

**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:30 on 28 November 2023**

**MINUTES**

**Present:** Cllrs Sonia Barker (Mayor), Nasima Begum, Wendy Brooks, Graham Parker, Keith Patience, Andy Pearce, Bernadette Rappensberger, Deborah Ray, Jack Smith, Nick Webb and Elise Youngman

**In attendance:** Sarah Foote (Deputy Clerk) and Lauren Elliott (Project and Committee Clerk)

**Also in attendance:** The Town Hall Project Manager was in attendance via Zoom for part of the meeting

**Public:** One member of the public was in attendance via the Zoom webinar.

**135. Welcome**

The fire evacuation procedure and public right to report were explained, and the meeting was welcomed. Cllr Barker advised the bascule bridge would be closing at 20:00. Cllr Barker reminded Councillors that they should be invited to speak by the Chair and should limit their comments to three minutes.

**136. Apologies for absence**

Apologies were received from Cllrs Robert Breakspear, Neil Coleby, Janet Craig, Alan Green, Jen Jones, Christian Newsome, Paul Page and David Youngman, with reasons provided. Cllr Brooks proposed to approve all apologies other than Cllr D Youngman's. The proposal was not seconded. Cllr Pearce proposed to approve all apologies; seconded by Cllr Begum; nine Councillors voted in favour; one Councillor voted against. Cllr E Youngman advised that Cllr Smith would be late.

**137. Declarations and dispensations**

- 137.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Patience declared he is an East Suffolk Councillor, and is the Town Council's representative on the Lowestoft Place Board, with regard to item 147.1. Cllr Parker declared he is an East Suffolk Councillor.
- 137.2. Written requests for dispensations for interests and note dispensations granted – There were none.

**138. The draft minutes and confidential note of the Extraordinary Full Council meeting on 7 November 2023**

Cllr Brooks proposed to approve the minutes, but had not read the confidential note. Cllr Pearce advised the confidential note was available on the members' area of the website and proposed to approve both. Cllr Brooks seconded the proposal; nine Councillors voted in favour; one Councillor abstained from the vote. Cllr Pearce noted there was an outstanding query regarding the confidential note of October's Full Council meeting, which officers will check.

**139. Public forum**

There was one member of the public in attendance via the webinar, who did not wish to speak. Cllr Brooks advised a comment had been submitted by a member of the public and requested it be read out. The Deputy Clerk advised this could be discussed further during the confidential session, but the comments did not directly relate to an item on this agenda.

*Cllr E Youngman temporarily left the meeting 18:40*

**140. Finance and Governance**

- 140.1. Receiving and noting the draft minutes of the Finance and Governance Committee meeting on 14 November 2023 – The draft minutes were received and noted.
- 140.2. Recommendations from the Finance and Governance Committee:
- 140.2a. For Chairs of Committees and Sub-Committees to circulate draft meeting

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agendas to their members for input – Cllr Pearce did not support this recommendation. It had been agreed officers would share draft agendas with Chairs but there was no requirement for these to be shared more widely. Councillors had sufficient time between meetings to submit requests for agenda items and did not need to see the draft agenda to do this.

*Cllr E Youngman returned 18:43*

*Cllr Smith arrived 18:43*

Cllr Brooks supported the recommendation and could not see why this was an issue. Following comments made in response to Cllr Pearce, Cllr Barker advised Cllr Brooks to be mindful of comments she was making.

*Cllr Brooks temporarily left the meeting 18:45*

Cllr Pearce considered his comments to have been misrepresented.

*Cllr Brooks returned 18:46*

Cllr Pearce requested that Councillors represent only their own views. From recent Chairs' training, Cllr Patience understood agendas to be prepared jointly between officers and the Chair. Cllr Brooks proposed to approve this recommendation; seconded by Cllr Begum; two Councillors voted in favour; six Councillors voted against; three Councillors abstained from the vote.

140.2b. For any non-confidential items which have to be deferred due to insufficient time to be prioritised on the following agenda, and an Extraordinary Meeting convened if the item has to be deferred more than once due to time constraints (would apply to all Committees and Sub-Committees) – It was considered that agenda items should not be rushed or continually deferred, particularly so for legal matters. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Begum; nine Councillors voted in favour; two Councillors voted against.

140.2c. Commissioning a report for a renovation programme for the Denes Oval pavilion and toilets, and delegating authority to the Denes Oval Working Group to produce a specification for the report upon receipt of the condition survey report – Cllr Pearce proposed approval of this recommendation; seconded by Cllr E Youngman; all in favour.

140.2d. Proceeding with the following regarding the cost implications and development of land for 2024 – 2025 (confidential): - To be considered during the confidential session.

140.2di. Consider financial viability of the venture

140.2dii. Seek an independent valuation

140.2diii. Go out for public consultation upon completion of due diligence

140.2div. Act on legal advice received

140.3. Receipt and consideration of the following:

140.3a. 2023 – 2024 budget and reserves – Cllr Pearce proposed to accept items 140.3a – 140.3c as an accurate reflection of the current position; seconded by Cllr Webb; all in favour.

140.3b. Any bank reconciliations

140.3c. Payments and income for the month ending 31 October 2023 and November 2023 to date (see schedules):

*Table 1 October and November Payments*

Date	Payment to	Description	Amount
2 October 2023	Fuel Card Services Ltd	Van fuel	£214.25 + £42.85 VAT = £257.10
2 October 2023	Taylor Williams	Parking expenses	£53.28 + £10.72 VAT = £64
2 October 2023	Sarah Foote	Paint, travel and parking	£168.40 + £12.12

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		reimbursements	VAT = £180.52
2 October 2023	Chris Meek	Postage, battery, keys, meeting reimbursements	£79.73
2 October 2023	Wave Ltd	TH water Q2	£51.35
2 October 2023	Wave Ltd	Ken Gardens water Q2	£429.62
2 October 2023	East Suffolk Council	Links Road car park NNDR	£196
2 October 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104
2 October 2023	East Suffolk Council	Hamilton House NNDR	£996
4 October 2023	Suffolk Pension Fund	Pensions September	£12,498.71
5 October 2023	C&C Consulting Services Ltd	Health and safety support	£934.92
9 October 2023	Fuel Card Services Ltd	Van fuel	£265.24 + £53.05 VAT = £318.29
9 October 2023	Heathcliff Duncan	Van wash reimbursement	£15
9 October 2023	Wave Ltd	P/Ledger electronic payment	£744.91
12 October 2023	Royal British Legion	Wreath	£20
12 October 2023	Sarah Foote	Water pump reimbursement	£62.50 + £12.50 VAT = £75
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£6.75
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£6.75
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£27.90
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£26.85
12 October 2023	Lauren Elliott	Travel and parking reimbursement	£21.32 + £2.68 VAT = £24
12 October 2023	Triple A Boxing	Triple A Boxing grant	£2,000
12 October 2023	Wave Ltd	P/Ledger electronic payment	£820.39
12 October 2023	Pathways Care Farm	SN Sensory Garden	£930
12 October 2023	Fenland Leisure Products Ltd	Swing links	£79.20
12 October 2023	Glasdon UK Ltd	Life buoy x6	£684.94
12 October 2023	AJ Builders	Moving compost from KG to	£1,800

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		Fen	
12 October 2023	MJ Training	First aid training	£624
12 October 2023	MJ Training	First aid training	£82.80
12 October 2023	Direct365Online Ltd	Toilet roll	£684.60
12 October 2023	AJ Builders	BVP compost area	£8,400
12 October 2023	Abrehart Ecology	TH bat surveys	£5,681.28
12 October 2023	East Point Business Services	HH dead leg removal	£240
12 October 2023	Broadland Windows Ltd	Sparrows Nest windows deposit	£14,432.80
12 October 2023	Great Yarmouth Heating	DO water tank service	£100
12 October 2023	Cloudy Group Ltd	IT service charge September	£880.07
12 October 2023	Ernest Doe & Sons Ltd	Iseka lamp repair	£122.32
12 October 2023	AJ Builders	Low Cem PC door repair	£384
12 October 2023	Kingfisher Direct Ltd	Hand pallet truck	£250.79
12 October 2023	Ernest Doe & Sons Ltd	2x Kombimotors	£734.40
12 October 2023	Pearce & Kemp Ltd	Triangle Market light removal	£283.50
12 October 2023	Trade Gear Ltd	Line marking paint	£161.89
12 October 2023	Garden Discount Centre Ltd	Dennis mower service	£516.66
12 October 2023	AJ Builders	Unit 2 security fencing	£3,778.80
12 October 2023	V.C. Cooke	Bin hire September	£102
12 October 2023	Sound Induction Systems Ltd	Amplification system	£4,872.60
12 October 2023	Thomson Environmental Consulta	Tree survey	£4,800.08
12 October 2023	AJ Builders	Unit 2 yard fencing	£3,367.57
12 October 2023	AJ Builders	KG soakaway	£3,180
12 October 2023	KGB Commercial Heating	Marina Theatre HVAC pane door	£1,188.60

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12 October 2023	AJ Builders	Unit 2 asbestos spray	£2,341.20
12 October 2023	Blachere Illumination UK Ltd	Festive light installation	£4,654.80
12 October 2023	Cloudy Group Ltd	IT service charge October	£880.07
12 October 2023	AJ Builders	KG and SN bin areas	£6,600
12 October 2023	Leiston Press	TH leaflets	£67
12 October 2023	Fleet 96 Rentals Ltd	Van hire October	£1,080
12 October 2023	Pearce & Kemp Ltd	TM socket repair	£166.78
12 October 2023	Seletar Signs	2x signs	£144
12 October 2023	Garden Discount Centre Ltd	Stihl pole pruner	£245.10
12 October 2023	AJ Builders	P/Ledger electronic payment	£3,900
12 October 2023	AJ Builders	Normanston wall repair	£1,182
12 October 2023	The Society of Local Council Clerks	Community Governance Level 5	£1,575
12 October 2023	V.C. Cooke	Bin hire September	£510.60
12 October 2023	Glasdon UK Ltd	Replacement bench slat	£108.31
16 October 2023	Fuel Card Services Ltd	Van fuel	£57.74 + £11.55 VAT = £69.29
18 October 2023	Need2Store Ltd	Civic artefact storage	£240
19 October 2023	HMRC	HMRC September	£11,871
19 October 2023	Npower Ltd	TM electric September	£445.30
20 October 2023	Fuel Card Services Ltd	Van fuel	£149.41 + £29.88 VAT = £179.29
20 October 2023	Npower Ltd	KG electric September	£78.35
20 October 2023	Npower Ltd	Low Cem PC electric Sept	£93.78
20 October 2023	Npower Ltd	KG electric September	£95.31
20 October 2023	Npower Ltd	Normanston Park electric Sept	£125.77
20 October 2023	Npower Ltd	DO electric September	£423.03
20 October 2023	Npower Ltd	Pakefield St PC electric Sep	£63.03
20 October 2023	Npower Ltd	SN electric September	£396.28
20 October 2023	Npower Ltd	Town Hall electric Sept	£803.04

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20 October 2023	British Gas	Whitton Hall gas Mar-Jun	£97.99
20 October 2023	Fuel Card Services Ltd	Van fuel	£135.19 + £27.04 VAT = £162.23
20 October 2023	Sarah Foote	Remembrance reimbursement, hawthorn hedging, stationery reimbursement, parking reimbursement	£149.58 + £12.75 VAT = £162.33
20 October 2023	Ventura Cottage	High Street Skyline grant	£2,000
20 October 2023	Rotadex Systems Ltd	Unit 2 shelving	£2,941.30 + £588.26 VAT = £3,529.56
20 October 2023	Norfolk Ghostbusters	Halloween Market	£75
20 October 2023	HMRC	HMRC October 2023	£11,309.06
20 October 2023	Tamara Abrey	Halloween Market	£25
20 October 2023	Chris Meek	Halloween reimbursement, Xmas TEN reimbursement, Remembrance reimbursement, office supplies reimbursement	£158
23 October 2023	Salaries	Salaries October	£31,074.27
24 October 2023	HMRC	Land Registry search	£3
26 October 2023	Kirkley St Peter & St John	Kirkley Chicken Project grant	£700
26 October 2023	Sonia Barker	Mayoral travel	£14.90
26 October 2023	Paul Connew	Reimbursement Unit 2 keys	£34.07 + £3.33 VAT = £37.40
26 October 2023	Royal British Legion	Wreaths x7	£175
26 October 2023	EE Limited	Mobile phones October	£594.92
26 October 2023	Excite Solutions Ltd	Grass cutting Aug – Sep	£2,892.29
26 October 2023	Guy McGregor & Associates Ltd	Payslips Q2	£293.40
26 October 2023	Community Action Suffolk	Venue hire TH & NHD Plan	£120
26 October 2023	Munnings Supplies Ltd	Toilet roll	£126
26 October 2023	Wave Ltd	KG standpipe Q1 rev	£41.88
26 October 2023	Little Garden Design	Ness design work	£75

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	Company		
26 October 2023	J Parkers Dutch Bulbs Ltd	Bulbs	£15.72
26 October 2023	Seletar Signs	Unit 2 signs	£264
26 October 2023	KGB Commercial Heating	Marina Theatre boiler service	£495
26 October 2023	Cercis Ltd	Bulbs	£124.78
26 October 2023	Suffolk Assn. of Local Councils	Chairperson training x4	£540
26 October 2023	MLP Traffic	Pakefield tree road closure	£431.64
26 October 2023	Ricoh UK Ltd	Printing costs	£269.72
26 October 2023	Mary Moppins Ltd	Whitton Hall cleaning Oct	£239.52
26 October 2023	Broadland Security Alarms	Unit 2 fire extinguishers	£756
26 October 2023	Munnings Supplies Ltd	Gloves and towels	£30.60
26 October 2023	Mary Moppins Ltd	Gunton Hall cleaning Oct	£299.40
26 October 2023	East Point Business Services	HH door guards x2	£426.36
26 October 2023	Jess Johnston	TH engagement events	£1,680
26 October 2023	Screwfix	PC cleaning, aerosol lubricant	£675.78
26 October 2023	Charles Roberts and Sons	Normanston PCs light repair	£507.73
26 October 2023	Waveney Glass Co. Ltd	KG Bowls windows	£4,056
26 October 2023	PHS Group	WH sanitary bins	£357.55
26 October 2023	Kingfisher Direct Ltd	P/ledger electronic payment	£250.79
26 October 2023	Timpson Engraving	Plaque	£44.99
27 October 2023	C&C Consulting Services Ltd	Health and safety support	£49.50 + £9.90 VAT = £59.40
30 October 2023	Fuel Card Services Ltd	Van fuel	£47.02 + £9.40 VAT = £56.42
30 October 2023	Eon Energy	Whitton electric Jul – Aug	£30.80
1 November 2023	East Suffolk Council	Links Road car park NNDR	£196

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1 November 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104
1 November 2023	East Suffolk Council	Hamilton House NNDR	£996
1 November 2023	Peter Colby Commercials Ltd	Unit 2 rent November	£2,050
2 November 2023	Essex and Suffolk Water	Normanston water Apr – Oct	£354.49
2 November 2023	Northumbrian Water Group Ltd	Legionella checks Sept – Oct	£1,539.58
2 November 2023	Munnings Supplies Ltd	Towels and gloves	£32.40
2 November 2023	Kompan Ltd	Normanston Park play area	£53,061.63
2 November 2023	Kompan Ltd	Play area repair parts	£333.91
2 November 2023	Kompan Ltd	Play inspections July	£2,062.54
2 November 2023	The Play Inspection Company Ltd	Cotman and Normanston inspections	£900
2 November 2023	Trade Gear Ltd	Line marking machine	£1,402.49
2 November 2023	AJ Builders	Thirlmere Walk matting	£2,550
2 November 2023	Marina Theatre Trust	Marina Theatre grant	£1,900
2 November 2023	Robert Mayes Charity	Bloodmoor Hill CC food grant	£1,500
2 November 2023	Wellers Law Group Ltd	Committee legal advice	£312
2 November 2023	Garden Discount Centre Ltd	Jacobsen repair	£132.94
2 November 2023	Munnings Supplies Ltd	Hand soap	£130.50
2 November 2023	Fatstickman Ltd	Winter PPE	£531.36
2 November 2023	North & Hawkins Ltd	Giardino condition survey	£720
2 November 2023	Wave Ltd	Water charges	£2,057.29
2 November 2023	AJ Builders	Marina cleaning	£2,563.20
2 November 2023	Garden Discount Centre Ltd	3x helmets	£103.68
2 November 2023	Suffolk Wildlife Trust	Kittiwake grant	£1,665
2 November 2023	AJ Builders	Triangle Market paving	£26,184
2 November 2023	AJ Builders	Mt water cylinder	£446.40

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3 November 2023	Suffolk Pension Fund	Pensions October 2023	£11,859.02
6 November 2023	Fuel Card Services Ltd	Van fuel	£165.60 + £33.12 VAT = £198.72
6 November 2023	Sarah Foote	Parking and van repair reimbursement	£21.23 + £4.26 VAT = £25.49
6 November 2023	Taylor Williams	Parking reimbursement	£33.30 + £6.70 VAT = £40
6 November 2023	Lauren Elliott	Travel and parking reimbursement	£17.05 + £2.68 VAT = £19.73
6 November 2023	C&C Consulting Services Ltd	Health and safety support	£934.92
9 November 2023	Fleet 96 Rentals Ltd	Van hire October	£1,080
9 November 2023	Community Action Suffolk	NHD Plan room hire	£120
9 November 2023	Omnex Profilm Ltd	Marina Theatre sound processor	£3,672
9 November 2023	V.C. Cooke	Bin emptying October	£102
9 November 2023	V.C. Cooke	Bin emptying October	£354
9 November 2023	East Coast Waste	Waste disposal	£340.80
9 November 2023	Munnings Supplies Ltd	Gloves	£40.56
9 November 2023	The Society of Local Council Clerks	Committee Clerk CiLCA	£450
9 November 2023	Cloudy Group Ltd	IT service charge	£880.07
9 November 2023	DCM Surfaces	Cotman Close surfacing	£14,214.60
9 November 2023	Trees Direct	2x Silver Birch	£131.51 + £26.30 VAT = £157.81
9 November 2023	Thomson Environmental Consultants	Tree surveys	£4,095.88
9 November 2023	AJ Builders	St Margarets debris removal	£5,641.20
9 November 2023	Ben Burgess GroundsCare Equipment	John Deere lawn tractor	£22,194
9 November 2023	Gunton Primary Academy PSFA	Memorial play grant	£2,000
9 November 2023	Northumbrian Water	Legionella monitoring Sept	£769.79

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	Group Ltd	23	
9 November 2023	Claranet Ltd	Website hosting 23 – 24	£86.63
9 November 2023	J Parker's Dutch Bulbs Ltd	Bulbs	£2,141.10
9 November 2023	Wave Ltd	KG Water 1/6/22 – 16/9/23	£7,794.65
9 November 2023	HAGS-SMP Ltd	Cotman Close play area	£44,372.16
9 November 2023	Zurich Municipal	Normanston play insurance	£95.51
9 November 2023	Heathcliff Duncan	Plaque repair reimbursement	£11.65 + £2.33 VAT = £13.98
9 November 2023	East Point Business Services	HH rent and capital Q3	£8,659.38
9 November 2023	East Point Business Services	HH service charge Q3	£8,697.30
9 November 2023	Boggis Electrical Ltd	Marina Theatre emergency light	£469.37
9 November 2023	Nicholsons Solicitors LLP	Waveney Norse legal advice	£53.04
9 November 2023	Nicholsons Solicitors LLP	General legal advice	£1,219.92
9 November 2023	Nicholsons Solicitors LLP	Unit 2 legal advice	£1,577.84
9 November 2023	Nicholsons Solicitors LLP	Arnolds Bequest legal advice	£1,458
9 November 2023	Nicholsons Solicitors LLP	Marina Theatre legal advice	£5,544
9 November 2023	Nicholsons Solicitors LLP	TH legal advice	£116.64
9 November 2023	Nicholsons Solicitors LLP	TH and allotment legal advice	£114.12
9 November 2023	Nicholsons Solicitors LLP	Property legal advice	£649.20
9 November 2023	Nicholsons Solicitors LLP	Property legal advice	£1,651.92
9 November 2023	Nicholsons Solicitors LLP	Allotments legal advice	£408.24
9 November 2023	Nicholsons Solicitors LLP	Denes Oval tennis legal advice	£1,224.72

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9 November 2023	AJ Builders	Marina Theatre roof works	£303.60
13 November 2023	Fuel Card Services Ltd	Van fuel	£162.45 + £32.49 VAT = £194.94
16 November 2023	Credit Card Account	Credit card payments	£1,848.60
20 November 2023	Npower Ltd	Triangle Market electric October	£499.30
20 November 2023	Need2Store Ltd	Civic artefact storage	£240
20 November 2023	Fatstickman Ltd	Winter PPE	£362.18
20 November 2023	Garden Discount Centre Ltd	Edge trimmer	£139.86
20 November 2023	Tambai Promotions	BHM performance	£250
20 November 2023	Gearhire Sound and Light	Sound system Remembrance Day	£1,110
20 November 2023	Shine East Norfolk	Halloween Market entertainment	£25
20 November 2023	East Suffolk Council	Contested election May 23	£3,230.74
20 November 2023	East Suffolk One (Radio Network)	Triangle Market entertainment	£125
20 November 2023	MJ Training	First aid training	£248.40
20 November 2023	East Coast Sinfonietta	Remembrance performance	£250
20 November 2023	J Parkers Dutch Bulbs Ltd	Bulbs	£391.20
20 November 2023	P.J. Spillings (Builders) Ltd	T Hall degradation and asbestos	£76,496.40
20 November 2023	Ernest Doe & Sons Ltd	Hedge trimmer	£327.60
21 November 2023	Npower Ltd	Ken Gardens electric October	£88.18
21 November 2023	Npower Ltd	Ken Gardens electric October	£94.55
21 November 2023	Npower Ltd	Low Cem PC electric October	£107.79
21 November 2023	Npower Ltd	Normanston electric October	£407.62
21 November 2023	Npower Ltd	Denes Oval electric October	£731.98
21 November 2023	Npower Ltd	SN electric October	£474.19
21 November 2023	Npower Ltd	TH electric October	£879.71

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22 November 2023	Anglian Water	Normanston water 1/4-2/10	£388.87
22 November 2023	Kingfisher Direct Ltd	P/ledger electronic payment	-£250.79

Table 2 October and November Receipts

Date	Received From	Description	Amount
2 October 2023	Triangle Market	Triangle Market income	£18.50
2 October 2023	Triangle Market	Triangle Market income	£18.50
2 October 2023	Tenant	Rental income from tenant	£60
2 October 2023	Tenant	Rental income from tenant	£775
2 October 2023	Tenant	Rental income from tenant	£625
2 October 2023	Tenant	Rental income from tenant	£213.16
2 October 2023	Tenant	Rental income from tenant	£6,300
6 October 2023	Tenant	Rental income from tenant	£300
13 October 2023	Triangle Market	Triangle Market income	£18.50
16 October 2023	Tenant	Rental income from tenant	£300
20 October 2023	Tenant	Rental income from tenant	£300
24 October 2023	East Suffolk Council	CIL 2023 – 24 2 <sup>nd</sup> instalment	£1,565.23
27 October 2023	LTA Tennis Foundation	KG gate works	£2,500
27 October 2023	Tenant	Rental income from tenant	£300
30 October 2023	Tenant	Rental income from tenant	£213.16
30 October 2023	Tenant	Rental income from tenant	£156
30 October 2023	Tenant	Rental income from tenant	£444.91

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2 November 2023	Tenant	Rental income from tenant	£100
3 November 2023	Tenant	Rental income from tenant	£300
3 November 2023	Tenant	Rental income from tenant	£444.91
24 November 2023	Tenant	Rental income from tenant	£200

- 140.3d. Payments for approval – There were none.
- 140.4. Noting the Local Government Services Pay Agreement for 2023/24 and that this has been applied, backdated, from 1 April 2023, and noting the application of the revised Real Living Wage – The Deputy Clerk noted this also applied to staff who had left the Town Council’s employment since April. Cllr Pearce queried how this would apply to staff who had transferred to the Town Council’s employment under TUPE. The Deputy Clerk could provide this information via the Budget and Loan Sub-Committee.
- 140.5. Noting the 2024 – 2025 Council Tax base – The indicative figure was noted.
- 140.6. Production of a leaflet to accompany the 2024 - 2025 Council Tax bill – Cllr Brooks proposed to approve the production of the leaflet, provided it contains meaningful information, over and above that which can be found on the website; seconded by Cllr Pearce; all in favour.
- 140.7. The draft agenda and attendees for the Quarterly Liaison Meeting with East Suffolk Council on 13 December 2023 – It had been agreed the focus of the meeting would be on climate emergency issues, plus any urgent matters arising from Committee meetings. Cllrs Brooks, Page, Pearce and Ray put their names forward as attendees. Officers will check the Terms of Reference to clarify whether the Clerk is one of the six attendees, or an addition to this.
- 140.8. The Marina Theatre:
- 140.8a. An update on legal advice and progress with the development project, Towns Fund Agreement and lease (confidential) – To be discussed during the confidential session.
- 140.9. The Town Council’s position on making publicly available YouTube recordings of its meetings for the civic year – Cllr Brooks considered recordings should remain publicly available for a minimum of one year from the point of recording. Under the current arrangements, some recordings are available for less than month before being removed. The Deputy Clerk clarified that the minutes remain publicly accessible in accordance with the law and are the official record of Town Council meetings. In response to comments made by Cllr Brooks, Cllr Pearce asked Councillors to represent only their own views when making comments. Cllr Brooks proposed to keep YouTube recordings of Town Council meetings publicly available for a year from the point of recording. Cllr Pearce noted the application of the Data Protection and Data Retention Policies, particularly with regard to retaining personal data for any longer than necessary. Cllr Pearce suggested referring to data protection law if recordings are to remain public for any longer than a year. Cllr Brooks accepted this as an amendment to her proposal. The Deputy Clerk noted this was outlined in the Public Participation Protocol and advised the Council was not bound by the law to stream its meetings or keep recordings publicly available, so this would be a policy position of the Council. Cllr Pearce seconded Cllr Brooks’ proposal. The Deputy Clerk noted this would be an additional task for staff but did not consider it too onerous. The vote was taken and seven Councillors voted in favour; two Councillors voted against; two Councillors abstained from the vote.
- 140.10. Maintenance of order in meetings, respect and civility, safe participation by all, and the

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application of Standing Orders – It was noted that training and support was available to Committee and Sub-Committee Chairs, and three had attended the training session so far. Cllr Pearce noted the section in Standing Orders which covers disruption in meetings. The Chair is responsible for maintaining order and conduct in meetings and should apply Standing Orders to facilitate this, with support from the Clerks. Cllr E Youngman had not been able to attend the training due to the timing.

- 140.11. The interaction between Councillors and staff, different roles and responsibilities, checks and balances, and respect and civility (some aspects may be confidential) Cllr Pearce noted the work pressures on officers and some Councillors, but also that there was a need for mutual respect. Cllr Brooks questioned the need for this agenda item. Cllr Pearce requested that Councillors represent only their own views when speaking.
- 140.12. Information to be supplied for Councillors to appropriately consider legal and commercial agenda items in confidential session, especially where they are required to make recommendations or decisions – Cllr Pearce noted this item had been raised periodically, due to briefing papers for some confidential items being provided very late or not at all. Cllr Pearce explained this was not a criticism of officers, but Councillors required information in good time to consider the items. Cllr Brooks noted the agenda item was under the Finance and Governance heading but had not been considered by that Committee. Cllr Pearce advised that agenda items could be added by request. Cllr Pearce proposed to delegate authority to the Finance and Governance Committee to consider and make a recommendation to Full Council on whether there should be a policy on briefing papers being provided a set number of days before the meeting; seconded by Cllr Parker; all in favour. Cllr Patience suggested there should be an agenda item for Councillors to raise suggestions. Whilst it would not be lawful for agendas to contain an ‘any other business’ item, the Deputy Clerk will explore options.
- 140.13. The Town Council’s protocol for the handling of concerns raised by members of the public, including those which are not formal complaints or insurance claims, including those where contractors are acting under commission to the Town Council (some aspects may be confidential) – Cllr Pearce requested to discuss this item in confidential session.
- 140.14. Whether the Town Council should self-insure against contracting works on land not in its ownership (confidential) – To be discussed during confidential session.

### 141. Town Hall Project

- 141.1. Receiving and noting the draft minutes of the Town Hall Project Committee meeting on 16 November 2023 – The draft minutes were received and noted.
- 141.2. Recommendations from the Town Hall Project Committee:
- 141.2a. Approving the amended Terms of Reference – An amendment had been made to the provision regarding the Chair’s casting vote, in order to comply with Parish Council legislation. Cllr Pearce proposed to adopt the amended Terms of Reference; seconded by Cllr E Youngman; all in favour.
- 141.2b. Roles and responsibilities for the Town Hall delivery project –

*The Town Hall Project Manager joined the meeting via Zoom at 19:34*

*Cllr Brooks temporarily left the meeting 19:35*

It was considered that the roles and responsibilities had already been clarified by the Town Hall Project Committee.

- 141.2c. Whether further delegations are needed in respect of works prior to Permission To Start, including the enabling contract, any recommended tender documents, construction design management and the Project Plan and contract with the Registry Office – The Project Manager advised that Permission To Start would be dependent on all funding being secured, which is in itself is dependent on the approval of the Public Works Loan process. If approved, Permission To Start would likely be sometime in February or early March. Procurement of a Construction and Design Manager is a legal requirement on a commercial project.

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The Project Manager explained the role of a Construction and Design Manager and the reasons they have to be appointed.

*Cllr Brooks returned 19:38*

Cllr Pearce confirmed the funds for this were already available in the project budget, and proposed delegating authority to the Town Hall Project Committee to progress the procurement of the Construction and Design Manager, working with the Project Manager and Design Team to progress this; seconded by Cllr Brooks; all in favour.

A brief for the Evaluation Consultant had been included in the heritage pack in May. The Project Manager explained the role and would like to proceed with the procurement.

*Cllr Patience temporarily left the meeting 19:40*

Cllr Pearce confirmed this is pre-approved works covered by existing delegations to the Project Committee in the Terms of Reference, and requested an item be added to the next Project Committee agenda for the Committee to give its approval for the procurement to take place.

The Project Manager advised there may be a need to procure certain surveys to inform RIBA Stage 4 design work.

*Cllr Patience returned 19:42*

There is budget provision for surveys but no agreement to progress individual surveys. The Project Manager is likely to be asked at short notice to procure surveys and has already been asked to procure brick integrity testing. The Project Manager requested the authority to be able to procure such services in whichever way is necessary according to the Town Council's Financial Regulations. Cllr Pearce noted that the brief for the Architect and Design Team included the procurement of services and proposed that, regarding the Construction and Design Manager, the Evaluation Consultant and any surveys the Architect and Design Team deem necessary to complete the RIBA Stage 4 work, permission is granted to the Project Manager to start the procurement processes, and provide an update to the next Town Hall Project Committee meeting; seconded by Cllr Barker; all in favour.

The Project Manager advised of the need for a boundary agreement between the Town Council and East Suffolk Council. The boundary is relatively clear in the Title Deeds, but it had been agreed at the last stage, and in discussion with the National Lottery Heritage Fund, that it would be appropriate to go through the steps of getting a boundary agreement lodged with the Land Registry. The Project Manager explained the process of doing this and that it would be undertaken by Town Council officers. It is a requirement of the Heritage Fund's grant Permission To Start that the process is underway. Cllr Brooks proposed a delegation to officers, in conjunction with the Project Manager and East Suffolk Council to progress the boundary agreement; seconded by Cllr Pearce; all in favour.

It is anticipated the Registrars will be moving into the Town Hall. Town Council officers will need to draw up Heads of Terms on a lease with them. Cllr Pearce proposed delegating authority to officers, in conjunction with the Project Manager and any interested Councillors to produce the Heads of Terms, with a Zoom meeting to be arranged with the lawyer if necessary; seconded by Cllr Barker; all in favour.

141.3. The delivery stage of the redevelopment of the Town Hall:

141.3a. A progress report from the Project Manager – The Project Manager advised that Planning and Listed Building Consent had been granted, and the conditions were reasonable and as expected.

141.3b. An application for a Public Works Loan – Cllr Pearce advised that he and the Finance and Information Officer had been working on the preparation of supporting financial documents to demonstrate that the loan could be serviced

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without in itself triggering and increase in the precept. It would not be possible for the submission of an application to be approved at this meeting, and it was agreed that an Extraordinary Full Council meeting would be convened to consider this. The Town Council would not be obligated to draw down the full amount. It was noted that a large percentage of those who had responded to the public consultation were in favour of the loan application. Those who objected also objected to the project in general. The response to the public survey for the project in 2021 was overwhelming in favour of the project. Cllr Barker offered her thanks to those who had responded to the consultation and those involved with the Town Hall project.

- 141.3c. Formally accepting East Suffolk Council's contribution of £900,000 towards the project – Cllr Pearce proposed to formally accept East Suffolk Council's contribution of £900,000 towards the Town Hall project; seconded by Cllr Brooks; nine Councillors voted in favour; two Councillors abstained from the vote.
- 141.3d. An update regarding procurement of a Quantity Surveyor/ Cost Consultant and a Contracts Administrator – The Deputy Clerk noted that the closing date for the submission of tenders was approaching and there had been a lot of interest so far. Members of the Town Hall Project Committee would evaluate the submissions and discuss the findings at a meeting.
- 141.3e. An update on the Towns Fund agreement completion and agree signing arrangements – The Deputy Clerk noted that documents had been provided with comments from the lawyer. This was based on the first model of Towns Fund funding. Cllr Pearce requested clarity on arrangements for drawing down the funding and settling invoices. The Project Manager advised she had met with the East Suffolk Council officer in charge of the Towns Fund Agreement for this project, and explained how the cashflow and reporting would work. The Deputy Clerk advised that the grant agreement was ready to sign. East Suffolk Council had offered to produce the payment schedule, but this had not yet been received by the Town Council. Cllr Pearce proposed to delegate authority to the Town Hall Project Committee to make a decision on signing the agreement, and requested that the payment schedule be provided to that meeting; seconded by Cllr Barker; all in favour.
- 141.3f. A quotation for additional opening up/degradation arrest works, to the value of £22,500 plus VAT – Cllr Pearce noted there was existing work happening in the Town Hall following the dry rot survey. It had been requested to extend the opening up works. This quotation would apply if the existing contractor and scaffolding are used. There is a provision in Financial Regulations to waive the provision to obtain three quotations for an extension of an existing contract. Cllr Pearce proposed to approve the quotation of £22,500 plus VAT for the additional opening up/degradation arrest works; seconded by Cllr Smith; all in favour.
- 141.3g. Giving approval to include PV panels in the design and approval for grant funding to be sought for these – Cllr Brooks supported this, given the Town Council's climate emergency declaration, and proposed approval of this item; seconded by Cllr Pearce. The Hornsea Community Fund was suggested as a source of funding. The vote was taken and all Councillors voted in favour.

*A comfort break was taken 20:03 and the meeting resumed 20:10*

### 142. Assets, Inclusion and Development

- 142.1. Receiving and noting the draft minutes of the Assets, Inclusion and Development Committee meeting on 6 November 2023 – The draft minutes were received and noted.
- 142.2. Recommendations from the Assets, Inclusion and Development Committee:
- 142.2a. Setting up a Lowestoft Town Council Youth Forum, to report directly to Full Council – The Deputy Clerk had circulated some information and will contact other Town Councils in the area who run different types of Youth Forums. Cllr

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Barker proposed approval of the recommendation from the Assets, Inclusion and Development (AID) Committee; seconded by Cllr Smith. The Deputy Clerk noted that a Forum reporting directly to Full Council would have to follow the National Association of Local Councils' model and effectively operate as a Committee of the Council. Cllr Brooks asked the Deputy Clerk to seek further advice for the Council to consider; seconded by Cllr Begum; all in favour.

- 142.2b. Ring-fencing a maximum budget of £15,000 for refurbishment and compliance works for two existing stalls at the Triangle Market, and for an additional sum of £5,000 to be made available as an annual budget – Cllr Pearce clarified the £15,000 would be a one-off sum, primarily to refurbish the existing two stalls. The additional £5,000 was recommended as an annual repair and maintenance budget. Cllr Pearce proposed to approve this recommendation, with the £15,000 and the first instalment of £5,000 to be ring-fenced within the existing capital budget for the Triangle Market; seconded by Cllr Patience; all in favour.
- 142.3. The procurement of the Sparrows Nest toilets refurbishment, including the configuration the Town Council will put out to tender – Cllr Pearce noted £135,000 had been allocated for the refurbishment of the toilets and a separate £60,000 to replace the windows in the building complex. Currently there were insufficient funds in the Sparrows Nest capital budget to cover both. If both were to be progressed before April, funds would have to be diverted from reserves. Cllr Coleby suggested a separate baby change unit, accessible to all. There was discussion on the configuration and Cllr Brooks observed it was unlikely there would be an agreement on this. Cllr Pearce proposed to seek quotations for unisex and single-sex configurations and a separate baby change facility; seconded by Cllr Brooks; all in favour.

### 143. Planning

- 143.1. Receiving and noting the draft minutes of the Planning Committee meetings on 26 October and 9 November 2023 – The draft minutes were received and noted. At 20:24, Cllr Pearce proposed suspending Standing Order 3y to allow the meeting to continue until 21:00; seconded by Cllr Barker; all in favour.

### 144. Climate and Ecological Emergency

- 144.1. Receiving and noting the draft minutes of the Climate and Ecological Emergency Committee meeting on 20 November 2023 – The draft minutes were received and noted.
- 144.2. A request from Cllr Parker to join the Climate and Ecological Emergency Committee – Cllr Begum proposed approval of this request; seconded by Cllr Webb; ten Councillors voted in favour; one Councillor abstained from the vote.
- 144.3. Recommendations from the Climate and Ecological Emergency Committee:
- 144.3a. Signing the pledge for Plastic Free Communities, as the community lead – Cllr Ray noted this formed part of the Earth Protector Town pledge previously signed by the Town Council. Cllr Ray explained the initiative and required actions. A Steering Group would need to be formed with a named representative from the Town Council. Cllr Ray advised she would be happy to be the representative, however that was not the purpose of this agenda item. Cllr Ray proposed approval of the recommendation from the Climate and Ecological Emergency Committee; seconded by Cllr Brooks; ten Councillors voted in favour; one Councillor abstained from the vote. It was noted that the other aspects can be considered by the Climate and Ecological Emergency Committee and it was suggested that officers could make discreet enquiries with the Town Council's commercial tenants regarding their use of plastic.
- 144.3b. Holding two meetings per year with three other Parish Councils in the Lowestoft area to discuss matters of mutual interest – Cllr Pearce clarified this would specifically involve Oulton Parish Council, Oulton Broad Parish Council and Carlton Colville Town Council, for Councillor representatives to discuss matters of

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mutual interest and ways to work together productively. It was clarified this would seek to duplicate or rival the work of the Lowestoft and Northern Parishes Community Partnership. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Smith; ten Councillors voted in favour; one Councillor abstained from the vote.

- 144.4. Appointing Councillors to review the first month trial of the bulky waste collection service – The Deputy Clerk had arranged a review meeting with the contractor. Cllrs Brooks, Parker and Pearce confirmed their interest. Any other Councillors who wished to attend were advised to email the office.

### 145. Personnel

- 145.1. Receiving and noting the draft minutes of the Personnel Committee meeting on 23 November 2023 – The draft minutes were received and noted.
- 145.2. Recommendations from the Personnel Committee regarding the following:
- 145.2a. Recruitment – Regarding items 145.2a – 145.2c, Cllr Pearce advised these were under consideration by the Personnel Committee, and recommendations would be made to the next Full Council meeting.
  - 145.2b. Resourcing for asset management
  - 145.2c. Terms and conditions of staff (confidential)

### 146. Legal matters (some aspects may be confidential):

To be considered during the confidential session.

- 146.1. Licences for the Lowestoft Town Tennis and Cricket Clubs (confidential)
- 146.2. The Lowestoft War Memorial Museum lease (confidential)
- 146.3. The Heads of Terms and lease for Unit 2 (some aspects may be confidential)
- 146.4. Understanding the legal position and risks of a tenancy at will situation (some aspects may be confidential)
- 146.5. London Road South land transfer (partial) to East Suffolk Council (confidential)
- 146.6. Northern coastal and sea wall transfers from East Suffolk Council (confidential)
- 146.7. Kirkley Community Sports and Social Club land from East Suffolk Council (confidential)
- 146.8. Legal and other aspects of the relationship with a tenant (confidential)

### 147. Outside bodies

- 147.1. The Town Council's role on the Lowestoft Place Board – Cllr Patience raised a point of order, that the agenda item had been to receive his report of the last meeting. It was noted that the report had been received at the last meeting, and this agenda item had been requested as a result. Cllr Brooks queried the Town Council's role and influence over decisions, and was given an explanation by Cllr Pearce.
- 147.2. Appointing a representative to the Heritage Action Zone Steering Group and Heritage Champions, High Street HAZ and Seafront Masterplan and London Road Lowestoft High Street HAZ – As the North Lowestoft Heritage Action Zone had come to an end, Cllr Patience suggested the new representative should be a Councillor from a Ward on the south side of the town. It was noted that Cllr Newsome is a representative, with Cllr Begum as substitute representative. Cllr Rappensberger volunteered herself and was seconded by Cllr Smith. All Councillors voted in favour to appoint Cllr Rappensberger as the representative.
- 147.3. Responding to Suffolk County Council's consultation on shaping the future of library services 2023 – It was agreed to defer this item as the consultation was open until January.

### 148. Date of next meeting

19 December 2023 at 18:30, plus the Extraordinary Meeting on 5 December.

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

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Cllr Barker requested an item to receive an update on the former Lowestoft Hospital site.

*Cllr Patience left the meeting 20:50*

Cllr E Youngman proposed moving the meeting into confidential session; seconded by Cllr Begum; all in favour.

*Cllr Parker left the meeting 20:51*

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

150.1. Any matters, including those above as required:

140.2d. Proceeding with the following regarding the cost implications and development of land for 2024 – 2025 (confidential): -

*Cllr Begum left the meeting 20:52*

Cllr Pearce proposed to approve the recommendations from the Finance and Governance Committee to seek an independent valuation, proceed with a public consultation upon completion of the due diligence process, and act on any legal advice received. A specification for works on the site would inform the cost report, which itself would be informed by the outcome of the due diligence process. Cllr Brooks seconded the proposal and all Councillors voted in favour.

140.2di. Consider financial viability of the venture

140.2dii. Seek an independent valuation

140.2diii. Go out for public consultation upon completion of due diligence

140.2div. Act on legal advice received

140.8a. An update on legal advice and progress with the development project, Towns Fund Agreement and lease (confidential) – The Deputy Clerk provided an update on a legal letter which had been sent. Cllr Pearce proposed to put a placeholder item on the next Full Council agenda to receive feedback from a forthcoming meeting; seconded by Cllr Webb; all in favour.

146. Legal matters (some aspects may be confidential):

Cllr Pearce noted that the Finance and Governance Committee would be reviewing most of the leases listed and making recommendations back to Full Council. The Deputy Clerk had provided an update which could be considered by the Finance and Governance Committee. At 21:00, Cllr E. Youngman proposed suspending Standing Order 3y for fifteen minutes to allow the meeting to continue; seconded by Cllr Pearce; all in favour.

146.1. Licences for the Lowestoft Town Tennis and Cricket Clubs (confidential)

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146.3. The Heads of Terms and lease for Unit 2 (some aspects may be confidential)

146.4. Understanding the legal position and risks of a tenancy at will situation (some aspects may be confidential)

146.5. London Road South land transfer (partial) to East Suffolk Council (confidential)

146.6. Northern coastal and sea wall transfers from East Suffolk Council (confidential)

146.7. Kirkley Community Sports and Social Club land from East Suffolk Council (confidential)

146.8. Legal and other aspects of the relationship with a tenant (confidential)

140.13. The Town Council's protocol for the handling of concerns raised by members of the public, including those which are not formal complaints or insurance claims, including those where contractors are acting under commission to the Town Council (some aspects may be confidential) – Cllr Pearce advised this would relate to situations not covered by insurance claims or the Town Council's Complaints Procedure. Cllr Brooks proposed for the Finance and Governance Committee to review the wording in the relevant policies; seconded by Cllr Pearce; all in favour.

140.14. Whether the Town Council should self-insure against contracting works on land

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not in its ownership (confidential) – The Deputy Clerk had produced an accompanying meeting paper. Cllr Pearce proposed progressing a Zoom meeting with the Town Council’s lawyer and any interested Councillors, to understand the risks and ask the lawyer’s advice, prior to this item being brought back to Full Council; seconded by Cllr Brooks; all in favour.

The meeting was closed 21:11.

Signed: .....

19 December 2023