

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **Extraordinary Full Council** meeting of Lowestoft Town Council, which will be held at **Lowestoft Town Council** at **18:30** on **Tuesday, June 10, 2025**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting.

Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

N. Begum

.....
Cllr Nasima Begum, Mayor
04 June 2025

Lowestoft Town Council
Extraordinary Full Council

Lowestoft Town Council
18:30 on Tuesday, June 10, 2025

AGENDA

38 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

39 To receive and consider approval of apologies for absence from any Councillors not in attendance

40 Declarations and dispensations

40.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination on items on the agenda

40.2 To consider written requests for dispensations for interests and note dispensations granted

41 To consider the draft minutes and confidential note of the Full Council meetings on 20 and 27 May 2025

42 Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

43 To consider the following legal matters (confidential):

43.1 To note the May 2025 legal update report

43.2 To further consider a statement regarding the Town Council's position relating to the Tingdene Heras fencing

43.3 To receive a report on matters relating to legal advice and staff terms and conditions

44 Date of next meeting

Tuesday 24 June 2025 at 18:30.

45 Items for the next agenda and close

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46 Admission to Meetings

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda, including the following:

Any matters, including those above as required

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Annual Meeting

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

18:30 on 20 May 2025

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Robert Breakspear, Neil Coleby, Janet Craig, Jen Jones, Christine Moore, John Murray, Christian Newsome, Graham Parker, Keith Patience, Andy Pearce, Bernadette Rappensberger, Nick Webb and Elise Youngman

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

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

1. Election of the Mayor

Cllr Patience requested a recorded vote for the election of the Mayor and the appointment of the Deputy Mayor, should there be more than one nominee for each.

Cllr Rappensberger nominated Cllr Youngman for Mayor; seconded by Cllr Pearce.

Cllr Patience nominated Cllr Begum for Mayor; seconded by Cllr Parker.

The vote was taken in the order the nominations were made. Cllrs Coleby, Breakspear, Pearce, Rappensberger, Webb and Youngman voted for Cllr Youngman. Cllrs Barker, Begum, Craig, Moore, Murray, Parker and Patience voted for Cllr Begum. Cllr Jones abstained from the votes for both nominees. Cllr Begum was elected as the Mayor and duly signed her Declaration of Acceptance of Office.

2. Appointing the Deputy Mayor

Cllr Pearce nominated Cllr Youngman for Deputy Mayor; seconded by Cllr Murray.

Cllr Craig nominated Cllr Barker for Deputy Mayor; seconded by Cllr Parker.

The vote was taken in the order the nominations were made. Cllrs Breakspear, Coleby, Jones, Murray, Pearce, Rappensberger, Webb and Youngman voted for Cllr Youngman. Cllrs Barker, Begum, Craig, Moore, Parker and Patience voted for Cllr Barker. Cllr Youngman was appointed as the Deputy Mayor.

3. Mayor's Welcome

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

4. Apologies for absence

Apologies were received from Cllrs Connor Blowers, Wendy Brooks, Paul Page, John Pitts and Deborah Ray, with reasons provided. Cllr Newsome had advised he would be late. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

5. Declarations of Interests and dispensations

5.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests and declarations of bias and pre-determination from Councillors on items on the agenda – There were none.

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

6. The draft minutes and confidential note of the Full Council meeting on 22 April 2025, and the confidential note of the Full Council on 25 March 2025

Cllr Pearce requested a separate vote for the confidential note of the March 2025 meeting, and proposed to approve it; seconded by Cllr Barker; all in favour.

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Cllr Jones proposed to approve the minutes and confidential note of the April 2025 meeting; seconded by Cllr Rappensberger; twelve Councillors voted in favour; two Councillors abstained from the vote.

Cllr Murray enquired as to whether the actions arising from the confidential sessions of these meetings had been progressed by officers. The detail would be discussed during the confidential session.

7. The minutes from the following Committees and noting any recommendations will be considered at the Full Council meeting on 27 May 2025:

The minutes of the Planning and Climate and Ecological Emergency Committee meetings had been received. All minutes would be received and considered by the respective Committees. Cllr Pearce proposed to note receipt of those which had been provided; seconded by Cllr Coleby; all in favour.

7.1 Finance and Governance Committee Meeting 12 May 2025

7.2 Assets, Inclusion and Development Committee Meeting 12 May 2025

7.3 Planning Committee Meetings 24 April and 8 May 2025

7.4 Personnel Committee Meeting 1 May 2025

7.5 Climate and Ecological Emergency Committee Meeting 28 April 2025

7.6 Town Hall Project Committee Meeting 8 May 2025

7.7 Marina Theatre Project Committee Meeting 8 May 2025

8. Public forum

No advance comments had been received and there were no members of the public in attendance on the webinar. The member of the public in attendance in person did not wish to speak.

9. Reviewing and adopting the Council's policies and procedures, including Standing Orders and Financial Regulations

Cllr Pearce proposed to adopt the Council's policies and procedures, including Standing Orders and Financial Regulations, including to approve the amendments arising from the Standing Orders and Policies Working Group and the Finance and Governance Committee; seconded by Cllr Coleby; all in favour.

10. The Council's approach to risk management and appropriate policies and documents

The risk management document had previously been reviewed by the Finance and Governance Committee and Full Council. Committees had been given responsibility to review risk management. Cllr Pearce proposed to adopt this as a working document, which will be reviewed and updated on an ongoing basis; seconded by Cllr Rappensberger; all in favour.

11. Reviewing and adopting delegated authority and Committee arrangements

11.1 Committees, including the following:

11.1a The Terms of Reference – Cllr Coleby proposed to adopt all of the Committees' Terms of Reference, given that the Committees have the opportunity to review and recommend amendments to their own Terms of Reference during the year; seconded by Cllr Pearce; all in favour.

11.1b Committee membership, including non-Councillor members of the Climate and Ecological Emergency Committee, and the appointment of substitutes:

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Assets, Inclusion and Development Committee: Cllrs Wendy Brooks, Neil Coleby, Jen Jones, John Murray, Andy Pearce, John Pitts, Bernie Rappensberger, Deborah Ray, Nick Webb and Elise Youngman requested to join the Committee. Cllr Pearce proposed to approve all those who had put their names forward; seconded by Cllr Youngman; all in favour.

Climate and Ecological Emergency Committee: This Committee had previously appointed non-Councillor members. The existing non-Councillor members had been contacted to reapply for their positions, and an advertisement had been published for the wider public to apply. An application to join the Committee had been received from Cathy Williams, who was an existing non-Councillor member. Cllrs Wendy Brooks, Neil Coleby, John Murray, Paul Page, John Pitts and Deborah Ray also requested to join the Committee. Cllr Coleby proposed to approve all those who had put their names forward, including the non-Councillor member; seconded by Cllr Rappensberger; all in favour.

Finance and Governance Committee: Cllrs Nasima Begum, Connor Blowers, Wendy Brooks, Neil Coleby, Jen Jones, Paul Page, Graham Parker, Keith Patience, Andy Pearce, Bernie Rappensberger and Deborah Ray requested to join the Committee. Cllr Pearce proposed to approve all those who had put their names forward; seconded by Cllr Jones; all in favour.

Marina Theatre Project Committee: Cllrs Sonia Barker, Nasima Begum, Neil Coleby, Christine Moore and Andy Pearce requested to join the Committee. Cllr Barker proposed to approve all those who had put their names forward; seconded by Cllr Jones; all in favour.

Personnel Committee: Cllrs Sonia Barker, Nasima Begum, Connor Blowers, Wendy Brooks, Neil Coleby, Jen Jones, John Murray, Christian Newsome, Graham Parker, Keith Patience, Andy Pearce, Bernie Rappensberger, Nick Webb and Elise Youngman requested to join the Committee. Cllr Pearce proposed to approve all those who had put their names forward; seconded by Cllr Webb; all in favour.

Planning Committee: Cllrs Wendy Brooks, Neil Coleby, Jen Jones, Christian Newsome, John Murray, Bernie Rappensberger and Elise Youngman requested to join the Committee. Cllr Youngman proposed to approve all those who had put their names forward; seconded by Cllr Rappensberger; all in favour.

Town Hall Project Committee: Cllrs Sonia Barker, Nasima Begum, Neil Coleby, Andy Pearce, Bernie Rappensberger and Nick Webb requested to join the Committee. Cllr Coleby proposed to approve all those who had put their names forward; seconded by Cllr Rappensberger; all in favour.

11.1c Committee Chairs:

Assets, Inclusion and Development Committee: Cllr Parker nominated Cllr Breakspear, however, he was not a member of that Committee. Cllr Youngman nominated Cllr Rappensberger; seconded by Cllr Pearce; all in favour.

Climate and Ecological Emergency Committee: Cllr Barker nominated Cllr Page; seconded by Cllr Coleby; thirteen Councillors voted in favour; one Councillor abstained from the vote.

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Finance and Governance Committee: Cllr Pearce nominated Cllr Coleby; seconded by Cllr Rappensberger; all in favour.

Personnel Committee: Cllr Rappensberger nominated Cllr Newsome, who had already indicated he would be happy to continue in this role; seconded by Cllr Pearce; all in favour.

Planning Committee: Cllr Youngman nominated Cllr Jones; seconded by Cllr Coleby; all in favour.

11.1d Any delegations (officer, Committee and Sub-Committee) – Cllr Pearce proposed to renew all Committee and Sub-Committee delegations for a further year. New and existing officer delegations had been previously presented to the Finance and Governance Committee, which had recommended that the new and existing officer delegations be confirmed for a twelve month period, subject to the clarification there were no delegations on horticultural policy, with members of the Assets, Inclusion and Development Committee and Parks and Open Spaces Sub-Committee due to meet with members of the Grounds Maintenance Team to discuss policy and resourcing ahead of any orders being placed. Cllr Pearce further proposed to endorse the recommendation of the Finance and Governance Committee. Cllr Coleby seconded the proposals and all Councillors voted in favour.

11.2 Other officer delegations and signatory delegations – There were no further officer delegations requested. Cllr Pearce proposed for the Mayor and the Chair of the Finance and Governance Committee to continue to act as signatories on behalf of the Town Council. Where signatures were required to be witnessed by the Proper Officer, this was a contractual obligation, rather than a delegation.

11.3 The requirements of the Town Council's Training Policy – Cllr Pearce proposed to endorse the mandatory training requirements for a further year; seconded by Cllr Jones; all in favour. Planning training had been arranged for June and arrangements would be made for other mandatory training.

12. Reviewing and agreeing the Full Council and Committee meeting schedule for 2025 – 2026, and noting the planned schedule for Sub-Committees

Cllr Pearce proposed to approve the provisional meeting schedule, pending review by the individual Committees based on their membership; seconded by Cllr Coleby; all in favour.

13. Receipt of summons to meetings electronically

Cllr Coleby proposed to approve receipt of summons to meetings electronically; seconded by Cllr Pearce; all in favour.

14. Reviewing the register of land and assets including building and office equipment

Cllr Pearce proposed to approve the Asset Register as it is, but to keep it under active review during the year, particularly given the Marina Theatre project would be resulting in a new building and new equipment; seconded by Cllr Webb; all in favour.

15. Reviewing and appointing representatives of the Council on external bodies

Councillors were reminded of the need to report back on their activities. Received reports were routinely added to the next available Full Council agenda. It was confirmed that reports could refer to any minutes produced by the external body, but these should not be supplied to Council without an accompanying report. The reporting form would be circulated to all Councillors again.

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Outside Body	Councillor Appointed and Agreed Substitute
Board of Trustees of Lowestoft Charity Board Charities	Cllr Pearce had been attending meetings and proposed for himself and Cllr Page to continue their Trustee roles; seconded by Cllr Youngman; all in favour.
CEFAS and Promoting Pakefield Group	Cllr Coleby nominated Cllr Pitts to remain as the representative and Cllr Breakspear to remain as the substitute; seconded by Cllr Webb; all in favour. Both Councillors had confirmed they would be happy to remain in these roles.
East Suffolk Community Safety Partnership	Cllr Webb nominated himself as the representative; seconded by Cllr Coleby; all in favour. Cllr Jones nominated herself as the substitute; seconded by Cllr Pearce; all in favour.
First Light Festival Environmental Task Force	Cllr Coleby nominated Cllr Ray to remain as the representative and Cllr Page to remain as the substitute; seconded by Cllr Pearce; all in favour.
First Light Festival Steering Group	Cllr Pearce nominated Cllrs Barker and Ray to remain as the joint representatives; seconded by Cllr Webb; all in favour.
Friends of Fen Park	Cllr Youngman nominated Cllr Newsome to remain as the representative and Cllr Rappensberger to remain as the substitute; seconded by Cllr Pearce; all in favour.
Jack Rose Old Lowestoft Society	Cllr Pearce declared he is the current treasurer. Cllr Webb nominated Cllr Coleby to remain as the representative and Cllr Rappensberger to remain as the substitute; seconded by Cllr Rappensberger; thirteen Councillors voted in favour; one Councillor abstained from the vote.
Joint Coastal Projects Board	Cllr Patience put his name forward as the representative. Cllr Rappensberger proposed to appoint Cllr Patience as the representative; seconded by Cllr Webb; all in favour. Cllr Murray put his name forward as the substitute. Cllr Webb proposed to appoint Cllr Murray as the substitute; seconded by Cllr Pearce; all in favour.
<i>Cllr Newsome arrived 19:12</i>	
Kindertransport Statue Working Group	Cllr Rappensberger proposed for the current membership to remain the same; seconded by Cllr Coleby; fourteen Councillors voted in favour; one Councillor abstained from the vote.
Kirkley People's Forum	Cllr Pearce proposed for Cllrs Newsome and Rappensberger to remain as joint representatives;

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	seconded by Cllr Coleby; all in favour.
Kirkley Pocket Park Group	Cllr Pearce proposed for Cllr Newsome to remain as the representative and Cllr Rappensberger to remain as the substitute; seconded by Cllr Coleby; all in favour.
Lowestoft and District Allotment Association	Cllr Pearce reported that the Town Council representative does not have voting rights, and meetings of the Association clashed with Full Council, however, the representative was able to liaise with the Chair and site representatives separately. Cllr Youngman proposed for Cllr Pearce to remain as the representative and to appoint Cllr Coleby as the substitute; seconded by Cllr Rappensberger; all in favour.
Lowestoft and Northern Parishes Community Partnership	Cllr Pearce nominated himself and Cllr Coleby to remain as the joint representatives; seconded by Jones; fourteen Councillors voted in favour; one Councillor abstained from the vote.
Lowestoft and Plaisir Twinning Association	Cllr Begum nominated Cllr Brooks to remain as the representative and Cllr Pearce; seconded by Cllr Coleby; all in favour.
Lowestoft Flood Risk Management Project's Strategic Steering Group	It was noted that the group had disbanded. The Town Council was disappointed by this, given the importance of the subject, and enquired as to any successor arrangements. An item had been added to the next Full Council agenda to consider the flood risk to the town.
Lowestoft Food Network	It was understood the network had no meetings planned but future co-ordination of it was being reviewed. Officers were requested to find out if the Town Council could appoint two representatives. Cllr Coleby proposed to appoint Cllrs Begum and Pearce as the representatives if acceptable, and himself as substitute; seconded by Cllr Barker; all in favour.
Lowestoft in Bloom	Cllr Brooks no longer wished to continue in this role. Cllr Coleby volunteered to become the representative. Cllr Pearce proposed to appoint Cllr Coleby as the representative; seconded by Cllr Rappensberger; all in favour.
Lowestoft Kittiwake Partnership	Cllr Youngman proposed for Cllr Pearce to remain as the representative and Cllr Brooks to remain as the substitute; seconded by Cllr Rappensberger; all in favour.
Lowestoft Museum	Cllr Pearce nominated Cllr Pitts to remain as the Trustee; seconded by Cllr Rappensberger; all in favour.
Lowestoft North Cliff Community	Cllr Pearce proposed for Cllrs Page and Ray to remain

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Garden CIO	as the joint representatives, subject to their acceptance; seconded by Cllr Youngman; all in favour.
Lowestoft Place Board	The Place Board had requested the Mayor as the representative. Cllr Coleby proposed Cllr Begum as the representative on this occasion, however it was noted that the Town Council would select its own representative each year, and this may not always be the Mayor. Cllr Pearce seconded the proposal and all Councillors voted in favour.
Lowestoft South Pier Ltd's Management Committee	Cllr Coleby proposed for Cllr Pearce to remain as the representative and Cllr Rappensberger to remain as the substitute; seconded by Cllr Webb; all in favour.
Lowestoft Vision Board	Cllr Pearce proposed for Cllr Begum to remain as the representative; seconded by Cllr Webb; all in favour.
National Literacy Trust in Suffolk	Cllr Jones proposed for Cllr Blowers to remain as the representative; seconded by Cllr Pearce; all in favour. Cllr Pearce proposed to appoint Cllr Youngman as the substitute, if the Trust accepts this; seconded by Cllr Begum; all in favour.
Pakefield Coast Protection Steering Group	Cllr Pearce proposed for Cllr Pitts to remain as the representative and Cllr Breakspear to remain as the substitute; seconded by Cllr Coleby; all in favour.
Plastic Free Communities Steering Group	Cllr Pearce proposed for Cllr Ray to remain as the representative; seconded by Cllr Webb; all in favour.
Suffolk Enhanced Passenger Interest Group	Cllr Pearce proposed to appoint Cllr Coleby as the representative; seconded by Cllr Jones; all in favour.
Waveney Disability Forum	Cllr Jones proposed for Cllr Coleby to remain as the representative and Cllr Brooks to remain as the substitute; seconded by Cllr Rappensberger; all in favour.
Wherry Lines Community Rail Partnership Steering Group	Cllr Webb proposed for Cllr Parker to remain as the representative and Cllr Newsome to remain as the substitute; seconded by Cllr Pearce; all in favour.

16. Confirming the arrangements for insurance cover

This had been through the Finance and Governance Committee and insurance cover was in place, for the final year of the current arrangement. A tender process would follow for the policy starting next year. Cllr Coleby proposed to confirm the arrangements for insurance cover. Cllr Pearce seconded the proposal and requested an update be provided to the Finance and Governance Committee once the procurement process is underway. The vote was taken and all Councillors voted in favour.

17. Reviewing subscriptions

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Cllr Coleby proposed to approve the subscriptions as per the list which had been provided; seconded by Cllr Jones; all in favour.

18. The following financial matters for 2025 - 2026:

- 18.1 Appointing the Responsible Financial Officer – For contractual reasons, this appointment would be as Acting Responsible Financial Officer for the time being. Cllr Pearce proposed for the Acting Town Clerk to continue her role as Acting Responsible Financial Officer, with a further review of this position to take place at the appropriate time; seconded by Cllr Jones; all in favour.
- 18.2 Confirming the bank signatories – Cllrs Barker, Begum, Brooks and Pearce were the existing bank signatories. Cllr Coleby requested to become a bank signatory. Cllr Pearce proposed to reappoint the existing bank signatories, plus Cllr Coleby; seconded by Cllr Webb; all in favour.
- 18.3 Confirming bank reconciliation signatories – Cllr Coleby proposed for Cllrs Page and Rappensberger to continue in these roles; seconded by Cllr Webb; all in favour. Cllr Youngman proposed she would be happy to become a bank reconciliation signatory if Cllr Page no longer wished to continue the role; seconded by Cllr Jones; all in favour.
- 18.4 Confirming internal controllers and substitute – Cllr Coleby proposed for Cllr Youngman to continue this role, with Cllr Jones as substitute; seconded by Cllr Pearce; all in favour.
- 18.5 Reviewing internal control arrangements – The Statement of Internal Control had been provided. Cllr Coleby proposed to approve it; seconded by Cllr Pearce; all in favour.
- 18.6 Noting a review of fees and charges applicable from 1 April 2025 has been undertaken by the Finance and Governance Committee, and approved amendments implemented – This was noted.
- 18.7 Approval of the use of BACS and CHAPS payment methods – Cllr Coleby proposed to approve this; seconded by Cllr Jones; all in favour.

19. A recommendation from the Marina Theatre Project Committee regarding out of project scope work to make improvements to the first floor auditorium seating

A meeting paper had been provided. The Project Committee had recommended for this to proceed, on the condition that this did not impact or cause a delay to the existing works, that an additional team would be allocated to take on these works, a separate contract for the additional works would need to be approved, and the lease would need to be approved and signed. An all-party meeting had been held and a revised draft lease had been received from the Marina Theatre Trust's legal representative, and was being worked through by the Town Council's solicitor. Though the lease had not yet been signed, at this stage there was no reason to think it would not be. The cost of the works were less than initially proposed. It was clarified these works did not form part of the project which was agreed and tendered for. Cllr Pearce proposed to defer this item to the Full Council meeting on 27 May for a decision; seconded by Cllr Murray; all in favour.

20. Date of the next meeting

27 May 2025 at 18:30.

21. Items for the next Agenda

Item 19 had been deferred and an item to consider the response to the flood risk to Lowestoft had been requested.

The member of the public left the meeting 19:40

A meeting was being held later that week to discuss the interpretation script for the Town Hall, which may require placeholder items to be put onto the Full Council agenda.

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

22. Resolution to close the meeting to the public

6. The draft minutes and confidential note of the Full Council meeting on 22 April 2025, and the confidential note of the Full Council on 25 March 2025 – Cllr Murray enquired as to the progress of item 284 of the April meeting and was given an update by the Acting Town Clerk.

Cllr Youngman temporarily left the meeting 19:45 and returned 19:47

Cllr Pearce made a proposal, however this was not an agenda item so it was agreed for an appropriate item to be added to the Full Council agenda for 27 May. Cllr Murray again requested a 'project tracker' and the Acting Town Clerk again relayed the previous Full Council decision that this would be reviewed once the Council had moved over to the Decisions software, which was due to go live shortly. In the meantime, a detailed legal update was provided to every Full Council meeting.

The meeting was closed 19:56.

Signed:

27 May 2025