

Lowestoft Town Council
Full Council Meeting
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
18:30 on 28 June 2022

MINUTES

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

In attendance: Sarah Foote (Deputy Clerk) and Lauren Elliott (Project and Committee Clerk)

Public: There were three members of the public in attendance (in person)

38. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. Cllr Green welcomed Cllr LeGrice and confirmed his Declaration of Acceptance of Office had been signed and accepted. Cllr Green offered thanks to Councillors and officers who had been involved with the service to unveil the memorial to David Parr in Belle Vue Park, and the Platinum Jubilee celebration in Sparrows Nest. Cllr Green encouraged Councillors to attend next year's Armed Forces Day event and reminded Councillors that meetings will resume at Hamilton House next week.

39. Apologies for absence from any Councillors not in attendance

Apologies had been received from Cllrs Nasima Begum, Jen Jones, Peter Lang and Cllr Graham Parker. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Brooks; all in favour.

40. Declarations of Interests and dispensations

Cllr Patience declared he is an East Suffolk Councillor, and with regard to item 42 declared that two of the members of the public in attendance are known to him. Cllr Patience also declared a local non-pecuniary interest in items 45.4b and 44.1. Cllr Craig declared she is an East Suffolk Councillor, and with regard to item 42 declared that two of the members of the public in attendance are known to her. Cllr Brooks declared a local non-pecuniary interest in item 50.3. Cllr Pearce declared a local non-pecuniary interest in items 45.4a, 45.4c and 50.1. Cllr Barker declared a local non-pecuniary interest in items 46.2, 49 and 50.3.

41. The draft minutes and appended confidential notes of the meeting on 24 May 2022

Cllr Brooks proposed approval of the minutes and appended confidential notes; seconded by Cllr Barker; all in favour, one abstention.

42. Public forum

Cllr Green advised that several comments had been received and circulated, regarding item 45.4b. One member of the public in attendance spoke on behalf of the Waveney Fifty Plus group which regularly plays tennis at Normanston Park. The group considers the proposed resurfacing unnecessary, particularly tarmac, which is not an all-weather surface and can be more liable to cause injury. The group is pleased with how the courts are currently maintained and is disappointed no stakeholder engagement has so far taken place. Cllr Green brought forward the consideration of item 45.4b:

45.4b. Approval of a maximum budget of £18,000 to remove the artificial grass from the Normanston Park tennis courts, in preparation of resurfacing, and whether to reinstate the artificial grass following resurfacing – Cllr Pearce advised there had been no formal proposal to resurface the courts, but the Lawn Tennis Association had offered funding and advised that resurfacing was necessary. The Lawn Tennis Association's funding would be for a tarmac surface, but the Town Council could fund a new all-weather surface. Cllr Patience proposed leaving the Normanston Park tennis courts as they, on the recommendation of the members of the public; seconded by Cllr Frost. Cllr Knight

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suggested the offer of external funding which could benefit the town should at least be investigated. The vote was taken and five Councillors voted in favour; four Councillors voted against and five Councillors abstained from the vote, and the motion was carried.

43. Finance

43.1. The draft minutes of the meeting on 9 June 2022 – The draft minutes were received and noted.

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

43.2a. Amending the scheduling of the Finance and Governance Committee meetings to 15:00 on the second Monday of the month – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Brooks; all in favour.

The members of the public left the meeting 18:56

43.2b. A recommendation on the 2021 – 2022 end of year budget and reserves position – Cllr Pearce proposed approval of the 2021 – 2022 end of year budget and reserves position; seconded by Cllr Brooks; all in favour.

43.2c. Funding the purchase of the replacement lighting desk for the Marina Theatre, subject to an independent assessment and confirmation that a replacement is required – Cllr Pearce advised that during a meeting with the Marina Theatre to discuss capital priorities, only the flying rig was brought up. This can be discussed at the Quarterly Management meeting. The Theatre has since provided additional information to support the request for the new lighting desk. The Deputy Clerk advised that a decision has not yet been made to progress the independent assessment but reiterated that support for the current system has expired. Cllr Frost proposed progressing the replacement lighting desk for the Marina Theatre, with expenditure to be made from the £100,000 precepted for capital funds for the Theatre; seconded by Cllr Pearce; thirteen Councillors voted in favour; three Councillors abstained from the vote. Cllr Pearce suggested it would be beneficial to discuss the Theatre's capital priorities for next year at the Quarterly Management meeting on 15 July.

43.3. Receipt and consideration of the following:

43.3a. 2022 – 2023 budget position – Cllr Pearce proposed acceptance of the budget position as presented; seconded by Cllr Barker; all in favour.

43.3b. Any bank reconciliations – The Deputy Clerk advised that April and May's have been passed to Cllr Page, as the bank reconciliation signatory.

43.3c. Payments and income for the month ending 31 May 2022 and June 2022 to date (see schedules) – Cllr Pearce proposed acceptance of the income and expenditure reports as follows; seconded by Cllr Newsome; all in favour:

Table 1 May and June Expenditure

Date	Payment to	Description	Amount
3 May 2022	Fatstickman Ltd	3x Community Warden Shirts	£38.79 + £7.76 VAT = £46.55
3 May 2022	Fatstickman Ltd	4x Hard Hat	£61.40 + £12.28 VAT = £73.68
3 May 2022	Paul Connew	Travel and Parking R	£62.36 + £3.60 VAT = £65.96
4 May 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR May	£110
4 May 2022	East Suffolk Council	Links Road Car Park NNDR May	£187

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Date	Payment to	Description	Amount
4 May 2022	East Suffolk Council	Hamilton House NNDR May 2022 and May 2021- March 2022	£10,192
5 May 2022	Suffolk Pension Fund	Pensions May 2022	£6,439.57
5 May 2022	Broadland Security Alarms	Town Hall Sign Batteries	£90 + £18 VAT = £108
5 May 2022	Pearce and Kemp	RNPSA Electrical Inspection	£175 + £35 VAT = £210
5 May 2022	Alan Green	Travel Reimbursement	£40.95
5 May 2022	Sole Bay Waste	Portable Toilets for Jubilee Event	£570 + £114 VAT = £684
5 May 2022	East Suffolk Council	Planning Application	£117
6 May 2022	AJ Builders	Lowestoft Player Sign Relocation	£200 + £40 VAT = £240
6 May 2022	East Suffolk Norse	Partnership Charge April 2022	£33,962 + £6,792.40 VAT = £40,754.40
6 May 2022	AJ Builders	Stoven Close Drain Channels	£465 + £93 VAT = £558
6 May 2022	AJ Builders	Kensington Gardens Café Works	£225 + £45 VAT = £270
6 May 2022	Fatstickman Ltd	3x Community Warden Shirts and Fleeces	£132.48 + 26.50 VAT = £158.98
6 May 2022	East Suffolk Norse	2021-2022 Ness Park Charge	£10,560 + £2,112 VAT = £12,672
6 May 2022	AJ Builders	Gunton Hall Hand Dryer Repair	£370 + £74 VAT = £444
6 May 2022	Archant	Tender Advert	£149.20 + £29.84 VAT = £179.04
6 May 2022	AJ Builders	Sparrows Nest Wall Repairs	£4,275 + £855 VAT = £5,130
6 May 2022	AJ Builders	Whitton Hall Fire Guards	£300 + £60 VAT = £360
6 May 2022	East Suffolk Norse	Whitton Hall Cleaning	£150 + £30 VAT = £180
6 May 2022	McAdie and Reeve Ltd	Painting Transport Grant	£750 + £150 VAT = £900

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Date	Payment to	Description	Amount
6 May 2022	AJ Builders	Kensington Gardens Tarmac and Drain Repairs	£1,240 + £248 VAT = £1,488
6 May 2022	Jonny Hawes	Equipment and Travel Reimbursement	£43.36 + £5.62 VAT = £48.98
6 May 2022	Sarah Foote	Tree Guard and Parking Reimbursement	£324.02 + £62.80 VAT = £386.82
10 May 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT = £882
10 May 2022	Nicholsons Solicitors	Legal Advice	£460.20 + £92.04 VAT = £561.24
10 May 2022	Nicholsons Solicitors	Legal Advice	£346.80 + £69.36 VAT = £416.16
10 May 2022	Nicholsons Solicitors	Legal Advice on Allotments	£183.60 + £36.72 VAT = £220.32
10 May 2022	Nicholsons Solicitors	Legal Advice on Lease	£673.20 + £134.64 VAT = £807.84
10 May 2022	Nicholsons Solicitors	Legal Advice on Bridge	£673.20 + £134.64 VAT = £807.84
10 May 2022	Nicholsons Solicitors	Legal Advice for Norse	£1,210.50 + £242.10 VAT = £1,452.60
10 May 2022	Nicholsons Solicitors	Legal Advice on Various items 2021-2022	£3,919.50 + £783.90 VAT = £4,727.40
10 May 2022	Nicholsons Solicitors	Legal Advice on Marina Theatre	£856.80 + £171.36 VAT = £1,040.16
10 May 2022	Flying Colours Flagmakers Ltd	Union National Flag	£101.55 + £20.31 VAT = £121.86
11 May 2022	Seletar Signs	6x Exit Signs	£132 + £26.40 VAT = £158.40
11 May 2022	Paul Connew	Reimbursement for Tree Protectors	£56 + £11.20 VAT = £67.20
13 May 2022	St Andrews Church	Food Project Grant	£600
17 May 2022	Lloyds Bank	Credit Card Purchases	£455.25
18 May 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 May 2022	HMRC	HMRC April 2022	£6,465.71
19 May 2022	DEC Ukraine Appeal	Ukraine Appeal Donation	£10,000

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Date	Payment to	Description	Amount
19 May 2022	Gearhire Sound and Light	Jubilee Event Sound	£4,033 + £806.60 VAT = £4,389.60
19 May 2022	Community Action Suffolk	Safeguarding Training	£560
19 May 2022	Parkinson Partners	VAT Support	£200
19 May 2022	Stroud Associates	Sparrows Nest Pond Survey	£360 + £72 VAT = £432
19 May 2022	Paul Johnson	HOD Reimbursement	£240
19 May 2022	MossKing Associates Ltd	Town Hall Development Phase Project April 2022	£5,320
20 May 2022	NPower	Triangle Market	£216.48
20 May 2022	Jonny Hawes	Reimbursement for Equipment	£58.32
20 May 2022	Paul Connew	Reimbursement for Equipment	£24.97
20 May 2022	Gearhire Sound and Light	Meeting Amplification	£400 + £80 VAT = £480
23 May 2022	ICO	ICO Membership	£35
23 May 2022	NPower	Denes Oval Electric	£448.20 + £9.64 VAT = £537.84
23 May 2022	NPower	Lowestoft Cemetery PC Electric	£86.27 + £4.31 VAT = £90.58
23 May 2022	NPower	Kensington Gardens Electric	£72.22 + £3.61 VAT = £75.83
23 May 2022	Gazprom	Town Hall Standing Charge	£57.54 + £2.87 VAT = £60.41
23 May 2022	Anglian Water	Denes Oval Water	£542.14
23 May 2022	NPower	Pakefield Street PC Electric	£124.39 + £6.22 VAT = £130.61
23 May 2022	British Gas	Whitton Hall Gas	£10
23 May 2022	Salaries	Salaries May 2022	£15,288.78
23 May 2022	East Point Business Services	Laptop	£699.05 + £139.81 VAT = £838.86
25 May 2022	C&C Consulting	Health and Safety Support	£65.88
26 May 2022	NPower	Kensington Gardens Electric	£113.89 + £5.69 VAT = £119.58

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Date	Payment to	Description	Amount
27 May 2022	Northumbrian Water	Legionella Monitoring and Maintenance	£593.97 + £118.79 VAT = £712.76
27 May 2022	Gearhire Sound and Light	Meeting Amplification	£400 + £80 VAT = £480
27 May 2022	Amy Matthews	Whitton Hall Deposit Refund and Grant	£198
27 May 2022	Pathways Care Farm	Sparrows Nest Sensory Garden Design	£1,500
27 May 2022	Lowestoft Cricket Club	Planning Fee	£148
27 May 2022	Hestia	Jubilee Event Beacon Lighting	£450 + £90 VAT = £540
27 May 2022	Alan Green	Mayor Mileage Reclaim	£51.55
27 May 2022	Esmo Designs Ltd	Falklands Plaque	£385
27 May 2022	Lauren Elliott	Reimbursement for Travel Expenses	£20.50
27 May 2022	Lauren Elliott	Reimbursement for Travel Expenses	£15.20
27 May 2022	Fatstickman Ltd	Hi Vis Jackets	£74.22 + £14.84 VAT = £89.06
27 May 2022	Fatstickman Ltd	Jubilee T-Shirts	£142.20 + £28.44 VAT = £170.64
30 May 2022	Eon	Whitton Hall Electric	£97.80
31 May 2022	HM Land Registry	Land Registry Search	£3
31 May 2022	Calvers Plumbing	Marina Theatre Tap	£490
31 May 2022	Seletar Signs	5x Jubilee Banners	£230 + £46 VAT = £276
31 May 2022	Seletar Signs	5x Anti Climb Signs	£100 + £20 VAT = £120
31 May 2022	Seletar Signs	Europa Sign	£80 + £16 VAT = £96
1 June 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR June	£110
1 June 2022	East Suffolk Council	Links Road Car Park NNDR June	£187
1 June 2022	East Suffolk Council	Hamilton House NNDR June	£948

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Date	Payment to	Description	Amount
1 June 2022	Gearhire Sound and Light	Meeting Amplification	£400 + £80 VAT = £480
1 June 2022	SCC Pension Fund	Pensions May 2022	£6,399.61
6 June 2022	Northumbrian Water	Legionella Monitoring and Maintenance	£593.97 + £118.79 VAT = £712.76
6 June 2022	John Mallett	Peter Pan Statue Instalment 1 of 2	£1,000
6 June 2022	A J Builders	Sparrows Nest Bandstand Timber	£2,800 + £560 VAT = £3,360
6 June 2022	A J Builders	Sparrows Nest Concrete	£3,295 + £659 VAT = £3,954
6 June 2022	Hestia	Sparrows Nest Beacon Testing	£100 + £20 VAT = £120
6 June 2022	A J Builders	Denes Oval Driveway	£9,900 + £1,980 VAT = £11,880

Table 2 May and June Receipts

Date	Received From	Description	Amount
3 May 2022	L Cremin	Whitton Hall Hire	£98
3 May 2022	Market Income	Weekly Market Income	£42.50
4 May 2022	Marina Theatre Trust	Box Office Building Rent Q1	£5,000
4 May 2022	Lil Kickers	Normanston Park Usage	£45
5 May 2022	J Harrod	Whitton Hall Hire	£28
6 May 2022	C Brown	Whitton Hall Hire	£56
9 May 2022	Market Income	Weekly Market Income	£42.50
12 May 2022	HMRC	VAT Return	£52,854.52
16 May 2022	Tenant	Rental Income from Tenant	£213.16
20 May 2022	Market Income	Weekly Market Income	£48
31 May 2022	Market Income	Weekly Market Income	£24
7 June 2022	Market Income	Weekly Market Income	£24

Table 3 Deposit Returns

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Date	Payment to	Amount
11 May 2022	J Harrod	£100
11 May 2022	C Brown	£100

43.3d. Payments for approval – There were none.

Receipt of the internal audit report – Cllr Pearce advised that the Finance and Governance Committee had recommended approval of the internal audit report, subject to the following comments: Minimum two-thirds rather than just two-thirds (para 2.5)

Inclusion of reference to the Standing Orders and Policies Sub-Committee also reviewing policies (para 2.7)

43.4. Receipt of the internal audit report – Cllr Pearce advised that the Finance and Governance Committee had recommended approval, subject to the following amendments: minimum two thirds rather than just two thirds (para 2.5) and inclusion of reference to the Standing Orders and Policies Sub-Committee also reviewing policies (para 2.7). Cllr Pearce proposed approval of this recommendation from the Finance and Governance Committee; seconded by Cllr Taylor; all in favour.

43.5. The Annual Governance and Accountability Return (AGAR) for 2021 – 2022 and associated papers and processes for external audit, including:

43.5a. The internal audit report (AGAR) – Cllr Pearce proposed to accept the internal audit report (AGAR); seconded by Cllr Green; all in favour.

43.5b. Approving the Annual Governance Statements (Section 1 AGAR) –

Cllr Frost temporarily left the meeting 19:10

The Deputy Clerk read out the Annual Governance Statements (Section 1 AGAR). Cllr Pearce proposed to approve the Annual Governance Statements (Section 1 AGAR); seconded by Cllr Taylor; all in favour. Cllr Green and the Deputy Clerk duly signed the document.

43.5c. Approving the Accounting Statements (Section 2 AGAR) and noting the associated papers, including significant variations and bank reconciliation – Cllr Pearce proposed approval of the Accounting Statements (Section 2 AGAR) and associated papers, including significant variations and bank reconciliation; seconded by Cllr Taylor; all in favour.

43.5d. The period for the exercise of public rights – The Deputy Clerk advised the period for the exercise of public rights was from 1 July 2022 – 11 August 2022.

43.6. The redevelopment of the Town Hall and report from the Project Board –

Cllr Frost returned 19:13

Cllr Pearce advised that the Design Team had been appointed, including the Architects and Architectural Consultants. The Risk Management Consultant, funded by Historic England, has been appointed, as has the Heritage Engagement Co-Ordinator. Other consultant positions are to be filled over the next few months. Cllrs Pearce and Taylor understand an agreement had already been made for the Project Manager to make expenditure within the agreed budget, with monthly reporting of expenditure against budget. Cllr Taylor advised that the inception meeting for the conservation plan had taken place and consultations will follow. Cllr Brooks would like to see written reports from the Project Board in future. Cllr Pearce proposed approval of the delegation to the Project Manager to make expenditure within the agreed budget, within monthly reporting back to Council of expenditure against budget; seconded by Cllr Barker; all in favour. Cllr Pearce proposed requesting monthly summary reports from the Project Manager for Full Council, reporting what has happened during the month and what is due to happen; seconded by Cllr Brooks; all in favour.

43.7. Committing funds towards the installation of a Kindertransport commemorative statue on land not owned by the Town Council, and consideration of a separate budget towards concept/consultation work (some aspects may be confidential) – Cllr Pearce advised a formal

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quotation for the statue has not yet been received, but the maximum budget for the conceptual work should not exceed £4,000. It was agreed to discuss further details of the project during the confidential session.

- 43.8. The grounds maintenance contract (confidential) – To be discussed during the confidential session.
- 43.9. The Heads of Terms for the lease of a storage/grounds maintenance premises and delegation for the lease (confidential) - To be discussed during the confidential session.

44. Governance

- 44.1. A response to the consultation on the draft recommendations on East Suffolk Council's Community Governance Review – The Deputy Clerk read out the draft recommendations affecting Lowestoft Town Council, as follows:
- The consequential changes to Parish Wards from the County Council review should be altered when they come into effect in 2027. The consequential changes from the County Council review have resulted in a large single parish ward for the Harbour area. This parish ward should be split into two parish wards resulting in more effective and convenient local governance. The LGBCE proposed Parish Wards for Lowestoft in 2027 are as follows: Elmtree – 2 Councillors Pakefield Park – 1 Councillor Gunton – 1 Councillor St Margaret's East – 2 Councillors Harbour – 5 Councillors St Margaret's West – 1 Councillor Kirkley – 3 Councillors Tom Crisp – 1 Councillor Normanston – 1 Councillor Uplands – 1 Councillor Pakefield – 2 Councillors
- Cllr Patience advised East Suffolk Council had recommended two Councillors for the Normanston Ward. Cllr Barker would like clarity as to whether the creation of the Uplands Ward would change the Elmtree Ward's boundary. Cllr Brooks requested detail as to the population of each Ward and the rationale for determining the number of Councillors per ward. Cllr Green understands this should be calculated so each Councillor represents the same number of people. Cllr Knight proposed supporting the draft recommendations in principle, subject to the number of Councillors being consistent with the populous of each Ward being consistent with the number of Councillors, and accurate boundary changes being provided to the Town Council; seconded by Cllr Pearce; fifteen Councillors voted in favour; one Councillor voted against.
- 44.2. Circumstances for the temporary or permanent removal or editing of YouTube recordings of Council meetings (some aspects may be confidential) – To be discussed during the confidential session.

45. Assets, Inclusion and Development

- 45.1. The draft minutes of the meeting on 6 June 2022 – The draft minutes were received and noted.
- 45.2. The following recommendations from the Assets, Inclusion and Development Committee:
- 45.2a. The installation of a composting/mulching area in Fen Park, within a maximum budget of £7,000 from the Parks Reserve – Cllr Breakspear proposed approval of this recommendation; seconded by Cllr Pearce; all in favour.
- 45.3. A request from Cllr Pitts to join the Assets, Inclusion and Development Committee – Cllr Pearce proposed approval of this request; seconded by Cllr Breakspear; all in favour.
- 45.4. Tennis courts:
- 45.4a. Approval of the projects identified and funded by the Lawn Tennis Association – The spreadsheet of proposed projects was displayed. Cllr Pearce noted that the proposals for Normanston Park included a smart gate, but this may be withdrawn following the Council's decision not to proceed with the resurfacing. Cllr Pearce advised the Lawn Tennis Association may be able to offer advice on ongoing maintenance of courts affected by moss growth. Cllr Taylor proposed approval of the projects identified for Kensington Gardens and the Denes Oval, and the smart gate for Normanston Park if the offer still stands; seconded by Cllr Brooks; all in favour.
- 45.4b. Approval of a maximum budget of £18,000 to remove the artificial grass from the

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Normanston Park tennis courts, in preparation of resurfacing, and whether to reinstate the artificial grass following resurfacing – This item had been considered earlier in the meeting.

- 45.4c. Whether to install a third electronic gate at the Denes Oval, within a maximum budget of £6,000 – The proposals submitted by the Lowestoft Town Tennis Club include provision for three gates. If approved as smart gate by the Town Council, it can be installed by the Lawn Tennis Association's contractors at the same time as the others. The gate is to support access from the currently derelict entrance from Sparrows Nest/ The Ravine. Cllr Pearce proposed approving the purchase of a third electronic gate at the Denes Oval, within a maximum budget of £6,000; seconded by Cllr Pitts; fourteen Councillors voted in favour; two Councillors voted against.
- 45.5. Lease arrangements for tenants in Sparrows Nest (confidential) – To be discussed during the confidential session.
- 45.6. The leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential) - To be discussed during the confidential session.
- 45.7. The lease provisions for the Hamilton House office (confidential) - To be discussed during the confidential session.

46. Planning

- 46.1. The draft minutes of the meetings on 7 and 21 June 2022 – The draft minutes were received and noted.
- 46.2. A request from Cllr Barker to join the Planning Committee – Cllr Knight encouraged more Councillors to join the Committee. Cllr Pearce proposed approval of Cllr Barker's request; seconded by Cllr Brooks; all in favour.
- 46.3. The following recommendations from the Planning Committee:
- 46.3a. The scheduling of the Planning Committee meetings – Cllr Knight advised Councillors of the current schedule. Cllr Newsome would be able to attend meetings from 18:30. If Planning Committee meetings were to start later, the Parks and Open Spaces Sub-Committee meetings would also have to be re-scheduled. This will be considered at the next meeting of the Sub-Committee or the Assets, Inclusion and Development Committee as the parent Committee. Cllr LeGrice would also like to join the Planning Committee and this will be considered at the next Full Council meeting. Cllr Pearce proposed moving the Planning Committee meetings to 18:45 where possible and reverting to the current meeting schedule where it is not possible, for a trial period which can be revisited; seconded by Cllr Knight; fifteen Councillors voted in favour; one Councillor abstained from the vote. Cllr Green advised that the planning application for the Denes Oval had been successful.

47. Climate Emergency and Ecological

- 47.1. The draft minutes of the meeting on 7 June 2022 – The draft minutes were received and noted.

48. Community Safety

- 48.1. The draft minutes of the meeting on 25 May 2022 – The draft minutes were received and noted.
- 48.2. The following recommendations from the Community Safety Committee:
- 48.2a. The scheduling of the Community Safety Committee meetings – The date of the next meeting had been agreed by the Committee as 15:30 on 27 July. Cllr Pearce suggested carrying this item forward to the next agenda if there is a need to reschedule future meetings.

49. Personnel

- 49.1. The draft minutes of the meeting on 9 June 2022 – The draft minutes were received and noted.
- 49.2. The following recommendations from the Personnel Committee:

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- 49.2a. Changing the start time of meetings of the Personnel Committee from 18:00 to 14:00 – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Barker; all in favour.
- 49.2b. Allocating a maximum budget of £5,000 from the staffing earmarked reserve to secure an appropriate HR support service, with delegated authority to the Clerk, in conjunction with Personnel Committee members, to appoint the provider – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Barker; all in favour.
- 49.2c. Agreeing the process for the next stage of recruitment – The proposed process is as detailed in the minutes of the Personnel Committee meeting on 9 June. Cllr Barker proposed approval of the process for the next stage of recruitment; seconded by Cllr Brooks; all in favour. The Deputy Clerk asked the Council to consider ring fencing an amount in the staffing budget to support the recruitment process, through advertising, etc. Cllr Pearce proposed ring fencing a maximum budget of £3,000, with delegated authority to officers to progress advertising within that budget; seconded by Cllr Barker; all in favour.
- 49.2d. Adopting the Training and Development Policy – Cllr Brooks proposed adoption of the Training and Development Policy; seconded by Cllr Pearce; all in favour. Cllr Barker reminded Councillors to register for the Code of Conduct training if they have not already done so.
- 49.2e. Amending the salary position and job title for a member of staff (confidential) – To be discussed during the confidential session.

50. Outside Bodies

- 50.1. The representative and budget for a kittiwake conference in Newcastle – Cllr Pearce advised this is likely to be at no cost to the Council. A film is being produced regarding urban kittiwake colonies, which will include Lowestoft. The District and Town Councils have been asked to send representatives. Cllr Pearce proposed that he would like to attend on behalf of the Town Council, within a maximum budget of £250 from the Climate Emergency budget if required; seconded by Cllr Barker; thirteen Councillors voted in favour; three Councillors abstained from the vote. Cllr Taylor declared she is a member of the Lowestoft Vision Board, which is involved with the Lowestoft Kittiwake Partnership, and had therefore abstained from the vote.
- 50.2. Appointing a representative to the Marina Theatre interview panel for consultancy services for improvement works, feasibility and delivery plans – Cllr Pearce nominated Cllr Barker; seconded by Cllr Knight. Cllr Brooks nominated Cllr Butler; seconded by Cllr Frost. Nine Councillors voted in favour of Cllr Barker and six Councillors voted in favour of Cllr Butler. One Councillor abstained from the vote.
- 50.3. Appointing representatives to the Quarterly Management Meetings with the Marina Theatre (noting that this supersedes the current arrangement of appointing Trustees to the Marina Theatre Trust Board), and agreeing the date of the first meeting – Cllr Pearce advised that it had been agreed with the Theatre that each party should appoint three to four representatives. Cllrs Barker, Brooks and Pearce advised they would like to be considered. Cllr Pearce proposed appointing Cllrs Barker, Brooks, Pearce and the Clerk to the Quarterly Management Meetings, with another officer to attend in the Clerk's place if she is unavailable; seconded by Cllr LeGrice; all in favour. The Deputy Clerk reminded Councillors about the upcoming Marina Theatre open evening.
- 50.4. Cllr Barker's report from the Marina Theatre Trust Board meeting on 20 May 2022 – Cllr Barker's report was received and noted.
- 50.5. Cllr Butler's report from the Lowestoft Place Board meeting on 8 June 2022 – Cllr Butler's report was received and noted.
- 50.6. Cllr Butler's report from the East Suffolk Lines Community Rail Partnership Line Group North meeting on 25 May 2022 – Cllr Butler's report was received and noted.
- 50.7. The minutes of the Lowestoft and Plaisir Twinning Association meeting on 24 May 2022 (supplied by Cllr Brooks) – The minutes were received and noted.

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50.8. Lowestoft Town Council attendance at civic events – Cllr Brooks had concerns with a recent invitation Councillors had received to a Church function, particularly with it being outside of the Town Council's parish boundaries. Cllr Green noted Cllr Brooks' comments and advised this would be considered further at a future meeting. Cllr Knight proposed suspending Standing Order 3y for thirty minutes to allow the meeting to continue; seconded by Cllr Pearce; all in favour.

51. Date of next meeting

26 July 2022 at 18:30

52. Items for the next agenda and close

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

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr LeGrice; all in favour.

Cllr Patience left the meeting 20:32

A comfort break was taken 20:32 and the meeting resumed 20:38

53. Resolution to close the meeting to the public:

53.1. Any matters, including those above as required:

43.7. Committing funds towards the installation of a Kindertransport commemorative statue on land not owned by the Town Council, and consideration of a separate budget towards concept/consultation work (some aspects may be confidential) – Cllr Pearce explained the history of this item and proposed approval for discussions to continue with those currently involved, and for a maximum budget of £4,000 to progress conceptual work. Cllr Page seconded the proposal; fourteen Councillors voted in favour; one Councillor voted against.

43.8. The grounds maintenance contract (confidential) – Cllr Pearce proposed progressing a meeting with the Town Council's solicitors; seconded by Cllr Taylor; all in favour. Councillors were asked to email officers to confirm if they would like to attend.

43.9. The Heads of Terms for the lease of a storage/grounds maintenance premises and delegation for the lease (confidential) – Cllr Pearce proposed delegating authority to the Clerk to appoint a surveyor and negotiate the terms of the lease, seeking the advice of the solicitors as required, with expenditure to come from the overall budget already agreed for the premises; seconded by Cllr Frost; all in favour.

45.5. Lease arrangements for tenants in Sparrows Nest (confidential) –

Cllr Frost left the meeting 21:01

Cllrs Green, Pearce and the Clerk had recently met with the tenants.

Cllr Taylor left the meeting 21:04

Cllr Pearce proposed asking the tenants to formally submit their proposals in writing and asking the Clerk to seek legal and procurement advice; seconded by Cllr Barker; all in favour.

At 21:07 Cllr Pearce proposed further suspending Standing Order 3y for an additional thirty minutes to allow the meeting to continue; seconded by Cllr Green; all in favour.

45.6. The leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential) – The Deputy Clerk conveyed advice from the solicitors. Cllr Brooks proposed referring this item to the relevant Committees to consider and make recommendations to Full Council. Cllr Pearce requested further information on potential liabilities. Cllr Page seconded the proposal; eleven Councillors voted in favour; two Councillors abstained from the vote.

45.7. The lease provisions for the Hamilton House office (confidential) – Cllr Pearce proposed the Town Council accepts the advice of the solicitor and internally discusses its options; seconded by Cllr Brooks; all in favour.

44.2. Circumstances for the temporary or permanent removal or editing of YouTube recordings

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of Council meetings (some aspects may be confidential) – The Clerk had requested a delegation to officers to use their judgement. Cllr Pearce proposed that the decision regarding whether or not to remove a recording should be made by Full Council, by way of an Extraordinary Meeting where necessary if the matter is urgent or has potential legal implications. If not, a formal complaint can be submitted regarding comments made in a meeting; seconded by Cllr Knight; all in favour.

49.2e. Amending the salary position and job title for a member of staff (confidential) –

The Project and Committee Clerk left the meeting 21:31 for the consideration of this item

Cllr Pearce proposed approval of a recommendation from the Personnel Committee; seconded by Cllr Barker; twelve Councillors voted in favour; one Councillor abstained from the vote.

The meeting was closed at 21:37.



Signed:

26 July 2022