

Lowestoft Town Council

Full Council

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

Tuesday 26 May 2026 18:30

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Mayor), Wendy Brooks, Kinsey Foster, Joe Hynes, Christine Moore, Andy Pearce, Bernie Rappensberger, and Elise Youngman (Deputy Mayor)

In attendance: Sarah Foote (Town Clerk) and Taylor Williams (Committee Clerk and Planning Assistant)

Also in attendance: Sheila Moss King (Town Hall Project Manager, via webinar)

23 Welcome

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

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

Apologies were received from Cllrs Neil Coleby, Jen Jones, John Murray, Christian Newsome, Paul Page, Graham Parker, Deborah Ray, Terry Robinson, Dom Taylor and Nick Webb with reasons provided. Cllr Rappensberger proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

Cllr John Pitts was absent with no apologies received.

25 Declarations and dispensations

25.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination on items on the agenda – Cllr Moore declared she was an employee of East Suffolk Council.

25.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

26 To consider the draft minutes of the Annual General Meeting on 19 May 2026

Cllr Brooks proposed approval of the draft minutes; seconded by Cllr Barker; all in favour.

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

28 Finance and Governance

28.1 To receive and consider the following:

1. 2026 - 2027 budget and reserves – Cllr Pearce proposed to accept the reported budget and reserves as a true and accurate record; seconded by Cllr Foster; all in favour.
2. Any bank reconciliations – Reconciliations were being processed and an update would be provided at the next meeting.
3. Payments and income for the month ending April 2026 and May 2026 to date (see schedules) – Cllr Pearce proposed to approve the report as a true and accurate record of income and expenditure for the period; seconded by Cllr Youngman; all in favour.
4. Payments for approval – There were no payments to approve.

28.2 To consider a recommendation from the Finance and Governance Committee to approve a grant application to Armed Forces Day for £12,000 – Cllr Pearce proposed to endorse the recommendation, noting this grant had been expressly budgeted for and would cover the sound system and staging; seconded by Cllr Barker; all in favour. Officers were asked to clarify if the cadets would be involved in the event.

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- 28.3 To receive an update on the formation of the Youth Council – Officers confirmed the deadline for applications had been set to early June.
- 28.4 To further consider outcomes and recommendations of ESC Audit and Governance Committee in relation to a Town Councillor Code of Conduct complaint (confidential) – This item would be discussed in confidential session.

29 Town Hall Project

- 29.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 14 May 2026 – The draft minutes were received and noted.
- 29.2 To receive and note a progress report from the Project Manager (some aspects may be confidential) – The Project Manager reported good progress with the capital works. The cost plan on capital works was under pressure and nineteen weeks of extension had been awarded to the contractor. The team were working to offset the consequential costs of this delay. The current practical completion date was set to the third week of February 2027.

The overall spend to date was £5.68 million and £6.8 million remained in the budget. The Project Manager noted that over £1.9 million has been spent within the Lowestoft constituency.

The Heritage Team have involved 1,862 participations in heritage activities.

The Town Hall Project Committee would have a standing item on the agenda to monitor the contingency budget.

- 29.3 To note an extraordinary Full Council meeting will be scheduled for Tuesday 9 June 18:30 to consider matters relating to the land at the rear of the Town Hall – The date for the extraordinary meeting was noted.

30 Marina Theatre

- 30.1 To receive and note a progress report from the Project Manager (some aspects may be confidential) – The report was received and noted. A final account meeting with Quantity Surveyor has been arranged and the outstanding items were the carpet works and fire escape.

31 Personnel

- 31.1 To consider a recommendation on salary banding (confidential) – This item would be discussed in confidential session.
- 31.2 To receive an update on the Town Council Apprenticeship Scheme, including a recommendation on extension of the scheme (confidential) – This item would be discussed in confidential session.

32 Climate and Ecological Emergency

- 32.1 To consider a request from Cllr Wendy Brooks to join the Climate and Ecological Emergency Committee – Cllr Begum proposed to approve the request; seconded by Cllr Youngman; all in favour.
- 32.2 To receive and note the minutes of the Climate and Ecological Emergency Committee meeting on 20 April 2026 and the draft minutes of the meeting on 18 May 2026 – The minutes were received and noted.
- 32.3 To consider the following recommendations from the Climate and Ecological Emergency Committee:
 - 1. To send a letter to the MP to support improved public transport on the High Street – The intention was to seek support for an additional bus stop on Artillery Way and improve public transport to the High Street. Cllr Pearce proposed to endorse the draft letter, subject to

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amendments being made to the bus services as requested and officers confirming the correct salutation to use when addressing the MP; seconded by Cllr Brooks; all in favour.

Cllr Moore temporarily left the chamber at 19:03 due to her declared interests

2. To send a letter to East Suffolk Council to state LTC wished to be involved in the governance body and discussions on the flood barrier as an active participant to engage positively and accelerate the process – Cllr Brooks proposed to endorse the recommendation and officers to send the letter to East Suffolk Council; seconded by Cllr Pearce; all in favour.

Cllr Moore returned to the chamber at 19:06

33 Outside Bodies

- 33.1 To receive and note a report from the First Light Festival Steering Group meeting on 23 April 2026 – The report was received and noted.
- 33.2 To receive and note a report from the National Literacy Trust meeting on 8 May 2026 – The report was received and noted.

34 To consider the following legal matters (confidential):

- 34.1 Leases and Licences
 - 1. Marina Theatre
 - 2. Uplands Community Centre
 - 34.2 To receive the officer's report on engagement with a tenant
- These items would be discussed in confidential session.

35 Date of next meeting

Tuesday 23 June 18:30

36 Items for the next agenda and close

An item was requested for the next agenda to receive an update on the formation of the Youth Forum.

37 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 – Cllr Pearce proposed the meeting be moved into confidential session; seconded by Cllr Rappensberger; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 19:12

A comfort break was taken at 19:12

The meeting was resumed at 19:15

31 Personnel

- 31.1 To consider a recommendation on salary banding (confidential) – Cllr Brooks proposed approval of the recommended salary banding; seconded by Cllr Pearce; all in favour.
- 31.2 To receive an update on the Town Council Apprenticeship Scheme, including a recommendation on extension of the scheme (confidential) Apprenticeship – Cllr Brooks proposed to endorse the recommendation; seconded by Cllr Pearce; all in favour.

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34 To consider the following legal matters (confidential):

34.1 Leases and Licences

1. Marina Theatre – The updated lease has been passed to the Marina Theatre Trust to review.
2. Uplands Community Centre – A confidential update was provided.

34.2 To receive the officer's report on engagement with a tenant – The officer's report was received and there was a confidential discussion on its contents.

28.4 To further consider outcomes and recommendations of ESC Audit and Governance Committee in relation to a Town Councillor Code of Conduct complaint (confidential)

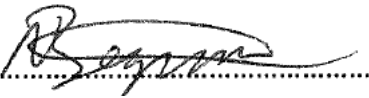
Cllr Moore temporarily left the chamber at 19:42

Cllr Brooks left the chamber at 19:43

Cllr Pearce left the chamber at 19:44

Cllr Youngman proposed to proceed per the recommendations; seconded by Cllr Rappensberger; all in favour.

The Chair closed the meeting at 19:50

Signed: 

23 June 2026