

**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:30 on 27 September 2022**

**MINUTES**

**Present:** Cllrs Sonia Barker, Robert Breakspear, Wendy Brooks, Colin Butler, Janet Craig, Alan Green (Mayor), Jen Jones, Peter Knight, David Le Grice, Christian Newsome, Graham Parker, 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)

**85. Welcome**

The fire evacuation procedure and public right to report were explained, and the meeting was welcomed. Cllr Green offered his thanks to officers, particularly the Deputy Clerk, for making arrangements for the Reading of the Proclamation of the new Sovereign, King Charles III, in Lowestoft. Cllr Green offered his thanks to all those who had been involved with the Big Green Weekender, particularly the Office Administrator.

**86. Apologies for absence**

Apologies were received from Cllrs Nasima Begum, Amanda Frost, Peter Lang, Paul Page, Keith Patience and Alice Taylor. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Knight; all in favour.

**87. Declarations of Interests and dispensations**

Cllr Craig declared she is an East Suffolk Councillor. Cllr Pearce declared he is a member of Town Hall Project Board, and has attended Zoom meetings regarding tennis convened by the Council. Cllr Pearce also declared he is Chair of the Gunton Residents' Association. Cllr Brooks declared she has been involved with meetings regarding the tennis courts, and attends Quarterly Management Meetings with the Marina Theatre, though this is not a representative role on an external body. Cllr Barker declared a local non-pecuniary interest in item 93 and matters relating to the Town Hall. Cllr Parker declared he is the Vice Chair of the Gunton Residents' Association.

**88. The draft minutes and appended confidential notes of the meeting on 23 August 2022**

At the last meeting, Cllr Brooks had asked Cllr Butler whether CIL funding could be used for another project if the bus shelter did not go ahead, which he had confirmed it could. As this was part of the discussion and did not form part of the decision, Cllr Pearce proposed approval of the minutes and appended confidential notes without amendment; seconded by Cllr Barker; all in favour.

**89. Public forum**

A comment regarding item 90.4 had been circulated ahead of the meeting. The member of the public in attendance thanked the Council for organising the Zoom meeting.

**90. Finance**

90.1. The draft minutes of the meetings on 1 September and 26 September 2022 – The draft minutes of the meeting on 26 September were not yet available. The minutes of the meeting on 1 September were received and noted.

90.2. Any recommendations from the Finance and Governance meeting on 26 September 2022, including the following:

90.2a. Any recommendation in relation to the movement of funds between earmarked reserves and budgets that are projected to have overspends and underspends at year end – Cllr Pearce advised this item had been deferred to the next Finance and Governance Committee meeting to consider the budgets which are particularly

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threatened. Regarding items 90.2a – 90.2d, there has been no recommendation to decrease the grants budget, but applications will be considered quarterly, with the exception of urgent applications. The Committee did not make a recommendation regarding re-joining Lowestoft Rising, but has requested a presentation from Lowestoft Rising before any recommendation is made and has enquired whether the Town Council can specify how its contribution is used. Regarding items 90.2a – 90.2d, Cllr Pearce proposed noting the updates from the Finance and Governance Committee; seconded by Cllr Barker; all in favour.

90.2b. Any recommendation in relation to decreasing the grants budget for 2022 – 2023

90.2c. Any recommendation in relation to re-joining Lowestoft Rising with effect from 2023 – 2024

90.2d. Any recommendation in relation to the cost of living crisis

90.3. Approving the expenditure on a Health and Safety Consultant – The Clerk considered that the current arrangement had provided invaluable specialist support, and there is ongoing work which would benefit from the same provider. The fee has increased and mileage is charged additionally. Cllr Brooks supported the Clerk's views and proposed approval of this subscription, within a maximum budget of £11,000 plus VAT. Cllr Pearce seconded this proposal and noted that the Council had previously approved platinum level membership for a minimum of two years. The vote was taken and all Councillors voted in favour.

90.4. The offer of grant funding from the Lawn Tennis Association towards resurfacing the Normanston Park tennis courts, including receiving feedback from a recent Zoom meeting – It was clarified that the funding from the Lawn Tennis Association would only cover the replacement of the tarmac layer beneath the all-weather surface. The funding would need to be spent by January 2024. Should the Council accept the funding, it can decide whether to reinstate an all-weather surface on some or all of the courts. Cllr Pearce proposed setting aside £18,000 (the upper estimate for removal of the all-weather surface) in the current budget, plus a ten percent contingency to undertake that portion of the work in the current financial year, with delegated authority to officers to liaise with the Lawn Tennis Association and instruct the removal of the all-weather surface at a time when the resurfacing of the tarmac sublayer is ready to begin. This work should be funded from the sum remaining in the budget set aside for the replacement conservatory in Normanston Park, with any additional funding to come from the parks reserve. Based on an estimate of £12,000 per court to install a new all-weather surface following completion of the grant-funded work, Cllr Pearce proposed committing £36,000, plus a ten percent contingency, to install a new all-weather surface on three of the courts in the 2023 – 2024 financial year, as soon as possible following completion of the grant funded work, and deferring a decision on whether to install a new all-weather surface on the remaining three courts to the 2023 – 2024 financial year. Cllr Brooks seconded Cllr Pearce's proposals. Cllr Parker expressed concerns at committing to expenditure in the next financial year given the current uncertainties regarding inflation and how this may impact the Council's ability to carry out other intended projects. Cllr Pearce explained that the Council has been advised that the surface of the courts is approaching end of life. If the Council turns down the grant funding of approximately £100,000, it may have to cover the full cost of the resurfacing works in a single financial year, or close the courts on health and safety grounds. Whilst the reinstatement of an all-weather surface is not essential, users of the Normanston Park tennis courts have found the current surface invaluable. The vote was taken on Cllr Pearce's proposals; fourteen Councillors voted in favour; one Councillor voted against.

90.5. Receipt and consideration of the following:

90.5a. 2022 – 2023 budget position – Items 90.5a – 90.5c had been received and considered by the Finance and Governance Committee. Cllr Green proposed receipt and approval of these items; seconded by Cllr Barker; all in favour.

90.5b. Any bank reconciliations

90.5c. Payments and income for the month ending 31 August 2022 and September 2022 to date (see schedules) – The income and expenditure reports were received and noted as

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follows:

*Table 1 August and September Expenditure*

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
1 August 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR August	£110
1 August 2022	East Suffolk Council	Links Road Car Park NNDR August	£187
1 August 2022	East Suffolk Council	Hamilton House NNDR August	£948
2 August 2022	S J Geomatics	Town Hall Survey	£4,075 + £815 VAT = £4,890
2 August 2022	SWT Trading Ltd	Town Hall Nesting Birds Check	£150 + £30 VAT = £180
2 August 2022	MossKing Associates Ltd	Town Hall Project Manager	£4,231
2 August 2022	Taverham Conservatories	Normanston Park Conservatories Final Payment	£10,632.50 + £2,126.50 VAT = £12,759
2 August 2022	Gearhire Sound and Lighting	Full Council Meeting Amplification	£400 + £80 VAT = £480
2 August 2022	Binder Ltd	Uplands Sewage Tank Works	£254.50 + £50.90 VAT = £305.40
2 August 2022	MossKing Associates Ltd	Town Hall Heritage Project Manager	£2,965
2 August 2022	Community Rail Norfolk	Town Hall Project Hire of Parcel Office	£87.50
2 August 2022	Great Yarmouth Heating	Whitton Hall Radiators	£41.67 + £8.33 VAT = £50
4 August 2022	Suffolk Pension Fund	Pensions July 2022	£6,543.47
5 August 2022	C&C Consulting	Health and Safety Support	£49.50 + £9.90 VAT = £59.40
5 August 2022	Wave Ltd	Water Charges	£404.40 + £39.35 VAT = £443.75
8 August 2022	NPower	Normanston Park electric	£136.87 + £6.84 VAT = £143.71
9 August 2022	Waveney Norse Ltd	Marina Theatre clean Jun22	£85.80
10 August 2022	C&C Consulting Services Ltd	Health and safety support	£49.50 + £9.90 VAT = £59.40

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Date	Payment to	Description	Amount
10 August 2022	C&C Consulting Services Ltd	Health and safety support	£735 + £147 VAT = £882
10 August 2022	Lauren Elliott	Parking reimbursement	£13.86 + £1.34 VAT = £15.20
10 August 2022	Purple Cat	Hire of Owl Pro	£127.20
11 August 2022	Broadland Group Ltd	Town Hall survey	£390
11 August 2022	Eastern Angles	Streets Alive grant	£200
11 August 2022	Inclusive Response CIC	Inclusive Response grant	£2,000
11 August 2022	Another Angle Studio	Another Angle Studio grant	£2,400
11 August 2022	Seletar Signs	20x safety signs	£384
11 August 2022	Great Yarmouth Heating Company	Whitton Hall thermostats	£336
11 August 2022	MossKing Associates Ltd	TH Development Project July	£3,851
11 August 2022	MossKing Associates Ltd	TH Heritage Project July	£1,781.50
16 August 2022	Credit Card Account	Credit card purchases	£1,402.76
16 August 2022	Waveney Norse Ltd	Partnership Charge August 2022	£45,885.60
17 August 2022	SJ Geomatics Ltd	TH topographical survey	£1,416
17 August 2022	HAT Projects Ltd	TH HAT design	£12,178.19
17 August 2022	AJ Builders	Britten Road palisade fencing	£9,602.62
17 August 2022	AJ Builders	Fen Park fencing hire	£2,451.60
18 August 2022	NPower	Triangle Market electric	£207.49 + £10.37 VAT = £217.86
18 August 2022	Need2Store Ltd	Civic artefact storage	£200 + £40 VAT = £240
19 August 2022	NPower	Denes Oval electric	£554.07 + £27.70 VAT = £581.77
19 August 2022	NPower	Low Cemetery PC electric	£127.26 + £6.36 VAT = £133.62
19 August 2022	NPower	Kensington Gardens electric	£119.94 + £6 VAT

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Date	Payment to	Description	Amount
			= £125.94
19 August 2022	NPower	Kensington Gardens electric	£89.58 + £4.48 VAT = £94.06
19 August 2022	NPower	RNPSA Museum electric	£1,530.77 + £306.15 VAT = £1,836.92
19 August 2022	NPower	Pakefield St PC Electric	£92.90 + £4.64 VAT = £97.54
19 August 2022	HMRC	HMRC July 2022	£6,481.47
19 August 2022	Waveney Norse Ltd	Marina clean July	£171.60
19 August 2022	Seletar Signs	10x deep water signs	£360
19 August 2022	Seletar Signs	Fen Park sign replacement	£66
19 August 2022	Waveney Norse Ltd	Partnership Charge September	£45,885.60
19 August 2022	Nicholsons Solicitors LLP	Gunton legal advice	£1,113.84
19 August 2022	John Mallett Artist Blacksmith	Kindertransport statue design	£2,050
23 August 2022	British Gas	Whitton Hall gas	£122.10
23 August 2022	Salaries	Salaries August 2022	£15,793.69
23 August 2022	Shona Bendix	Paint reimbursement	£39.99
25 August 2022	Eon	Whitton Hall electric	£97.40
25 August 2022	NPower	Normanston electric Jul 22	£129.17 + £6.46 VAT = £135.63
25 August 2022	Gazprom	TH gas June 22	£62.42
30 August 2022	Eon	Whitton Hall electric	£0.40
31 August 2022	The Ole Frank PH	Coop grant	£185
31 August 2022	East Point Business Services	HH dry out	£2,515.58
31 August 2022	Lowestoft Men's Shed	Bird, bat, hedgehog, bug boxes	£379
31 August 2022	AJ Builders	KG and Fen Park compost areas	£15,444
31 August 2022	East Point Business Services	Additional door guard	£147.41
31 August 2022	Northumbrian	Legionella monitoring Aug 22	£712.76

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Date	Payment to	Description	Amount
	Water Group Ltd		
31 August 2022	Seletar Signs	4x anti-slip signage	£72
31 August 2022	East Point Business Services	6x fire door guard	£884.40
31 August 2022	Belfor UK Ltd	HH dry certificate excess	£250
31 August 2022	Gearhire Sound and Light	FC August meeting sound system	£480
31 August 2022	Stroud Associates Ltd	SN and GELP subsidence survey	£756
31 August 2022	Binder Ltd	Uplands sewage repairs	£414.72
31 August 2022	Zurich Municipal	St Margaret's Plain insurance	£64.27
1 September 2022	East Suffolk Council	Links Road car park NNDR 22/23	£187
1 September 2022	East Suffolk Council	Sparrows Nest Bowls NNDR 22/23	£110
1 September 2022	East Suffolk Council	HH NNDR 22/23	£948
1 September 2022	Royal Society Prevention of Ac	NEBOSH general certif training	£606
1 September 2022	Liz Ballard	Equipment and materials	£426.12
1 September 2022	Binder Ltd	Uplands sewage tank repairs	£477.08
1 September 2022	SJ Geomatics Ltd	TH measured building survey	£6,180
2 September 2022	Sarah Foote	Parking, Wi-Fi and compost reimbursement	£41.31 + £6.67 VAT = £47.98
2 September 2022	Paul Connew	Travel reimbursement	£54.45
2 September 2022	Poetry People Community Intere	Town Hall video poem	£4,750
5 September 2022	Suffolk Pension Fund	August pensions	£6,543.46
5 September 2022	Jonny Hawes	Travel and parking reimbursement	£65.19 + £2.41 VAT = £67.60
6 September 2022	Land Registry	Land Registry search	£6
7 September 2022	Waveney Concert Band	Jubilee concert entertainment	£200
7 September 2022	MJ Training	Big Green Weekender first aid	£384
7 September 2022	Gearhire Sound	Big Green Weekender audio	£948

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Date	Payment to	Description	Amount
	and Light		
7 September 2022	MJ Training	First aid course x2	£230.40
7 September 2022	Archant Community Media Ltd	Committee Clerk advert	£1,047.72
7 September 2022	Tom Tonks Music	Big Green Weekender Entertain	£125
7 September 2022	Pearce & Kemp Ltd	RNPSA Museum remedial works	£474
7 September 2022	Archant Community Media Ltd	Committee Clerk advert	£144
7 September 2022	Archant Community Media Ltd	Committee Clerk advert	£60
8 September 2022	Jonny Hawes	Access cover reimbursement	£52.97 + £10.59 VAT = £63.56
12 September 2022	Wave Ltd	Town Hall water	£131.84
12 September 2022	Chris Meek	OLB and office reimbursement	£21.65
12 September 2022	HMRC	Land Registry Search	£6
12 September 2022	MJ Training	Level 3 first aid at work x2	£230
14 September 2022	Lauren Elliott	Parking and travel reimbursement	£10.08 + £0.67 VAT = £10.75
14 September 2022	AJ Builders	Normanston Park fencing	£3,386.40
14 September 2022	AJ Builders	TH, Gunton Hall, Rosedale R&M	£246
16 September 2022	Credit card account	Credit card purchases	£568.83
19 September 2022	Need2Store Ltd	Civic artefact storage	£200 + £40 VAT = £240
19 September 2022	HMRC	HMRC August 2022	£6,481.68

*Table 2 August and September Receipts*

Date	Received From	Description	Amount
8 August 2022	Tenant	Rental Income from Tenant	£213.16
12 August 2022	HMRC	VAT reclaim Q1	£64,894.19
16 August 2022	Whitton Hall hire	Hire of Whitton Hall plus deposit	£184

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Date	Received From	Description	Amount
18 August 2022	Memorial bench	Payment for Denes Oval memorial bench	£1,800
19 August 2022	Return of Whitton Hall deposit	Return of Whitton Hall deposit	-£100
5 September 2022	Tenant	Rental income from tenant	£213.16
5 September 2022	Tenant	Rental income from tenant	£6,300
13 September 2022	Use of electricity at Sparrows Nest	Use of electricity at Sparrows Nest for an event	£15

90.5d. Payments for approval, including the following:

90.5di NABMA for £384 – The Triangle Market Working Group were in favour of maintaining this subscription. The Council had previously decided not to renew it as it was unsure of its benefits. The Deputy Clerk had confirmed NABMA had offered helpful advice during negotiations about the lease and Charter. Cllr Pearce proposed approval of the renewal of the subscription to NABMA for £384; seconded by Cllr Brooks; all in favour.

90.6. Marina Theatre repair and maintenance requirements and costs – Cllr Pearce advised the Theatre had provided a priority list of works three years ago, but some of the works had now become more urgent. The flying rig is approaching end of life. The Council has so far budgeted half of the funds required to replace the rig. If the second half is not included in the precept for the next financial year, the rig will need to be decommissioned. The Budget and Loan Sub-Committee and Finance and Governance Committee will consider this further. The Council has also been advised about the ventilation and lighting. It is understood the improvements to the lighting would be climate emergency and energy efficiency driven, and not due to health and safety concerns. Cllr Pearce suggested the Budget and Loan Sub-Committee should have a dedicated agenda item or dedicated meeting to put forward recommendations on a package of work for the Marina Theatre. The Assets, Inclusion and Development (AID) Committee should consider a maintenance strategy. Funding from the Towns Fund will not cover the Town Council's maintenance obligation, but projects funded by the Towns Fund may impact the scheduling of other works. The Theatre should be providing an updated list of priority works, with updated costs and further detail. Cllr Pearce proposed asking the Budget and Loan Sub-Committee and AID Committee to further consider the priority projects; seconded by Cllr Parker; all in favour.

90.7. The Marina Theatre draft lease and funding agreement (some aspects may be confidential) – The Clerk had advised the draft lease and draft funding agreement should be available for consideration at October's Finance and Governance Committee meeting. The Committee are also due to consider the scheduling of rent reviews. Cllr Pearce advised Full Council had previously approved having a single lease with a longer term, to 2050. The Council has no immediate requirements to increase the rent or reduce the management services fee, but the funding opportunities the Theatre can access are limited without the lease document. Cllr Pearce suggested reviews of the rent and management services fee could be scheduled on a four yearly cycle, to coincide with each new Council, and for any agreed changes to take effect from the following financial year. This will be considered further at the next meeting of the Finance and Governance Committee, for recommendations to be made back to Full Council.

90.8. The redevelopment of the Town Hall, the report from the Project Board, and the request for delegations to contractors – Regarding the activity plan, Cllr Brooks enquired as to the involvement with the Ness Fest, and queried why a community group is being allowed to meet



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in the Town Hall when the Town Council does not. Additionally, Cllr Brooks enquired as to the implications should a significant redesign be required. Cllr Pearce clarified the reference to Ness Fest is a co-ordinated event with another stakeholder. The use of the Town Hall by a community group is part of the Town Hall 'takeovers' and will be subject to officers and the Town Council's health and safety consultant being satisfied that health and safety requirements are being met. Construction costs of the project were already increasing and with inflationary pressures is challenging the overall budget. If this cannot be contained through increasing the ask of existing funders and/or cost evaluations to remove some items, there may be a gap in the budget. This may require a redesign, which would push the project timescales beyond May 2023. The Council has agreed a delegation to the Project Manager for payments, on the basis that Council will receive a monthly report of expenditure against budget. Cllr Pearce proposed delegating authority to the Project Manager to commission surveys and reports and appoint contractors for specialist surveys, providing the report or survey to be commissioned, and the contractor to be appointed, have been pre-agreed in the documents approved in May 2021, upon submission of the project documentation. In the case of a consultant who will be in post until May 2023, the delegation should be with the Project Board as previously agreed. The appointment of the consultant would be via a tender evaluation panel. The delegation would not remove the right of officers to raise any concerns regarding payments or procurement processes. Cllr Green seconded the proposal and all Councillors voted in favour.

90.9. A request from Cllr Le Grice to be a substitute member for Lowestoft Town Council on the Town Hall Project Board – The Council had previously agreed its representatives as the Mayor, Deputy Mayor, Chairs of the AID and Finance and Governance Committees, Chair of the Events and Communications Sub-Committee and representatives appointed to the HAZ Board and Lowestoft Place Board. Of those appointed, two to three Councillors regularly attend the meetings. Cllr Le Grice had expressed an interest in the Project Board given his local knowledge and experience of the construction industry. Cllr Green suggested appointing Cllr Le Grice to the Town Hall Project Board as full member, rather than a substitute. Cllr Pearce proposed this on the basis that the full complement of appointed Town Councillors are unable to attend the meetings, so long as there are no objections from Historic England, the National Lottery Heritage Fund or the East Suffolk Council representatives. If so, Cllr Le Grice could be appointed as a substitute instead. Cllr Knight seconded the proposal and all Councillors voted in favour. Cllr Brooks suggested a review of how the Town Council appoints representatives to the Project Board in future.

90.10. The Towns Fund grant agreement, including any legal advice (some aspects may be confidential) – The Clerk explained the purpose of the item was to consider the draft and whether to delegate authority to the Clerk to progress, being mindful of Councillors present who are also East Suffolk Councillors. Cllr Craig advised she would leave the meeting at this point.

*Cllr Craig left the meeting 19:34*

The Clerk had created the draft response accommodating the views of the lawyer and stipulations which came from Full Council. Cllr Pearce had raised two specific points and proposed delegating authority to the Clerk, in conjunction with the lawyer, to agree the final wording, without the need for it to come back to Full Council, on the basis that the two specific points previously raised are addressed. Should there be any resistance from East Suffolk Council regarding these points the matter should come back to Full Council for consideration. Cllr Barker seconded the proposal and all Councillors voted in favour.

90.11. A quotation for replacing the Belle Vue Park Lodge Cottage's thatch roof (confidential) – To be discussed during the confidential session.

90.12. The review of grounds maintenance arrangements (confidential) - To be discussed during the confidential session.

90.13. The leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential) - To be discussed during the confidential session.

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90.14. The lease for the workshop/storage premises (confidential) - To be discussed during the confidential session.

### 91. Assets, Inclusion and Development

91.1. The draft minutes of the meeting on 5 September 2022 – The draft minutes were received and noted.

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

91.2a. Removing the Sails and looking at wider public realm measures to improve and beautify the site – Cllr Pearce observed that the Sails leak and would be difficult and expensive to maintain. Cllr Pearce suggested the Council should be open to approaches if they could be used elsewhere. Cllr Pearce proposed proceeding with the removal of the Sails, with delegated authority to the Clerk to submit a planning application if required, and for the AID Committee and the Triangle Market Working Group to consider landscaping of the site to make it more visually appealing. Cllr Knight considered that the Sails should be cleaned annually and this should be arranged until a proposal is in place to replace them with something better. Cllr Knight understands they have previously been cleaned with a pressure washer, without the need to take them down. Cllr Newsome seconded Cllr Pearce’s proposal. Cllr Knight proposed an amendment that annual cleaning should be arranged until a plan has been agreed for something better and the Sails are removed; seconded by Cllr Barker; six Councillors voted in favour; five Councillors voted against; two Councillors abstained from the vote. The vote was taken on Cllr Pearce’s proposal and all Councillors voted in favour.

91.3. An update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to ‘Phase 3’ (confidential) – To be discussed during the confidential session.

91.4. Issues relating to the transfer of land in Sparrows Nest (confidential) - To be discussed during the confidential session.

### 92. Planning

92.1. The draft minutes of the meetings on 6 and 27 September 2022 – The draft minutes from 6 September 2022 were received and noted. The minutes from 27 September 2022 were not yet available.

### 93. Personnel

93.1. The draft minutes of the meeting on 8 September 2022 – The draft minutes were received and noted.

93.2. The following recommendations from the Personnel Committee:

93.2a. Amending the Terms of Reference, as follows:

Existing Wording	Proposed New Wording
Reviewing and making recommendations on the staffing structure in consultation with the Finance and Governance Committee, when needed	Reviewing and making any recommendations on the staff structure to the Finance and Governance Committee and Full Council as appropriate
Drafting, implementing, reviewing, monitoring and revising employment policies and making related recommendations to the Council	Drafting, implementing, reviewing, monitoring and revising employment policies and making related recommendations to the Council; these policies are also considered by the Standing Orders and Policies Sub-Committee and the Finance and Governance Committee
Establishing and reviewing the salary payscale reference points	Establishing and reviewing the salary payscale reference points, where relevant

Table 3 Terms of Reference Changes

Cllr Pearce proposed approval of this recommendation; seconded by Cllr Barker; all in

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favour.

- 93.2b. Approving an additional day's leave for staff in lieu of the Saturday Christmas Eve, to be reviewed again next year – The Clerk advised officers have a vested interest in items 93.2b and 93.2c. The Clerk advised that item 93.2c would be confidential in how it applies to individual officers, but if approved it would be more practical for it to start from 1 October.

*The Clerk and Project and Committee Clerk temporarily left the meeting 19:57 for the consideration of these two items*

Item 93.2b was unanimously approved.

- 93.2c. Implementing proposed new flexible working arrangements for a trial period of six months, commencing from September's Full Council meeting to March's Full Council meeting, with an interim review at December's Full Council meeting – This item was unanimously approved, with the start date to be determined at the Clerk discretion, in consultation with members of the Personnel Committee.

*The Clerk and Project and Committee Clerk returned 20:03*

### 94. Date of next meeting

25 October 2022 at 18:30

### 95. Items for the next agenda and close

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

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

*A comfort break was taken 20:06 and the meeting resumed 20:12*

### 96. Resolution to close the meeting to the public:

96.1. Any matters, including those above as required:

- 90.11. A quotation for replacing the Belle Vue Park Lodge Cottage's thatch roof (confidential) – thatch roof – Cllr Pearce proposed approval to proceed with the replacement thatch roof and to ask the thatcher whether the cost quoted will be held for the period between now and when the work is undertaken; seconded by Cllr Brooks. The thatcher had advised he would continue to monitor the roof. The vote was taken all Councillors voted in favour.

- 90.12. The review of grounds maintenance arrangements (confidential) – The Clerk provided an update from an earlier meeting. Internal discussions are continuing and it was reiterated that discussions would not be taking place with East Suffolk Council during this time.

At 20:32, Cllr Knight proposed suspending Standing Order 3y for twenty five minutes to allow the meeting to continue; seconded by Cllr Brooks; all in favour.

- 90.13. The leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential) – The Clerk advised this will be considered by the Finance and Governance Committee at its next meeting, accompanied by the draft Coastal Management Agreement. The AID Committee did not consider this item as there was no accompanying briefing paper.

- 90.14. The lease for the workshop/storage premises (confidential) – The Clerk advised this was ongoing with the lawyer. A delegation had previously been agreed for the Clerk to seek the best terms possible and agree the wording on the lease.

- 91.3. An update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to 'Phase 3' (confidential) – The Clerk provided an update. It was agreed to add the leases to the list of those being reviewed by the Finance and Governance Committee.

- 91.4. Issues relating to the transfer of land in Sparrows Nest (confidential) – The Clerk advised this is to address a final transfer of a section of Sparrows Nest. Cllr Pearce proposed

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

18:30 on 27 September 2022

delegating authority to the Clerk to progress this, with the Mayor and Chair of the Finance and Governance Committee as signatories; seconded by Cllr Brooks; all in favour.

The meeting was closed 20:42.

Signed: .....

25 October 2022