

Lowestoft Town Council
Meeting of the Normanston Park Tenancy Arrangements Sub-Committee
Via Video Meeting
18:00 on 22 March 2021

MINUTES

Video meeting participants: Cllrs Neil Coleby, Jacqueline Hardie and Andy Pearce

Also participating: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

- 1. Appointing the Chair of the Normanston Park Tenancy Arrangements Sub-Committee**
Cllr Pearce proposed Cllr Hardie for the position of Chair of this Sub-Committee; seconded by Cllr Coleby. There were no further nominations. The vote was taken and all Councillors voted in favour.
- 2. Welcome**
Councillors and members of the public were reminded of the right to report and the application of the video meeting protocol, and the meeting was welcomed.
- 3. Apologies for absence**
Apologies were received from Cllr Keith Patience. Cllr Hardie proposed acceptance of the apologies received; seconded by Cllr Coleby; all in favour.
- 4. Declarations of Interests and dispensations**
There were none.
- 5. Advance comments from the public on any matters on this agenda**
There were no comments.
- 6. Sub-Committee arrangements**
 - 6.1 Membership of the Normanston Park Tenancy Arrangements Sub-Committee – Membership of the Sub-Committee was confirmed as Cllrs Neil Coleby, Jacqueline Hardie, Keith Patience and Andy Pearce.
 - 6.2 Appointing the Deputy Chair of the Normanston Park Tenancy Arrangements Sub-Committee – Cllr Pearce advised that he would like to be appointed as Deputy Chair of this Sub-Committee. This was seconded by Cllr Coleby. There were no further nominations. The vote was taken and all Councillors voted in favour.
 - 6.3 Terms of Reference of the Normanston Park Tenancy Arrangements Sub-Committee - Cllr Coleby proposed adoption of the Terms of Reference; seconded by Cllr Pearce; all in favour.
- 7. The draft lease for a tenant and any related building improvements (confidential)**
To be discussed during the confidential session.
- 8. Date of the next meeting**
The date of the next meeting was agreed as 18:00 on Tuesday 6 April.
- 9. Items for the next Agenda and Close**
There were no requests for items to be added to the next agenda.
Cllr Coleby proposed moving the meeting into confidential session; seconded by Cllr Pearce; all in favour. The Chair thanked those who had been viewing the meeting via live stream and the live stream was closed as the meeting went into confidential session. It was confirmed the meeting would end following the confidential session.

Lowestoft Town Council
Meeting of the Normanston Park Tenancy Arrangements Sub-Committee
Via Video Meeting
18:00 on 22 March 2021

10. Resolution to close the meeting to the public:

- 7. The draft lease for a tenant and any related building improvements (confidential) – There was a confidential discussion regarding the draft lease for a tenant and related building improvements. This will be discussed further at the next meeting before any formal recommendations are made.

The Chair closed the meeting 19:00.

Signed:

6 April 2021