

Lowestoft Town Council
Extraordinary Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:30 on 12 November 2024

MINUTES

Present: Cllrs Sonia Barker, Connor Blowers, Wendy Brooks, Neil Coleby, Janet Craig, John Murray, Andy Pearce, Bernadette Rappensberger and Elise Youngman (Deputy Mayor)

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Also in attendance: Sheila Moss King (Town Hall Project Manager) (remotely)

Public: There were no members of the public in attendance

160. Welcome

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

161. Apologies for absence

Apologies were received from Cllrs Nasima Begum, Robert Breakspear, Christine Moore, Christian Newsome, Graham Parker, Keith Patience, John Pitts and Deborah Ray. Reasons for the apologies had been provided by everyone other than Cllr Patience. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

162. Declarations and dispensations

162.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Blowers declared he is an employee of the Marina Theatre.

162.2. Written requests for dispensations for interests and note dispensations granted – There were none.

163. The draft minutes and confidential notes of the Extraordinary Full Council meetings on 8 October and 4 November 2024, and the Full Council meeting on 22 October 2024

The confidential notes of the meeting on 8 October were not yet available. Cllr Pearce proposed approval of the other minutes and confidential notes listed; seconded by Cllr Brooks; eight Councillors voted in favour; one Councillor abstained from the vote.

164. Public forum

No advance comments had been received and there were no members of the public in attendance.

165. Town Hall Project

165.1. Appointing the main build contractor and approve the issuing of a letter of intent/main build contract (JCT) (confidential) – To be considered during the confidential session.

166. Marina Theatre Project

Cllr Blowers temporarily left the meeting 18:36

166.1. An update on the main build project – An update report had been provided by the Project Manager, detailing the project milestones. There was one factual inaccuracy in the report, which the Acting Town Clerk would explain during the confidential session. The Project Manager would be in attendance at the Marina Theatre Project Committee meeting later that week to answer any questions. The Facilities and Contracts Manager had attended a site meeting that day with the contractors who would be working on the Marina Centre and Marina Theatre.

166.2. Consideration and approval as appropriate including arrangements for signing (some aspects may be confidential): - All items listed under this heading to be considered during

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the confidential session.

166.2a. Licence for Alterations

166.2b. Main Build Contract (JCT) to appointed contractor

166.2c. Side letter to Towns Fund funding agreement

166.2d. Funding agreement for financial support to Marina Theatre

166.2e. Draft lease

167. Personnel

167.1. Implementation of the Local Government Pay Award – This item was noted.

167.2. Recommendations from the Personnel Committee meeting on 7 November 2024, including the following:

Cllr Blowers returned 18:37

167.2a. Staff terms and conditions (confidential) – To be considered during the confidential session.

168. Date of next meeting

26 November 2024 at 18:30

169. Items for the next agenda and close

Councillors were advised to send any requests to the office.

Cllr Pearce proposed to move the meeting into confidential session; seconded by Cllr Blowers; all in favour.

170. Resolution to close the meeting to the public:

170.1. Any matters, including those above as required:

165.1. Appointing the Town Hall main build contractor and approve the issuing of a letter of intent/main build contract (JCT) (confidential) – Cllr Brooks proposed to approve the issuing of a letter of intent/main build contract (JCT). Cllr Pearce seconded the proposal, subject to this being based on the Procurement Adviser's report, and there being no clarifications or concerns from officers. The Procurement Adviser had provided a report, which gave the costs and scores, and recommended the appointment of a contractor.

The Project Manager provided an update of the current status, and there was a discussion regarding the issuing of a letter of intent.

It was clarified Cllr Brooks' proposal was for the issuing of the award letter; seconded by Cllr Pearce; all in favour.

The Town Hall Project Manager left the meeting 19:02

166.2a. Marina Theatre licence for alterations –

Cllr Blowers temporarily left the meeting 19:02 for the consideration of the items relating to the Marina Theatre

It was noted there was an inaccuracy in the Project Manager's report dated 5 November, which she would be asked to amend. An update was provided on the licence for alterations.

166.2b. Marina Theatre Main Build Contract (JCT) to appointed contractor – An update was provided. Cllr Pearce proposed to move to the JCT contract, noting the necessary final refinements, and subject to confirmation of satisfaction from the design team for it to be signed, in which case officers could arrange for signing without the need for it to come back to Full Council; seconded by Cllr Barker; all in favour.

166.2c. Side letter to Marina Theatre Towns Fund funding agreement – A clause in the Towns Fund had changed. The deed of variation had been signed by the Town

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Council and had gone back to East Suffolk Council.

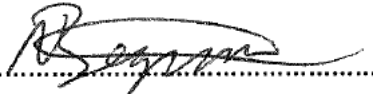
166.2d. Funding agreement for financial support to Marina Theatre – An agreement had been made on a maximum figure, which was subject to certain conditions. A delegation had previously been approved for officers to carry out fact checking, but for the avoidance of doubt, Cllr Pearce proposed a delegation to officers to carry out the fact checking with the Marina Theatre Trust, and report directly back to the solicitors to enable the drafting of the funding agreement; seconded by Cllr Coleby; all in favour.

166.2e. Marina Theatre draft lease – An update was provided. Cllr Coleby proposed a vote of thanks to the Acting Town Clerk for her work on this; seconded by Cllr Pearce.

Cllr Blowers returned 19:29

167.2a. Staff terms and conditions (confidential) – A meeting paper had been circulated with recommendations from the Personnel Committee.

The Senior Committee and Project Clerk left the meeting 19:30 for the consideration of this item

Signed: 

26 November 2024