

Lowestoft Town Council

Full Council Meeting

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

18:30 on 24 January 2023

MINUTES

Present: Cllrs Sonia Barker, Robert Breakspear, Wendy Brooks, Colin Butler, Alan Green (Mayor), Peter Lang, David LeGrice, Christian Newsome, Graham Parker, Andy Pearce, John Pitts and Elise Youngman

In Attendance: Shona Bendix (Town Clerk), Lauren Elliott (Project and Committee Clerk) and Taylor Williams (Committee Clerk)

138. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

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

Apologies were received from Cllrs Begum, Craig, Frost, Jones, Page and Taylor with reasons provided.

Cllr Brooks proposed approval of apologies received; seconded by Cllr Pearce; all in favour.

Cllrs Knight and Patience were absent with no apologies provided.

140. Declarations of Interests and dispensations

140.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.

Cllr Newsome declared he has had communications with National Highways and local residents. Cllr Pearce declared he is the Chair of Gunton Residents Association. Cllr Parker declared he is the Deputy-Chair of Gunton Residents Association. Cllr Breakspear declared he is part of the Friends of Kensington Gardens group. Cllr Butler declared he raised the issue of the A47 per item 148 and he wrote the report related to item 149. Cllr Brooks declared she has had communications with National Highways. Cllr Youngman declared she is a representative on the Lowestoft District Allotments Associations. Cllrs Barker, Brooks, Green and Pearce declared they are representatives on the Marina Theatre Quarterly Management group. Cllrs Barker, Butler, Green, LeGrice and Pearce declared they are representatives on the Town Hall Project Board.

140.2. To consider written requests for dispensations for interests and note dispensations granted.

None were received.

141. To consider the draft minutes and appended confidential notes of the meeting on 16 January 2023

Cllr Parker proposed approval of the draft minutes; seconded by Cllr Barker; a vote was held with eleven Councillors in favour and one Councillor abstained.

142. Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

None were received.

143. Finance

143.1. To receive the draft minutes of the meeting on 9 January 2023 – To be signed off at the next meeting.

143.2. To consider the following recommendations from the Finance and Governance Committee on:

143.2a. To consider the general reserves and earmarked reserves positions – It was noted

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that the Budget and Loan Sub-Committee would hold a meeting in February to review the target levels on the earmarked reserves and make a recommendation to Full Council in February.

- 143.2b. To consider extension of the hire period for the van – Cllr Pearce proposed, as no decision was made to purchase a van and the budget allowed for another twelve months use, to approve the extension of the hire period for the larger van for the next twelve months; seconded by Cllr Brooks; all in favour.
- 143.2c. To adopt the following policies:
- 143.2ci Acquisition and Disposal (as amended)
 - 143.2cii Appraisals Guidance
 - 143.2ciii Heritage Plaques (as amended)
 - 143.2civ Legionella Control and Water Hygiene (subject to H&S amendments being included)
 - 143.2cv Lone Working
 - 143.2cvi Media Policy
 - 143.2cvii Member Officer Protocol
 - 143.2cviii Mulch Policy
 - 143.2cix Noticeboard Protocol
 - 143.2cx Pandemic Contingency and Recovery
 - 143.2cxi Personal Use of the Telephone
- Cllr Brooks proposed to adopt all policies; seconded by Cllr Pearce; all in favour.
- 143.2d. To revert to the pre-COVID position of confidential documents only being accessible via the members area of the website from 1 April 2023 – Cllr Brooks proposed all confidential documents only be accessible from the members area of the website, or the alternative portal provided by the Town Council’s IT provider, from 1 April 2023; seconded by Cllr Pearce; all in favour.
- 143.2e. For Council data not to be accessible from a personal device from 1 April 2023 – A suggestion was made for this to be enforced from 9 May 2023 when the new Town Council is elected and for the current arrangements to continue until then. It was noted this would be a one-off purchase and the laptops would remain the property of Lowestoft Town Council. Cllr Brooks proposed to adopt this policy from 9 May 2023, but to accommodate the logistics of all Councillors being set up, for the new laptops to be provided to Councillors by the end of May. Cllr Pearce seconded the proposal. It was requested advice be sought from the new IT provider concerning support for Councillors who may be locked out of their device. Five Councillors voted in favour, four Councillors voted against and three Councillors abstained, the proposal was carried.
- 143.3. To receive and consider the following:
- 143.3a. 2022 – 2023 budget position –Due to the utilisation of some of the anticipated year-end reserve, for the remaining three months of the financial year where expenditure was approved against budget there needed to be confirmation that there has been no allocation from the year-end reserve. This would ensure the Town Council do not double count any funds that are currently un-used in reserve. The precept demand was submitted by the due date.
 - 143.3b. Any bank reconciliations – November and December were signed off.
 - 143.3c. Payments and income for the month ending 31 December 2022 and January 2023 to date (see schedules) – Cllr Pearce proposed approval. Cllr Breakspear requested clarification of the payment on 8 December Waveney Norse memorial benches for Kensington Garden. Cllr Pearce amended his proposal to approve the payments and income subject to the clarification requested; seconded by Cllr Breakspear; all in favour.

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Table 1 December and January Payments

15 December 2022	Waveney Valley Athletics Club	Scores Race 2022	£5,000.00
15 December 2022	Chris Meek	Office Reimbursement	£16.60
15 December 2022	Lauren Elliott	Travel Reimbursement	£15.12 + £2.68 VAT = £17.80
15 December 2022	Waveney Norse Limited	Normanston Cricket Barriers	£266.00 + £53.20 VAT = £319.20
15 December 2022	Northumbrian Water Group Ltd	Legionella Monitor & Maint Oct	£593.97 + £118.79 VAT = £712.76
15 December 2022	Seletar Signs	H&S Signage	£120.00 + £24.00 VAT = £144.00
15 December 2022	Seletar Signs	Van Signage	£210.00 + £42.00 VAT = £252.00
15 December 2022	Broadland Security Alarms	Town Hall Alarm Callout	£156.00 + £31.20 VAT = £187.20
15 December 2022	MJ Training	Manual Handling Training	£51.00 + £10.20 VAT = £61.20
15 December 2022	Liz Ballard	TH Heritage Engagement Jun/Jul	£2,577.00
15 December 2022	Binder Ltd	Uplands Sewage Disposal	£282.00 + £21.30 VAT = £303.30
15 December 2022	Landy Lane Nursery Limited	Trees	£574.00 + £50.40 VAT = £624.40
15 December 2022	AJ Builders	Arnolds Bequest Barrier	£4,165.00 + £833.00 VAT = £4,998.00
16 December 2022	Credit Card Account	Credit Card Payments	£1,036.87
19 December 2022	HMRC	HMRC November 2022	£12,167.50
19 December 2022	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	£779.10 + £155.82 VAT = £934.92
19 December 2022	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19 December 2022	Newsquest Media Group Ltd	Env Supp Officer Adverts	£268.20 + £53.64 VAT = £321.84
19 December 2022	NPower Ltd	RNPSA Museum Electric Oct 22	£1,095.56 + £219.11 VAT = £1,314.67
19 December 2022	NPower Ltd	CN TH Electric Jan 21	£-393.30

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19 December 2022	NPower Ltd	CN TH Electric Feb 21	-£345.47
19 December 2022	NPower Ltd	CN TH Electric Apr 21	-£358.39
19 December 2022	NPower Ltd	CN TH Electric Dec 20	-£378.88
19 December 2022	NPower Ltd	CN TH Electric May 21	-£347.36
19 December 2022	NPower Ltd	CN TH Electric July 21	-£355.32
19 December 2022	NPower Ltd	CN TH Electric Mar 21	-£370.26
19 December 2022	NPower Ltd	CN TH Electric Nov 20	-£352.93
19 December 2022	NPower Ltd	TH Electric Feb 22	£383.93 + £76.79 VAT = £460.72
19 December 2022	NPower Ltd	TH Electric Mar 22	£412.82 + £82.56 VAT = £495.38
19 December 2022	NPower Ltd	TH Electric Apr 22	£407.00 + £81.40 VAT = £488.40
19 December 2022	NPower Ltd	TH Electric May 22	£646.55 + £129.31 VAT = £775.86
19 December 2022	NPower Ltd	TH Electric Jun 22	£629.19 + £125.84 VAT = £755.03
19 December 2022	NPower Ltd	TH Electric Jul 22	£758.35 + £151.67 VAT = £910.02
19 December 2022	NPower Ltd	TH Electric Aug 22	£731.69 + £146.34 VAT = £878.03
19 December 2022	NPower Ltd	Pakefield St PC Electric Nov22	£128.31 + £6.42 VAT = £134.73
19 December 2022	NPower Ltd	Kensington Garden Electric Nov	£93.94 + £4.70 VAT = £98.64
19 December 2022	NPower Ltd	Low Cem PC Electric Nov 22	£103.79 + £5.19 VAT = £108.98
19 December 2022	NPower Ltd	Normanston Park Electric Nov22	£315.36 + £15.77 VAT = £331.13
19 December 2022	NPower Ltd	Denes Oval Electric Nov 22	£599.91 + £119.98 VAT = £719.89
19 December 2022	NPower Ltd	Triangle Market Electric Nov22	£179.07 + £8.95 VAT = £188.02
19 December 2022	NPower Ltd	TH Electric Nov 22	£626.99 + £125.40 VAT = £752.39

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19 December 2022	NPower Ltd	TH Electric October 22	£614.07 + £122.81 VAT = £736.88
19 December 2022	NPower Ltd	TH Electric Credit May 2021	-£106.22
19 December 2022	NPower Ltd	TH Electric Credit Nov21	-£166.77
19 December 2022	NPower Ltd	TH Electric Credit Dec 21	-£494.86
19 December 2022	NPower Ltd	TH Electric Journal 2019-2020	-£2,319.12
19 December 2022	NPower Ltd	TH Electric September 2022	£699.43 + £139.89 VAT = £839.32
19 December 2022	Waveney Norse Limited	Partnership Charge December 22	£38,238.00 + £7,647.60 VAT = £45,885.60
20 December 2022	The Rapid Results College Ltd	IOSH Managing Safety Course x2	£520.00 + £104.00 VAT = £624.00
20 December 2022	The Society of Local Council Clerks	Climate Engagement Training	£70.00 + £14.00 VAT = £84.00
21 December 2022	Paul Connew	Parking Reimbursement	£38.75 + £7.75 VAT = £46.50
21 December 2022	Sarah Foote	Parking, Reclaim	£12.70 + £2.55 VAT = £15.25
21 December 2022	AJ Builders	Town Hall Water Damage	£3,440.00 + £688.00 VAT = £4,128.00
21 December 2022	AJ Builders	Sparrows Nest Fence	£925.00 + £185.00 VAT = £1,110.00
21 December 2022	AJ Builders	Marina Theatre Water Cylinder	£600.00 + £120.00 VAT = £720.00
21 December 2022	AJ Builders	Sparrows Nest Bandstand Pipe	£455.00 + £91.00 VAT = £546.00
21 December 2022	Liquid DJ	Sound System King Proclamation	£250.00
21 December 2022	AJ Builders	Sparrows Nest Electric Repair	£730.00 + £146.00 VAT = £876.00
21 December 2022	Liquid DJ	Christmas Market Sound System	£450.00
21 December 2022	Liquid DJ	South Pier Plaque Sound	£250.00
21 December 2022	PHS Group	Whitton Hall Hygiene	£218.57 + £43.71 VAT = £262.28

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21 December 2022	PHS Group	Whitton Hall Hygiene	£68.77 + £13.75 VAT = £82.52
21 December 2022	Gearhire Sound and Light	Full Council Amplification	£400.00 + £80.00 VAT = £480.00
21 December 2022	Blachere Illuminaton UK Ltd	Festive Light Storage, Removal	£2,415.80 + £483.16 VAT = £2,898.96
21 December 2022	The Society of Local Council Clerks	Job Adverts	£298.00 + £59.60 VAT = £357.60
21 December 2022	The Marina Theatre Trust	Electrical Inspection	£9,119.50 + £1,823.90 VAT = £10,943.40
21 December 2022	East Point Business Services	HH Rent Q3	£3,675.00 + £735.00 VAT = £4,410.00
22 December 2022	Jonny Hawes	Repair Reimbursement	£63.08 + £7.38 VAT = £70.46
22 December 2022	Taylor Williams	Parking Reimbursement	£33.30 + £6.70 VAT = £40.00
22 December 2022	The Society of Local Council Clerks	Website Accessibility Training	£35.00 + £7.00 VAT = £42.00
22 December 2022	Waveney Norse Limited	Normanston Park Memorial Bench	£1,800.00 + £360.00 VAT = £2,160.00
22 December 2022	The Society of Local Council Clerks	Allotment Tenancy Training	£30.00 + £6.00 VAT = £36.00
22 December 2022	MossKing Associates Ltd	TH Development Phase Oct 22	£1,770.00
23 December 2022	SALARIES	Salaries December	£18,436.24
23 December 2022	Eon Energy	WH Electric Jul - Oct 22	£29.33 + £1.47 VAT = £30.80
28 December 2022	Gazprom Energy	TH Standing Charge Nov	£57.53 + £2.88 VAT = £60.41
28 December 2022	Wave Ltd	Pakefield St Water	£1,719.62 + £167.70 VAT = £1,887.32
29 December 2022	C&C Consulting Services Ltd	Health and Safety Support	£50.85 + £10.17 VAT = £61.02
29 December 2022	C&C Consulting Services Ltd	Health and Safety Support	£49.50 + £9.90 VAT = £59.40
30 December 2022	The Society of Local Council Clerks	Heritage Issues & Planning SB	£90.00 + £18.00 VAT = £108.00
30 December 2022	David Ogilvie Engineering Ltd	Dove & Bluebell Benches	£4,562.00 + £912.40 VAT = £5,474.40

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30 December 2022	The Society of Local Council Clerks	Heritage Issues & Planning TW	£90.00 + £18.00 VAT = £108.00
30 December 2022	The Society of Local Council Clerks	Council Elections Training	£20.00 + £4.00 VAT = £24.00
31 December 2022	Unity Trust Bank	Bank Charges	£61.80
3 rd January 2023	East Suffolk Council	Links Road Car Park NNDR	£187.00
3 rd January 2023	East Suffolk Council	Sparrows Nest NNDR	£110.00
3 rd January 2023	East Suffolk Council	Hamilton House NNDR	£948.00
3 rd January 2023	MJ Training	Manual Handling Training	£210.00
3 rd January 2023	Northumbrian Water	Legionella Support	£593.97 + £118.79 VAT = £712.76
3 rd January 2023	East Point Business Services	Hamilton House Service Charge	£7,591.25 + £1,518.25 VAT = £9,109.50
3 rd January 2023	East Point Business Services	Hamilton House Rent	£3,675.00 + £735.00 VAT = £4,410.00
3 rd January 2023	Marina Theatre Trust	Marina Management Fee	£37,500 + £7,500 VAT = £45,000
3 rd January 2023	Nicholsons Solicitors	Legal Advice	£552.50 + £110.5 VAT = £663.00
4 th January 2023	Anglian Water	Water Charges	£40.30
4 th January 2023	Suffolk Pension Fund	December Pensions	£7,555.65
9 th January 2023	Fuel Card Services	Van Fuel	£14.40
10 th January 2023	Anglian Water	Water Charges	£350.50
16 th January 2023	MJ Training	Manual Handling Training	£175.00 + £35.00 VAT = £210.00
16 th January 2023	Paul Connew	Reimbursement	£21.25
16 th January 2023	South Pier Lowestoft	South Pier Lowestoft Grant	£2,645.44
16 th January 2023	Dentaid	Dentaid Grant	£1,950.00
16 th January 2023	My Safety Gear	4x Hard Hats	£175.99
16 th January 2023	AJ Builders	Thirlmere Walk Gate	£1,500.00 + £300.00 VAT = £1,800.00

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16 th January 2023	AJ Builders	Install Bin at Ness Park, Board up Town Hall Window, Remove Kensington Gardens Step	£200.00 + £40.00 VAT = £240.00
16 th January 2023	Fleet 96 Rentals	Van Hire	£452.00 + £90.40 VAT = £542.20
16 th January 2023	AJ Builders	Town Hall Repairs	£3,240.00 + £648.00 VAT = £3,888.00
16 th January 2023	AJ Builders	Town Hall Repairs	£1,275.00 + £255.00 VAT = £1,530.00
16 th January 2023	Lord Kitchener MHC	Lord Kitchener Grant	£2,000.00
16 th January 2023	Fleet 96 Rentals	Van Hire	£550.00 + £110.00 VAT = £660.00
16 th January 2023	Fatstickman	Environmental Support Officer Equipment	£475.68 + £95.14 VAT = £570.82
16 th January 2023	BSA Security	Fire Alarm Call Out	£112.00 + £22.40 VAT = £134.20
16 th January 2023	Block N Mesh	Heras Fencing	£1,072.00 + £214.40 VAT = £1,286.40
16 th January 2023	Disability Advice	Defibrillator Grant	£380.34
16 th January 2023	BSA Security	Town Hall Call Out	£110.00 + £22.00 VAT = £132.00
16 th January 2023	Online Playgrounds	Play Equipment Parts	£36.33 + £7.27 VAT = £43.60
16 th January 2023	Stems Florist	Holocaust Memorial Wreaths	£120.00
17 th January 2023	C&C Consulting	Health and Safety Support	£779.10 + £155.82 VAT = £934.92
17 th January 2023	Anglian Water	Water Charges	£396.91
17 th January 2023	Lloyds Bank	Credit Card Purchases	£808.28
18 th January 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19 th January 2023	Public Works Loan Board	Marina Box Office Loan Repayment	£6,912.00
19 th January 2023	East Suffolk Norse	Ground Maintenance Service	£33,515.61 + £6,703.12 VAT = £40,218.73

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20 th January 2023	NPower	Triangle Market Electric	£186.85 + £9.34 VAT = £196.19
20 th January 2023	HMRC	HMRC December 2022	£7,256.08
23 rd January 2023	NPower	Denes Oval Electric	£675.76 + £135.15 VAT = £810.91
23 rd January 2023	NPower	Lowestoft Cemetery PC Electric	£104.14 + £5.21 VAT = £109.35
23 rd January 2023	NPower	Kensington Gardens Electric	£97.04 + £4.85 VAT = £101.89
23 rd January 2023	Anglian Water	Water Charges	£124.24
23 rd January 2023	NPower	Town Hall Electric	£683.39 + £136.68 VAT = £820.07
23 rd January 2023	NPower	Pakefield St PC Electric	£103.07 + £5.15 VAT = £108.22
23 rd January 2023	British Gas	Whitton Hall Gas	£97.99
23 rd January 2023	Salaries	January Salaries	£19,934.73
23 rd January 2023	Chris Meek	Office Supply Reimbursement	£36.95
23 rd January 2023	X2 Connect	Gunton Drive Phone Box Repair	£1,617.55 + £323.51 VAT = £1,941.06
23 rd January 2023	Lauren Elliott	Travel and Parking Reimbursement	£40.60
23 rd January 2023	No Butts Bin Company Ltd	2x Bench and 4x Ground Anchor	£1,194.00 + £238.80 VAT = £1,432.80
23 rd January 2023	Robert Cousin	Car Insurance Upgrade	£26.84
23 rd January 2023	Mike Nursey	Car Insurance Upgrade	£16.96
23 rd January 2023	Marina Theatre Trust	Boiler Repair and Moth Treatment	£608.32 + £121.66 VAT = £729.98
23 rd January 2023	Lowestoft Mens Shed	12x Hedgehog Boxes and 12x Bat Boxes	£108.00
23 rd January 2023	Gearhire Sound and Lighting	Full Council Amplification	£400.00 + £80.00 VAT = £480.00
23 rd January 2023	SLCC	Deputy Town Clerk Training	£375.00
23 rd January 2023	SLCC	Deputy Town Clerk Membership	£409.00

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Table 2 December and January Receipts

Date	Received from	Description	Amount
20 th December 2022	Market Income	Weekly Market Income	£18.50
23 rd December 2022	Tenant	Rental Income from Tenant	£213.16
31 st December 2022	Unity Trust Bank	Savings Account Interest	£1467.83
4 th January 2023	Tenant	Rental Income from Tenant	£6,300.00
23 rd January 2023	Tenant	Rental Income from Tenant	£213.16

143.3d. Payments for approval, including the following: There were no payments for approval.

143.4. To consider the redevelopment of the Town Hall, including a report from the Project Board – It was noted UK Power Network planned to install a substation on the Town Hall site which could disrupt the renovation works, therefore the Lowestoft Town Council wanted to support the Town Hall Project Board and query relocation of the installation. There were concerns raised that the installation would disrupt the space and footprint and cause an aspect of the project to be dropped. There had been internal discussions with East Suffolk Council, who own the adjacent land, about the possibilities of the substation being sited there. The Town Hall Project Board were awaiting the outcome of those discussions. It was noted that the Town Council might also have to pay for the substation. It was noted that a substation close to the Town Hall could pose a safety hazard. It was queried if UK Power Network were aware there would not be 24/7 access to the Town Hall site should emergency access be required due to a power outage. Cllr Brooks proposed a delegation to officers to write a letter from Lowestoft Town Council to UK Power Network informing them of the inappropriate location and for the substation to be sited elsewhere. It was noted that there was already an existing delegation to the Town Hall Project Board, who are opposed to the substation being located at the Town Hall, and are dealing with the issue on the Town Council's behalf and querying the rationale for the site location. There were concerns that if the installation proceeded it could stop the Town Hall renovation project. The issues was being dealt with by the Town Hall Project Team in conjunction with East Suffolk Council and will then feedback to Full Council. Cllr Brooks amended the proposal for Lowestoft Town Council to send a strong message to the Town Hall Project Board that the substation must not be installed at the Town Hall and that the Town Council would support them to ensure the issue is resolved. Cllr Lang seconded. It was noted that at the Town Hall Project Board meeting the only contingency arrangement was consideration of the substation being sited on the neighbouring land owned by East Suffolk Council and there was no contingency to allow the substation to be incorporated into the Town Hall building. Cllr Brooks amended the proposal to send a strong message from Lowestoft Town Council to the Town Hall Project Board that they are unable to accept report as it does not reflect the discussions that took place and to clarify what was discussed; seconded by Cllr Lang; all in favour.

143.5. To consider the Marina Theatre draft lease (some aspects may be confidential) – The officers were compiling the documents required to ensure a full cover of the

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arrangements with the Marina Theatre as both a tenant and a provider of service. It was noted this was subject to advice from the VAT advisor, which is anticipated to be received in the next two weeks, and further legal advice. The lease and managements services agreement would not be progressed until the VAT advice is received.

Cllr Brooks temporarily left the chamber at 19:40

144. Assets, Inclusion and Development

- 144.1. To receive the draft minutes of the meeting on 9 January 2023 – To be signed off at the next meeting.
- 144.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 144.2a. To approve a maximum budget of £20,000 for park welcome signage and delegate authority to the Finance and Governance Committee to decide the budget allocation – Cllr Lang proposed approval; seconded by Cllr Pearce who noted the expenditure for items 144.2a and 144.2b were allowed for in the 2023-2024 budget and precept recommendation; all in favour.

Cllr Brooks returned to the chamber at 19:42

- 144.2b. To approve a maximum budget of £6,000 to install EasyGates at the Sparrows Nest and Gunton Community Park play areas, and delegate authority to the Finance and Governance Committee to decide the budget allocation – Cllr Lang proposed approval; seconded by Cllr Pearce; all in favour.
 - 144.2c. To approve a stipulation to the lease agreement with the Lowestoft and District Allotments Association (LDAA), to increase the annual fees in line with inflation, plus fees for administration, with a delegation to officers, in conjunction with the Allotments Sub-Committee, to progress the lease with LDAA (confidential) – To be discussed in confidential.
- 144.3. To consider approval of a maximum budget of £12,500 for screening for the bins at Kensington Gardens, Sparrows Nest, Normanston Park, Denes Oval and Fen Park, and delegate authority to the Finance and Governance Committee to decide the budget allocation – It was noted the Town Council could extend this to include bins and screening and prioritise areas where the provision of large bins would accommodate the change in waste management arrangements, such as a compound for bins for Fen Park. It was noted the budget provisionally allowed for £12,000 for four sites however the recommendation from the Assets, Inclusion and Development Committee was £3,000 for each site with the understanding that officers were considering extending this to further sites. Cllr Pearce proposed the approval of a budget of £12,500 with a delegation to officers, in conjunction with the Assets, Inclusion and Development Committee, to refine the details of the expenditure, which locations to site the bins and provide clarification to the Finance and Governance Committee. Then a further delegation to the Finance and Governance Committee to decide the budget allocation. Seconded by Cllr Brooks. It was noted if the budget exceeds £12,500 then the first four sites should be completed first and then a request would need to be made for a budget increase to accommodate extra sites. All Councillors voted in favour.

A ten minute comfort break was taken at 19:59

145. Planning

- 145.1. To receive the draft minutes of the meetings on 3 and 17 January 2023 – To be signed off at the next meeting.

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146. Climate Emergency and Ecological

146.1. To receive the draft minutes of the meeting on 16 January 2023 – To be signed off at the next meeting.

147. Personnel

147.1. To consider any recommendations from the Personnel Committee regarding the following:

147.1a. Adoption of the Councillor Mental Health and Wellbeing Policy – Cllr Brooks proposed adoption; seconded by Cllr Pearce; all in favour.

147.1b. For any Councillor fulfilling the role of Mayor or Chair of the Personnel Committee to receive mandatory appraisal training – Cllr Pearce proposed approval with the stipulation that training be provided from an external source and with effect from the 2023-2024 civic year; seconded by Cllr Brooks. An amendment was suggested for the Deputy Mayor and Deputy Chair of the Personnel Committee to also be included. Cllrs Pearce and Brooks agreed to the amendment; all in favour.

148. To consider the condition of the A47 from the Bascule Bridge to Corton Long Lane, with a view to the Town Council making a complaint to National Highways

Cllr Butler proposed the Town Council write a complaint concerning the state of the road to National Highways; seconded by Cllr Newsome. Cllr Pearce requested an addition to the proposal for the complaint to emphasise the state of the trunk road was incompatible with the desire for economic regeneration in Lowestoft and for Peter Aldous MP to be contacted and asked to write a letter in support of the Town Council's complaint. It was agreed to include this in the proposal. All Councillors voted in favour.

149. Outside bodies

149.1. To receive and note Cllr Butler's report from the Joint Coastal Projects Board meeting on 15 December 2022 – The report was received and no comments were made.

150. Date of next meeting

28 February 2023 at 18:30

151. Items for the next agenda and close

It was requested items for the next agenda be emailed into the office.

152. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda, including the following:

152.1. Any matters, including those above as required

Cllr Lang proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 20:32

Cllr Parker left the chamber at 20:32

144.2c. To approve a stipulation to the lease agreement with the Lowestoft and District Allotments Association (LDAA), to increase the annual fees in line with inflation, plus fees for administration, with a delegation to officers, in conjunction with the Allotments Sub-Committee, to progress the lease with LDAA (confidential) – It was clarified the

Lowestoft Town Council

Full Council Meeting

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

18:30 on 24 January 2023

proposed increase was for the fees paid by the Lowestoft Town Council to the LDAA. Cllr Pearce proposed approval of the increase in annual fees to £1,600 paid by the Lowestoft Town Council to the LDAA, which would increase in line with inflation, and an extra £1,000 annual fee for administration support. Furthermore, to approve an update to a clause in the lease allowing for allotment holders to grow produce for community organisations (such as food relief outlets) subject to no legal impediments; seconded by Cllr Lang; all in favour.

The Chair closed the meeting at 20:39

Signed:

28 February 2023