**MINUTES**

**Present:** Cllrs Nasima Begum, Robert Breakspear, Wendy Brooks, Colin Butler, Janet Craig, Alan Green (Mayor), Jen Jones, Peter Lang, David LeGrice, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts and Elise Youngman

**In attendance:** Shona Bendix (Clerk) and Lauren Elliott (Project and Committee Clerk)

**Public:** There were five members of the public in attendance (in person)

# Welcome

The fire evacuation procedure and publicright to report were explained, and the meeting was welcomed. Cllr Green advised the Mayor of Plaisir had gifted a medallion to the people of Lowestoft and would like consideration to be given to its addition on the Asset Register and to the Town Council displaying it prominently. Cllr Green queried the inclusion of item 59.3c, given the decision of the Council at the previous Full Council meeting. The Clerk explained that although the Council should not usually revisit decisions within six months of them being made, it is able to do so upon the recommendation of one of its Committees (the Finance and Governance Committee in this case). Cllr Pearce wished to make Council aware that the Committee was not asking the Council to change its decision, but to consider its position in light of the £100,000 grant funding it would be losing.

# Apologies for absence

Apologies were received from Cllrs Sonia Barker, Amanda Frost, Peter Knight, Christian Newsome and Alice Taylor. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Brooks; all in favour.

# Declarations of Interests and dispensations

Cllrs Craig and Patience declared they are East Suffolk Councillors. Cllr Pearce declared a local non-pecuniary interest in items 65.3 and 65.6. Regarding the Denes Oval, Cllr Pearce declared he is Chair of the Gunton Residents’ Association, although the Association itself has no specific interest in matters relating to the Denes Oval. Cllr Butler declared a local non-pecuniary interest in item 61.2a. Cllr Lang declared a pecuniary interest in item 59.14. Cllr Green declared a local non-pecuniary interest in items 65.1 and 65.2. Regarding matters relating to the Marina Theatre, Cllr Brooks declared she had been appointed as a Town Council representative to attend the Quarterly Management meetings. Cllr Parker declared a local non-pecuniary interest in item 61.2a.

# The draft minutes and appended confidential notes of the meeting on 28 June 2022

Cllr Pearce requested an amendment to the confidential notes, changing ‘would’ to ‘could’ with reference to a comment Cllr Pearce had made regarding the estimated cost of a possible statue. Cllr Patience requested inclusion of the minutes in the agenda, in a similar way to that of East Suffolk Council. The Clerk advised that officers have been looking into a new system which should improve the way agendas and associated documents are presented. Cllr Brooks proposed approval of the minutes and confidential notes, with the amendment requested by Cllr Pearce; seconded by Cllr Pearce; all in favour. In response to a question from Cllr Patience, the Project and Committee Clerk confirmed the previous decision regarding item 59.3c had been relayed to the Lawn Tennis Association, who had advised that the £100,000 of funding offered for the Normanston Park tennis courts was not transferrable to another site, but separate funding had been offered for works required to the Kensington Gardens tennis courts. Cllr Brooks advised there had never been a decision to resurface the Normanston Park courts to a hard surface. Cllr Pearce advised the cost of reinstating the all-weather surface following the resurfacing would fall to the Town Council.

# Public forum

The Clerk confirmed no members of the public were in attendance via Zoom webinar. The Chair of the Waveney Fifty Plus Tennis Club was in attendance in person and advised the Club were not fully aware of the proposals the Council were considering, but would support re-surfacing of the sub-layer, subject to replacement of the all-weather surface. A second member of the public supported these comments and advised the current surface supports year-round play. Cllr Green advised item 59.3c would be brought forward for consideration at this point in the meeting.

# 59.3c. Reviewing and, if necessary, reaffirming the decision at the previous meeting to decline grant funding from the Lawn Tennis Association towards resurfacing the Normanston Park tennis courts

Cllr Brooks spoke to endorse the comments from the members of the public and reiterated there had been no decision to resurface the courts with a hard surface only. Cllr Pearce understood the Lawn Tennis Association had advised the Racket Sports Academy that their inspections had identified a need to entirely reconstruct one of the courts and resurface the others, for which £100,000 of funding had been offered to the Town Council. The cost of removing the all-weather surfacing and replacing it afterwards would fall to the Town Council. Cllr Pearce proposed deferring a decision until the Council has received confirmation of the costs it will need to cover and its liability.

*Cllr Pitts arrived 18:55*

Cllr Patience queried whether the offer of grant funding is subject to a time limit and this will need to be clarified. Cllr Lang advised he would be prepared to support this only on the basis of reinstatement of the all-weather surface following the re-surfacing works. Cllr Begum suggested a meeting between the Lawn Tennis Association and regular users of the Normanston Park tennis courts would be beneficial once further information is known. Cllr Brooks seconded Cllr Pearce’s proposal. Thirteen Councillors voted in favour and two Councillors voted against.

# Finance

## The draft minutes of the meeting on 11 July 2022 – The draft minutes were received and noted.

## A request from Cllr Patience to join the Finance and Governance Committee – Cllr Pearce proposed approval of this request; seconded by Cllr Begum; all in favour.

## The following recommendations from the Finance and Governance Committee:

### Seeking additional members for the Budget and Loan Sub-Committee, noting the availability of financial awareness training via Suffolk Association of Local Councils – The current members of the Sub-Committee spoke of its importance and encouraged more Councillors to join. Cllr Brooks gave information about the financial awareness training, which any Councillor can request to join. In response to a query from Cllr Patience, Cllr Pearce advised that meetings become more frequent during the budget setting period, but are arranged according to the convenience of Sub-Committee members and supporting officers.

### Adopting the following policies:- Cllr Green suggested adoption of all the listed policies. Cllr Begum queried whether the Conferring of the Title of Honorary Freemen and Freewomen Policy and Conferring of the Title of Honorary Freemen and Freewomen (Post Award) Policy could be amended to gender neutral terminology, in line with other Town Council policies. The Clerk advised the terminology in these policies is governed by legislation, but the Council could however use its preferred terminology, with an asterisk to explain what is defined in law. Cllr Pearce proposed adoption of the policies listed in items 59.3bi – 59.3bviii, with amendments to the terminology used in the policies at items 59.3bvi and 59.3bvii and an asterisk with an explanation, and a delegation to officers to determine the wording; seconded by Cllr Brooks; all in favour.

#### 59.3bi. Acquisitions and Disposal Policy, as amended

#### 59.3bii. Adverse Weather Policy, as amended

#### 59.3biii. Anti-Harassment and Bullying Policy, as amended

#### 59.3biv. Appraisals Guidance, as amended

#### 59.3bv. Complaints Procedure, as amended

#### 59.3bvi. Conferring of the Title of Honorary Freemen and Freewomen

#### 59.3bvii. Conferring of the Title of Honorary Freemen and Freewomen (Post Award)

#### 59.3bviii. Community Engagement Policy

### Reviewing and, if necessary, reaffirming the decision at the previous meeting to decline grant funding from the Lawn Tennis Association towards resurfacing the Normanston Park tennis courts – This item was considered earlier in the meeting.

## Progressing the installation of floodlights at the Denes Oval tennis courts, within a maximum budget of £53,732 – Cllr Pearce advised the Lowestoft Town Tennis Club would be able to contribute approximately £8,000 and the Council has previously agreed a maximum budget of £80,000 to support the Club’s proposals to improve the facilities. The Club has shared its evaluation process for contractor selection. Cllr Pearce proposed approval of the maximum budget. Cllr Patience proposed an amendment to refer this matter to the Finance and Governance Committee for further consideration; seconded by Cllr Parker, who would like the Committee to take the cost of living crisis and the impact of inflation of the Town Council’s budget into consideration. Cllr Brooks advised that the Council had already set a budget for improvement works to the Denes Oval to provide better facilities to the public. Cllr Pearce supported this and advised the floodlights are part of a wider upgrade of the site, which will in time include the perimeter wall and gates. The Council has also been working with the Cricket Club. Cllr Lang would like to see the perimeter wall given priority. The Clerk advised that the cost of the floodlights and the previously approved third electronic gate would cost account for £60,000 of the budget, before consideration has been given to resurfacing the two courts which are currently out of use. A vote was taken on Cllr Patience’s amendment. Eight Councillors voted in favour, which was a majority of the fifteen present. This therefore became the substantive motion and the vote was taken. Eight Councillors voted in favour; four Councillors voted against; three Councillors abstained from the vote.

## Finalising any procurement or governance arrangements relating to the Lowestoft Town Tennis Club capital works at the Denes Oval – The Clerk advised that the previous item will be referred back to Full Council following its consideration by the Finance and Governance Committee, at which stage this item can also be considered.

## Receipt and consideration of the following:

### 2022 – 2023 budget position – Cllr Pearce proposed approval of the current budget position; seconded by Cllr Lang; all in favour.

### Any bank reconciliations – The Clerk confirmed April and May’s had been checked and signed by one of the Councillor bank reconciliation signatory and June’s was ready for checking by the other Councillor bank reconciliation signatory.

*Four members of the public left the meeting 19:24*

*The Clerk temporarily left the meeting 19:24*

### Payments and income for the month ending 30 June 2022 and July 2022 to date (see schedules) – Cllr Pearce proposed approval of the income and expenditure reports as follows; seconded by Cllr Begum; all in favour:

Table June and July Expenditure

| **Date** | **Payment to** | **Description** | **Amount** |
| --- | --- | --- | --- |
| 1 June 2022 | East Suffolk Council | Sparrows Nest Bowls Club NNDR June | £110 |
| 1 June 2022 | East Suffolk Council | Links Road Car Park NNDR June | £187 |
| 1 June 2022 | East Suffolk Council | Hamilton House NNDR June | £948 |
| 1 June 2022 | Gearhire Sound and Light | Meeting Amplification | £400 + £80 VAT = £480 |
| 1 June 2022 | SCC Pension Fund | Pensions May 2022 | £6,399.61 |
| 6 June 2022 | Northumbrian Water | Legionella Monitoring and Maintenance | £593.97 + £118.79 VAT = £712.76 |
| 6 June 2022 | John Mallett | Peter Pan Statue Instalment 1 of 2 | £1,000 |
| 6 June 2022 | A J Builders | Sparrows Nest Bandstand Timber | £2,800 + £560 VAT = £3,360 |
| 6 June 2022 | A J Builders | Sparrows Nest Concrete | £3,295 + £659 VAT = £3,954 |
| 6 June 2022 | Hestia | Sparrows Nest Beacon Testing | £100 + £20 VAT = £120 |
| 6 June 2022 | A J Builders | Denes Oval Driveway | £9,900 + £1,980 VAT = £11,880 |
| 9 June 2022 | Chris Meek | Office Supplies Reimbursement | £14.09 |
| 9 June 2022 | Trevor Brown | Internal Audit 2021-22 Year End | £450 |
| 9 June 2022 | East Coast Heating | Town Hall Gas Pipe Removal | £1,600 + £320 VAT = £1,920 |
| 9 June 2022 | Wave | Kensington Gardens Water Oct21 – Apr22 | £2,361.05 + £362.01 VAT = £2,723.06 |
| 9 June 2022 | Shona Bendix | Jubilee Expense Reimbursement | £11 |
| 9 June 2022 | East Coast Sinfonietta | Jubilee Event Attendance | £300 |
| 9 June 2022 | Vibettes | Jubilee Event Attendance | £220 |
| 9 June 2022 | Shona Bendix | Mileage and Parking Reimbursement | £44.46 + £3.60 VAT = £48.06 |
| 9 June 2022 | HL Perfitt | David Parr Plaque | £1,350 + £270 VAT = £1,620 |
| 9 June 2022 | Paul Connew | Mileage and Parking Reimbursement | £79.30 |
| 9 June 2022 | Gearhire Sound and Light | Jubilee Sound System | £531 + 106.20 VAT = £637.20 |
| 10 June 2022 | C&C Consulting | Health and Safety Support | £735 + £147 VAT = £882 |
| 15 June 2022 | Lowestoft Cricket Club | Lowestoft Cricket Club Sponsorship | £4,000 |
| 17 June 2022 | Lauren Elliott | Travel and Parking Reimbursement | £11.08 + £0.66 VAT = £11.74 |
| 17 June 2022 | Alan Green | Mayoral Travel Reimbursement | £48.60 |
| 17 June 2022 | Broadland Security Alarms | Town Hall Fire Extinguishers Replacements | £225 + £45 VAT = £270 |
| 20 June 2022 | Lloyds Bank | Credit Card Purchases | £1,500.14 |
| 20 June 2022 | Need2Store Ltd | Civic Artefact Storage | £200 + £40 VAT = £240 |
| 20 June 2022 | HMRC | HMRC May 2022 | £6,511.98 |
| 22 June 2022 | NPower | Triangle Market Electricity Charges | £258.37 + £12.92 VAT = £271.29 |
| 22 June 2022 | Paul Connew | Reimbursement Key Cutting | £10.50 |
| 22 June 2022 | MTF Enterprises | Town Hall Bike | £1,765.83 + £353.17 VAT = £2,119.00 |
| 22 June 2022 | SLCC | 13th Edition Local Council Administration Book | £141.80 |
| 22 June 2022 | St Johns Ambulance | Jubilee Event First Aid | £264 + £52.80 VAT = £316.80 |
| 22 June 2022 | AJ Builders | Britton Road Planting and Fencing | £3,300 + £660 VAT = £3,960 |
| 22 June 2022 | PPL PRS | Whitton Hall Music Licence | £251.80 + £50.36 VAT = £302.16 |
| 22 June 2022 | Rialtas | Year End Closedown | £600 + £120 VAT = £720 |
| 22 June 2022 | EPBS | HH Service Charge Q2 | £8,312.25 + £1,662.45 VAT = £9,974.70 |
| 22 June 2022 | EPBS | IT Support Q2 | £3,231 + £646.20 VAT = £3,877.20 |
| 22 June 2022 | EPBS | HH Rent Q2 | £3,675 + £735 VAT = £4,410 |
| 22 June 2022 | EPBS | HH Capital Repayment Q2 | £3,357.40 + £671.48 VAT = £4,028.88 |
| 22 June 2022 | MossKing Associates | Town Hall Development Phase Project May 22 | £4,948 |
| 22 June 2022 | Northumbrian Water | Legionella Support | £593.97 + £118.79 VAT = £712.76 |
| 22 June 2022 | BBC Fire Security | Town Hall Works | £970 + £194 VAT = £1,164 |
| 23 June 2022 | NPower | Kensington Gardens Electric | £93.69 + £4.68 VAT = £98.37 |
| 23 June 2022 | NPower | Lowestoft Cemetery PC Electric | £129.62 + £6.48 VAT =£136.10 |
| 23 June 2022 | NPower | Kensington Gardens Electric | £163.47 + £8.17 VAT =£171.64 |
| 23 June 2022 | NPower | Normanston Park Electric | £165.05 + £8.25 VAT = £173.30 |
| 23 June 2022 | NPower | Denes Oval Electric | £545.84 + £27.29 VAT = £573.13 |
| 23 June 2022 | NPower | Pakefield St PC Electric | £151.48 + £7.57 VAT = £159.05 |
| 23 June 2022 | British Gas | Whitton Hall Gas | £122.10 |
| 23 June 2022 | Salaries | Salaries June 2022 | £16,341.90 |
| 23 June 2022 | Alan Green | Mayoral Travel Reimbursement | £45.95 |
| 23 June 2022 | Alan Green | Mayoral Travel Reimbursement | £23.40 |
| 27 June 2022 | Lauren Elliott | Travel Reimbursement | £16.50 |
| 27 June 2022 | YMCA Trinity Group | Allotments Grant | £2,974.31 |
| 27 June 2022 | Sarah Foote | Mileage and Wifi Reimbursement | £68.80 |
| 28 June 2022 | Eon | Whitton Hall Electric | £97.80 |
| 28 June 2022 | C&C Consulting | Health and Safety Support | £59.40 |
| 28 June 2022 | Anglian Water | Pakefield St PC Water 1/1/21 to 30/6/21 | £1,706.50 + £166.84 VAT = £1,873.34 |
| 29 June 2022 | John Mallett | Peter Pan Statue 2nd Instalment | £1,000 |
| 29 June 2022 | East Suffolk Norse | Waste Bin Collections | £643.76 + £128.75 VAT = £772.51 |
| 29 June 2022 | Kompan | Whitton Green Gym Equipment | £49,030.24 + £9,806.04 VAT = £58,836.28 |
| 29 June 2022 | AJ Builders | GELP Fencing Repair | £1,920 + £384 VAT = £2,304 |
| 29 June 2022 | AJ Builders | Belle Vue Park Repairs | £82 + £16.40 VAT = £98.40 |
| 30 June 2022 | Unity Trust Bank | Service Charge | £64.65 |
| 1 July 2022 | NPower | Electricity Charge | £1,646.27 |
| 1 July 2022 | East Suffolk Council | Sparrows Nest Bowls Club NNDR July | £110 |
| 1 July 2022 | East Suffolk Council | Links Road Car Park NNDR July | £187 |
| 1 July 2022 | East Suffolk Council | Hamilton House NNDR July | £948 |
| 1 July 2022 | Paul Connew | Mileage Reimbursement | £54 |
| 1 July 2022 | Odd Bods | Roof and Gutter Cleaning | £4,365.84 + £873.16 VAT = £5,239 |
| 1 July 2022 | Lauren Elliott | Mileage Reimbursement | £10.75 |
| 4 July 2022 | Gazprom | Town Hall Standing Charge | £62.42 |
| 4 July 2022 | SALC | SALC Membership | £3,009.50 |
| 4 July 2022 | Keable and Flowers | Jubilee Event Buffet | £330 |
| 5 July 2022 | SCC Pensions | Pensions June 2022 | £6,965.63 |
| 7 July 2022 | David Ogilvie | Holocaust Memorial Lecterns | £1,493 + £298.60 VAT = £1,791.60 |
| 11 July 2022 | C&C Consulting | Health and Safety Support | £735 + £147 VAT = £882 |
| 11 July 2022 | Jonny Hawes | Reimbursement for Parking, Travel and Equipment | £91.17 + £4.23 VAT = £95.40 |
| 11 July 2022 | Lauren Elliott | Reimbursement for Parking and Travel | £20.97 + £2.68 VAT = £23.65 |
| 11 July 2022 | Gearhire Sound and Lighting | June Full Council Meeting Amplification | £400 + £80 VAT = £480 |
| 11 July 2022 | Nicholsons Solicitors | Property Legal Advice | £1,944.80 + £388.96 VAT = £2,333.76 |
| 11 July 2022 | AJ Builders | Normanston Park Soakaway Works | £2,994 + £5,98.80 VAT = £3,592.80 |
| 11 July 2022 | AJ Builders | Kensington Gardens Retaining Wall Works | £4,050 + £810 VAT = £4,860 |
| 11 July 2022 | AJ Builders | Belle Vue Park Cottage Repairs | £160 + £32 VAT = £192 |
| 11 July 2022 | AJ Builders | Britten Road and Nightingale Watering and Mulch | £1,747 + £3,49.40 VAT = £2,096.40 |
| 11 July 2022 | East Suffolk Norse | Sparrows Nest Drain Works | £177.10 + £35.42 VAT = £212.52 |
| 11 July 2022 | Marina Theatre Trust | MTT Management Fee Q2 | £37,500 + £7,500 VAT = £45,000 |
| 11 July 2022 | Mathews Promotional Products Ltd | 500x Flags for Jubilee Event | £215 + £43 VAT = £258 |
| 11 July 2022 | Seletar Signs | Health and Safety Signage | £215 + £43 VAT = £258 |
| 11 July 2022 | East Suffolk Norse | Whitton Hall Cleaning May 2022 | £120 + £24 VAT = £144 |
| 11 July 2022 | East Suffolk Norse | Whitton Hall Cleaning June 2022 | £120 + £24 VAT = £144 |
| 12 July 2022 | Anglian Water | Denes Oval Sewerage | £941.65 |
| 13 July 2022 | AJ Builders | Town Hall Ground Clearance | £1,239 + £247.80 VAT = £1,486.80 |
| 13 July 2022 | Taverham Conservatories | Normanston Park Conservatory Phase 1 Payment | £6,378.33 + £1,275.67 VAT = £7,650 |
| 13 July 2022 | Nicholsons Solicitors | North Denes Legal Advice | £2,431 + £486.20 VAT = £2,917.20 |
| 13 July 2022 | BSA Security | Town Hall Works | £205 + £41 VAT = £246 |
| 13 July 2022 | NNB Company | 6x Wheelchair Picnic Benches | £2,850 + £570 VAT = £3,420 |
| 13 July 2022 | NNB Company | 19x Picnic Tables and 13x Concrete Pads | £7,759.30 + £1,551.86 VAT = £9,311.16 |
| 13 July 2022 | NNB Company | 13x Benches | £6,695 + £1,339 VAT = £8,034 |
| 13 July 2022 | SLCC | Project and Committee Clerk SLCC Membership | £215 |
| 14 July 2022 | SLCC | Deputy Clerk Community Governance Level 5 | £1,575 |
| 14 July 2022 | Friends of Kensington Gardens | Mulch Reimbursement | £80 |
| 14 July 2022 | SLCC | Refund for Book | -£141.80 |
| 15 July 2022 | Anglian Water | Denes Oval Water | £893.99 + £178.80 VAT = £1,072.79 |
| 15 July 2022 | Restoration Trust | John Durrant Grant | £71.94 |
| 15 July 2022 | Alpha Roofing Services Ltd | Whitton Hall Roof Works | £766 + £153.20 VAT = £919.20 |
| 15 July 2022 | MossKing Associates Ltd | Town Hall Development Phase Project May 2022 | £2,595 |
| 15 July 2022 | East Suffolk Norse | Partnership Charge June 2022 | £38,118 + £7,623.60 VAT = £45,741.60 |
| 15 July 2022 | East Suffolk Norse | Partnership Charge July 2022 | £38,268 + £7,653.60 VAT = £45,921.60 |
| 15 July 2022 | East Suffolk Norse | Partnership Charge May 2022 | £46,308 + £9,261.60 VAT = £55,569.60 |
| 15 July 2022 | Zurich | Outdoor Gym Equipment Insurance | £222.01 |
| 15 July 2022 | The Seagull | The Keepers Daughter Grant | £1,100 |
| 18 July 2022 | Lloyds Bank | Credit Card Purchases | £257.96 |
| 18 July 2022 | Need2Store Ltd | Civic Artefact Storage | £200 + £40 VAT = £240 |
| 18 July 2022 | White Light Ltd | Marina Theatre Lighting Desk | £11,753.20 + £2,350.64 VAT = £14,103.84 |
| 18 July 2022 | J R Ward | John Ward Grant | £2,374 |
| 19 July 2022 | PWLB | PWLB Loan Repayment | £6,971.75 |

Table June and July Receipts

| **Date** | **Received From** | **Description** | **Amount** |
| --- | --- | --- | --- |
| 7 June 2022 | Market Income | Weekly Market Income | £24 |
| 10 June 2022 | Market Income | Weekly Market Income | £18.50 |
| 13 June 2022 | Tenant | Rental Income from Tenant | £213.16 |
| 14 June 2022 | Market Income | Weekly Market Income | £24 |
| 20 June 2022 | Market Income | Weekly Market Income | £18.50 |
| 21 June 2022 | Market Income | Weekly Market Income | £24 |
| 24 June 2022 | Market Income | Weekly Market Income | £18.50 |
| 1 July 2022 | Market Income | Weekly Market Income | £12 |
| 7 July 2022 | Market Income | Weekly Market Income | £18.50 |
| 7 July 2022 | C Parnell | Whitton Hall Hire | £42 |
| 8 July 2022 | Kirkley Friendship Group | Whitton Hall Hire | £240 |
| 11 July 2022 | Tenant | Rental Income from Tenant | £213.16 |
| 12 July 2022 | S Hardman | Whitton Hall Hire | £70 |
| 12 July 2022 | Tenant | Rental Income from Tenant | £6,300 |
| 14 July 2022 | Tenant | Rental Income from Tenant | £5,000 |

### Payments for approval – There were none.

## The need to replace the Fen Park footbridge and set a maximum budget – Cllr Pearce advised replacement of the bridge had not been budgeted for and asked officers to confirm if replacement was considered an urgent health and safety concern.

*The Clerk returned 19:27*

The Clerk advised that repairs had been undertaken to address any immediate concerns. Officers can assess if those repairs will be sufficient pending full replacement next year and report back to Council. Cllr Pearce proposed that if the bridge is assessed to be in a safe condition, the Council budgets for its replacement in the next financial year. If not, replacement should be carried out in this financial year; seconded by Cllr Lang; all in favour.

## The redevelopment of the Town Hall and the report from the Project Board – Cllr Pearce requested confidential consideration of a request related to funding.

## Expenditure and any delegation on the Town Hall refurbishment – Cllr Pearce reported that Full Council had previously approved a delegation for the Town Hall Project Manager to spend from the Town Hall project fund budget, subject to any expenditure being reported back to Council. The Project Manager has now produced a documented procedure on how reporting will be managed. Cllr Pearce had provided some commentary on this and queried the arrangements for payments to any new payees in between meetings of the Project Board. The Clerk advised that any payments would go through her anyway, and liaison would take place with the Finance and Information Officer and signatories. The Clerk also attends meetings of the Board so is aware of any decisions. Any unusual or unacceptable requests would be referred back to the Board. Cllr Pearce proposed acceptance of the procedure, subject to monthly reporting of any expenditure back to Council, including itemised expenditure against the budget and recording of the remaining budget, reiterating that officers should flag up and should not pay any payment or payee they are concerned about; seconded by Cllr Parker; all in favour.

## The Towns Fund grant agreement (some aspects may be confidential) – Cllr Pearce advised that a draft agreement for the Towns Fund element of the development phase funding had been circulated, which he would not be prepared to support in its current form and had provided comments. The Clerk advised the Project Manager had also fed some comments back to East Suffolk Council and it is understood a refreshed document will be produced, which can be submitted to the lawyers for comment before being brought back to Full Council, if no delegation is agreed. Cllr Pearce proposed referring the document, and his comments on it, to the Town Council’s lawyers for review, before being presented again to Full Council; seconded by Cllr Green; all in favour.

## Additional expenditure for conceptual work for a Kindertransport commemorative statue (£100, making the total £4,100) – The Project and Committee Clerk advised that a maximum budget of £4,000 had been agreed at the last meeting, but the quotation for the work had exceeded this. Cllr Lang proposed approval of the additional expenditure; seconded by Cllr Begum; all in favour.

## Amplification and streaming equipment options for the Council Chamber – The Clerk advised officers have been exploring longer term plans but the Council has support in the interim. The Council was trialling ‘Owl’ equipment for this meeting, which had improved the video for those observing the meeting online. If purchased, this equipment would be approximately £1,000.

## The IT contract for the Town Council offices (confidential) – To be discussed during the confidential session.

## The grounds maintenance contract (confidential) - To be discussed during the confidential session.

## The allocation of unspent ring-fenced funds to potential income deficit recovery and capital works earmarked reserve (confidential) – To be discussed during the confidential session.

*Cllr Begum left the meeting 19:41*

*A comfort break was taken 19:41 and the meeting resumed 19:47*

# Governance

## Noting that a Code of Conduct complaint has been made against a Lowestoft Town Councillor – Clerk – The Clerk advised that the Council wished to note when a Code of Conduct complaint had been made, as part of its analysis of any ethical issues. Details of the complaint would not be shared.

## Governance arrangements with the Marina Theatre Trust and any outcomes from the Quarterly Management meeting on 15 July 2022 including any progression of asset works –

*Cllr Brooks returned 19:49*

Cllr Pearce advised that the Theatre had identified the flying rig as its main financial priority. The Council had budgeted for half of the cost within the current year and would look to budget the other half in 2023 – 2024, with a view to the new flying rig being purchased and installed in summer 2024. The Council has requested more notice of any financial requirements the Theatre has, and has been provided with a financial document, which will be reviewed by the Budget and Loan Sub-Committee. A quotation had been received for the ventilation system. Cllr Pearce suggested the Community Safety Committee could be asked to consider using funds from the community safety reserve for this purpose, given it relates in part to the ongoing effect of Covid-19. Cllr Lang would prefer to see funds from this reserve used to support measures to improve the safety of the town. Cllr Pearce proposed asking the Community Safety Committee to consider using funds from the community safety reserve to improve the Marina Theatre’s ventilation system; seconded by Cllr Brooks; seven Councillors voted in favour; seven Councillors abstained from the vote. The motion was carried.

# Assets, Inclusion and Development

## The draft minutes of the meeting on 4 July 2022 – The draft minutes were received and noted.

## The following recommendations from the Assets, Inclusion and Development Committee:

### Renewing the Council’s membership to the East Suffolk Lines Community Rail Partnership (Line Group North) and the Wherry Lines Community Rail Partnership Steering Group, at a cost of £500 each –

*The remaining member of the public left the meeting 19:58*

Cllr Pearce advised this had been approved last year and budgeted as an annual cost, in anticipation of its renewal. The Council has already appointed representatives to both. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Lang; all in favour.

### Progressing the installation of kittiwake nesting ledges and installation of ‘Avishock’ strips to prevent future nesting at the current location on the Marina Theatre – Cllr Pearce declared a local non-pecuniary interest in this item. Cllr Brooks explained that ‘Avishock’ strips are not harmful to the kittiwakes. Cllr Pearce advised the quotation included the cost of a deep clean, which the Council had separately approved previously. Annual maintenance is also included in the quotation and would be essential. Nesting ledges on another building in Lowestoft had proven successful. It is hoped the work of the Kittiwake Partnership can secure funding to support further work such as this. The Clerk advised the cleaning cost had been reduced to £2,201.50 as it could be undertaken at the same time the ‘Avishock’ strips are installed. The cost of ongoing maintenance would be £2,040 per annum and though it may be possible to cover the funding for the first year with the saving from the cleaning cost it would be beneficial still to have a budget agreed to cover this. Cllr Pearce proposed approval of the quotation; seconded by Cllr Page; thirteen Councillors voted in favour; one Councillor voted against.

## Governance arrangements for the Gunton Estate Residents’ Meeting Hall (some aspects may be confidential) – The Clerk advised officers are liaising with those running the Hall currently to progress a public meeting to look at renewed governance arrangements. An initial meeting with the Clerk is being arranged to discuss the public meeting.

# Planning

## The draft minutes of the meeting on 5 July 2022 – The draft minutes were received and noted. Cllr Brooks had raised at the meeting that she would like to see more detail in the minutes to show how the Committee arrives at its recommendations. Cllr Pearce understands the Committee had previously decided to record the decisions only, but it was agreed at the last meeting that certain points could be added to the minutes upon request.

## A request from Cllr Le Grice to join the Planning Committee – Cllr Pearce proposed approval of this request; seconded by Cllr Green; all in favour. Cllr Pearce asked for a time sensitive email sent by the Deputy Clerk to all Planning Committee members to be forwarded to Cllr Le Grice.

## Proposed revised Terms of Reference – Cllr proposed approval of the revised Terms of Reference; seconded by Cllr; all in favour. Cllr Pearce advised there is a statement in the Terms of Reference that the Committee will endeavour to have at least one Councillor from each Ward on the Committee. Cllr Pearce queried whether there would be any merit in retaining this, as it has not happened previously and would be difficult to fulfil. Cllr Patience suggested deferring a decision until the next civic year. In response to a query from Cllr Brooks, Cllr Pearce clarified that Councillors do not have to be members of the parent Committee to join Sub-Committees or Working Groups. Cllr Pearce proposed adopting the revised Terms of Reference as presented; seconded by Cllr Patience; all in favour.

# Climate Emergency and Ecological

## The draft minutes of the meeting on 5 July 2022 – The draft minutes were received and noted.

## A request from Cllr LeGrice to join the Climate Emergency and Ecological Committee - Cllr Page proposed approval of this request; seconded by Cllr Pearce; all in favour.

# Personnel

## Re-scheduling the Personnel Committee meeting on Thursday 6 October at 14:00 – The Project and Committee Clerk advised this was necessary to avoid a clash with play inspection training being undertaken by officers. As Chair of the Personnel Committee, Cllr Barker had already advised she would have no issue with the meeting taking place at 14:00 on Thursday 13 October instead. Cllr Pearce proposed re-scheduling October’s Personnel Committee meeting to Thursday 13 October at 14:00; seconded by Cllr Le Grice; all in favour.

## Delegating all or part of the staffing budget to the Personnel Committee and setting any limits or conditions on this expenditure – The Clerk advised against delegating the entire staffing budget to the Personnel Committee. Cllr Parker proposed referring this item back to the Personnel Committee to identify which elements of the staffing budget it would like the Council to consider delegating; seconded by Cllr Pearce; all in favour.

# Outside Bodies

## Lowestoft Town Council attendance at civic events – The Councillor who had asked for this item to go back onto the agenda was not in attendance. It was agreed to defer this item to the next meeting.

## Reimbursement arrangements for Mayoral attendance at events – Cllr Green advised he would not participate in the vote on this item. Cllr Green advised he attends several events on behalf of the Town Council in his Mayoral capacity. Three invitations had been received recently which would require the purchase of tickets. Cllr Green suggested the Mayor should not be expected to pay for tickets personally for attendance at an event in a Mayoral capacity. Cllr Green has declined two of the invitations as they were not events at which Cllr Green was being asked to attend to represent Lowestoft. Cllr Green advised he claims petrol reimbursement when travelling to represent Lowestoft in another town, but not for travelling in around Lowestoft. Cllr Green advised he had been invited to the Lord Kitchener Memorial Holiday Centre’s Annual Ball, at a cost of £40 per ticket. Cllr Brooks proposed approval for the purchase of two tickets for the Mayor and his wife to attend the Ball. Cllr Patience asked Cllr Brooks to amend her proposal to delegate authority to the Clerk to make decisions on future invitations where a cost is involved, up to a maximum of £50 per ticket; seconded by Cllr Pearce; thirteen Councillors voted in favour; one Councillor abstained from the vote.

## Appointing a second voting member to the Lowestoft and Northern Parishes Community Partnership (noting Cllr Pearce has already been appointed as a voting member and the Deputy Clerk attends as an observer) – Cllr Pearce explained the work of the Partnership. Cllr Lang proposed he would like to be appointed as the second voting representative; seconded by Cllr Pearce; all in favour.

## Cllr Barker’s report from the Gull Wing Key Stakeholder Group meeting on 10 June 2022 – The report was received and noted.

## Appointing representatives to a working group to progress plans for a Kindertransport commemorative statue – Cllr Pearce suggested it would be beneficial to have named Councillors to attend meetings, but this should not prevent other Councillors attending the meetings should they wish. Cllrs Breakspear, Brooks, Parker, Patience, Pearce and Youngman advised they would like to join the Working Group. Cllr Pearce proposed appointing those Councillors to the Working Group; seconded by Cllr Brooks; all in favour. A decision will be made at each meeting who will be responsible for reporting back to the Council.

## Cllr Pearce’s report from the Kittiwake Conference – Cllr Pearce advised he would complete a written report. Travel and accommodation expenses had been covered by the conference organisers. An offshore renewables organisation would like to speak with the Town Council as a key stakeholder regarding compensatory investment. Cllr Pearce will ask the Climate Emergency and Ecological Committee to consider starting a formal dialogue.

At 20:33, Cllr Brooks proposed suspending Standing Order 3y for fifteen minutes to allow the meeting to continue; seconded by Cllr Pearce; all in favour.

# Date of next meeting

23 August 2022 at 18:30

# Items for the next agenda and close

There were no requests for items to be added to the next agenda.

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Breakspear; all in favour.

# Resolution to close the meeting to the public:

## Any matters, including those above as required:

### 59.8. The redevelopment of the Town Hall and the report from the Project Board – Cllr Pearce reported there had been a discussion at the last Project Board meeting regarding submission of an expression of interest for culture development funding. An application had been previously submitted but was unsuccessful. Cllr Pearce clarified that the expression of interest alone would not bind the Town Council to submit an application or accept the funding. Cllr Butler proposed approval to include the Town Hall in the expression of interest, with the Clerk to agree the submission so long as it does not reference third parties specifically and it does not commit the Town Council to something it has not agreed; seconded by Cllr Brooks; thirteen Councillors voted in favour; one Councillor abstained from the vote.

### 59.13. The IT contract for the Town Council offices (confidential) – The Clerk advised officers have been exploring options and reported on a presentation delivered by a provider. Cllr Pearce would like the provider’s views on the data security of cloud based technology. The Clerk advised there would be a demonstration of some of the equipment the following Tuesday. Cllr Pearce proposed an in-principle approval of the quotation received from the provider, with a view to a decision being reached at the next Full Council meeting, pending clarification regarding data security; seconded by Cllr Brooks; all in favour.

*Cllrs Lang and Patience left the meeting 20:45*

At 20:45, Cllr Pearce proposed suspending Standing Order 3y to allow the meeting to continue for an additional ten minutes; seconded by Cllr Brooks; all in favour.

### 59.14. The grounds maintenance contract (confidential) – The Clerk advised that Council has so far agreed to meet with the Town Council’s lawyer. The lawyer has now produced a letter to send to the grounds maintenance contractor. Cllr Pearce proposed approval of the lawyer’s letter being sent to the grounds maintenance contractor; seconded by Cllr Le Grice; all in favour.

### 59.15. The allocation of unspent ring-fenced funds to potential income deficit recovery and capital works earmarked reserve (confidential) – Cllr Pearce proposed returning the unspent ring fenced funds from the reserves the funds were moved from, and asked the Budget and Loan Sub-Committee to review the potential income deficit situation in two months’ time; seconded by Cllr Parker; all in favour.

The meeting was closed at 20:53.

Signed: ………………………………………………………………

23 August 2022