

# Lowestoft Town Council

## Annual Meeting

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

18:30 on 17 May 2022

### MINUTES

**Present:** Cllrs Sonia Barker, Nasima Begum, Robert Breakspear, Wendy Brooks, Colin Butler, Janet Craig, Alan Green, Jen Jones, Peter Knight, Peter Lang, Christian Newsome, Paul Page, Keith Patience, Andy Pearce, John Pitts and Elise Youngman

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

**Public:** There was one member of the public in attendance (in person)

#### 1. Election of the Mayor

Cllr Pearce nominated Cllr Green; seconded by Cllr Begum. There were no further nominations. The vote was taken and all Councillors voted in favour. Cllr Green duly signed the Declaration of Acceptance of Office.

#### 2. Appointment of the Deputy Mayor

Cllr Green nominated Cllr Begum; seconded by Cllr Pearce. Cllr Brooks nominated Cllr Youngman; seconded by Cllr Lang. The vote was taken in the order the nominations were made. Cllr Begum received ten votes and Cllr Youngman received five votes.

#### 3. Mayor's Welcome and acceptance of Declaration of Acceptance of Office from Cllr Janet Craig

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. Cllr Craig was welcomed and her Declaration of Acceptance of Office accepted.

#### 4. Approval of apologies for absence from any Councillors not in attendance

Apologies were received from Cllrs Amanda Frost, Graham Parker and Alice Taylor, who had provided reasons. Cllr Tracey Eastwood had not provided apologies and was absent. Cllr Christian Newsome had advised he would be late. Cllr Brooks proposed approval of the apologies received; seconded by Cllr Lang; all in favour.

#### 5. Declarations of Interests and dispensations

Cllr Barker declared a local non-pecuniary interest in items 7.5, 9 and 10.

#### 6. The draft minutes and appended confidential notes of the meeting on 26 April 2022

Cllr Brooks proposed approval of the minutes; seconded by Cllr Begum; fourteen Councillors voted in favour; one Councillor abstained from the vote.

#### 7. Receipt of the minutes from the following Committees and noting the recommendations will be considered at the Full Council meeting on 24 May 2022:

7.1 Assets Inclusion and Development Committee meeting 9 May 2022 – The minutes were noted.

7.2 Climate Emergency and Ecological Committee meeting 3 May 2022 - The minutes were noted.

7.3 Community Safety Committee meeting 23 March 2022 - The minutes were noted.

7.4 Finance and Governance Committee meeting 12 May 2022 - The minutes were noted.

7.5 Personnel Committee meeting 14 April 2022 (already received and considered at Full Council meeting on 26 April 2022) - The minutes were noted.

7.6 Planning Committee meetings on 3 and 17 May 2022 - The minutes were noted.

#### 8. Public forum

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The member of public requested an update on arrangements for a stakeholder meeting, as discussed at the last Community Safety Committee meeting, which he had attended as a member of the Lowestoft Hospital Contact Group. Cllr Lang, as current Chair of the Community Safety Committee, advised there was no update to give at this time. The member of the public requested a copy of the minutes from that meeting.

### 9. Reviewing and adopting the Council's policies and procedures, including Standing Orders and Financial Regulations

Cllr Pearce advised that all policies and procedures had been reviewed at least once in the last twelve months and most had been considered by the Finance and Governance Committee and Full Council. Some of the policies required updates in respect of recent activities. Cllr Pearce proposed adoption of all policies and procedures for now; seconded by Cllr Lang; all in favour.

### 10. Adopting the revised Local Government Association Model Councillor Code of Conduct 2020, with effect from 28 June 2022

Cllr Patience declared his role as an East Suffolk Councillor and advised East Suffolk Council has already adopted the Local Government Association Model Councillor Code of Conduct 2020. Cllr Brooks proposed approval of this item; seconded by Cllr Pearce; all in favour.

### 11. Reviewing and adopting delegated authority and Committee arrangements

11.1 Committees, including the following:

11.1a Terms of Reference – Cllr Pearce proposed adoption of the Committee Terms of Reference; seconded by Cllr Barker; all in favour.

11.1b Composition – Councillors expressed their interest in joining Committees as follows:

Committee	Members
Assets, Inclusion and Development	Robert Breakspear, Wendy Brooks, Colin Butler, Paul Page, Andy Pearce and Elise Youngman
Climate Emergency and Ecological	Sonia Barker, Wendy Brooks, Peter Lang, Paul Page, Graham Parker and Andy Pearce
Finance and Governance	Sonia Barker, Nasima Begum, Wendy Brooks, Alan Green, Paul Page, Graham Parker and Andy Pearce
Personnel	Sonia Barker, Wendy Brooks, Graham Parker, Keith Patience and Andy Pearce
Planning	Wendy Brooks, Alan Green, Peter Knight, Peter Lang and Andy Pearce
Community Safety	Wendy Brooks, Jen Jones, Peter Lang, Paul Page, Graham Parker and Andy Pearce

Cllr Pearce proposed approval of the Committee memberships as listed above; seconded by Cllr Lang; all in favour.

11.1c Any delegations (officer, Committee and Sub-Committee) – Cllr Pearce proposed renewing the existing delegations to Committees, Sub-Committees and officers

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for this year, or until such time as they are reviewed during the year, if applicable, other than the Covid-19 related emergency delegation to the Clerk, as discussed at Full Council previously. The Clerk has been considering where the Council may wish to have a delegation which goes above and beyond existing delegations, and the terms and conditions which would govern this, as follows:

- The emergency delegation should be rarely used.
- The emergency delegation should only be used in situations above and beyond other delegations.
- This would include situations where it is not possible or appropriate to call an Extraordinary Meeting, with an accompanying report to explain why the situation was urgent and an Extraordinary Meeting could not be called.
- Where possible, use of this delegation would be in conjunction with the Mayor plus one other Councillor, preferably the Chair of a relevant Committee. If this is not possible an explanation should be provided in the report to Council.
- Full Council would reserve the right to remove or alter this delegation at any time.

These proposed terms exceed the controls in place for the existing emergency delegation, which do not reference any consultation with Councillors. Cllr Pearce amended his proposal to include renewal of this delegation, but as an emergency delegation which will be reviewed annually, or in the interim by Full Council as required, rather than a Covid-19 related emergency delegated reviewable every six months. Cllr Brooks seconded the proposal and all Councillors voted in favour.

11.1d Appointing Chairs – Committee Chairs were appointed as follows:

<b>Committee</b>	<b>Appointment of Chair</b>
Assets, Inclusion and Development	Cllr Brooks nominated Cllr Breakspear; seconded by Cllr Begum; all in favour.
Finance and Governance	Cllr Begum nominated Cllr Pearce; seconded by Cllr Brooks; all in favour.
Planning	Cllr Green nominated Cllr Knight; seconded by Cllr Breakspear. Cllr Brooks nominated Cllr Lang; seconded by Cllr Patience. Cllr Lang declined the nomination. The vote for Cllr Knight was taken and all Councillors voted in favour.
Personnel	Cllr Lang nominated Cllr Barker; seconded by Cllr Pearce; all in favour.
Climate Emergency and Ecological	Cllr Brooks nominated Cllr Page; seconded by Cllr Pearce; all in favour.
Community Safety	Cllr Brooks nominated Cllr Lang; seconded by Cllr Pearce; all in favour.

11.2 Officer delegations and signatory delegations – The Clerk clarified this relates to specific delegations of work from Full Council. It had previously been agreed that legal documents should be signed by the Mayor and Chair of the Finance and Governance

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Committee. The Clerk advised it would also be beneficial to have substitute signatories if this arrangement is to continue. Cllr Pearce proposed renewing this delegation, with the Deputy Mayor, the Deputy Chair of the Finance and Governance Committee and any Committee Chairs to act as substitute signatories for the Mayor and Chair of the Finance and Governance Committee; seconded by Cllr Brooks; all in favour.

### **12. Reviewing and appointing representatives of the Council on other bodies**

Cllr Green proposed moving this item to the end of the meeting; seconded by Cllr Knight; all in favour.

### **13. Reviewing and agreeing the Full Council and Committee meeting schedule for 2022 – 2023, and noting the planned schedule for Sub-Committees**

Cllr Brooks proposed approval of the meeting schedule; seconded by Cllr Barker; all in favour. Cllr Pearce proposed reviewing the meeting schedule in three months' time to consider the spread of meetings over the course of the day to maximise accessibility and participation, both for the current Council and future Councils; seconded by Cllr Begum; all in favour.

### **14. Receipt of summons to meetings electronically**

Cllr Knight proposed approval of this item; seconded by Cllr Breakspear; all in favour.

### **15. Reviewing the register of land and assets including building and office equipment**

Cllr Pearce proposed approval of the Asset Register, subject to the inclusion of recent acquisitions and civic artefacts which are not within the Town Council's custody being removed or annotated 'whereabouts unknown'; seconded by Cllr Brooks; all in favour.

### **16. Confirming the arrangements for insurance cover**

Cllr Green advised he had a matter to discuss in confidential session.

### **17. Reviewing subscriptions to other bodies**

The list of current subscriptions had been circulated. The Clerk recommended renewing all of them other than the National Association of British Market Authorities, which had not so far provided value for money. A delegation is in place for this to be reinstated if needed urgently, or the position could be reviewed again in the future. Cllr Pearce proposed renewing all current subscriptions, other than the National Association of British Market Authorities; seconded by Cllr Knight; all in favour.

### **18. Noting that all expenditure continues under the General Power of Competence and is subject to Full Council, Committee and Sub-Committee review**

This was noted. Cllr Pearce proposed that where Committee and officer delegations exist in relation to expenditure, where a Committee or officer has authority to instruct expenditure from a certain budget they should also be able to instruct expenditure from the corresponding reserve, within the same parameters which apply to expenditure from the budget. This would be subject to there being sufficient funds available in the reserve and would not apply to funds in a reserve already ring fenced for a specific purpose. The continuation of the General Power of Competence will be reviewed at the first meeting after the election. The Clerk explained the criteria which needs to be met. Cllr Lang seconded Cllr Pearce's proposal and all Councillors voted in favour.

### **19. Consideration of the following financial matters for 2022 - 2023:**

19.1 Bank signatories – The current bank signatories are Cllrs Begum, Frost, Green, Lang and Pearce. Cllr Pearce proposed those Councillors continuing this role; seconded by Cllr Begum; all in favour.

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19.2 Bank reconciliation signatories – Cllr Pearce nominated Cllrs Brooks and Page to continue their roles as bank reconciliation signatories; seconded by Cllr Begum; all in favour.

19.3 Internal controllers and substitute –

*Cllr Newsome arrived 19:15*

Cllr Taylor is the current Internal Controller. Cllr Lang advised he would be happy to do this also and Cllr Brooks offered to be the substitute. The Clerk explained what the role involved and advised that Cllr Taylor has just completed the checks, which will be received at the next Full Council meeting and signed by the Mayor. Cllr Pearce nominated Cllrs Taylor and Lang as the Internal Controllers, with Cllr Brooks as substitute; seconded by Cllr Begum; all in favour.

19.4 Internal control arrangements – Cllr Pearce proposed continuing with the current arrangements; seconded by Cllr Begum; all in favour.

19.5 Confirming fees and charges will remain at 2021 – 2022 rates, pending review if necessary by the Finance and Governance Committee – Cllr Pearce proposed approval of this item; seconded by Cllr Lang; all in favour.

### 12. Reviewing and appointing representatives of the Council on other bodies

Representatives to outside bodies were appointed as follows:

Outside Body	Councillor Appointed	Agreed Substitute	Vote
Board of Trustees of Lowestoft Charity Board Charities	Cllr Knight and Cllr Youngman		Proposed by Cllr Pearce; seconded by Cllr Brooks; all in favour.
Britten as a Boy Statue Steering Committee	Cllr Pearce understands this Committee declined representation from the Town Council. Officers will verify this.		
CEFAS and Promoting Pakefield Group	Cllr Pitts	Cllr Breakspear	Cllr Pitts' representation was proposed by Cllr Pearce; seconded by Cllr Brooks and unanimously agreed. Cllr Breakspear's substitute representation was proposed by Cllr Pitts; seconded by Cllr Green and unanimously agreed.
Community Enabler Project Board	It was agreed to remove this from the list as this Board no longer meets.		
Cultural Leadership Group	Cllr Brooks	Cllr Barker	Cllr Taylor was the representative but no longer wished to continue in that role. All Councillors voted in favour to appoint Cllr Brooks as the representative and Cllr Barker as the substitute.
Cultural Quarter Working	Cllr Brooks and	Cllr Page and the Deputy	Proposed by Cllr Pearce; seconded

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Group	the Clerk	Clerk	by Cllr Begum; all in favour.
East Suffolk Community Partnership	Cllr Lang	Cllr Pearce	Proposed by Cllr Green; seconded by Cllr Brooks; all in favour.
East Suffolk Lines Community Rail Partnership (Line Group North)	Cllr Parker	Cllr Butler	Proposed by Cllr Pearce; seconded by Cllr Barker; all in favour.
East Suffolk Council Open Space Study Consultation	It was agreed to remove this from the list as the consultation has now closed.		
Environment and Waste Working Group	Cllr Brooks, Newsome and Parker		Cllr Patience advised he would like to step down from this role. Cllr Pearce proposed appointing Cllrs Brooks, Newsome and Parker to this Group; seconded by Cllr Begum; all in favour.
First Light Festival Steering Group	Cllr Barker and Cllr Youngman		Cllr Taylor was the representative but no longer wished to continue in this role. Cllr Pearce proposed appointing Cllrs Barker and Youngman as the representatives; seconded by Cllr Green; all in favour.
Friends of Fen Park	Cllr Newsome	Cllr Lang	Proposed by Cllr Pearce; seconded by Cllr Begum; all in favour.
Gull Wing Stakeholders' Group	Cllr Barker	Cllr Parker	Proposed by Cllr Butler; seconded by Cllr Pearce; all in favour.
Heritage Action Zone Steering Group and Heritage Champions, High Street HAZ and Seafront Masterplan and London Road Lowestoft High Street HAZ	Cllr Patience and Cllr Taylor	Cllr Begum	Cllr Pearce proposed appointing Cllrs Patience and Taylor as the representatives; seconded by Cllr Breakspear; all in favour. Cllr Pearce proposed appointing Cllr Begum as the substitute representative; seconded by Cllr Green; all in favour.
Kirkley People's Forum	Cllr Frost and Cllr Newsome		Cllr Taylor was the representative but no longer wished to continue in this role. Cllr Pearce proposed appointing Cllrs Frost and Newsome (if Cllr Frost would like to continue in this role); seconded by Cllr Begum; all in favour.
Jack Rose Old Lowestoft	Cllr Pearce	Cllr Lang	Proposed by Cllr Brooks; seconded

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Society			by Cllr Begum; all in favour.
Joint Coastal Projects Board	Cllr Patience	Cllr Butler	Proposed by Cllr Green; seconded by Cllr Lang; all in favour.
Lowestoft and Northern Parishes Community Partnership	Cllr Pearce	Cllr Lang	Proposed by Cllr Pearce; seconded by Cllr Green; all in favour. Officers are able to observe the meetings. Cllr Pearce that the current meeting schedule often clashes with Full Council and asked officers to send the Partnership the Council's meeting schedule to see if they can avoid a clash where possible.
Lowestoft and District Allotment Association	Cllr Youngman	Cllr Brooks	Cllr Pearce proposed appointing Cllr Youngman as the representative; seconded by Cllr Brooks; all in favour. Cllr Pearce proposed appointing Cllr Brooks as the substitute representative; seconded by Cllr Begum; all in favour.
Lowestoft and Plaisir Twinning Association	Cllr Lang	Cllr Brooks	Proposed by Cllr Green; seconded by Cllr Begum; all in favour.
Lowestoft Development Group	It was agreed to remove this Group from the list as it no longer meets.		
Lowestoft Flood Risk Management Project's Strategic Steering Group	Cllr Patience	Cllr Lang	Proposed by Cllr Green; seconded by Cllr Knight; all in favour.
Lowestoft Food Network	Cllr Begum	Cllr Pearce	Proposed by Cllr Green; seconded by Cllr Jones; all in favour.
Lowestoft in Bloom	Cllr Breakspear	Cllr Brooks	Proposed by Cllr Pearce; seconded by Cllr Lang; all in favour.
Lowestoft Kittiwake Management Partnership	Cllr Pearce	Cllr Brooks	Proposed by Cllr Pearce; seconded by Cllr Begum; all in favour.
Lowestoft Museum	Cllr Lang	Cllr Pitts	Cllr Taylor was the substitute representative but no longer wished to continue in this role. Cllr Pearce nominated Cllr Lang as Trustee, with Cllr Pitts as substitute; seconded by Cllr Green; all in favour

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<i>The member of the public left the meeting 19:51</i>			
Lowestoft Place Board	Cllr Butler	Cllr Craig	Cllr Taylor was the substitute representative but no longer wished to continue in this role. Cllr Pearce nominated Cllr Butler as the representative and Cllr Craig as the substitute representative; seconded by Cllr Brooks; all in favour.
Lowestoft Rising Sponsor Board	The Town Council is not continuing its membership to this Board.		
Lowestoft Sea Festival and Smack Race Steering Group	Cllr Barker	Cllr Frost Cllr Butler (second substitute)	Proposed by Cllr Pearce; seconded by Cllr Begum; all in favour. Cllr Butler will become the substitute if Cllr Frost does not wish to continue in this role.
Lowestoft South Pier Ltd's Management Committee	Cllr Pearce	Cllr Green	Cllr Taylor was the substitute representative but no longer wished to continue in this role. Cllr Pearce nominated himself as the representative, with Cllr Green as the substitute representative; seconded by Cllr Brooks; all in favour.
Lowestoft Vision Board	Cllr Brooks	Cllr Knight	Proposed by Cllr Pearce; seconded by Cllr Youngman; all in favour.
Lowestoft Youth Strategy Working Group	Cllr Barker, Cllr Begum, Cllr Jones, Cllr Pearce and Cllr Pitts		Cllr Youngman advised she no longer wished to continue in this role. Cllr Green nominated Cllrs Barker, Begum, Jones, Pearce and Pitts; seconded by Cllr Lang; all in favour.
Marina Theatre Towns Fund Working Group	Cllr Barker, Cllr Brooks, Cllr Green and Cllr Pearce		Proposed by Cllr Begum; seconded by Cllr Pearce; all in favour. Cllr Pearce advised this group is not likely to meet soon, as a feasibility study needs to be undertaken first.
Marina Theatre Trust Board	Cllr Barker and Cllr Brooks		Cllr Taylor had advised she no longer wished to continue in this Trustee position. Cllr Pearce nominated Cllrs Barker and Brooks as the Trustees, noting that this will be an interim arrangement until the new lease is signed and



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			quarterly management meetings will take place instead; seconded by Cllr Lang; all in favour.
Pakefield Coast Protection Steering Group	Cllr Pitts	Cllr Green	Proposed by Cllr Begum; seconded by Cllr Pearce; all in favour.
ParksEast	Cllr Youngman		Cllr Youngman was the existing representative but advised she had not been invited to attend any meetings. Cllr Pearce nominated Cllr Youngman as the representative and asked officers to check if this body still meets; seconded by Cllr Green; all in favour.
Shaping Places for Healthier Lives	Cllr Lang	Cllr Page	Proposed by Cllr Pearce; seconded by Cllr Green; fifteen Councillors voted in favour; one Councillor voted against. Officers were asked to check whether this body still meets.
South Pier Management Committee	Duplicate of earlier entry		
Town Hall Project Board	Mayor, Deputy Mayor, Chairs of Assets, Inclusion and Development and Finance and Governance Committees and Events and Communications Sub-Committee, HAZ Board representatives and Place Board representatives		Proposed by Cllr Pearce; seconded by Cllr Begum; all in favour.
Triangle Market and The Scores Working Group	Cllr Pearce advised this Group has ceased meeting and the Town Council has withdrawn the Triangle Market from the feasibility study.		
Waveney Disability Forum	Cllr Pearce	Cllr Green	Proposed by Cllr Lang; seconded by Cllr Knight; all in favour.
Wherry Lines Community Rail Partnership Steering	Cllr Parker	Cllr Butler	Proposed by Cllr Pearce; seconded by Cllr Begum; all in favour.

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Group			
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### 20. Date of the next meeting

24 May 2022 18:30 (ordinary Full Council meeting)

26 May 2022 19:00 (Annual Assembly of the Town)

Cllr Green advised that both meetings will be held at Whitton Residents' Hall.

As Cllr Newsome had not been present when Committee compositions were decided, he was asked whether there were any he would like to join. Cllr Newsome advised he would like to remain a member of those he was previously on (Assets, Inclusion and Development and Planning Committees). Cllr Pearce proposed approval of this request; seconded by Cllr Knight; all in favour.

Cllr Craig was asked the same question and she advised she would like to join the Parks and Open Spaces Sub-Committee. This request will be considered by the Assets, Inclusion and Development Committee as the parent Committee.

### 21. Items for the next Agenda

Cllr Knight requested Councillors not in attendance be given an opportunity to advise which Committees they would like to join.

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

### 22. Resolution to close the meeting to the public

The Clerk had circulated details of Lowestoft Vision's consultation on the BID levy and had requested Councillors' comments ahead of the deadline on 20 May is deadline.

16. Confirming the arrangements for insurance cover – An update was given on a recent incident at the Town Council's offices.

*Cllr Begum temporarily left the meeting 20:12 and returned 20:13*

The meeting was closed at 20:16.

Signed: .....

24 May 2022