

Lowestoft Town Council

Full Council Meeting

Held via Video Meeting

19:30 on 23 February 2021

MINUTES

Video meeting participants: Cllrs Bob Breakspear, Colin Butler, Tara Carlton, Neil Coleby, Tracey Eastwood, Amanda Frost, Alan Green (Mayor), Jacqueline Hardie, Peter Knight, Peter Lang, Paul Page, Graham Parker, Andy Pearce, John Pitts and Alice Taylor

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

164. Welcome and one minute's silence to be observed in respect of the passing of Councillor Sue Barnard

A statement was read at the start of the meeting to mark the passing of Councillor Sue Barnard and a minute's silence was observed.

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.

165. Apologies for absence

Apologies were received from Cllrs Keith Patience and David Youngman. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Knight; all in favour.

166. Declarations of Interests and dispensations

Cllr Lang declared a local non-pecuniary interest in item 171.3.

167. Receipt of any comments and noting that the draft minutes of the meeting on 26 January 2021 will be considered at the next appropriate meeting

The draft minutes were noted.

168. Any advance comments from the public on any matters on this agenda

A comment had been received regarding item 169.2gii, expressing the view that the Cycle Strategy is not ready for adoption by the Town Council yet and still needs to address linked routes, encouraging safe cycling, and balancing cycling provision in the North and South of the town. The Climate Emergency Committee will be considering actions to implement the strategy. A separate comment had been received, enquiring if the Town Council is aware that the Allotments Association cancelled its Annual General Meeting, rather than postpone or hold it virtually. This will be raised with the Allotments Association.

169. Finance

169.1. Receipt of the draft minutes of the meeting on 11 February 2021 – The draft minutes were noted.

169.2. The following recommendations from the Finance and Governance Committee:

169.2a. Renaming the Planning and Environment Committee as the Planning Committee, but retaining the existing Terms of Reference – Cllr Lang proposed approval of this recommendation; seconded by Cllr Pearce. It was clarified that the recommendations as listed in items 169.2a – 169.2f would take effect from the Annual Meeting in May, if approved. Amendments to meeting frequencies could take effect immediately with the agreement of those Committees and Sub-Committees. There are some issues with Terms of Reference which may require amendment in the interim, if the Council is happy to grant an appropriate delegation to do this. Item 173.1a contradicts a recommendation from the Standing Orders and Policies Sub-Committee regarding Committee quorum and will be considered at that agenda item. The vote was taken for Cllr Lang's earlier proposal. Twelve Councillors voted in favour and two Councillors voted against.

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- 169.2b. Renaming the Climate Emergency Committee as the Climate Emergency and Ecological Committee, and for it to remain as a standalone Committee reporting to Full Council –

Cllr Breakspear joined the meeting 19:42

Cllr Lang proposed approval of this recommendation, to take effect from the Annual Meeting in May. It was clarified that this would not change the Committee's Terms of Reference. The proposal was seconded by Cllr Pearce; twelve Councillors voted in favour; one Councillor voted against; two Councillors abstained from the vote.

- 169.2c. Adopting the following meeting arrangements for the Town Council's Committees:

169.2ci For the Assets, Inclusion and Development, Finance and Governance, Climate Emergency and Planning and Environment Committees continue to meet as per their current schedules – It was clarified that the intention of recommendations regarding scheduling are not intended to prevent Committees determining their own arrangements. The Standing Orders state that the Council will determine Terms of Reference and the number and time of ordinary meetings. Some flexibility can be built into the Standing Orders, but Committees and Sub-Committees can review their own Terms of Reference and make recommendations. Individual meetings can still be cancelled or postponed without the need for Full Council approval. Cllr Knight proposed approval of the recommendations as stated in items 169.2ci – 169.2ciii as the minimum these Committees should meet under normal circumstances; seconded by Cllr Pearce; thirteen Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.

169.2cii For the Community Safety Committee to meet every other month

169.2ciii For the Personnel Committee to meet twice a year, with additional meetings as required

- 169.2d. Adopting the following meeting arrangements for the Town Council's Sub-Committees:

169.2di For the Parks and Open Spaces Sub-Committee to continue to meet monthly – Cllr Pearce proposed approval of the recommendations as stated in items 169.2di – 169.2dv as the minimum these Sub-Committees should meet under normal circumstances; seconded by Cllr Knight; twelve Councillors voted in favour; one Councillor voted against; two Councillors abstained from the vote.

169.2dii For the Terms of Reference of the Budget and Loan Sub-Committee to remain the same to allow the flexibility for that Sub-Committee to meet more regularly during the budget setting process, then less frequently through the rest of the year, unless required

169.2diii For the Neighbourhood Development Plan Sub-Committee to meet as and when required

169.2div For the Allotments Sub-Committee to meet once every six months

169.2dv For the rest of the Sub-Committees, such as the Events and Communications Sub-Committee, to meet every other month

- 169.2e. For the Events and Communications Sub-Committee to report to the Assets, Inclusion and Development Committee, rather than the Finance and Governance Committee, but retain its delegated budget – This Sub-Committee used to report to the Assets, Inclusion and Development (AID) Committee, but now reports to the Finance and Governance Committee primarily due to its delegated budget. It was felt that it does however sit more naturally with the AID Committee due to the items it considers. Cllr Pearce proposed approval of the recommendation for the Events and

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Communications Sub-Committee to report to the Assets, Inclusion and Development Committee, rather than the Finance and Governance Committee, but retain its delegated budget; seconded by Cllr Coleby; eleven Councillors voted in favour; two Councillors voted against; two Councillors abstained from the vote.

169.2f. Removing item 6d (“To review the Council’s policies and develop and recommend new policies (i.e. “Youth Engagement”, “Communities Engagement”) and, once approved, enact them) from the Assets, Inclusion and Development Committee’s Terms of Reference, as the responsibility of reviewing the Town Council’s policies is now with the Standing Orders and Policies Sub-Committee – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Pitts; thirteen Councillors voted in favour; two Councillors abstained from the vote.

169.2g. Adopting the following Town Council policies: - Councillors were asked whether they would like to vote on all of the policies in the list as one. There was opposition to adopting the Cycling Strategy as not all of it is relevant to Lowestoft and some comments previously made by Councillors have not been incorporated. The Cycling Strategy is on the agenda the Climate Emergency Committee to consider and all Councillors would be welcome to feed in additional comments in the interim. Cllr Butler proposed deferring a decision on whether to adopt the Cycling Strategy, pending the consideration of the Climate Emergency Committee; seconded by Cllr Hardie; all in favour. It was agreed that the policies as listed would be considered individually.

169.2gi Tree Policy (also supported by the Assets, Inclusion and Development Committee) – It was agreed that any policies adopted at this meeting would take effect immediately. All policies will be reviewed again at the Annual Meeting in May. It is particularly important for this policy as there are other decisions which have been placed on hold pending the review of this policy. The Council has contractual obligations to meet regarding tree maintenance and it is presumed the Council would expect for these to continue to be met. Cllr Hardie proposed adoption of the Tree Policy; seconded by Cllr Coleby; all in favour.

169.2gii Cycling Strategy – It had been agreed earlier to defer this item.

169.2giii Environmental Policy – Cllr Pearce proposed adoption of the Environmental Policy; seconded by Cllr Lang; all in favour.

169.2giv Adverse Weather Policy – Cllr Pearce proposed adoption of the Adverse Weather Policy; seconded by Cllr Hardie; all in favour.

169.2gv Conferring of the Title of Honorary Freemen and Freewomen policy – Amendments have been made to policy to allow the Council to consider applications to award freedom of the town to objects and organisations. It was queried whether the title can be conferred upon an individual posthumously. The Clerk will seek advice on this. Cllr Taylor made a proposal to defer adoption of this policy whilst the Clerk seeks advice. This was seconded by Cllr Lang. Rather than deferring the adoption of the entire policy, it was suggested that the Council could still adopt the policy in its current form, with provision to add in the provision of posthumous awards should the Council wish to and if it is within the Council’s powers to do so. Cllr Taylor amended her proposal to instead adopt the policy as it is, with the provision to make amendments regarding posthumous awarding once research on this has been completed; seconded by Cllr Lang; all in favour.

169.2gvi Grant Awarding Policy, with a recommendation that grant applications be

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considered quarterly rather than twice per year – This would have to take effect from the Annual Meeting in May, as the standard Grant Awarding Policy has been suspended for this civic year in place of the Covid-19 Grant Awarding Policy. This will automatically revert back as of the Annual Meeting. Cllr Pearce proposed adoption of the Grant Awarding Policy and approval of the recommendation to consider applications quarterly rather than twice per year, with effect from the Annual Meeting; seconded by Cllr Lang; fourteen Councillors voted in favour; one Councillor abstained from the vote.

169.2gvii Health and Safety Policy – Cllr Coleby proposed adoption of the Health and Safety Policy; seconded by Cllr Pearce; all in favour.

169.2gviii Heritage Plaques Policy – Cllr Pearce proposed adoption of the Heritage Plaques Policy; seconded by Cllr Hardie; all in favour.

169.2gix Incident Reporting Procedure – Cllr Coleby proposed adoption of the Incident Reporting Procedure; seconded by Cllr Pearce; all in favour.

169.2gx IT, Internet, Social Media and Email Policy – Cllr Pearce proposed adoption of the IT, Internet, Social Media and Email Policy, and that the existing Secure Use of USB Memory Sticks Policy be incorporated into this policy, rather than being retained as a standalone policy; seconded by Cllr Lang; all in favour.

169.2gxi Lone Working Policy and Risk Assessment, with a recommendation that it is reviewed again ahead of the Annual Meeting, particularly with regard to staff working outdoors primarily – Cllr Coleby proposed adoption of the Lone Working Policy and Risk Assessment and approval of the recommendation to review it again before the Annual Meeting, with particular regard to staff primarily working outdoors; seconded by Cllr Lang; all in favour.

169.2gxii Media Policy – Cllr Hardie proposed adoption of the Media Policy; seconded by Cllr Pearce; all in favour.

169.2gxiii Member Officer Protocol – There was a discussion regarding point four of the protocol, which covers party politics and Town Councils. The protocol does not prevent Councillors raising politics on this Council, particularly as some Councillors are elected under party banners. The moratorium period does however have implications for Councillors. This Council has by-elections coming up in May and it is important that Councillors are mindful of the need to not use Council resources in a way which might influence voting. The Council currently has three vacancies which are being advertised. The Police and Crime Commissioner elections are in May. The current Police and Crime Commissioner is speaking at the Annual Assembly, but this platform should not be used to promote one person's campaign. Cllr Frost proposed adoption of the Member Officer Protocol; seconded by Cllr Pearce; all in favour.

169.2h. Any further recommendations from the Standing Orders and Policies Sub-Committee meeting of 17 February 2021 relating to the review of Committee and Sub-Committee structure review – Several recommendations arose from that meeting and it was agreed they should be considered individually. There were some concerns regarding the recommendation that the Deputy Mayor should have automatic membership to Committees and Sub-Committees with full voting rights, as this could change the basic structure of them, particularly those with fewer members. This recommendation was not put forward as a way of making sure meetings are quorate, but to ensure sustainability and depth of knowledge over all meetings should the Mayor be unavailable for any reason. Any Councillor is entitled to join a Committee or Sub-

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Committee if they have concerns regarding disproportionate influence, although they would need to formally apply to join. With regard to recommendation for delegated budgets, the budget is considered by the Budget and Loan Sub-Committee, the Finance and Governance Committee and Full Council, and budgets are set with scrutiny at all levels, with any payments being appropriately reported to the Finance and Governance Committee and Full Council. The specific recommendation to delegate the horticulture budget to the Parks and Open Spaces Sub-Committee is primarily to rationalise the process of purchasing bulbs, which currently passes through several Committees and Sub-Committees and can be a lengthy process. The recommendations are not listed individually on the agenda, which is not duly transparent. The intention had been for all recommendations relating to the review of Committee and Sub-Committee structures and Terms of Reference to be considered at the same time at this meeting, but most of these would not take effect until after the Annual Meeting if approved, so it was agreed to defer this item to March's Full Council meeting and list each recommendation on the agenda individually. Cllr Pearce proposed deferring these recommendations to March's Full Council meeting; seconded by Cllr Coleby; fourteen Councillors voted in favour; one Councillor abstained from the vote.

A five minute comfort break was taken 20:34 and the meeting resumed 20:39

- 169.2i. Appointing seasonal workers (also supported by the Assets, Inclusion and Development Committee) (some aspects may be confidential) - There had previously been discussions regarding a sum of money related to the costs involved. It was clarified that was the total saving the Council made as a result of the reduced term the seasonal workers were appointed for last year, not the actual total cost. The original sum is the one which applies going forward, not reduced figure which is the saving. The current contract presumes that those workers are paid for. This does not necessarily need to be considered annually; only when there is a potential deviation from the contract. Cllr Pearce proposed proceeding with the appointment of seasonal workers under the normal contractual terms; seconded by Cllr Lang; all in favour.
- 169.3. Receipt and consideration of the following:
- 169.3a. The 2020 – 2021 budget position – Provision for a Climate Emergency budget has been agreed for 2021 – 2022, but there is not a specific budget heading for it. It was suggested this could be allocated initially from the Town Hall investment fund, and that fund could be replenished during the year as and when possible as a result of other savings. This will be the first year that the Council has had a dedicated climate emergency budget and a dedicated Town Hall investment fund. The Council does not yet know what expenditure will be necessary for it to achieve carbon neutrality, but this will be guided by a professional assessment. Cllr Pearce proposed using funds from the Town Hall investment fund to create the climate emergency budget; seconded by Cllr Hardie; fourteen Councillors voted in favour; one Councillor abstained from the vote.
- 169.3b. Noting any bank reconciliations – The bank reconciliations have been completed to January 2021. Confirmation is pending from the relevant Councillor that they are happy to sign off January's bank reconciliation.
- 169.3c. Payments, including those made under delegated authority, any Covid-19 grant awards and any for approval, and income and expenditure reports for the month ending 31 January 2021 and February 2021 to date – The income and expenditure reports were received and noted as follows:

January income

Date	Received from	Description	Amount
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4 January 2021	Market Income	Weekly Market Income	£54.50
8 January 2021	East Suffolk Council	Refund for Planning Application	£231
11 January 2021	Market Income	Weekly market Income	£18.50
18 January 2021	Market Income	Weekly Market Income	£30.50
18 January 2021	Groundwork UK	Neighbourhood Plan Grant	£4,354
19 January 2021	Tenant	Rental Income from Tenant	£6,300
20 January 2021	Tenant	Rental Income from Tenant	£6,250
25 January 2021	Market Income	Weekly Market Income	£42.50
25 January 2021	Tenant	Rental Income from Tenant	£213.16

January expenditure

Date	Payment to	Description	Amount
4 January 2021	East Suffolk Council	Pakefield Street PC business rates	£122
4 January 2021	East Suffolk Council	Kensington Gardens PC business rates	£210
4 January 2021	East Suffolk Council	Sparrows Nest bowls pavilion business rates	£110
4 January 2021	East Suffolk Council	Links Road car park business rates	£187
4 January 2021	East Suffolk Council	Triangle Market PC business rates	£117
6 January 2021	Suffolk Pension Fund	Pensions December 2020	£4,438.65
8 January 2021	NPower	Electricity Charges	£352.93
15 January 2021	East Suffolk Norse	Partnership Charge December 2020	£36,525 + £7,305 VAT = £43,830
15 January 2021	East Suffolk Norse	Partnership Charge January 2020	£36,525 + £7,305 VAT = £43,830
15 January 2021	SLCC	Deputy Clerk Membership (half being recharged to Brome and	£289

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		Oakley Parish Council)	
15 January 2021	Disability Advice North East Suffolk	Covid-19 Grant	£1,500
15 January 2021	East Suffolk Council	Membership Contribution to Lowestoft Rising Jan 2021 to Mar 2022	£15,000
15 January 2021	ID Asbestos	Removal of Asbestos Denes Oval	£470 + £94 VAT = £564
18 January 2021	Lloyds Bank	Credit Card Charges	£32.03
18 January 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 January 2021	Public Works Loan Board	Repayment of PWLB Loan	£7,151
19 January 2021	Land Registry	Land Registry Search	£3
21 January 2021	NPower	Electric Charges	£177.76
21 January 2021	HMRC	HMRC December 2020	£4,211.42
22 January 2021	NPower	Electric Charges	£351.67
22 January 2021	NPower	Electric Charges	£74.31
22 January 2021	NPower	Electric Charges	£69.62
22 January 2021	NPower	Electric Charges	£68.80
22 January 2021	NPower	Electric Charges	£378.88
22 January 2021	NPower	Electric Charges	£105.04
22 January 2021	Salaries	Salaries January 2021	£10,273.21
25 January 2021	Gazprom Energy	Town Hall Gas	£45.70
26 January 2021	NPower	Electric Charges	£240.14
26 January 2021	NPower	Electric Charges	£75.12
26 January 2021	NPower	Electric Charges	£74.26
26 January 2021	NPower	Electric Charges	£69.58
26 January 2021	NPower	Electric Charges	£170.55

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February income

Date	Received from	Description	Amount
1 February 2021	Market Income	Weekly Market Income	£42.50
8 February 2021	Market Income	Weekly Market Income	£18.50
15 February 2021	Market Income	Weekly Market Income	£42.50
17 February 2021	East Suffolk Council	S106 for Noticeboards	£2,028
19 February 2021	Tenant	Rental Income from Tenant	£1,562.50
22 February 2021	Market Income	Weekly Market Income	£42.50
22 February 2021	Tenant	Rental Income from Tenant	£213.16
23 February 2021	HMRC	VAT Return Q3 2020-2021	£37,602.12

February expenditure

Date	Payment to	Description	Amount
4 February 2021	Suffolk Pension Fund	Pension January 2021	£4,450.70
9 February 2021	Land Registry	Land Registry Search	£6
12 February 2021	Sandy Lane Nursery	Trees	£108 + £21.60 VAT = £129.60
12 February 2021	Trevor Brown	Internal Audit	£250
12 February 2021	Archant	Lowestoft Journal Adverts	£85 + £17 VAT = £102
12 February 2021	Rialtas	Finance Software	£59 + £11.80 VAT = £70.80
12 February 2021	O.A. Chapman & Son Ltd	RICS valuation surveys for Asset Register	£4,750 + £950 VAT = £5,700
12 February 2021	Nicholsons Solicitors	Legal Advice	£495 + £99 VAT = £594
12 February 2021	Nicholsons Solicitors	Legal Advice	£1079.40 + £209.88 VAT = £1,289.28
12 February 2021	Joshua Freemantle	HMD Video	£175
12 February 2021	Abrehart Ecology Ltd	Ecological and Biodiversity Pond Surveys	£1,863 + £372.60 VAT = £2,235.60

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12 February 2021	Moss King	Town Hall Business Plan Development Project (to be paid for using AHF grant)	£9,140
12 February 2021	Anglian Water	Normanston Water	£127.01
12 February 2021	East Coast Community Healthcare	Replacement Laptop	£675.75 + £135.15 VAT = £810.90
12 February 2021	Ricoh	Printer Hire	£252.82 + £50.57 = £303.39
12 February 2021	Nick Walker Thatching	Belle Vue Park Lodge Repairs	£950
12 February 2021	East Point Business Services	IT Service Charge 01/10/2018 to 30/09/2019	£12,924.00 + £2,584.80 VAT = £15,508.80
12 February 2021	East Point Business Services	IT Service Charge 01/10/2019 to 30/09/2020	£12,924.00 + £2,584.80 VAT = £15,508.80
12 February 2021	East Point Business Services	IT Service Charge 01/10/2020 to 31/12/2020	£3,231.00 + £646.20 VAT = £3,877.20
12 February 2021	East Point Business Services	IT Service Charge 01/01/2021 to 31/03/2021	£3,231.00 + £646.20 VAT = £3,877.20
15 February 2021	Gazprom Energy	Town Hall Gas	£45.70
16 February 2021	Lloyds Bank	Credit Card Charges	£20.39
18 February 2021	NPower	Electricity Charges	£226.67
18 February 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 February 2021	NPower	Electricity Charges	£698.54
19 February 2021	HMRC	PAYE January 2021	£4,228.61
22 February 2021	NPower	Electricity Charges	£122.62
23 February 2021	Salaries	Salaries February 2021	£10,273.21

169.3d. The Second Interim Internal Audit Report 2020 – 2021 and the Responsible Financial Officer's Action Plan – Thanks were offered to the Internal Auditor and to the Clerk and Finance Assistant for their work in preparing for the audit. It was queried whether the outstanding invoices identified at point 9.5 of the Internal Audit Report have now

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been settled. Additionally, with the points raised regarding the Council's reserves position at 5.10 and 5.11 in the report, it was suggested that the Council could resolve to build in targets to achieve its aspirational reserves position when it moves to a five-year budgeting plan later this year. Not all invoices have been paid yet, but all of the recommendations made in the report are in hand. Software has been secured at no additional cost to assist with debtor management. Cllr Pearce proposed adopting the Second Interim Internal Audit Report 2020 - 2021 and recommendations made therein, and building a structured plan into the Town Council's five year plan, starting this year, to attain the reserves positions as stated in points 5.10 and 5.11; seconded by Cllr Coleby; all in favour.

- 169.4. The appointment of an Internal Auditor for 2021 – 2022 – The current Internal Auditor is only prepared to commit to one further year at this stage. Cllr Green proposed appointing the current Internal Auditor for 2021 – 2022 and for the Clerk to make appropriate arrangements to find a new Internal Auditor for the future; seconded by Cllr Pearce; all in favour.
- 169.5. Insurance arrangements – This is underway. The Clerk has started making enquiries and is confident that the Council will have good arrangements in place. This will be carried forward to the next Full Council meeting and will be considered by the Finance and Governance Committee also.
- 169.6. The agreement with the Marina Theatre Trust for the management of Theatre services (confidential) – To be discussed during the confidential session.

170. Governance

- 170.1. Actions by the Town Council in response to the Covid-19 pandemic – The Markets Working Group met recently but is having to review the recent roadmap decisions and how these fit with plans, such as reopening the Triangle Market. Officers have also been reviewing how the announcement affects the Council's other services and provision of assets, and are doing as the Council would expect. Any issues will be brought back to the Council for consideration. Further announcements and their implications will be carefully monitored, including the return to face-to-face meetings. There has been no influx of grant application, and the Council is still liaising with other bodies regarding offering support to the vulnerable, etc.

171. Assets, Inclusion and Development

- 171.1. Receipt of the draft minutes of the meeting on 1 February 2021 – The draft minutes were noted.
- 171.2. The following recommendations from the AID Committee:
- 171.2a. Not reinstating the pedestrian gate removed from the footpath alongside The Ravine (also supported by the Climate Emergency Committee) – Advice had been received from East Suffolk Council that although removal of the gate does not require planning permission, if it is an historical feature of the area it would be unfortunate to lose it altogether. The Town Council appreciated the views of East Suffolk Council, but it was discussed whether a pedestrian gate should be maintained at one end of the path but not the other.

Cllr Eastwood temporarily left the meeting 20:53

Cllr Lang proposed to not reinstate the gate at the footpath alongside The Ravine; seconded by Cllr Butler. It was suggested that the AID Committee could look into whether the gate could be refurbished and used elsewhere. The vote was taken on Cllr Lang's proposal; eleven Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote. Cllr Coleby proposed investigating the cost of restoring the gate and using it elsewhere in Belle Vue Park; seconded by Cllr Green; twelve Councillors voted in favour; two Councillors voted against.

- 171.2b. Adopting the Friends Groups Policy and appendices as amended – Cllr Coleby proposed adopting the Friends Groups Policy and appendices as amended; seconded

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by Cllr Pearce; all in favour.

- 171.2c. Adopting the report on information boards and/or signage for the Town Council's parks as a working document – Cllr Pearce proposed adopting the report as a working document; seconded by Cllr Coleby. If adopted, the Council is agreeing that these principles should be taken forward, and will be taken to the relevant Committees to progress. Some detail still needs to be considered, and the Finance and Governance Committee will need to consider the cost, but the recommendation is that this document should form the basis of those considerations. The vote was taken and eleven Councillors voted in favour; one Councillor voted against and two Councillors abstained from the vote.
- 171.2d. Prioritising the Sparrows Nest play area for refurbishment in 2021 – 2022, and make improvements to the St Margaret's Plain and Britten Road play areas – This has been considered by other Committees and Sub-Committees. Cllr Pearce proposed prioritising the Sparrows Nest play area for refurbishment in 2021 – 2022 and making improvements to the St Margaret's Plain and Britten Road play areas; seconded by Cllr Knight; all in favour.
- 171.2e. Approving the request to install 'Happy to Chat' signs in Kensington Gardens and Fen Park, so long as they are not attached to existing memorial benches – The request was made by the Kirkley People's Forum and the AID Committee agreed it would be a good idea. The Friends of Fen Park are also supportive of the idea. Cllr Coleby proposed approving the request to install 'Happy to Chat' signs in Kensington Gardens and Fen Park, so long as they are not attached to existing memorial benches; all in favour.
- 171.3. The loan agreement for the Lowestoft Collection (confidential) – To be discussed during the confidential session.

172. Planning and Environment

- 172.1. Receipt of the draft minutes of the meetings on 26 January 2021 and 9 February 2021 – The draft minutes were noted.
- 172.2. A request from Cllr Lang to join the Planning and Environment Committee – Cllr Green proposed approving the request for Cllr Lang to join the Planning and Environment Committee; seconded by Cllr Knight; all in favour.

173. Community Safety

- 173.1. The following recommendations from the Community Safety Committee:
- 173.1a. Amending the Terms of Reference so that Committee membership is no less than six Councillors (currently seven), with a quorum of three Councillors (currently four) and an addition to the Committee's responsibilities to progress the Town Council's health emergency declaration – It was suggested that the recommendation regarding reduction of the quorum should be removed as this has now been superseded by the recommendation from the Standing Orders and Policies Sub-Committee which will be considered in March. No one Committee is currently responsible for overseeing the monitoring and implementation of the Council's health emergency declaration, and the recommendation is that this Committee does. It was queried whether Committees should be required to have a minimum number of members at all, as long as they have a specified quorum. Most of the Committees' Terms of Reference contain this provision to encourage membership and a wider diversity of views. Including this provision would however mean that a Committee could not meet if it is not fulfilling this requirement. Cllr Pearce proposed amending the Community Safety Committee's Terms of Reference so that Committee membership is no less than six, and an addition to the Committee's responsibilities to progress and oversee the Town Council's health emergency declaration. The Committee's quorum should remain at four, in line with the recommendation arising from the Standing Orders and Policies Sub-Committee;

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seconded by Cllr Green; eleven Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote.

Cllr Eastwood returned 21:10

174. Representative Roles

- 174.1. Appointing a representative and a substitute representative to the Cultural Leadership Group – Cllr Taylor volunteered to be the representative. Cllr Hardie volunteered to be the substitute. There were no further nominations. Cllr Pearce seconded Cllr Taylor as the representative and Cllr Hardie as the substitute; all in favour.
- 174.2. Appointing a representative to the East Suffolk Community Partnership – Cllr Pearce volunteered to be the representative. Cllr Lang volunteered to be the substitute. There were no further nominations. Cllr Green seconded Cllr Pearce as the representative and Cllr Lang as the substitute; fourteen Councillors voted in favour; one Councillor voted against.
- 174.3. Appointing a representative to the Sunrise Coast Heritage Guild – Cllr Taylor is a member of this group in a different capacity. The group rarely meets, and mostly shares information between museums, promotes heritage and provides a networking service. Cllr Hardie proposed Cllr Lang as the Town Council's representative; seconded by Cllr Green; all in favour.
- 174.4. Appointing a representative and a substitute representative to the London Road Lowestoft High Street Heritage Action Zone – Cllr Hardie proposed Cllr Knight as the representative. Cllr Knight proposed Cllr Hardie as the substitute representative. All Councillors voted in favour to appoint Cllr Knight as the representative and Cllr Hardie as the substitute.
- 174.5. Appointing a representative and a substitute to the High Street Heritage Action Zone and Seafront Masterplan – Items 174.4 and 174.5 have caused some confusion. It is understood that 174.4 is the South Lowestoft Heritage Action Zone and 174.5 is the masterplan covering the southern stretch of the town. The use of the term 'High Street' in the names is causing confusion. This is intended as a generic term but Lowestoft has a specific High Street. It is understood the two groups will cover a lot of the same territory so the Council may wish to appoint the same representatives or ensure some level of crossover. The same consultant who is working on this will also be involved with the Scores project, including the Triangle Market. Cllr Pearce would like to propose Cllr Butler for the position. Cllr Butler would prefer to be considered as the representative to the Lowestoft Place Board (item 174.7). Cllrs Knight and Hardie advised they would be happy to be the representative and substitute to the High Street Heritage Action Zone and Seafront Masterplan and all Councillors voted in favour of this.
- 174.6. Appointing a representative and a substitute representative to the Pakefield Coast Protection Steering Group (monthly meetings, next meeting date is Monday 1 March at 10:00) – Cllr Hardie proposed Cllr Green as the Town Council's representative. Cllr Breakspear volunteered to be the substitute. Cllr Pearce seconded Cllr Green as the representative and Cllr Breakspear as the substitute; all in favour.
- 174.7. Appointing a representative to the Lowestoft Place Board – Cllr Frost proposed Cllr Butler as the Town Council's representative; seconded by Cllr Lang; all in favour.
- 174.8. Receiving and noting Cllr Patience's report from the Lowestoft Flood Risk Management Strategic Steering Group meeting – The report had been circulated and was noted. Cllr Green was supposed to attend a meeting this morning as substitute but was unable to join the meeting.
- 174.9. Receiving and noting Cllr Frost's report from the Gull Wing Stakeholder Group meeting – The report had been circulated and was noted.

175. Date of next meeting

23 March 2021 19:30

Lowestoft Town Council

Full Council Meeting

Held via Video Meeting

19:30 on 23 February 2021

176. Items for the next agenda and close

It was requested that provision be made on the next agenda to receive an update on the review panel which was set up to look at a public complaint. As discussed earlier in the meeting, it was requested that an item be added to look at the Acquisitions and Disposal Policy with regard to the Lowestoft Collection, and in particular some specific items which have been mentioned. Generally the Council will need to consider its policy with regard to items of the Lowestoft Collection.

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

177. Resolution to close the meeting to the public:

177.1. Any legal matters, including those above as required:

169.6. The agreement with the Marina Theatre Trust for the management of Theatre services (confidential) – There was a confidential discussion. Cllr Coleby made a confidential proposal; seconded by Cllr Pearce; all in favour. Cllr Pearce made a confidential proposal; seconded by Cllr Coleby; all in favour.

171.3. The loan agreement for the Lowestoft Collection (confidential) – There was a confidential discussion.

Cllr Frost left the meeting 21:40

A confidential vote took place and thirteen Councillors voted in favour; one Councillor voted against.

The meeting was closed 21:43

Signed:

23 March 2021