position – The budget monitoring documents were received and noted.

167.3b. Bank reconciliations – December's bank reconciliation is complete and January's is pending.

167.3c. Payments, including those made under delegated authority, income and expenditure reports for the month ending 31 January 2022 and February 2022 to date, and any payments for approval, including the following: - Cllr Pearce proposed acceptance of the income and expenditure reports as follows; seconded by Cllr Lang; all in favour:

Table 1 January Receipts

Date	Received From	Description	Amount
6 January 2022	Eon	Feed in Tariff	£422.82
11 January 2022	Market Income	Weekly Market Income	£12
11 January 2022	Tenant	Rental Income from Tenant	£6,300
14 January 2022	Lapwing Suffolk	Whitton Hall Bookings	£336

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 22 February 2022

Date	Received From	Description	Amount
18 January 2022	Market Income	Weekly Market Income	£24
18 January 2022	East Point Business Services	Hamilton House Service Charge refund 1/10/2020 to 30/9/2021	£4,615 + £923 VAT = £5,538
21 January 2022	Market Income	Weekly Market Income	£42.50
24 January 2022	Brome and Oakley PC	Deputy Clerk Membership Half Payment	£144.50
24 January 2022	Tenant	Rental Income from Tenant	£213.16

Table 2 January Payments

Date	Payment To	Description	Amount
4 January 2022	East Suffolk Council	Links Road Car Park Business Rates January 2022	£187
4 January 2022	East Suffolk Council	Sparrows Nest Bowls Club Business Rates January 2022	£110
4 January 2022	East Suffolk Council	Hamilton House Business Rates January 2022	£2,008
4 January 2022	Suffolk Pension Fund	Pensions December 2021	£5,152.98
5 January 2022	Sword and Trowel	Payslips	£146 + £31.20 VAT = £187.20
5 January 2022	Nicholsons Solicitors	Legal Advice	£1,358.48 + £270.10 = £1,620.58
5 January 2022	Paul Connew	Reimbursement	£63.55
5 January 2022	Northumbrian Water	Legionella Management	£593.97 + £118.79 VAT = £712.76
5 January 2022	East Suffolk Council	Kirkley By-Election	£8,435.15
5 January 2022	Stroud Associates	GELP Survey	£360 + £72 VAT = £432

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 22 February 2022

Date	Payment To	Description	Amount
7 January 2022	Blachere	Festive Light Removal and Storage	£2,744.80 + £548.96 VAT = £3,293.76
10 January 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT = £882
18 January 2022	Lloyds Bank	Credit Card Charges	£120.55
18 January 2022	Stems Florist	Holocaust Memorial Wreaths	£120
18 January 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
18 January 2022	East Point Business Services	Hamilton House Service Charge Q3 2021-22	£8,312.25 + £1,662.45 VAT = £9,974.70
18 January 2022	Sarah Foote	Reimbursement for Wi-Fi Dongle	£36
18 January 2022	Broadland Security Alarms	Gunton Meeting Hall Repairs	£55 + £11 VAT = £66
19 January 2022	PWLB	Marina Box Office Loan Repayment	£7,031.50
19 January 2022	HMRC	HMRC December 2021	£5,104.41
21 January 2022	Salaries	Salaries January 2022	£12,499.82
24 January 2022	Anglian Water	Denes Oval Water Q3 2021-22	£666.82 + £33.34 VAT = £700.16
24 January 2022	British Gas	Whitton Hall Gas	£9.52 + £0.48 VAT = £10
27 January 2022	Anglian Water	Denes Oval Water	£774.53 + £38.73 VAT = £813.26
28 January 2022	Eon	Whitton Hall Electric	£30.48 + £1.52 VAT = £32
31 January 2022	NPower	Electric Charges	£2,924.41 + £146.22 VAT = £3,070.63
31 January 2022	Gazprom Energy	Town Hall Gas	£59.02 + £2.95 VAT = £61.97
31 January 2022	Sarah Foote	O2 Dongle Reimbursement	£35
31 January 2022	Waveney Norse	Partnership Charge Feb 2022	£37,550 + £7,510 VAT = £45,060

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
18:30 on 22 February 2022

Table 3 February Receipts

Date	Received From	Description	Amount
1 February 2022	Market Income	Weekly Market Income	£42.50
3 February 2022	Kirkley Friendship Group	Whitton Hall Hire	£380
7 February 2022	Tenant	Rental Income from Tenant	£5,000
8 February 2022	Market Income	Weekly Market Income	£24
11 February 2022	HMRC	VAT Return Q3	£56,231.80
14 February 2022	Market Income	Weekly Market Income	£42.50
21 February 2022	Tenant	Rental Income from Tenant	£213.16

Table 4 February Payments

Date	Payment To	Description	Amount
1 February 2022	East Suffolk Council	Hamilton House Business Rates January 2022	£2,008
1 February 2022	Wendy Brooks	Stationery Reimbursement	£13.49
1 February 2022	Northumbrian Water	Legionella Checks	£593.97 + £118.79 VAT = £712.76
1 February 2022	Northumbrian Water	Water Risk Assessments	£71,27.52 + £1,425.50 VAT = £8,553.02
1 February 2022	Lord Kitcheners MHC	Lord Kitcheners Grant	£1,615
1 February 2022	Trevor Brown	Internal Audit	£250
3 February 2022	NPower	Electricity Charges	£767.85
3 February 2022	Suffolk Pension Fund	Pensions January 2022	£5,152.98
3 February 2022	Rialtas Business Solutions	MTD Support	£70.80
3 February 2022	Paul Connew	Travel Reimbursement	£56.95
3 February 2022	East Suffolk Council	Planning Application	£117

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 22 February 2022

Date	Payment To	Description	Amount
4 February 2022	NPower	Electricity Charges	£301.15
4 February 2022	Archant	Lowestoft Journal Adverts	£2,430.40 + £486.04 VAT = £2,916.44
7 February 2022	NPower	Electricity Charges	£827.01
8 February 2022	Norse	Sparrows Nest Resurfacing	£595.80 + £119.16 VAT = £714.96
8 February 2022	Norse	Stoven Close Installation	£6,154.74 + £1,230.95 VAT = 7,385.68
8 February 2022	Norse	Whitton Green Play Area Refurbishment	£66,181.30 + £13,236.26 VAT = £79,417.56
10 February 2022	Archant	Tender Adverts	£72.56 + £14.51 VAT = £87.07
10 February 2022	Community Rail Norfolk	Freedom of the Town Event	£200
10 February 2022	East Suffolk Norse	Whitton Hall Cleaning January	£120 + £24 VAT = £144
10 February 2022	East Suffolk Norse	Whitton Hall Cleaning December	£150 + £30 VAT = £180
10 February 2022	SLCC	Deputy Clerk Membership	£289
10 February 2022	Lowestoft Electrical	Town Hall Reinstating Distribution Board	£1,190 + £238 VAT = £1,428
10 February 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT = £882
16 February 2022	Lloyds Bank	Credit Card Purchases	£302.82
16 February 2022	Suffolk County Council	Christmas Light License 2022	£450
16 February 2022	Wave	Kensington Gardens Water	£1029.17 + £99.98 VAT = £1,129.15
16 February 2022	East Suffolk Norse	High Street Open Space Planting	£330 + £66 VAT = £396
16 February 2022	East Suffolk Norse	Overspend 2020/21 FM Managed Budget	£2,266.74 + £453.35 VAT = £2,720
16 February 2022	Broadland Security Alarms	Town Hall Works	£100 + £20 VAT = £120

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 22 February 2022

Date	Payment To	Description	Amount
17 February 2022	X2Connect	Telephone Box Repair Parts	£54.73 + £10.95 VAT = £65.68
17 February 2022	Lowestoft and Plaisir Twinning Association	Plaisir Twinning Grant	£1,000
18 February 2022	NPower	Electricity Charges	£544.55
18 February 2022	HMRC	HMRC January 2022	£4,872.80
21 February 2022	NPower	Electricity Charges	£5,078.67
22 February 2022	C&C Consulting	Travel Reimbursement	£34.65 + £6.93 VAT = £41.58
22 February 2022	Ricoh	Printer Charges	£172.86 + £34.57 VAT = £207.43
22 February 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
22 February 2022	MS Oakes	Martello Café Gas Pipe Replacement	£3,861 + £772.20 VAT = £4,633.20
22 February 2022	Northumbrian Water	Legionella Checks	£593.97 + £118.79 VAT = £712.76

167.3ci A request from the Lowestoft Cricket Club for the Town Council to fund the cost of pre-planning advice for the Denes Oval, totalling £148 – Cllr Brooks proposed approval of this request; seconded by Cllr Pearce; all in favour. The Council has already pledged funding towards materials for improvement works, but the Cricket Club has offered to cover the labour where it can.

167.4. Appointing an additional bank reconciliation signatory – Cllr Page is a bank reconciliation signatory and there is now a vacancy for another. Cllr Brooks advised she would be happy to be appointed to this role. This was seconded by Cllr Green and all Councillors voted in favour.

167.5. Removal of the petty cash system – The preference now is for the Clerk and Deputy Clerk to use the Council approved credit cards. There is a standalone Petty Cash Policy and a reference to petty cash in Financial Regulations, which would need to be amended to reflect any changes agreed here. It was requested that going forward, more detail is added to the expenditure reports about purchases made on the credit cards. There is currently £4.98 held in the petty cash tin, but one of the coins may be counterfeit. The rest will be paid into the bank account. Cllr Pearce proposed removal of the petty cash system; seconded by Cllr Begum; all in favour.

167.6. Capital works expenditure – Tarmacking works are required at Sparrows Nest, for an estimated cost of £27,000. Those works can proceed subject to a contractor being secured. Some smaller items can also proceed under repairs and maintenance and health and safety. The Triangle Market and public conveniences are the main areas of expenditure and will be considered. Cllr Green proposed progressing any identified works which the funding from East Suffolk Council can be used towards; seconded by Cllr Pearce; all in favour.

167.7. Agreeing a maximum budget of £60,000 to replace the windows in the Sparrows Nest building complex – The works were identified by the condition survey. Year one has the highest single year cost, but the Council has budgeted for this with some contingency. The Council has

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 22 February 2022

budgeted separately for toilets. By next month there should be further clarity as to where this could be funded from within the budget. Tarmac works identified in Sparrows Nest should be reimbursed by the funding available from East Suffolk Council. The Finance and Governance Committee will consider this further before it is referred back to Full Council.

- 167.8. The redevelopment of the Town Hall and report from the Project Board – It was noted that the application to the Cultural Development Fund for £1million of funding towards the Town Hall project was unsuccessful. Evaluation work to appoint a Project Manager for phase one work is happening this week. The content of the press release is confidential at this stage but it was confirmed that one quotation is pending.
- 167.9. The governance and financing of the feasibility study and Towns Fund funding for the Marina Theatre – Towns Fund funding will be available via East Suffolk Council for the Marina Theatre. Periodic meetings are being held. Should the Town Hall project proceed as expected, the Town Council will need to settle invoices upfront and seek reimbursement, though it has been advised this will not be the case with the Towns Fund funding. It is understood that the Marina Theatre Trust will receive the funding and manage the cash flow. There is a question as to how much VAT the Town Council would be able to reclaim if it were to receive the funding and manage the cash flow.
- 167.10. The draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential) – To be discussed during the confidential session.
- 167.11. An update on the Hamilton House lease and business rates (confidential) - To be discussed during the confidential session.
- 167.12. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential) - To be discussed during the confidential session.
- 167.13. Grounds maintenance resourcing at Normanston Park (confidential) - To be discussed during the confidential session.

168. Audit

- 168.1. Receiving and noting the Second Interim Internal Audit Report 2021 – 2022 – At paragraph 12.7, it was commented that the overview of the decision regarding the civic artefacts is not quite correct and it was confirmed that the decision had been taken to report the missing items to the Police. It was requested that the items raised at paragraphs 7.2, 7.5 and 9.4 within the report are added to the next Finance and Governance Committee agenda, and the item raised at 10.4 is added to the next Assets, Inclusion and Development (AID) Committee agenda.

169. Assets, Inclusion and Development

- 169.1. The draft minutes of the meeting on 7 February 2022 – The draft minutes were received and noted.
- 169.2. An update on amplification and recording equipment options for the Council Chamber – The Town Council is currently using a temporary amplification system for its Full Council meetings. The Finance and Governance Committee has not made a formal recommendation regarding the purchase of equipment, but requested further information as to the portability of the equipment. The option being considered by the Council would cost £58,305, plus an additional £4,395 to make it fully portable, as requested. The Council would like confirmation as to the lifespan of the equipment and whether there would be any option to lease it. The Finance and Governance Committee will consider the responses to these questions, before the matter is brought to Full Council again. In the interim, the Council would like to continue with the current arrangement, but would like more microphones to be provided, which the Council would be prepared to pay for. Officers will liaise with the supplier.
- 169.3. A request from the Lowestoft and District Allotment Association to use the Town Council's postal address to register a domain name for their website – The Allotments Sub-Committee will be meeting shortly, with representatives from the Allotment Association due to be in

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 22 February 2022

attendance. The Association is seeking one central address to register the domain, and to avoid the need to publish details of a member's home address. Cllr Pearce proposed delegating authority to officers to make the decision, or refer to the Sub-Committee to decide if officers are unsure; seconded by Cllr Brooks; sixteen Councillors voted in favour; one Councillor abstained from the vote.

- 169.4. Recommendations from the Toilet Strategy Working Group regarding capital works at the Triangle Market – The Council has agreed that the Triangle Market toilets should be refurbished, using funds from the Triangle Market reserve, which currently contains approximately £56,000. A Project Manager has been appointed to oversee the toilet refurbishments. Prospective contractors are being invited to look at the toilets in Sparrows Nest, Fen Park and the Triangle Market.
- 169.5. Recommendations from the Triangle Market Working Group regarding capital works at the Sails, purchase of four wooden market stalls, any related planning permissions and agreeing terms and conditions for temporary trading – Thanks were offered to the Deputy Clerk for her work on putting together the terms and conditions and reviewing the licensing arrangements. Quotations have been received for four wooden market stalls. Subject to planning permission, they would be aligned between the boundary and the access way through, which may help to address some of the issues with parking. If planning permission is refused, the stalls could be used at other sites as kiosks or hides. The Deputy Clerk is working to standardise the terms and conditions for market traders. Currently, the Council does not apply a charge to temporary traders but may seek a contribution going forward, particularly for use of utilities. Cllr Pearce proposed proceeding with the purchase of four stalls, within a maximum budget of £10,000, and using capital funding if possible; seconded by Cllr Brooks. The purchase of stalls is with the intention to support a market. If the Town Council does not have the Charter Market or if there is any other issue regarding ownership or planning, the stalls potentially could be used elsewhere. The funding from East Suffolk Council expires at the end of March so the purchase may need to be progressed before planning permission is secured. It can however be made clear to East Suffolk Council that the funding could be refunded if the stalls cannot be used for the intended purpose. The Clerk has already requested an extension to the deadline to spend the available funds, given uncertainties about the site, and a response is pending. The vote was taken on Cllr Pearce's earlier proposal, and it was confirmed that officers could decide when to proceed with the purchase. Thirteen Councillors voted in favour; one Councillor voted against; three Councillors abstained from the vote.

It has already been agreed that part of the capital funding will be used to remove the green struts beneath the Sails. There have been issues with tree roots disturbing the paving and quotations have been obtained to remove four trees and repave the surrounding area. The trees are hybrids of non-native species and will be transplanted if possible, and replaced with trees more suited to the site, in consultation with Norse's Arborist. This can be funded using the available capital funding. It was noted that one of the trees is a commemorative tree with a plaque. Cllr Brooks proposed approval in principle for removal of the trees, repaving of the affected area and planting of suitable replacement trees, but to ensure the commemorative tree is not lost; seconded by Cllr Pearce; sixteen Councillors voted in favour; one Councillor abstained from the vote.

- 169.6. An update on Fen Park and Gainsborough Drive pond dredging, and a way forward including whether to appoint a Project Manager – It was clarified that item 174.1a does not relate to this item.

Cllr Patience temporarily left the meeting 20:20

A potential contractor had been identified to undertake the Gainsborough Drive pond dredging. It had been agreed that a Zoom meeting would take place between the contractor, local residents and the Council. The Zoom meeting did not take place but the contractor had submitted a detailed quotation, which was approved on the basis that the work would be

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 22 February 2022

carried out before the end of February. The contractor's employees visited the site and were approached by a couple of the residents.

Cllr Patience returned 20:22

It has been reported that the employees inferred that the schedule of works may not be viable. The contractor also reported that the residents did not seem to fully understand the scope of the works. Updates to residents have been relayed via the Gunton Community News. The contractor has since advised that the work is expected to take six to eight weeks and therefore should be deferred until later in the year. Cllr Pearce proposed that the Council appoints a Project Manager to oversee works on the ponds, advise on how each site should be approached, keep Councillors and residents updated, decide on the suitability of contractors and determine whether a tender process is needed; seconded by Cllr Brooks. The cost of the Project Manager would usually be fifteen or sixteen percent. The vote was taken and sixteen Councillors voted in favour; one Councillor abstained from the vote. It was agreed an item should be added to the next AID Committee agenda to consider this further.

Cllr Pearce proposed suspending Standing Order 3y for thirty minutes after the comfort break has been taken, to allow the meeting to continue; seconded by Cllr Barker; fifteen Councillors voted in favour; two Councillors voted against.

- 169.7. Providing a response to East Suffolk Council's request for feedback on its Community Governance Review – The deadline for responses is 1 April. It was commented that the title does not sufficiently reflect the nature of the review and it was clarified that it includes Parish Council boundaries, so the Council may wish to respond with any changes it would like to see. Cllr Pearce proposed that Councillors should send any comments to officers to collate and feed back to the next Full Council meeting; seconded by Cllr Butler; all in favour.

Cllrs Begum and Patience left the meeting 20:35

A five minute comfort break was taken 20:35 and the meeting resumed 20:40

- 169.8. Capital works to a building in Normanston Park (confidential) – To be discussed during the confidential session.

- 169.9. Lease arrangements for tenants in Sparrows Nest (confidential) – To be discussed during the confidential session.

170. Personnel

- 170.1. The draft minutes of the meeting on 3 February 2022 – The draft minutes were received and noted.

- 170.2. The recruitment decisions – It was noted that Ann Clampett had been appointed as the Committee Clerk and would be starting on 1 March. Jonny Hawes has been appointed as the Community Warden and would be starting on 14 March. Michael Winter had been appointed as the Communications Officer and would be starting on 28 March. The office furniture had been ordered and should be delivered shortly. Thanks were offered to the Councillors and officers who had been involved in the recruitment process.

- 170.3. Staff terms and conditions (confidential) – To be discussed during the confidential session.

- 170.4. Staff remuneration (confidential) – To be discussed during the confidential session.

171. Planning

- 171.1. The draft minutes of the meetings on 1 and 15 February 2022 – The draft minutes were received and noted. It was noted that the minutes of the meeting on 1 February had since been approved by the Committee.

172. Climate Emergency and Ecological

- 172.1. The draft minutes of the meeting on 1 February 2022 – The draft minutes were received and noted.

- 172.2. Appointing the Chair of the Climate Emergency and Ecological Committee – Cllr Lang proposed appointing Cllr Page as the Chair of the Climate Emergency and Ecological

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
18:30 on 22 February 2022

Committee; seconded by Cllr Brooks; all in favour.

173. Outside Bodies

- 173.1. Cllr Butler's report from the Lowestoft Place Board meeting on 18 January 2022 – The report was received and noted.
- 173.2. Cllr Barker's report from the Marina Theatre Trust meeting on 21 January 2022 - The report was received and noted.
- 173.3. Cllr Barker's report from the Gull Wing Key Stakeholder Group meeting on 11 February 2022 - The report was received and noted. It was reported that a piece of the bridge may be arriving on 24 February, subject to weather conditions. There was a concern that local people had not benefitted as much as was anticipated by employment opportunities generated by the Gull Wing project. Cllr Barker will enquire about this at the next meeting, but it is understood that apprenticeship opportunities are being increased. It was reported that there had been a request for bird and bat boxes to be incorporated into the construction.
- 173.4. Lowestoft Town Council and East Suffolk Council Quarterly Liaison Meetings – The meetings were initially an informal information sharing forum between the two Councils and had been intended as a way to identify solutions to issues affecting both Councils. When the Town Council had tried to raise issues it was informed that the meetings were not decision making forums. The last meeting had been cancelled at short notice. East Suffolk Council's Leader had suggested having one to one meetings with the Mayor instead. It was agreed that having formal meetings with several attendees had not been productive. Cllr Taylor proposed that the current format of the meetings should be set aside, and an item should be added to an appropriate agenda to consider an effective mechanism of liaison between the two authorities; seconded by Cllr Pearce; all in favour.
- 173.5. Appointing representatives to hold a stall at East Suffolk Council's Mentally Healthy Communities conference on 4 March 2022 – The Council has worked with organisations on mental health matters and it was agreed that it would be beneficial for the Council to have a presence to give an update on the projects it is currently involved with, however no volunteers were forthcoming.

174. Legal

- 174.1. Legal issues relating to land transfers, including the following (confidential): - To be discussed during the confidential session.
- 174.1a. The application of s.127 of the Local Government Act 1972 to the Raphael Walk transfers
- 174.1b. The footprint of the retained land at Whitton Green
- 174.2. An update on 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.

175. Date of next meeting

22 March 2022 18:30

176. 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 Pearce; all in favour.

177. Resolution to close the meeting to the public:

- 177.1. Any matters, including those above as required:

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 22 February 2022

- 167.10. The draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential) – Cllr Pearce proposed delegating authority to officers, in conjunction with members of the Finance and Governance Committee and any other Councillors who would like to be involved, to progress the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services; seconded by Cllr Green; all in favour. The delegation will enable this to progress outside of formal Committee or Full Council meetings.
- 167.11. An update on the Hamilton House lease and business rates (confidential) – A visit from the Valuation Office had taken place. The lease requires further consideration.
- 174.1a. The application of s.127 of the Local Government Act 1972 to the Raphael Walk transfers – Cllr Taylor proposed to progress the application of s.127 of the Local Government Act 1972 to the Raphael Walk transfers; seconded by Cllr Frost; all in favour.
- 174.1b. The footprint of the retained land at Whitton Green – Cllr Green made a proposal regarding ownership of a small piece of land at Whitton Green; seconded by Cllr Lang; all in favour. The Mayor and Chair of the Finance and Governance Committee will sign the relevant documentation, as per the previous agreement of the Council.
- 170.3. Staff terms and conditions (confidential)

The Committee and Project Clerk left the meeting 21:10 for the consideration of this item

Cllr Taylor made a proposal regarding terms and conditions for a member of staff, as of 1 April 2022; seconded by Cllr Pearce; all in favour. Cllr Brooks noted that she would have preferred it to be considered by the Personnel Committee first.

It was agreed that any items that have not been dealt with should be referred to the AID Committee where they are assets related.

Cllrs Frost and Taylor left the meeting 21:14

Cllr Breakspear requested an item regarding the First Light Festival on the AID Committee agenda.

The meeting was closed at 21:15.

Signed: 

22 March 2022