

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 26 March 2024

### MINUTES

**Present:** Cllrs Sonia Barker (Mayor), Nasima Begum, Robert Breakspear, Wendy Brooks, Janet Craig, Christine Moore, Christian Newsome, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Bernadette Rappensberger, Deborah Ray and Elise Youngman

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

**Also in attendance (via Zoom):** Sheila Moss King (Town Hall Project Manager) and Emma Bellward (Marina Theatre Project Manager)

**Public:** There were no members of the public in attendance

#### 236. Welcome

*The Acting Town Clerk temporarily left the meeting 18:31 and returned 18:31*

The fire evacuation procedure and public right to report were explained, and the meeting was welcomed. Cllr Barker welcomed Cllr Moore to the Town Council.

#### 237. Apologies

Apologies were received from Cllrs Neil Coleby, Jen Jones, John Murray and Nick Webb, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Youngman; all in favour.

#### 238. Declarations and dispensations

238.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Pearce declared he is Chair of the Gunton Residents' Association. Cllr Ray declared a non-registerable interest in item 249.2a. Cllrs Craig, Parker and Patience declared they are East Suffolk Councillors. Regarding item 249.3, Cllr Barker declared she is a member of Suffolk Wildlife Trust and Cllr Pearce declared he is the Town Council's appointed representative to the Lowestoft Kittiwake Partnership.

238.2. Written requests for dispensations for interests and note dispensations granted – There were none.

#### 239. The draft minutes and confidential note of the Full Council meeting on 27 February 2024 and the Extraordinary Full Council meeting on 5 March 2024

Cllr Pearce proposed approval of the minutes of 5 March 2024 and the confidential notes of the meetings on 27 February 2024 and 5 March 2024, but to defer the minutes of 27 February 2024; seconded by Cllr Begum; twelve Councillors voted in favour; three Councillors abstained from the vote.

#### 240. Public forum

No advance comments had been received and there were no members of the public in attendance.

#### 241. Any requests from Cllrs Christine Moore and John Murray to join any Committees

Cllr Moore had requested to join the Parks and Open Spaces Sub-Committee, and would like to join the Marina Theatre Project Committee and Events and Communications Sub-Committee, though could not currently attend those meetings due to their times. Cllr Murray had requested to join the Planning Committee, Personnel Committee and Parks and Open Spaces Sub-Committee. Cllr Brooks proposed to approve the requests from Cllrs Moore and Murray; seconded by Cllr Pearce. The Acting Town Clerk advised it would be difficult to change the schedule of the Marina Theatre Project Committee meetings, as they are attended by Theatre Trustees, who only had limited availability. All Councillors voted in favour and it was agreed the

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Marina Theatre Project Committee meeting schedule could be considered by the Committee.

### 242. Finance and Governance

242.1. The draft minutes of the Finance and Governance Committee meeting on 12 March 2024 – The draft minutes were received and noted.

242.2. Recommendations from the Finance and Governance Committee:

242.2a. Approving the hire arrangements for grounds maintenance vehicles, and budget allocation from £30,000 ring-fenced in general reserves 2024 – 2025 – There was a specific budget for new vehicles from the new year. Funds were available in reserves and could be used ahead of April. The year one costs were £23,449.92, including some one-off costs. Costs from year two onwards were factored into the annual budget. A separate allowance would be required for servicing costs. Officers were asked to provide an indicative figure to the next Finance and Governance Committee meeting. Cllr Pearce proposed to approve the hire arrangements from the budget as identified above; seconded by Cllr Brooks; all in favour. Cllr Brooks offered her thanks to the grounds maintenance team. Cllr Pearce proposed to delegate authority to the Finance and Governance Committee to approve the cost and budget allocation for the vehicle insurance; seconded by Cllr Brooks; all in favour. Cllr Pearce proposed to approve the associated buy-back clause; seconded by Cllr Rappensberger; all in favour.

242.3. Receipt and consideration of the following:

242.3a. 2023 – 2024 budget and reserves – Cllr Pearce proposed to approve the circulated documents as a true and accurate record of the current position; seconded by Cllr Barker; all in favour.

242.3b. Any bank reconciliations – It was noted that January's had been completed and February's will be provided to Cllr Page.

242.3c. Payments and income for the month ending 29 February 2024 and March 2024 to date (see schedules) – Cllr Pearce proposed to accept the circulated payment schedules as a true and accurate record for the periods in question. It was noted that Ace Clearance were suspending bulky waste collections for the second half of March, so as not to exceed the budget. Cllr Youngman seconded the proposal and all Councillors voted in favour.

Table 1 February and March Payments

Date	Payment to	Description	Amount
1 February 2024	Peter Colby Commercials Ltd	Unit 2 rent Feb	£2,050
2 February 2024	Travis Perkins Trading Company	Cement edging trowel	£27.37
2 February 2024	Nicholsons Solicitors LLP	Legal advice SN and Uplands	£2,507.76
2 February 2024	Langton Brook Consultants Ltd	Neighbourhood Plan support	£1,560
2 February 2024	Smith Bros Timber (East Anglia	Washers	£7.80
2 February 2024	Seletar Signs	4x signs	£100.80
2 February 2024	East Point Business Services	HH service charge Q4	£8,697.30

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2 February 2024	OPR Consulting Ltd	Project delivery support	£1,530
2 February 2024	Durrants	Crown Score valuation	£540
2 February 2024	East Point Business Services	HH rent and capital Q4	£8,659.38
2 February 2024	Chris Meek	PC key, travel, postage and meeting reimbursements	£30.93 + £1.67 VAT = £32.60
2 February 2024	Alan Nunn	BVP drone photo	£40
2 February 2024	Northumbrian Water Group Ltd	Legionella monitoring Jan	£769.79
2 February 2024	IEMA	Practitioner renewal fee	£197
2 February 2024	East Coast Waste	Waste clearance	£1,485.12
2 February 2024	The Knightingales	D-Day Event 2024	£50
2 February 2024	Northumbrian Water Group Ltd	Fen Park water testing	£641.10
2 February 2024	Taylor Williams	January reimbursement	£26.64 + £5.36 VAT = £32
2 February 2024	Sarah Foote	Travel, meeting and HMD reimbursements	£42.22 + £5.33 VAT = £47.55
2 February 2024	Ace Clearance East Anglia Ltd	Bulky waste 16 – 31 Jan	£1,196
2 February 2024	Easy-Gate Ltd	Easy-Gate x8	£10,878
5 February 2024	Fuel Card Services Ltd	Vehicle fuel	£66.56 + £13.31 VAT = £79.87
5 February 2024	C&C Consulting Services Ltd	Health and safety support	£934.92
6 February 2024	Essex and Suffolk Water	Normanston water Apr-Dec	£1,061.68
8 February 2024	Suffolk Pension Fund	Pensions January	£12,824.50
8 February 2024	HMRC	HMRC January	£12,778.59
8 February 2024	Lauren Elliott	Travel and parking reimbursements	£17.88 + £2.51 VAT = £20.39
8 February 2024	Fuel Card Services Ltd	Vehicle fuel	£133.49 + £26.70 VAT = £160.19
8 February 2024	Ronan Williams	Valentines Market	£40
8 February 2024	Cloudy Group Ltd	IT service charge Feb	£1,084.50
8 February 2024	Screwfix	P/Ledger electronic payment	£170.22

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8 February 2024	City College Norwich	Chainsaw course x2	£2,200
8 February 2024	MossKing Associates Ltd	TH delivery stage Jan	£3,534
8 February 2024	National Literacy Trust	Storytelling Week grant	£930
8 February 2024	V.C. Cooke	Waste collection Jan	£102
8 February 2024	Smith of Derby	TH clock repair	£780
8 February 2024	Broadland Group Ltd	TH refurbishment survey	£1,320
8 February 2024	Garden Discount Centre Ltd	Chainsaw PPE	£1,119.93
8 February 2024	The Metal Store	Play area signs steel	£672
8 February 2024	Garden Discount Centre Ltd	Kombi engine	£596.26
8 February 2024	Mary Moppins Ltd	KG PC cleaning Dec-Jan	£351
8 February 2024	Seletar Signs	BVP plaques	£192
8 February 2024	HAT Projects Ltd	TH development project	£52,895
8 February 2024	The Marina Theatre Trust	Valentines market activities	£50
8 February 2024	Suffolk Wildlife Trust	Carlton Marshes Eco Fair	£25
8 February 2024	Broadland Security Alarms	TH emergency lights 24/25	£858
8 February 2024	V.C. Cooke	Waste collection	£433.80
8 February 2024	Seletar Signs	Tennis court signs	£540
16 February 2024	Credit card account	Credit card payments	£998.77
18 February 2024	Credit card account	Credit card purchases	£1,105.57
19 February 2024	Fuel Card Services Ltd	Vehicle fuel	£154.92 + £30.98 VAT = £185.90
19 February 2024	Flynn Gooch	Valentine's market	£65
19 February 2024	Stewart Phillips	Weedkiller training reimbursement	£44
19 February 2024	Tamara Abrey	Valentine's market	£25
19 February 2024	Need2Store Ltd	Civic artefact storage	£240
19 February 2024	Liquid DJ	HMD sound system	£500
19 February 2024	Screwfix	P/ledger electronic payment	£225.85

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19 February 2024	AJ Builders	Triangle Market PC refurb 1 <sup>st</sup>	£36,000
19 February 2024	Smith Bros Timber (East Anglia)	Swing shackles	£125.60
19 February 2024	Fleet Line Markers Ltd	Pitchmarker	£125.57
19 February 2024	Peter Colby Commercials Ltd	Unit 2 electric Jan	£623.66
19 February 2024	AJ Builders	P/ledger electronic payment	£870
19 February 2024	Ice Watch Ltd	Sparrows Nest gritting Dec	£966
19 February 2024	Cloudy Group Ltd	Line installation	£696
19 February 2024	Lound Plant Centre	Bulbs	£285.72
19 February 2024	East Suffolk Council	TM PC planning application	£146.50
19 February 2024	National Literacy Trust	KG storybook trail	£69.57
19 February 2024	Sign Trade Supplies Ltd	Play area sign fixings	£194.22
19 February 2024	Smith Bros Timber (East Anglia)	Bench r&m supplies	£126.47
19 February 2024	AJ Builders	Marina Theatre ledges	£10,290
19 February 2024	Ben Burgess GroundsCare Equipment	John Deere x940 tractor	£16,080
19 February 2024	The Society of Local Council Clerks	Deputy Clerk membership	£412
20 February 2024	Npower Ltd	Triangle Market electric Jan	£536.14
21 February 2024	Npower Ltd	Ken Gardens electric Jan	£101.62
21 February 2024	Npower Ltd	Ken Gardens electric Jan	£156.20
21 February 2024	Npower Ltd	Denes Oval electric Jan	£877.31
21 February 2024	Npower Ltd	Normanston Park electric Jan	£2,195.65
21 February 2024	Npower Ltd	Pakefield St PC Electric Jan	£91.06
21 February 2024	Npower Ltd	SN electric Jan	£671.34
21 February 2024	Npower Ltd	Town Hall electric Jan	£1,034.57
22 February 2024	C&C Consulting Services Ltd	H&s support	£49.50 + £9.90 VAT = £59.40
22 February 2024	HMRC	HMRC February	£13,609.50

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22 February 2024	Suffolk Pension Fund	Pensions February	£13,401.63
22 February 2024	Chris Meek	Meeting, travel and event reimbursements	£30.08
22 February 2024	Npower Ltd	Low Cemetery PC electric Jan	£57.46
22 February 2024	Ace Clearance East Anglia Ltd	Bulky waste Feb	£1,039
22 February 2024	Travis Perkins Trading Company	Crowbar	£57.72
22 February 2024	David Ogilvie Engineering Ltd	Normanston memorial bench	£1,168.80
22 February 2024	Smith Bros Timber (East Anglia)	Wood filler, secateurs, trowel	£56
22 February 2024	Screwfix	P/ledger electronic payment	£13.79
23 February 2024	Salaries	Salaries February	£34,179.44
23 February 2024	British Gas	Whitton Hall gas Mar-Dec	£97.99
26 February 2024	Fuel Card Services Ltd	Vehicle fuel	£153.82 + £30.76 VAT = £184.58
26 February 2024	EE Limited	Mobile phones Feb	£671.72
28 February 2024	Eon Energy	Whitton Hall electric Dec-Jan	£30.80
28 February 2024	OPR Consulting Ltd	Project delivery support	£2,295
29 February 2024	Rouse Forestry	4x poplars Pakefield Green	£3,043.20
29 February 2024	Rouse Forestry	4x poplars Sparrows Nest	£3,170
4 March 2024	Fuel Card Services Ltd	Vehicle fuel	£202.96 + £40.59 VAT = £243.55
4 March 2024	Taylor Williams	Feb reimbursement	£16.65 + £3.35 VAT = £20
4 March 2024	Mary Moppins Ltd	Gunton Hall cleaning Feb	£239.52
4 March 2024	Seletar Signs	Links Road signage	£108
4 March 2024	Munnings Supplies Ltd	Toilet cleaning supplies	£86.40
4 March 2024	Garden Discount Centre Ltd	Strimmer repair	£64.55
4 March 2024	Garden Discount Centre Ltd	PPE and combi can	£229.46
4 March 2024	AJ Builders	TM PC plans	£741

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4 March 2024	Garden Discount Centre Ltd	Chipper hire	£324
4 March 2024	North & Hawkins Ltd	KG Bowls Pavilion condition survey	£720
4 March 2024	Guy McGregor & Associates Ltd	Payslips Q3	£288
4 March 2024	Community Rail Norfolk	Wherry Lines and Kindertransport	£1,500
4 March 2024	Ace Clearance East Anglia Ltd	Bulky waste February	£1,039.50
4 March 2024	The Play Inspection Company Ltd	Play Inspection app licence	£3,180
4 March 2024	Ricoh UK Ltd	Printing costs Q3	£354.44
4 March 2024	Lowestoft Community Church	LCC grant	£1,500
4 March 2024	Newsquest Media Group Ltd	3x job adverts	£300
4 March 2024	Seletar Signs	Tennis signs	£360
4 March 2024	Command Pest Control	Pest control Aug-Nov	£234
4 March 2024	Peter Colby Commercials Ltd	Unit 2 electric Sep-Oct	£693.91
4 March 2024	Sarah Foote	Mileage reimbursements	£91.07
4 March 2024	David Boyce	Valentines market performance	£65
4 March 2024	Mary Moppins Ltd	Whitton Hall cleaning Feb	£239.52
4 March 2024	Garden Discount Centre Ltd	Chainsaws	£1,377.60
4 March 2024	Newsquest Media Group Ltd	Job adverts	£762
4 March 2024	AJ Builders	KG Café repairs	£2,892
4 March 2024	AJ Builders	KG A12 PC repairs	£472.80
4 March 2024	The Hygiene Bank	Grant	£1,500
4 March 2024	Glasdon UK Ltd	Nouveau seat repair	£188.05
4 March 2024	Mary Moppins Ltd	PC cleaning Feb	£1,259.80
4 March 2024	Seletar Signs	H&S signage	£72

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4 March 2024	Smith Bros Timber (East Anglia)	R&M supplies	£20.20
4 March 2024	Munnings Supplies Ltd	Gloves	£36
4 March 2024	North & Hawkins Ltd	KG Ammo Bunker condition survey	£600
4 March 2024	HAGS-SMP Ltd	Swing seat	£85.20
4 March 2024	Towmate Trailers	Trailer parts	£127.80
5 March 2024	C&C Consulting Services Ltd	Health and safety support	£934.92
7 March 2024	V.C. Cooke	Waste disposal Feb	£364.20
7 March 2024	Screwfix	Barrier tape	£345.05
7 March 2024	Northumbrian Water Group Ltd	Legionella monitoring Feb	£769.79
7 March 2024	Travis Perkins Trading Company	2x water container	£33.38
7 March 2024	Travis Perkins Trading Company	Postcrete	£49.68
7 March 2024	Travis Perkins Trading Company	Wheelbarrow	£64.27
7 March 2024	Travis Perkins Trading Company	R&M supplies	£68.82
7 March 2024	Smith Bros Timber (East Anglia)	R&M supplies	£27.06
7 March 2024	Toilets To Go	Valentines Market toilets	£192
7 March 2024	Nicholsons Solicitors LLP	Legal advice War Mem Museum	£729
7 March 2024	Community Heartbeat Trust Ltd	3x defibrillators	£8,712
7 March 2024	Travis Perkins Trading Company	Bitumen	£91.80
7 March 2024	Travis Perkins Trading Company	Cement	£52.59
7 March 2024	9:55 Creative Ltd	Website design 40%	£3,216
7 March 2024	Cloudy Group Ltd	TH advance install fee	£252
7 March 2024	Aquaculture Innovations Ltd	Fen Park aeration device	£6,591.60



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7 March 2024	SCH Supplies Ltd	2x trailers	£1,966.70
7 March 2024	David Ogilvie Engineering Ltd	Defibrillator cases	£882
7 March 2024	National Association British Markets	NABMA subscription 24/25	£384
7 March 2024	Peter Colby Commercials Ltd	Unit 2 rent March	£2,050
7 March 2024	Plaisir Twinning Association	Plaisir Twinning sponsorship	£1,000
8 March 2024	Garden Discount Centre Ltd	Vice and lifting tongs	£62.99
8 March 2024	Fleet 96 Rentals Ltd	Van hire Feb	£1,092
8 March 2024	AJ Builders	P/ledger electronic payment	£390
8 March 2024	V.C. Cooke	Waste disposal Feb	£102
8 March 2024	Lauren Elliott	February reimbursement	£14.43 + £2.68 VAT = £17.11
8 March 2024	Paul Connew	R&M reimbursement	£23.81 + £4.77 VAT = £28.58
11 March 2024	Fuel Card Services Ltd	Vehicle fuel	£115.33 + £23.06 VAT = £138.39
14 March 2024	Sonia Barker	Travel expenses	£28.35
14 March 2024	Andrew Morton Associates Ltd	TH Stage 4	£1,159.20
14 March 2024	PLB Projects Ltd	TH professional fees	£2,232
14 March 2024	Fleet 96 Projects Ltd	Van hire Feb	£1,100
14 March 2024	Origin Amenity Solutions	Cricket loam	£2,033.28
14 March 2024	The Marina Theatre Trust	Easter market activities	£50
14 March 2024	Broadland Security Alarms	Unit 2 intruder alarm install	£2,386.54
14 March 2024	MossKing Associates Ltd	TH Delivery Project Feb	£5,197.50
14 March 2024	Rouse Forestry	GELP tree works	£744
14 March 2024	North & Hawkins Ltd	SN Maritime condition survey	£1,320

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14 March 2024	East Suffolk Services Ltd	Waste collection 1/1-31/3	£2,090.87
14 March 2024	Travis Perkins Trading Company	Wheelbarrows	£120
14 March 2024	Broadland Security Alarms	Whitton alarms 2024-25	£234
14 March 2024	East Suffolk Services Ltd	Waste collection 1/9-31/12	£1,388.40
14 March 2024	Garden Centre Discount Ltd	Chipper hire	£324
14 March 2024	Origin Amenity Solutions	Cricket pitch fertilizer	£2,300.21
14 March 2024	Broadland Security Alarms	Unit 2 CCTV install & monitor	£3,273.25
14 March 2024	S&S Sound and Lighting Hire Ltd	TH technical drawings	£1,155
14 March 2024	P.J. Spillings (Builders) Ltd	TH clock survey	£1,170.92
14 March 2024	North & Hawkins Ltd	Kirkley Road PC condition survey	£720
14 March 2024	Munnings Supplies Ltd	PPE trousers	£39.60
14 March 2024	HAT Projects Ltd	TH Development Project	£50,448.79
14 March 2024	AJ Builders	BVP tarmac	£1,956
14 March 2024	East Suffolk Services Ltd	Waste collection 1/11-31/12	£468.30
14 March 2024	North & Hawkins Ltd	SN Pavilion condition survey	£1,800
14 March 2024	North & Hawkins Ltd	RNPS Museum condition survey	£1,440
18 March 2024	Fuel Card Services Ltd	Vehicle fuel	£173 + £34.60 VAT = £207.60
18 March 2024	Need2Store Ltd	Civic artefact storage March	£240
19 March 2024	HMRC	Land Registry search BVP	£6
21 March 2024	Npower Ltd	Ken Gardens electric Feb	£95.60
21 March 2024	Npower Ltd	Ken Gardens electric Feb	£132.96
21 March 2024	Npower Ltd	Denes Oval electric Feb	£700.73

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21 March 2024	Npower Ltd	Normanston electric Feb	£1,993.38
22 March 2024	Ruth's Kitchen	Easter market performance	£50
22 March 2024	Gunton Estate Community Hall	IWD event hall hire	£60
22 March 2024	New Rule	Easter market performance	£100
22 March 2024	Command Pest Control	Pest control Bentley Drive	£78
22 March 2024	Sue Townsend Garden Design Ltd	Ness design site visit	£180
22 March 2024	Ace Clearance East Anglia Ltd	Bulky waste March	£2,083
22 March 2024	Broadland Security Alarms	TH intruder alarm	£264
22 March 2024	Fleet Line Markers Ltd	Pitchmaker	£219.72
22 March 2024	Langton Brook Consultants Ltd	Neighbourhood Plan support	£180
22 March 2024	OPR Consulting Ltd	Project delivery support	£1,989.25
22 March 2024	Garden Discount Centre Ltd	2 in 1 Easyfile	£41.83
22 March 2024	Austen Group Ltd	Wheelie bin liners	£262.50
22 March 2024	Munnings Supplies Ltd	Mops	£54
22 March 2024	Safety Signs 4 Less	GELP signage	£54
22 March 2024	Ice Watch Ltd	AB gritting January	£720
22 March 2024	Ice Watch Ltd	The Ness gritting January	£763.20
22 March 2024	Ice Watch Ltd	Sparrows Nest gritting January	£835.20
22 March 2024	Breckland Council	Council Tax leaflet	£1,151.90
22 March 2024	Wave Ltd	Denes Oval water Q4	£2,733.93
22 March 2024	Mary Moppins Ltd	Whitton Hall cleaning March	£239.52
22 March 2024	AJ Builders	Kensington Gardens tarmac	£7,308
22 March 2024	AJ Builders	Fen Park PC fencing	£2,070
22 March 2024	Mary Moppins Ltd	Toilet cleaning March	£2,979
22 March 2024	Paul Connew	Travel, meeting and key	£92.85

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		reimbursement	
22 March 2024	Salaries	Salaries March	£35,084.93

Table 2 February and March Receipts

Date	Received From	Description	Amount
2 February 2024	Tenant	Rental income from tenant	£300
5 February 2024	Tenant	Rental income from tenant	£149
7 February 2024	HMRC	VAT return Q3	£121,531.60
7 February 2024	Tenant	Rental income from tenant	£378
8 February 2024	Return of deposit	Return of deposit for Whitton Hall hire	-£100
13 February 2024	Tenant	Rental income from tenant	£168
16 February 2024	Market income	Triangle Market income	£18.50
19 February 2024	Tenant	Rental income from tenant	£213.16
23 February 2024	Town Hall funding	Town Hall funding	£350,000
1 March 2024	Tenant	Rental income from tenant	£300
5 March 2024	Tenant	Rental income from tenant	£7.50
8 March 2024	Return of deposit	Return of deposit for Whitton Hall hire	-£100
12 March 2024	Tenant	Rental income from tenant	£1,701
12 March 2024	Tenant	Rental income from tenant	£583
13 March 2024	Tenant	Rental income from tenant	£2,616
15 March 2024	Tenant	Rental income from tenant	£300
18 March 2024	Tenant	Rental income from tenant	£213.16

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22 March 2024	Tenant	Rental income from tenant	£500
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242.3d. Payments for approval – There were none.

242.4. Renewal arrangements for the Town Council’s insurance – Budget provision has been made for an inflationary increase to the current cost. The Town Council has been offered a new policy at a significantly higher cost, or a one to two year extension of the existing policy at the same cost. Cllr Pearce proposed to approve the two year extension and use that time to consider future arrangements; seconded by Cllr Barker; all in favour.

### 243. Town Hall Project

243.1. The draft minutes of the Town Hall Project Committee meeting on 14 March 2024 – The draft minutes were received and noted.

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

243.2a. A progress report from the Project Manager –

*The Town Hall Project Manager joined the meeting 18:53*

A written report had been provided. The application for Permission to Start had been submitted. Granting of Permission to Start would enable certain expenditure to be reclaimed. The Project Manager had met with East Suffolk Council regarding the transfer of the remaining parts of two title deeds, and a letter should be following to confirm the transfers. East Suffolk Council had approved the use of its land to the west of the Town Hall for a compound once works start. RIBA Stage 4 was being finalised. The Project Manager would need to be made aware of any changes requested. A Procurement Consultant had been appointed for the tender process for the primary contractor on the build project. Advance notice would be given of the Council’s intention to go out to tender and an informal visit to the Town Hall would be taking place on 15 April. The Heritage Manager role would be Lottery funded for five years. The budgeted costs in the business plan did not include pension provision and a review of the operational budget was therefore essential. Cllr Pearce proposed that this review be carried out at the next Project Committee meeting, and make a recommendation to Full Council on whether any additional on-costs will be Lottery funded or directly funded; seconded by Cllr Barker; all in favour. It was understood a Memorandum of Understanding from East Suffolk Council regarding transfer of the deeds would be sufficient for Permission to Start. It would need to be noted to the Heritage Fund’s satisfaction that building works would be taking place on that land whilst the Land Registry process is underway. Cllr Barker offered her thanks to the Project Manager and her team.

243.2b. A delegation to the Interview Panel appointed by the Town Hall Project Committee, to appoint to the position of Heritage Manager – Interviews would be held on 10 April. Cllr Pearce proposed approval. Four Town Councillors and the Acting Town Clerk would be on the panel. The Heritage Project Manager would be in attendance to advise on questions and answers and provide advisory scoring. It was clarified that no financial decisions would be delegated to the interview panel. Cllr Begum seconded the proposal and all Councillors voted in favour.

243.3. Officers attending project design/construction meetings and making decisions on behalf of the Town Council, subject to same caveats which apply to delegations to the Project Committee – During the construction phase decisions will need to be made rapidly. Cllr Pearce proposed for officers in facilities maintenance to attend design and construction phase meetings with a delegation to be able to make decisions on items which are within the pre-agreed budget and scope of works. Cllr Pearce further proposed a delegation to those officers to approve any ancillary, out of scope Town Hall repair and maintenance

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works, subject to the availability of funds in the Town Hall repairs and maintenance budget or reserve, ensuring due reporting on any expenditure to the relevant Committees; seconded by Cllr Brooks. The Project Manager considered the delegation should not necessarily be restricted to design and construction meetings. Cllr Pearce amended his proposal for the delegation to extend to any situation where the facilities officer is liaising with the project team members, but the same caveats would apply as with the initial proposal. Cllr Brooks seconded the proposal and all Councillors voted in favour.

*The Town Hall Project Manager left the meeting 19:11*

### 244. Marina Theatre

244.1. The draft minutes of the Marina Theatre Project Committee meeting on 7 March 2024 – The draft minutes were received and noted.

244.2. Recommendations from the Marina Theatre Project Committee:

244.2a. A progress report from the Project Manager –

*The Marina Theatre Project Manager joined the meeting 19:11*

The Marina Theatre Project Manager introduced herself and the work of the Marina Theatre Project Committee. A Design Team had been appointed following an open procurement process, and they will prepare detailed technical designs. There will be a break clause at the point when detailed designs are ready, so the feasibility of the project can be reviewed in terms of costs and timings. An initial meeting was due to take place with the Design Team shortly. It had been identified that the scheduling of works would need to avoid the Marina Theatre's and Players Theatre's pantomime seasons and the kittiwake nesting season.

*The Marina Theatre Project Manager left the meeting 19:19*

244.2b. Ratifying the decisions made by the Marina Theatre Project Committee meeting on 7 March 2024 and requesting more members to join the Committee – In line with its Terms of Reference, for a meeting to be quorate, at least half of those in attendance must be Town Council members. This was not the case at the meeting on 7 March. Cllr Pearce proposed to ratify the decisions made by the Marina Theatre Project Committee at its meeting on 7 March; seconded by Cllr Brooks; all in favour. Cllr Parker was willing to join the Project Committee. Meetings were currently held on a Thursday as that was when the Trustees were all in Lowestoft. Cllr Brooks requested the Committee give consideration to the scheduling of its meetings. Cllr Pearce proposed to approve Cllr Parker's request to Join the Committee; seconded by Cllr Begum; all in favour.

244.2c. If appropriate, an amendment to the Committee's Terms of Reference regarding membership – Cllr Pearce considered the requirements regarding membership were in place for a reason and may jeopardise the legitimacy of decisions or VAT reclaim if changed. Councillors were reminded of the importance of sending in apologies if they could not attend meetings. If necessary, a Marina Theatre Trustee could be asked to stand down as a Committee member. Cllr Pearce proposed to make no amendments to the Terms of Reference regarding membership; seconded by Cllr Brooks; all in favour.

244.2d. A delegation to the Committee, including Marina Theatre Trustees, to accept East Suffolk Council's Memorandum of Understanding, without the need for a formal meeting – There had been further correspondence from East Suffolk Council since the agenda had been drafted. It was agreed to consider this item with item 244.4, some aspects of which would be confidential.

244.2e. Officers attending project design/construction meetings and making decisions on behalf of the Town Council, subject to same caveats which apply to delegations to the Project Committee – This would be a delegation equivalent to that approved for the Town Hall project at item 243.3. Cllr Pearce proposed to approve a delegation to facilities maintenance officers on the same terms as that agreed for

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the Town Hall project at item 243.3; seconded by Cllr Brooks; all in favour.

244.3. Amendments to the Towns Fund Agreement and a delegation to sign – Cllr Pearce proposed to delegate authority to the Acting Town Clerk, in conjunction with members of the Finance and Governance and Marina Theatre Project Committees to review and sign the Agreement, with the Acting Town Clerk having the final overall decision; seconded by Cllr Begum; all in favour.

244.4. Approval of the Project Management Services contract – confidential.

### 245. Assets, Inclusion and Development

245.1. The draft minutes of the Assets, Inclusion and Development Committee meeting on 4 March 2024 – The draft minutes were received and noted.

245.2. Recommendations from the Community Safety Sub-Committee regarding recent vandalism to public toilets:

245.2a. Progressing the lighting and CCTV recommendations from the Fen Park Design Out Crime Report, with coverage to include the play area and public conveniences, and consider localised lighting in the interim – Cllr Brooks proposed to trial CCTV in Fen Park, as per the recommendation of the report; seconded by Cllr Pearce. As part of this, it was requested that facilities staff explore permanent options and provide a specification and quotations for consideration. The impact of lighting on wildlife was discussed. The target area for lighting would not be near the trees or pond. Cllr Pearce proposed approval of the lighting and CCTV recommendations from the Design Out Crime Report; seconded by Cllr Brooks; all in favour. Officers were asked to consider a specification and operating requirement for the lighting.

245.2b. Building in security and prevention measures for public toilet refurbishments going forward – Cllr Pearce proposed that any security and prevention measures are considered going forward, when toilet refurbishments are scheduled in and budgeted for; seconded by Cllr Begum; all in favour.

245.3. Giving a delegation to the Assets, Inclusion and Development Committee to submit applications for District CIL funding to make improvements to play areas and assets – East Suffolk Council's CIL Officer had delivered a presentation, and the Town Council had the option to apply for District CIL funding for projects which were ready to implement. The Acting Town Clerk advised applications were being completed for such projects, which would need to be approved prior to submission. Cllr Pearce proposed to delegate authority to the Assets, Inclusion and Development (AID) Committee to review the applications and submit them; seconded by Cllr Brooks; all in favour.

245.4. A request from a tenant to install electric vehicle charging points (some aspects may be confidential) – To be considered during the confidential session.

### 246. Denes Oval

246.1. An update on the pending condition survey of the Denes Oval pavilion, and use the findings of the survey to commission a schedule of works for refurbishment of the pavilion (some aspects may be confidential) – The condition survey had been received recently and would need to be reviewed by relevant officers. Cllr Pearce proposed to delegate authority to the AID Committee to decide whether the schedule of refurbishment works can be progressed by Town Council officers, or whether a Chartered Surveyor should be commissioned; seconded by Cllr Brooks; all in favour.

246.2. The feasibility of applying for a Public Works Loan for refurbishment work to the Denes Oval pavilion and perimeter wall – It was agreed to defer this item to May's Full Council meeting.

### 247. Tennis Court Operator Model

247.1. A recommendation from the Evaluation Panel (confidential) – To be considered during the confidential session.

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### 248. Planning

248.1. The draft minutes of the Planning Committee meeting on 14 March 2024 – The draft minutes were received and noted.

### 249. Climate and Ecological Emergency

249.1. The draft minutes of the Climate and Ecological Emergency Committee meeting on 18 March 2024 – The draft minutes were received and noted.

249.2. Recommendations from the Climate and Ecological Emergency Committee:

249.2a. Supporting the Climate and Ecology Bill – The motion had been circulated to Councillors.

*Cllr Ray temporarily left the meeting 19:55 for the consideration of this item*

Cllr Brooks had not had the opportunity to read the motion and proposed to defer this item to April's Full Council meeting; seconded by Cllr Begum. Cllr Patience supported this and considered it important for Councillors to understand the implications. Cllrs Page and Pearce did not support the deferral. A speaker had presented to the Climate and Ecological Emergency Committee regarding this, and the Committee had subsequently made the recommendation to support the Bill.

*Cllr Barker temporarily left the meeting 20:02 and returned 20:03*

Cllr Barker had checked with Cllr Ray, who did not think this was due to be voted on in Parliament imminently. Cllr Brooks amended her proposal to defer this item to April's meeting and ask the speaker to attend the meeting or provide further information in advance; seconded by Cllr Begum; thirteen Councillors voted in favour; one Councillor abstained from the vote.

*Cllr Ray returned 20:05*

249.2b. For policies to be reviewed in batches with common themes, to effectively cross-reference and identify where policies need to be combined or adapted to reduce duplication – Policies were currently reviewed alphabetically, however several had common themes, which made it more logical to review them in batches. Cllr Pearce proposed to take this approach from 2024 – 2025, with the Standing Orders and Policies Working Group to consider the grouping; seconded by Cllr Brooks; all in favour.

249.3. Expenditure on kittiwake nesting prevention measures at the Marina Theatre, and considering compensation due to measures being ineffective – It was noted that recent expenditure had provisionally been allocated against other budgets. Cllr Pearce proposed to allocate this expenditure to the climate budget as previously agreed; seconded by Cllr Page; all in favour. Nesting deterrent measures had been ineffectual from the outset. Cllr Pearce proposed to pursue compensation. As this would be the start of a contractual dispute, it was agreed that the cost and mechanism should be considered during the confidential session. Cllr Brooks seconded the proposal and all Councillors voted in favour.

249.4. Protection measures for the Fen Park pond aeration device, within a maximum budget of £610 plus VAT – Cllr Brooks proposed approval, with the Finance and Governance Committee to determine the budget allocation; seconded by Cllr Pearce; all in favour.

### 250. Personnel

250.1. The draft minutes of the Personnel Committee meeting on 7 March 2024 – The draft minutes were received and noted.

250.2. The following recommendations from the Personnel Committee:

250.2a. Not making the Essential Car User Allowance scheme permanent in its current form, after the one-year trial ends on 31 March 2024 – Cllr Pearce proposed to approve this recommendation, with those affected to be notified in writing via post rather than email. Cllr Pearce further proposed to refer back to the Personnel Committee to see if it would wish to make any recommendation to Full



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Council on a successor scheme, including an effective date, positions to be included and any terms and conditions; seconded by Cllr Brooks; all in favour.

- 250.2b. Adopting the following policies: - Cllr Brooks proposed to adopt the policies as listed below; seconded by Cllr Pearce; all in favour.
- 250.2bi. Training and Development (as amended)
  - 250.2bii. Cycling and Use of Cycles for Town Council Business
  - 250.2biii. Use of Town Council Vehicles
  - 250.2biv. Absence from Work
- 250.3. Any interim staffing arrangements (confidential) – To be considered during the confidential session.
- 250.4. Staff terms and conditions for 2024/25 (confidential) - To be considered during the confidential session.
- 250.5. The position on payments relating to the application of the Local Government Pay Award (confidential) - To be considered during the confidential session.

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

An Extraordinary Meeting would be convened on 9 April at 18:30 to consider all the outstanding legal matters. Cllr Begum gave her apologies in advance for that meeting.

- 251.1. Renewal of an existing tenant's lease (confidential)
- 251.2. Signing of the lease for Unit 2 (confidential)
- 251.3. An update report on legal matters (confidential)
- 251.4. Land ownership in relation to the renewal of the allotments lease (confidential)

### **252. Feedback from the Quarterly Liaison Meeting with East Suffolk Council on 13 March 2024 and any points for the Town Council to action (some aspects may be confidential)**

The Acting Town Clerk reminded Councillors with relevant interests they should not be taking part in the discussion, in line with the Code of Conduct. Cllr Brooks noted the discussion on the Suffolk Archives and the importance of representing local people's views. In response to a query from Cllr Patience, the Acting Town Clerk confirmed the Town Council had received posters about fly tipping and had put them up across several of its assets.

### **253. Outside bodies**

253.1. Appointing a representative to attend the Access to Local Collections Stakeholder Meeting, and suggesting other relevant local historical/heritage organisations to attend – The Town Council had been independently approached by East Suffolk Council to attend a meeting on 17 April. At 20:30, Cllr Begum proposed to suspend Standing Order 3y for a maximum of thirty minutes, to enable the meeting to continue; seconded by Cllr Breakspear; all in favour. Cllrs Brooks, Pearce and Rappensberger declared they were former members of the Save Our Records Office group. It was noted that invitations had only been sent to depositors of material and not users of it, and it was agreed this should be raised at the meeting. It was noted that the invitation was for an officer to attend. The meetings are only for depositors. It was noted that the local studies material did not need to be subject to specialist storage conditions. Cllr Pearce proposed for the Acting Town Clerk to attend on behalf of the Town Council; seconded by Cllr Page; all in favour.

*Cllr Begum left the meeting 20:43*

253.2. Cllr Patience's report of the Lowestoft Place Board meeting on 6 March 2024 – It was noted that Lowestoft Rising was coming to a close and the fountains at Royal Plain had been put back another year.

*Cllr Pitts temporarily left the meeting 20:43*

*Cllr Youngman left the meeting 20:43*

253.3. Submitting a response to the consultation regarding the proposed Suffolk Devolution Plan – It was agreed to defer this item to the next meeting.

### **254. Date of next meeting**

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Extraordinary Meeting on 9 April 2024 at 18:30

23 April 2024 at 18:30

Annual Assembly of the Town – 30 April at 18:00 (TBC)

Annual Meeting of Lowestoft Town Council - 21 May 2024 at 18:30

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

*Cllr Patience left the meeting 20:45*

Cllr Pearce proposed to move the meeting into confidential session; seconded by Cllr Rappensberger; all in favour.

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

256.1. Any matters, including those above as required:

*Cllrs Craig and Parker left the meeting 20:46*

244.2d. A delegation to the Committee, including Marina Theatre Trustees, to accept East Suffolk Council's Memorandum of Understanding, without the need for a formal meeting and 244.4. Approval of the Project Management Services contract – A legal contract had been provided.

*Cllr Pitts returned 20:49*

Cllr Pearce proposed to delegate authority to the Acting Town Clerk, in conjunction with members of the Finance and Governance and Marina Theatre Project Committees, to agree and sign the final document with East Suffolk Council; seconded by Cllr Brooks; all in favour.

245.4. A request from a tenant to install electric vehicle charging points (some aspects may be confidential) – The Acting Town Clerk gave further information about the request. Cllr Pearce proposed to request more detail; seconded by Cllr Barker; eight Councillors voted in favour; two Councillors abstained from the vote. It was agreed to defer the personnel and legal items to the Extraordinary Meeting.

247.1. A recommendation from the Evaluation Panel (confidential) – At 21:00, Cllr Barker proposed to suspend Standing Order 3y for ten minutes, to enable the meeting to continue; seconded by Cllr Rappensberger; all in favour. The outcome of the tender evaluation was given. The idea of a Sports Development Officer had been discussed and Cllr Brooks proposed to support this; seconded by Cllr Pearce. The Acting Town Clerk was asked to draft a job specification and salary range. Budgeting for this position was discussed and Cllr Brooks added the suggested approach to budgeting to her earlier proposal; seconded by Cllr Pearce; all in favour.

249.3. Expenditure on kittiwake nesting prevention measures at the Marina Theatre, and considering compensation due to measures being ineffective – The Acting Town Clerk provided an update. Cllr Pearce proposed to refer the matter to the lawyer; seconded by Cllr Page; all in favour.

The meeting was closed 21:08.

Signed: .....

9 April 2024