

Lowestoft Town Council
Full Council Meeting
Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:30 on Tuesday 3 April 2018

MINUTES

Present: Cllrs Sue Barnard, Baz Bemment, Peter Byatt, Tara Carlton, Neil Coleby, Tracey Eastwood, Ian Graham (Chair), Alan Green, Dick Houghton, Peter Knight, Graham Parker and Alice Taylor

In Attendance: Shona Bendix (Clerk), Lauren Elliott (Committee Clerk)

Also Present: Steve Dowling (Head of Estates – East Coast Community Healthcare)

Public: No members of the public were present

241. Welcome

The fire evacuation procedure was explained. Councillors and members of the public were reminded that in the interests of openness and transparency, the law permits reporting of meetings. The meeting was welcomed.

242. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Barron, Begum, Collecott, Ford, Frost, Lang and Patience. Cllr Owen was absent.

243. Declarations of Interests and dispensations

Cllrs Knight and Taylor declared a non-pecuniary interest in item 246.1d, as they are members of the Jack Rose Old Lowestoft Society.

244. To consider the accuracy of the Minutes:

- a) 6 March 2018 – accepted as accurate. Proposed by Cllr Coleby; seconded by Cllr Taylor; all in favour with one abstention. Cllr Byatt abstained from the vote as he was not present at the last meeting.

245. Public Forum and Public Service Reports

No members of the public were present.

246. Finance:

246.1 The minutes of the previous Finance and Governance Committee (20/03/2018) were considered; in particular the following financial matters:

246.1a Granting delegated authority for Waveney Norse Fees (annual total £700,000, associated schedule) – The total of £700,000 will be segmented into equal monthly amounts throughout the year, so the amount payable will always be known. The payment of any additional fees will be referred back to Full Council, or the Finance and Governance Committee and Full Council, to approve.

It was noted that delegated authority can be removed at any stage, if the Council is not satisfied with the service being received or the amount payable.

Representatives from Waveney Norse attended the last Finance and Governance Committee meeting and Councillors requested a further breakdown of some of the fees being charged, which Norse will be investigating. The Finance and Governance Committee are also working to progress Key Performance Indicators.

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It had previously been raised that private work being completed by Norse was seemingly being included in the charges assigned to Lowestoft Town Council. This should be returned to the Council as part of the profit share, although specific amounts are not yet known.

Cllr Parker proposed granting delegated authority to the Clerk for the regular monthly amounts to be paid; with regular reporting through the Finance and Governance Committee on the service the Council is receiving; seconded by Cllr Byatt; all in favour.

246.1b Approval for an account to be set up with Binder to cover maintenance and annual servicing of the septic tank on land of the Uplands Community Centre – This item was noted, with no objections or comments added.

246.1c Recommendation that the Mayor, the Chair of each Committee, the Clerk and two other Councillors attend the NALC Annual Conference and the NALC Larger Councils Conference and an increase in the training budget is made – The increase to the budget is to accommodate the fees and related travel expenditure, plus the cost of overnight stays if applicable.

It was queried whether it would be necessary for this number of people to attend, but it was said that the conferences will benefit people in different ways. It is also important – particularly with Lowestoft Town Council being a new Council – to have enough people attend these events to circulate and meet and share ideas with other Councils and other businesses. There are schemes available which would be of benefit to the Council, which would otherwise not be discovered.

It was agreed to amend the recommendation to extend to the Chair or representative from each Committee, in case the Chair is not available to attend. The inclusion of Councillors other than the Mayor and Chair of each Committee also enables the training and development of other Councillors who may wish to be considered as Chair in the future.

Cllr Barnard proposed a maximum budget of £10,000 for conferences; seconded by Cllr Houghton; all in favour.

It was said that a report must be produced by the attendees and feedback provided to the Council on the benefit of the event. The budget could then be decreased if little benefit was being gained.

246.1d Grant applications of £500 each have been approved for the Plaisir Twinning Association and the Jack Rose Old Lowestoft Society - This item was noted, with no objections or comments added.

246.1e Recommendation that Lowestoft Town Council becomes a real Living Wage employer – This was proposed by Cllr Coleby; seconded by Cllr Parker; all in favour.

246.1f Agreement that the budget of £3000 (out of the original condition survey budget) to cover any urgent expenditure at the Town Hall is extended to include other assets – This item was noted, with no objections or comments added.

246.1g A budget of £800 has been approved, with delegated authority to the Clerk, to purchase a microphone system - This is for a public announcement system which could cover a number of outdoor public events, and could be beneficial for the Remembrance Service if it is powerful enough. A system priced at £750 is being considered, but enquiries are continuing.

246.1h Internal audit has been scheduled for May - This item was noted, with no objections or comments added.

246.1i Schedule of S.106 and CIL payments – This will be on the agenda for the next Finance and Governance Committee.

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246.1j Recommended budget of £10,000 to fund a centenary installation in Belle Vue Park and to note stakeholder consultation – This is a provisional starting budget, and the maximum that the Finance and Governance Committee could recommend.

Belle Vue Park is Grade II listed, therefore any proposed structures would need to be considered by the Planning Authority.

Concerns were raised about the design, planting and maintenance. This has been considered. It was noted that the East Coast College is interested in getting involved as part of its apprenticeship programme. Councillors could also volunteer to assist with the maintenance of the site, and the Friends Of Belle Vue Park may also wish to be involved.

It was suggested that the Royal Naval Patrol Service could be approached to see if they may be able to offer support.

Cllr Coleby proposed approving the £10,000 budget to fund the installation; seconded by Cllr Eastwood; eleven Councillors voted in favour; one Councillor voted against.

246.1k Bank reconciliations have occurred and the bank balance was noted – The balance of the bank account as at 29 March is £842,102.97.

246.1L Progress with establishing a CCTV committee and the recommendation of a budget of £1000 for exploration of options including any site visits – This budget is a maximum and gives authority so the Clerk does not have to delay expenses being reimbursed. It was noted that it would be more cost effective for all Councillors wishing to participate in any site visits to go together.

Cllr Graham proposed approving the budget of £1,000, with delegated authority to the Clerk; seconded by Cllr Byatt; all in favour.

246.2 Payments made by Finance and Governance Committee (associated schedule) – The following payments have been authorised by the Finance and Governance Committee:

- a. 01/03/18, reimbursement for Mourning Protocol expenditure, a key cabinet and associated keyrings, to Shona Bendix £55.87 (no VAT)
- b. 01/03/18, reimbursement for Mourning Protocol expenditure (black armbands) to Shona Bendix £79.80 (no VAT)
- c. 15/03/18, reimbursement for office supplies (A1 paper for the Facilities and Contracts Manager asset planning), to Shona Bendix £9.89 (no VAT)
- d. 13/03/18, sales invoice for IOSH Managing Safely (training course as specified in the Facilities and Contracts Manager's contract), to East Coast College £495 (+£99 VAT)
- e. 26/02/18, sales invoice for Law of Allotments and Law of Parks and Open Spaces textbooks, to SLCC £58.40 (no VAT)
- f. 19/03/18, invoice received for donation to the Lowestoft Summer Festival, to Lowestoft Summer Festival £5000 (no VAT)
- g. 15/03/18, reimbursement for deposit to open bank account, to WDC £500 (no VAT)
- h. SLCC membership upgrade for Sarah Foote £50
- i. SLCC membership upgrade for Shona Bendix £75
- j. LCAS Foundation assessment fee, to SALC £50
- k. LCAS Foundation registration fee, to NALC £50

There were no comments or queries raised.

Cllr Taylor proposed noting these payments; seconded by Cllr Eastwood; all in favour.

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246.3 Payments for approval by Full Council (associated schedule) – The following invoices from Waveney Norse were considered for approval:

45IN-003220 £53,000 (+ £10,600 VAT)

45IN-003396 £50,500 (+ £10,100 VAT)

45IN-003398 £52,500 (+ £10,500 VAT)

Also, the following invoice from Waveney District Council for Election costs:

7277441 £18,618.05. It was noted that the Finance and Governance Committee have made enquiries about the Election costs and were satisfied with the explanation which was provided by Waveney District Council's Head of Electoral Services.

Plus three additional payments:

Payment to Binder for work carried out on the septic tank on the land of the Uplands Community Centre ,£71.12 (+ £14.22 VAT)

Payment to Suffolk Cloud, who host the Lowestoft Town Council website, £100

Payment to RBS Software, for software and support, £3,250.80 (+ 650.16 VAT) (this is the expected amount and will be taken from the previously agreed budget).

Cllr Coleby proposed authorisation of all the above payments; seconded by Cllr Barnard; all in favour.

246.4 Receipts and income for month ending 28 February 2018 (associated schedule) – An independent accountant certificate has been received from Tingdene (£94,033.17). This covers the entire year of 2017, and therefore three months have been deducted for the period prior to the existence of Lowestoft Town Council, leaving a balance of £70,524.87, which should be the regular amount for a ten month period. It was also noted that income has been received from tenants.

246.5 Progress with the review of the Statement of Internal Controls – This is being arranged and is in progress.

246.6 Insurance arrangements – It was confirmed that insurance is in place 2018-19.

246.7 Whether the s.113 agreement is to continue – This is in relation to Waveney District Council officers acting on behalf of Lowestoft Town Council. It was noted that there are still leases and financial matters which Lowestoft Town Council need their assistance with. Cllr Coleby proposed continuing with the s.113 agreement; seconded by Cllr Green; all in favour.

246.8 Progress with condition surveys for the Town Hall and Marina Theatre – A Heritage architect from Historic England will be surveying the Town Hall on 16 April, subject to the Council providing a certificate for a current asbestos survey. It is understood that Waveney District Council has now provided this on a disc.

A condition survey of the Marina Theatre is being undertaken on 4 April.

246.9 Applying a charge for commercial use of open spaces – This would be with regard to activities such as football coaching. It was queried what impact the leisure fee waiver would have, but commercial use of open spaces is treated in a similar way to an event, and Waveney District Council applied a nominal charge for compliance checks, such as ensuring a risk assessment was in place.

It was agreed that Lowestoft Town Council will adopt the same policy Waveney District Council's for consistency.

It was noted that the terms and conditions should stipulate that commercial users cannot 'block-book' facilities, which will be handled separately.

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A meeting is being held on 12 April at 18:00 with sporting clubs to discuss the leisure fee waiver and address any queries or concerns.

It was suggested that banners could be situated at sports facilities promoting the fee waiver. This will be explored in more detail by the Implementation Committee.

The land at the North Denes where the drying racks are positioned had previously been used to host a circus and Lowestoft Town Council currently has no provision in place for this. However, it is understood that Waveney District Council relocated all circuses to Royal Green.

Cllr Barnard left the room at 20:29

246.10 Delegated authority to the Clerk for expenditure on legal advice – A budget of £50,000 is in place for legal advice. Lowestoft Town Council does not yet have a nominated solicitor. Where possible, the National and Suffolk Associations of Local Councils have been consulted, as they offer advice free of charge, but they do not have the same level of expertise as a solicitor. Discussions have taken place with Nicholsons Solicitors, who would charge a fee of £190 per hour.

Cllr Barnard returned at 20:31

Cllr Graham proposed a maximum budget of £5,000 per issue, with delegated authority to the Clerk; seconded by Cllr Byatt; all in favour other than Cllr Barnard who abstained from the vote as she was not present for the discussion.

Cllr Barnard left the room at 20:31

Cllr Barnard returned at 20:32

Mr Dowling arrived 20:32

247. Assets and contracts

247.1 The minutes of the previous Implementation Committee (19/03/2018) were considered; in particular in relation to the following matters:

247.1a Recommendation that silver/grey is selected as the colour for the Council gazebo and banners – It was proposed by Cllr Green to select silver/grey as the colour for the Council gazebo and banners; seconded by Cllr Knight; all in favour.

247.1b Introduction of plaques commemorating significant events – There are a number of people who have made a significant contribution to the town but have not been commemorated; whilst some existing plaques are in a state of disrepair.

The Jack Rose Old Lowestoft Society use a standard design and are happy to assist the Council with such decisions. The historic Lowestoft Borough Coat of Arms could also be incorporated. Cllr Graham proposed a maximum budget of £1,000 per annum to introduce new plaques commemorating significant events and people, and to repair and replace existing plaques; seconded by Cllr Byatt; all in favour.

It was noted that some of the new Wayfinder signs contain errors with regards to the directions they are providing.

247.1c Approving the signing of the Memorandum of Understanding for the Heritage Action Zone – Cllrs Knight and Taylor have delegated authority to sign the document once it has been approved.

It is not a legal document, but an agreement of mutual co-operation between the parties involved.

It is not thought that the creation of the new Council resulting from the dissolution of Waveney and Suffolk Coastal District Councils will have any effect on this.

Cllr Byatt left the room at 20:41

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It was queried whether the inclusion of commercial properties would dilute the available funds for Lowestoft Town Council assets. It was hoped that this will not become an issue and the Heritage Action Zone should secure the necessary funding.

Cllr Byatt returned at 20:44

LTC will have involvement with the projects once the document has been signed.

Cllr Coleby proposed approving Cllrs Knight and Taylor to sign the Memorandum of Understanding; seconded by Cllr Barnard; all in favour.

247.1d Summary table for asset records, protocols and strategies and consider adoption of the Open Spaces Assessment, Reporting to Norse Protocol, Gainsborough Drive Asset Record, the Tree and Pond Policies, Sparrows Nest, Belle Vue Park, East of England Park and two North Denes and Lowestoft Collection Asset Records. – These have all previously been recommended for adoption. It was requested that the North Denes Asset Records be reviewed again by the Implementation Committee regarding the objective on ensuring the best outcome for residents of Lowestoft.

Cllr Taylor proposed adoption of all the other documents listed; seconded by Cllr Knight; all in favour.

247.2 Any further land registration issues – There were no matters raised for discussion.

247.3 Any further developments on charity registration (Arnold's Bequest) – Lowestoft Town Council have not been informed of any changes. The land has not yet officially transferred over to the Council.

As Mr Dowling had arrived it was suggested that the meeting move into confidential session to discuss item 259.2, which would include sensitive information regarding contracts.

Cllr Coleby proposed moving the meeting into confidential session; seconded by Cllr Carlton; all in favour.

259.2 Agreement of office costs and a delegated budget for any legal advice to progress a lease for Hamilton House – Cllr Green spoke on behalf of the Hamilton House Working Group and proposed that plans for Lowestoft Town Council to occupy the first floor of Hamilton House were progressed.

Consideration had been given to the former Magistrates Court site but the related costs would not be feasible for this purpose.

Cllr Bemment left the room at 20:52

Cllr Green explained the proposed layout of the office space and how this could of benefit to the town in future, which does not have an abundance of large meeting spaces.

Cllr Bemment returned at 20:55

It was noted that consideration had been given to potential future usage of the space. An air conditioning system had been included at a higher cost; although this proves more cost effective over a longer period of time.

East Coast Community Healthcare are happy to work with the Council and provide support with the IT and mobile phones, as well as the relevant software upgrades.

As Cllr Bemment was not present for part of the discussion, the Clerk provided her with the relevant paperwork containing the information she had missed so she could participate and vote.

With regard to the office equipment costs, it was queried whether second-hand furniture could be obtained. This had been explored as an option but the items were not of the desired standard. New furniture will also prove more cost effective long-term and can be transported if Lowestoft Town Council relocates in the future.

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It was noted that the ECCH Head of IT is progressing LTC's migration to the 'gov.uk' email address. It was queried whether the total cost would be deducted from Lowestoft Town Council's bank account in a lump sum. It was noted that this will not be paid upfront and would be incorporated into the monthly lease, which is being charged interest-free.

A query was raised as to whether optional additions – such as securing car parking spaces – were also being discussed now. It was noted that costs should be saved elsewhere which can be used toward any additional expenditure.

A discussion was held with regard to the lease, and whether a break clause would be included. The ten year lease would offer an option of opting out after five years. The fifteen year lease would offer the option of opting out after ten years.

Cllr Taylor proposed setting a maximum budget as specified in the overview, with the details to be negotiated within the budget, and approval of the ten year lease, with the option of extending and a break clause of five years; seconded by Cllr Byatt; all in favour.

Mr Dowling left the meeting at 21:11

The Clerk left the room at 21:11

The meeting was brought back into public session.

248. Planning and Environment

248.1 The minutes of the previous Planning and Environment Committee (20/03/2018) were considered; in particular in relation to the following matters:

248.1a Recommendation to designate the whole of the Parish of Lowestoft as the Neighbourhood Plan area

The Clerk returned at 21:11

Legally the options include to designate either all or part of Lowestoft as the Neighbourhood Plan area, and there are arguments for and against both options. If only part of Lowestoft were to be designated it would progress the plan more quickly, but there would be residents in Lowestoft who would not be part of it.

Cllr Graham proposed approval of the recommendation to designate the whole of the Parish of Lowestoft as the Neighbourhood Plan area; seconded by Cllr Carlton; all in favour.

248.1b Recommendation to appoint a Neighbourhood Planning Consultant – It was noted that there may not be a cost involved as Lowestoft Town Council are eligible for grants.

Two different consultants were interviewed and it was recommended that the company based in Liverpool was appointed. They also assist with writing some of the laws and regulations which are used nationwide.

The Neighbourhood Plan Working Group selected Urban Vision Enterprise CIC (the Liverpool based company) as they provided a viewpoint and expertise which would assist the Town Council in championing the town's needs.

Cllr Taylor proposed to approve the recommendation of appointing Urban Vision Enterprise CIC as the Neighbourhood Planning Consultant; seconded by Cllr Coleby; all in favour.

248.1c Budget of £15,000 to deliver the support programme from May to October (to note it is envisaged this will be recovered by funding) – This is the money which would be paid to the consultant. LTC has not applied for funding yet, but research has been undertaken and it should be possible to secure funding. Regardless of this, the plan needs to be in place and a consultant is required to assist with this. This is an important part of the future of the town and will be a community-driven process.

Cllr Byatt proposed approving the budget of £15,000; seconded by Cllr Carlton; all in favour.

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249. Personnel

249.1 To consider the following personnel matters:

249.1a Appoint the Deputy Clerk as the Data Protection Officer – Cllr Byatt proposed approval of the appointment of the Deputy Clerk as the Data Protection Officer; seconded by Cllr Coleby; all in favour.

249.1b Any issues with regard to data protection – There is a responsibility to ensure that appropriate training is completed. This applies to all staff and Councillors as individuals as well as the Council as a business.

It was also stipulated that any documents received with regard to the Heritage Action Zone are to be treated as confidential as they are commercially sensitive.

249.1c Current position with finance support to the Council – A member of LTC's staff has started an accountancy training course.

The Finance Manager from Norse and RBS have also been offering assistance.

Progress is being made and a Personnel Committee meeting is due to be held in June so the position can be reviewed then, or earlier if necessary.

250. Signing the Kirkley and Pakefield Community Sports and Social Club Ltd Deed of Surrender and lease

All Councillors have received a copy of the briefing, although there has not been the opportunity for it to be reviewed in detail yet.

Cllr Graham proposed referring this to the Implementation and Finance and Governance Committee to scrutinise; seconded by Cllr Knight; all in favour.

251. Any updates following the report of increased crime in Lowestoft

There have been no further updates at present.

252. Any updates for a strategy for dealing with litter in Lowestoft

Cllr Houghton will be making enquiries with Waveney District Council to progress this. It was noted that a lot of waste has already been removed from the Scores.

The Keep Britain Tidy website also has a number of ideas and material which can be displayed. Cllr Barnard will make enquiries about any related cost.

It was suggested that any ideas could be forwarded to Cllr Houghton so a plan can be formulated.

253. Any update with the threatened closure of Lowestoft Records Office

A visit to the Library has been arranged on 1 May to see the Records Office and meet the staff beforehand. An invite has been circulated to all Councillors.

254. Consultations

254.1 Any update with the Informal Electoral Review Consultation – There is no update at present.

255. Other Committee and Governance Matters

255.1 Any changes in the membership of Committees – There has been no changes

256. Written reports from Councillors and any new representative roles

256.1 Report on the Coastal Communities Team

256.2 Report on the Kirkley People's Forum

256.3 Report on the Lowestoft Development Group

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- 256.4 Report on the Transport Steering Group
- 256.5 Report on the Plaisir Twinning Association
- 256.6 Report on the Cefas neighbourhood group
- 256.7 Report on the Lowestoft Transport Infrastructure Partnership
- 256.8 Report on the Lowestoft Railway Partnership
- 256.9 Report on First Light Festival Board
- 256.10 Report on the Lowestoft Museum
- 256.11 Report from the Pre-Consultation Committee for the Lowestoft Records Office Closure
- 256.12 Any other reports and attendance – friends of Kensington gardens group meetings. Reports were submitted and circulated prior to the meeting from Cllr Eastwood, regarding the Lowestoft Transport Infrastructure Partnership, and Cllr Lang, regarding the Plaisir Twinning Association. Appreciation was expressed for those reports. Lowestoft Vision Board is holding a meeting on 5 April. Cllr Taylor has been invited to attend as an observer, or, upon the Council's agreement, can become a representative. Cllr Houghton proposed approving Cllr Taylor as Lowestoft Town Council's representative on the Lowestoft Vision Board; seconded by Cllr Knight; all in favour.

257. Date of the next meeting

8 May 2018 19:30 – Annual Meeting of Lowestoft Town Council

258. Items for the next Agenda

There were no items raised.

259. Resolution to close the meeting to the public

Cllr Coleby proposed to move the meeting into confidential session; seconded by Cllr Knight; all in favour

- 259.1 Matters relating to employment including a recommendation from the Finance and Governance Committee in relation to staff terms and conditions – The increase to the Real Living Wage will affect the staffing budget and will be amended accordingly. One member of staff has just completed their probation period. The probation periods of other members of staff will also be ending shortly. There have been no concerns but any matters arising from the associated reviews will be referred to the Personnel Committee meeting which is being scheduled for June. The Facilities and Contracts Manager has successfully completed his degree, and his IOSH training has been scheduled.

The Deputy Clerk will be requiring appropriate training as the Council have now approved her as the Data Protection Officer.

The Communications and Customer Services Assistant has now begun an accountancy training course.

Cllr Green expressed his appreciation for the staff.

- 259.2 Agreement of office costs and a delegated budget for any legal advice to progress a lease for Hamilton House – This item was already discussed earlier in the meeting.
- 259.3 Whether to sign a deed of novation with Waveney District Council and the Marina Theatre Trust with a delegated budget for any legal advice – An agreement of management of theatre services. Waveney District Council have provided Lowestoft Town Council with a

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revised agreement for 2018/19. They have paid £150,000 covering the period of 2017/18, but this is now due again. Lowestoft Town Council has so far resisted the recharge as it possesses no rights under the agreement and has no position on the Board. There was insufficient time to seek legal advice or for a policy position before 2018/19. This is Waveney District Council's obligation they should have provided the paperwork at an earlier stage if they wished an obligation to pay to arise in 2017/18.

259.4 Options to help sustain the future of the Marina Theatre services and building including extending ownership to the neighbouring 'Zenith' building with a delegated budget for any legal advice – The 'Zenith' building is currently being used as a café. If Councillors wished to purchase the building an application could be submitted for a Public Works Loan. If this were the case, the annual cost of the loan could be deducted from the Theatre's grant, or an additional direct payment could be made by the Trust.

A time limit exists, as the owner would like to sell the building by May.

It was noted that it could be problematic for the two buildings to be subject to separate ownership.

Cllr Byatt proposed an agreement, in principle, pending public consultation, to progress taking on ownership of the 'Zenith' building through Lowestoft Town Council's own fund and a loan; seconded by Cllr Coleby; all in favour.

A public consultation will be arranged, to gain views from the public as to whether this should be progressed. The Secretary of State will also need to be approached for approval for the Council to borrow the necessary funds, should the Council so decide.

Legal advice will also be sought to ensure LTC cannot be compelled to pay the £150,000 sum previously paid by WDC.

An Extraordinary Full Council meeting will be arranged to ensure the process is not delayed.

To begin the process, a discussion was held regarding the amount that Lowestoft Town Council should apply to borrow, and the length of the term.

Cllr Byatt proposed approaching the Secretary of State for approval for Lowestoft Town Council to borrow £200,000 over a period of twenty years; seconded by Cllr Barnard; all in favour.

259.5 Policy positions relating to the Waveney District Council transfer of assets to Lowestoft Town Council (associated schedule) and a delegated budget for any legal advice – This will be considered at the next Full Council meeting.

There was an option with the insurance arrangements to be urgently considered.

The recommendation was for the decision to take out insurance with Zurich Insurance for one year for 2017-18, at a cost of £21,304.27, be replaced by approval to a Long Term

Agreement for three years – extendable by a further two years – with Zurich, at a cost of £19,586.51.

This negates the need to re-negotiate for the coming year and agreement of the three year option would also allow the Council to take out Personal Accident Cover for employees. Key Personnel Insurance can also be included, which would enable substitute staff be drafted in if required.

The core costs would remain the same under the three year option, and the same level of cover (this would also include Terrorism Cover). If Lowestoft Town Council obtains any new assets Zurich will amend the premium accordingly.

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It was queried whether Councillors performing duties expected within their role would be covered. It is thought that sufficient cover is already in place but clarification will be sought. Cllr Graham proposed replacing the current one year insurance cover with Long Term Agreement for three years, and also approval to take out Personal Accident Cover for employees and Key Personnel Insurance; seconded by Cllr Coleby; all in favour.

The Chair closed meeting 22:07

Signed:
8 May 2018