

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:30 on 25 October 2022

MINUTES

Present: Cllrs Nasima Begum (Chair), Wendy Brooks, Colin Butler, Amanda Frost, Peter Knight, Peter Lang, Christian Newsome, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Alice Taylor and Elise Youngman

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

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

97. Welcome

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

98. Apologies for absence from any Councillors not in attendance

Apologies were received from Cllrs Sonia Barker, Robert Breakspear, Janet Craig, Alan Green, Jen Jones and David Le Grice. Cllr Knight proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

99. Declarations of Interests and dispensations

99.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda – Cllr Patience declared that he is an East Suffolk Councillor and was a supporter of the ‘Save our Denes’ group. Cllr Pearce declared he is Chair of the Gunton Residents’ Association, and, with regard to the Marina Theatre items, advised there is a proposal for the Marina Theatre quarterly management meetings to be formalised as a Partnership Board, which would make it an external body. Cllr Taylor declared she is a Lowestoft Vision Trustee and will leave the meeting for the consideration of item 103.1. Cllr Parker declared he is Vice Chair of the Gunton Residents’ Association. Cllrs Butler, Patience and Pearce declared they are members of the Town Hall Project Board.

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

100. The draft minutes and appended confidential notes of the meeting on 27 September 2022

Cllr Brooks proposed approval of the minutes and appended confidential notes; seconded by Cllr Youngman; all in favour.

101. Public forum

Written comments had been received from members of the public regarding items 104.2c and 108.2b. The member of the public in attendance at the meeting did not wish to speak.

102. Finance

102.1. The draft minutes of the meetings on 10, 11 and 19 October 2022 – The draft minutes were received and noted.

102.2. The following recommendations from the Finance and Governance Committee:

102.2a. A recommendation to transfer funding reclaim from Lowestoft Town Council Capital cash flow at end of Phase 1 of Town Hall project to Marina Theatre budget towards expenditure on the flying and lighting rig, and precept the remaining funds in 2023 – 2024 – Cllr Pearce reported that the flying rig is at end of life, and cannot continue in operation beyond next summer. The latest quote received to have removed and replaced was in the region of £212,000. The Council had already budgeted £100,000, of which £15,000 had been spent on upgrading the lighting desk. The Council has put money aside to manage the cash flow for the Town Hall project. At the end of this phase, there should be £109,500 remaining in this budget. Cllr Pearce proposed

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

moving those funds across to the Marina Theatre budget, then adding the remaining £20,000 required to replace the flying rig to the precept. Cllr Pearce clarified that the flying rig belongs to the Town Council and is crucial for productions. It is understood the replacement flying rig would have a thirty year lifespan. Cllr Knight seconded Cllr Pearce's proposal and all Councillors voted in favour.

- 102.2b. Endorsing the recommendations from the Budget and Loan Sub-Committee regarding budgets particularly vulnerable to overspend, including the grants, community engagement and events budgets –

Cllr Brooks temporarily left the meeting 18:41

Cllr Pearce advised that several budgets were vulnerable to overspend. The Finance and Information Officer had recommended that the large CIL budget could be used towards play area refurbishments, and funding could be moved across from the play areas budget to cover the shortfall in the grants budget. Cllr Pearce proposed endorsement of this recommendation; seconded by Cllr Page; all in favour.

- 102.2c. The report from the External Auditor on the Annual Governance and Accountability Return for 2021 – 2022 – The report had been circulated ahead of the meeting. Cllr Pearce proposed to formally receive and accept the report; seconded by Cllr Knight; all in favour.
- 102.2d. Not to re-join Lowestoft Rising with effect from 2023 – 2024 – Cllr Pearce advised this had been considered and recommended by the Finance and Governance Committee. Lowestoft Rising had advised that the Town Council's financial contribution would support administrative and salary costs. Cllr Lang proposed endorsing the recommendation not to re-join Lowestoft Rising with effect from 2023 - 2024; seconded by Cllr Patience; nine Councillors voted in favour; two Councillors voted against; three Councillors abstained from the vote.
- 102.2e. Delegating authority to the Clerk to determine the date of purchase, location and any hire options for a storage container (initially for the Town Hall site) – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Lang; all in favour.
- 102.2f. Approving a maximum budget and delegate authority to the Clerk to progress works to address drainage issues in Sparrows Nest – Cllr Brooks advised this was a serious issue and would likely need to be progressed before other works can take place. The Deputy Clerk advised that an indicative quotation in the region of £16,000 had been received, and officers were trying to secure additional quotations. Cllr Brooks proposed approving a maximum budget of £20,000, delegated to the Clerk, to progress works to address drainage issues in Sparrows Nest, with expenditure to come from the ring-fenced Sparrows Nest element of the parks reserve; seconded by Cllr Knight; all in favour.
- 102.2g. Proceeding with replacing the footbridge in Fen Park, within a maximum budget of £36,000 – Cllr Brooks considered this essential and proposed that it proceeds as per the recommendation. Cllr Patience was concerned for the current condition of the bridge and considered it should be removed forthwith, if this recommendation is approved. Cllr Butler had provided details of a contractor who may be able to supply a quotation for a replacement bridge, which officers had followed up. The Deputy Clerk advised the bridge is being inspected regularly and would be closed immediately. Cllr Lang noted repair work had been undertaken on the bridge. Cllr Taylor advised prior removal of the bridge could invalidate quotations received to remove and replace the bridge. Cllr Pearce seconded Cllr Brooks' proposal and all Councillors voted in favour.
- 102.2h. A vehicle allowance with effect from 2023 – 2024, for all staff who use their own vehicles for work purposes – Cllr Pearce advised six staff currently use their own vehicles for work purposes, and are insured to do so. Officers currently receive mileage reimbursement. There have been discussions regarding moving to an allowance instead. It has also been suggested this should be moved to the Climate Emergency budget for monitoring as part of the Council's aim to achieve net zero by

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

2030. Cllr Patience requested detail on expenditure so far this year for officer mileage reimbursements. Cllr Lang advised it is possible to pay an allowance towards vehicle depreciation (which is tax deductible), plus reimbursement of mileage. Cllr Butler considered an allowance may not be fair, as some officers will use their vehicles more than others. Cllr Frost suggested increasing the current forty five pence per mile mileage rate, but was advised by the Deputy Clerk this would then exceed the tax threshold. A figure of £800 - £900 per month per officer had been discussed but it was suggested this required further consideration by Committees first. Cllr Knight proposed asking Committees to further consider this; seconded by Cllr Begum; twelve Councillors voted in favour; two Councillors abstained from the vote.
- 102.2i. Approving the payment of an invoice towards installation of floodlights at the Denes Oval, on the understanding a contribution from the Lowestoft Town Tennis Club will be paid upon receipt of a Licence to Occupy – Cllr Pearce advised the Club is due to contribute £8,000 - £9,000 towards the project but is reluctant to do so without the formalisation of arrangements under a licence. Cllr Pearce proposed Lowestoft Town Council pays the invoice received, with the Club to pay its contribution upon receipt of the Licence; seconded by Cllr Brooks; twelve Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.
- 102.2j. Adopting the following policies and procedures, as amended: - Cllr Pearce proposed adoption of the policies and procedures as listed in agenda items 102.2ji – 102.2jvii; seconded by Cllr Lang; twelve Councillors voted in favour; two Councillors abstained from the vote.
- 102.2ji Booking form for hire of Community Halls
 - 102.2jii Code of Conduct
 - 102.2jiii Cycling Pledge
 - 102.2jiv Data Protection Policy
 - 102.2jv Data Retention Policy
 - 102.2jvi Defibrillator Policy
 - 102.2jvii Disciplinary and Grievance Procedure
 - 102.2jviii Standing Orders (with amendments to take effect from the next Annual Meeting) – Cllr Brooks advised this was a complex document and required further consideration by the Standing Orders and Policies Sub-Committee. The Clerk and Deputy Clerk had also made some comments for the Sub-Committee to consider. Cllr Brooks proposed referring the Standing Orders back to the Standing Orders and Policies Sub-Committee for further consideration; seconded by Cllr Lang; all in favour. Cllr Brooks appealed for more Councillors to join the Sub-Committee.
- 102.2k. Any recommendations on lease and licence arrangements for the following (some aspects may be confidential): - The Deputy Clerk advised the following leases/licences would be considered by the Finance and Governance Committee at its next meeting.
- 102.2ki Royal Naval Patrol Service Association Museum
 - 102.2kii Martello and Giardino
 - 102.2kiii Moviemakers Theatre
 - 102.2kiv Maritime Museum
 - 102.2kv Gunton Estate Residents' Meeting Hall
- 102.2l. Amending the Grant Awarding Policy to consider applications every three months, with provision to consider any urgent or time sensitive applications in the interim – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Lang; thirteen Councillors voted in favour; one Councillor abstained from the vote.
- 102.2m. Any recommendation on making a representation to national Government via the local Member of Parliament, the local Food Network and other local outlets as required regarding concerns about the need for Local Councils to provide support

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

previously available through central Government – Cllr Brooks advised that, although it is understood there is a need to provide food banks and the Warm Places initiative, etc, it is felt that more support should be coming from Central Government to alleviate the burden on Parish Councils. Any representation to Central Government on behalf of the Town Council should not make a political statement.

Cllr Youngman temporarily left the meeting 19:15 and returned 19:17

Cllr Pearce proposed approaching the local Member of Parliament and the Suffolk Association of Local Councils to make a representation to Central Government on the Town Council's behalf. The Town Council is providing what support it can within its means and ability but would like to know what additional support can be provided directly from Central Government. Cllr Page seconded the proposal; eleven Councillors voted in favour; three Councillors voted against.

- 102.2n. Any recommendations on the budgetary allocation for any further recruitment – Cllr Pearce advised the Finance and Governance Committee has not yet made any recommendations on budgetary allocation, as there are items arising from the Personnel Committee later on the agenda which will need to be considered first. Cllr Pearce proposed referring this to the Finance and Governance Committee before coming back to Full Council in November; seconded by Cllr Brooks; thirteen Councillors voted in favour; one Councillor abstained from the vote.
- 102.2o. Any recommendations regarding the leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential) – The Deputy Clerk advised that the Finance and Governance Committee had requested a meeting with East Suffolk Council to discuss certain issues. Any recommendations will come back to Full Council.
- 102.2p. Any recommendations regarding non-payment of rent by a tenant (confidential) – To be discussed during the confidential session.
- 102.2q. Reviewing the Marina Theatre rent and management fee on a four-yearly basis, aligned with Town Council terms – Cllr Pearce proposed approval of this recommendation, with the first review to take place in 2027. The review should be followed by a consultation period with the Theatre, with any changes to take effect from the following year. The rent and management fee should remain unchanged in the interim. Cllr Brooks seconded the proposal and all Councillors voted in favour.
- 102.3. Any unbudgeted capital funding requirements from the Marina Theatre for the current financial year – Cllr Pearce advised there had been a request from the Marina Theatre to upgrade the lighting system. Two quotations had been received for a two phase approach, which would cost approximately £41,000 in total. The request is primarily for energy efficiency purposes. The estimated energy bill for December is three to four times higher than the same period last year. Cllr Lang enquired as to the wattage difference of LED lighting. This information had not been provided but Cllr Youngman understood LED lighting to be up to eighty seven percent more cost efficient to run. Cllr Knight suggested the heating costs may increase as LED lighting does not produce as much heat. Cllr Knight proposed proceeding with the lighting system upgrade as per the quotations received; seconded by Cllr Brooks; nine Councillors voted in favour; four Councillors voted against; one Councillor abstained from the vote.
- 102.4. Any Marina Theatre capital funding requirements during 2023 – 2024 (some aspects may be confidential) – Cllr Pearce advised that the Marina Theatre has provided a schedule of priorities with indicative costs, which will be considered by the Budget and Loan Sub-Committee and Finance and Governance Committee.
- 102.5. The draft Marina Theatre lease (some aspects may be confidential) – Cllr Pearce advised that the Theatre does not currently have long term security of tenancy and this is preventing it accessing external funding. Cllr Pearce proposed delegating authority to the Clerk, in conjunction with members of the Finance and Governance Committee, to agree the final wording of the lease and refer it to the Marina Theatre for consideration; seconded by Cllr

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

Brooks; all in favour.

A comfort break was taken 19:40 and the meeting resumed 19:45

102.6. Receipt and consideration of the following:

102.6a. 2022 – 2023 budget position – Cllr Pearce proposed noting and approving the current 2022 – 2023 budget position; seconded by Cllr Knight; all in favour.

102.6b. Any bank reconciliations – It was noted that bank reconciliations were up to date.

102.6c. Payments and income for the month ending 30 September 2022 and October 2022 to date (see schedules) – The income and expenditure reports were received and noted as follows:

Table 1 September and October Expenditure

Date	Payment to	Description	Amount
1 September 2022	East Suffolk Council	Links Road car park NNDR 22/23	£187
1 September 2022	East Suffolk Council	Sparrows Nest Bowls NNDR 22/23	£110
1 September 2022	East Suffolk Council	HH NNDR 22/23	£948
1 September 2022	Royal Society Prevention of Ac	NEBOSH general certif training	£606
1 September 2022	Liz Ballard	Equipment and materials	£426.12
1 September 2022	Binder Ltd	Uplands sewage tank repairs	£477.08
1 September 2022	SJ Geomatics Ltd	TH measured building survey	£6,180
2 September 2022	Sarah Foote	Parking, Wi-Fi and compost reimbursement	£41.31 + £6.67 VAT = £47.98
2 September 2022	Paul Connew	Travel reimbursement	£54.45
2 September 2022	Poetry People Community Intere	Town Hall video poem	£4,750
5 September 2022	Suffolk Pension Fund	August pensions	£6,543.46
5 September 2022	Jonny Hawes	Travel and parking reimbursement	£65.19 + £2.41 VAT = £67.60
6 September 2022	Land Registry	Land Registry search	£6
7 September 2022	Waveney Concert Band	Jubilee concert entertainment	£200
7 September 2022	MJ Training	Big Green Weekender first aid	£384
7 September 2022	Gearhire Sound and Light	Big Green Weekender audio	£948
7 September 2022	MJ Training	First aid course x2	£230.40
7 September 2022	Archant Community Media	Committee Clerk advert	£1,047.72

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

Date	Payment to	Description	Amount
	Ltd		
7 September 2022	Tom Tonks Music	Big Green Weekender Entertain	£125
7 September 2022	Pearce & Kemp Ltd	RNPSA Museum remedial works	£474
7 September 2022	Archant Community Media Ltd	Committee Clerk advert	£144
7 September 2022	Archant Community Media Ltd	Committee Clerk advert	£60
8 September 2022	Jonny Hawes	Access cover reimbursement	£52.97 + £10.59 VAT = £63.56
12 September 2022	Wave Ltd	Town Hall water	£131.84
12 September 2022	Chris Meek	OLB and office reimbursement	£21.65
12 September 2022	HMRC	Land Registry Search	£6
12 September 2022	MJ Training	Level 3 first aid at work x2	£230
14 September 2022	Lauren Elliott	Parking and travel reimbursement	£10.08 + £0.67 VAT = £10.75
14 September 2022	AJ Builders	Normanston Park fencing	£3,386.40
14 September 2022	AJ Builders	TH, Gunton Hall, Rosedale R&M	£246
16 September 2022	Credit card account	Credit card purchases	£568.83
19 September 2022	Need2Store Ltd	Civic artefact storage	£200 + £40 VAT = £240
19 September 2022	HMRC	HMRC August 2022	£6,481.68
20 September 2022	Scenic Projects Ltd	TH Stories Boat	£5,760
20 September 2022	MossKing Associates Ltd	TH development phase Aug 22	£3,275
20 September 2022	HAT Projects Ltd	TH development phase stage 1	£12,178.19
20 September 2022	Broadland Group Ltd	TH refurbishment survey	£8,220
20 September 2022	MossKing Associates Ltd	TH development heritage Aug 22	£2,310
20 September 2022	Waveney Norse Ltd	Install Jubilee beacon SN	£7,808.22
21 September 2022	NPower	Triangle Market electric Aug 22	£203.20 + £10.16 VAT = £213.36

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

Date	Payment to	Description	Amount
21 September 2022	NPower	Denes Oval electric Aug 22	£533.45 + £26.67 VAT = £560.12
21 September 2022	AJ Builders	Concrete bin base Fen & St Mar	£312
21 September 2022	AJ Builders	SN Bandstand paint medium grit	£1,674
21 September 2022	AJ Builders	OLB flag movement and fencing	£690
21 September 2022	AJ Builders	Repair Normanston Park fence	£420
21 September 2022	AJ Builders	Gunton Park fencing	£4,620
21 September 2022	AJ Builders	Pakefield Green fencing	£5,947.46
21 September 2022	Matta Products	20x Matta tiles and glue	£414
21 September 2022	Glasdon UK Ltd	St Margs Plain bin	£520.85
21 September 2022	MJ Training	2x Lvl 3 First Aid at Work	£600
23 September 2022	NPower	Low Cem PC electric Aug 22	£126.75 + £6.34 VAT = £133.09
23 September 2022	NPower	KG electric Aug 22	£113.97 + £5.70 VAT = £119.67
23 September 2022	NPower	KG electric Aug 22	£92.06 + £4.60 VAT = £96.66
23 September 2022	NPower	SN RNPSA Museum elec Aug 22	£1,658.40 + £331.68 = £1,990.08
23 September 2022	NPower	Pakefield St PC elec Aug 22	£88.62 + £4.43 VAT = £93.05
23 September 2022	British Gas	Whitton Hall gas	£122.10
23 September 2022	C & C Consulting Services Ltd	H&S support	£49.50 + £9.90 VAT = £59.40
23 September 2022	Salaries	Salaries September 2022	£16,327.67
27 September 2022	HMRC	Land Registry search	£3
27 September 2022	Alan Green	Mileage reimbursement	£50.85
27 September 2022	Alan Green	Mayoral reimbursement	£43.20
27 September 2022	Eon Energy	Whitton Hall electric	£97.80
28 September 2022	Chris Meek	Big Green Weekend reimburse	£11.23 + £1.17 VAT = £12.40
28 September 2022	Shona Bendix	Travel reimbursement	£31.66 + £1.84 VAT = £33.50

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

Date	Payment to	Description	Amount
28 September 2022	Sarah Foote	Training, Wi-Fi and travel reimbursement	£80.81 + £10.59 VAT = £91.40
28 September 2022	NPower	Normanston electric Aug 22	£120.28 + £6.01 VAT = £126.29
28 September 2022	AJ Builders	Fen Park gates and matting	£8,880
28 September 2022	AJ Builders	KG outer wall repair	£5,100
28 September 2022	AJ Builders	Repair pathway step SN	£462
28 September 2022	AJ Builders	Repair coping stone SN	£144
28 September 2022	AJ Builders	Repair to SN pathway	£1,200
28 September 2022	The Marina Theatre Trust	Quarterly management fee	£45,000
28 September 2022	PKF Littlejohn LLP	External Audit 2021 – 2022	£2,880
28 September 2022	Seletar Signs	GELP H&S signage	£132
30 September 2022	Unity Trust Bank	Bank charge	£57.60
30 September 2022	Great Yarmouth Heating Company	Denes Oval hot water service	£100
30 September 2022	Kompan Ltd	CN history board installation	£35,720.91
3 October 2022	C&C Consulting	H&S Support	£49.50 + £9.90 VAT = £59.40
3 October 2022	SEFE Energy	Town Hall Gas	£59.45 + £2.97 VAT = £62.42
3 October 2022	East Suffolk Council	Links Road Car Park NNDR	£187
3 October 2022	East Suffolk Council	Sparrows Nest Bowl Pavilion NNDR	£110
3 October 2022	East Suffolk Council	Hamilton House NNDR	£948
3 October 2022	Paul Connew	Reimbursement	£243.64
3 October 2022	Jonny Hawes	Reimbursement	£65.14
4 October 2022	Wave Utilities	Town Hall Water	£40.73
4 October 2022	Gearhire Sound and Light	Full Council Amplification	£400 + £80 VAT = £480
4 October 2022	M Miles	Big Green Weekender Performance	£150
4 October 2022	B Davies	Big Green Weekender Performance	£150

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

Date	Payment to	Description	Amount
5 October 2022	Land Registry	Land Registry Search	£3
5 October 2022	Suffolk Pension Fund	Pensions September 2022	£6,835.16
11 October 2022	Anglian Water	North Denes Water Charges	£950.79
13 October 2022	The Play Inspection Company	Play Inspection Training and Registration	£2,390 + £258 VAT = £2,648
13 October 2022	Ben Sutton Timber	Oak post for Rosedale	£163 + £32.60 VAT = £195.60
13 October 2022	AJ Builders	Britten Green Matting, Benches and Repairs	£3,345 + £669 VAT = £4,014
13 October 2022	AJ Builders	Replace 8x steps at GELP	£1,120 + £224 VAT = £1,344
13 October 2022	NALC	Committee Clerk Advert	£100 + £20 VAT = £120
13 October 2022	Blachere Illumination UK Ltd	Christmas Light Installation and Switch on	£3,879 + £775.80 VAT = £4,654.80
13 October 2022	East Suffolk Council	Harbour & Normanston By Election April 2022	£15,239.02
13 October 2022	Odd Bods	Pakefield St PC Gutter Clear and Roof Cleaning	£945 + £189 VAT = £1,134
13 October 2022	Ecolab	Marina Theatre Avishock Service Q3	£510 + £102 VAT = £612
13 October 2022	East Point Business Services	Community Warden Room Air Conditioning	£3,570.60 + £714.12 VAT = £4,284.72
14 October 2022	Anglian Water	Denes Oval Water Charges	£900.43 + £180.09 VAT = £1,080.52
14 October 2022	East Suffolk Norse	Partnership Charge October 2022	£38,268 + £7,653.60 VAT = £45,921.60
17 October 2022	C&C Consulting	Health and Safety Support	£779.10 + £155.82 VAT = £934.92
17 October 2022	Lloyds Bank	Credit Card Charges	£1,119.36
18 October 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 October 2022	Sword and Trowel Ltd	Payslips Q2	£118.50 + £23.70 VAT = £142.20

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

Date	Payment to	Description	Amount
19 October 2022	Seletar Signs	Health and Safety Signage	£80 + £16 VAT = £96
19 October 2022	Access Community Trust	Sunrise Studios Grant	£1,840
19 October 2022	Suffolk Association of Local Councils	SALC Training	£26 + £5.20 VAT = £31.20
19 October 2022	Northumbrian Water	Legionella Checks September 2022	£593.97 + £118.79 VAT = £712.76
19 October 2022	HMRC	HMRC September 2022	£6,962.34
19 October 2022	Ricoh UK Ltd	Printing Charges	£205.07 + £41.01 VAT = £246.08
19 October 2022	Lauren Elliott	Parking Reimbursement	£15.12 + £2.68 VAT = £17.80
20 October 2022	NPower	Triangle Market Electric	£191.58 + £9.58 VAT = £201.16

Table 2 September and October Receipts

Date	Received From	Description	Amount
5 September 2022	Tenant	Rental income from tenant	£213.16
5 September 2022	Tenant	Rental income from tenant	£6,300
13 September 2022	Use of electricity at Sparrows Nest	Use of electricity at Sparrows Nest for an event	£15
28 September 2022	Whitton Hall hire	Whitton Hall hire (incl £100 deposit)	£170
30 September 2022	East Suffolk Council	Precept 2 nd install	£933,614
30 September 2022	Whitton Hall hire	Whitton Hall hire (incl £100 deposit)	£128
3 October 2022	Tenant	Rental Income from Tenant	£213.16
6 October 2022	R Young	Whitton Hall Hire	£42
10 October 2022	HOD Steering Group	HOD Grant Return	£614.06
17 October 2022	Mr Davies	Memorial Bench and Rose Bush	£2,405

102.6d. Payments for approval – The Deputy Clerk advised there was a payment to authorise to an electrical contractor to install the thirteen sockets needed for the ‘Avishock’ strips on the Marina Theatre. Cllr Pearce proposed approval of the payment, with

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

expenditure to be taken from the Climate Emergency budget; seconded by Cllr Knight; thirteen Councillors voted in favour; one Councillor voted against.

102.7. The redevelopment of the Town Hall, including a report from the Project Board, and the budget and expenditure on contracts, including on a Quantity Surveyor – Cllr Brooks raised the following queries of the report from the Project Board:

- Why has the Town Council's contribution decreased from 27% to 22%?
- The volunteer time has reduced but why is it costing £14,000?
- The evaluation of the activity plan has cost £800, but has the Town Council seen the results?
- There is a £68,000 budget for heritage and activities, including £43,000 from the Town Council's budget, but what are the activities and why is it costing £68,000?

Cllr Pearce advised that the percentage of the Council's contribution has decreased as the overall capital budget has increased. The evaluation was via a consultant, which was agreed as part of the whole project, and forms part of the funding criteria. Cllr Knight proposed seeking clarity from the Project Manager on the points raised; seconded by Cllr Begum; all in favour.

103. Governance

103.1. How to vote on the Business Improvement District Levy, for the Town Hall and Hamilton House –

Cllr Taylor temporarily left the meeting 19:54 for the consideration of this item

Cllr Pearce advised there had been discussions with Lowestoft Vision, and potentially the Marina Theatre, about running joint events in London Road North, enabling a more joined up approach with the town centre and Triangle Market. Lowestoft Vision does not have the contract for street cleaning in the town centre, but Cllr Pearce there will be an update via the Lowestoft Kittiwake Partnership regarding this. Cllr Pearce proposed exercising both of the Town Council's votes to vote in favour of extending the BID for a further five years, with delegated authority to the Clerk to arrange the signatory. Cllr Brooks would like the Town Council to request more transparency regarding Lowestoft Vision's accounts, and was disappointed that they had not promoted the Town Council's Halloween Market.

The member of the public left the meeting 19:58

Cllr Frost seconded Cllr Pearce's proposal; twelve Councillors voted in favour; one Councillor voted against.

The Deputy Clerk temporarily left the meeting 19:59 and returned 20:00

Cllr Taylor returned 20:00

Cllr Brooks requested the addition of an item on the next agenda to discuss her concerns.

103.2. A Code of Conduct complaint has been made against a Lowestoft Town Councillor – This was noted.

103.3. The draft Terms of Reference for the Marina Theatre Quarterly Management Meetings – The Deputy Clerk advised these had been circulated. Cllr Pearce advised that appointed representatives from the Town Council meet with representatives from the Marina Theatre quarterly. The Marina Theatre would like to formalise this arrangement as a Partnership Board, which would make it an external body. There are no delegations currently and Cllr Pearce did not consider delegations necessary at this stage, and suggested the Council was not in a position at this stage to make any recommendations on the draft Terms of Reference.

104. Assets, Inclusion and Development

104.1. The draft minutes of the meeting on 3 October 2022 – The draft minutes were received and noted.

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

- 104.2a. Extending the current policy on not charging for use of Town Council sports and leisure facilities to the 2023 – 2024 financial year – Cllr Brooks considered the Council's decision to waive leisure fees to be a popular decision with users of the facilities, and the recommendation to extend this policy has been supported by Committees. Cllr Brooks proposed approval of this recommendation; seconded by Cllr

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

Taylor; all in favour.

- 104.2b. Proceeding with the refurbishment of both the Rosedale Park and Bentley Drive play areas in the current financial year – A public comment had been received in support of the refurbishment of the Bentley Drive play area and had requested the inclusion of certain items, including a zip wire. The plans included most of the requested items but it was considered that a zip wire would not be appropriate for this site. Cllr Brooks advised that the Parks and Open Spaces Sub-Committee had considered all quotations received and had made a recommendation on the appointment of a contractor for Bentley Drive and for Rosedale Park. Cllr Brooks proposed supporting the recommendations of the Parks and Open Spaces Sub-Committee and delegating authority to officers, in conjunction with members of the Finance and Governance Committee, to determine the budget allocation. Officers had recommended using CIL funding. The Project and Committee Clerk recommended that the Council adds a £5,000 contingency per play area for any unanticipated expenditure as the projects progress, with delegated authority to the Clerk to authorise expenditure, which would be reported back to Council in the usual way. Cllr Brooks added this to her proposal; seconded by Cllr Pearce; all in favour.
- 104.2c. A recommendation from the Parks and Open Spaces Sub-Committee to appoint a contractor for the refurbishment of the Bentley Drive and Rosedale Park play areas (some aspects may be confidential) – This was included with the consideration of the previous item.
- 104.2d. Approving a quotation of £13,810 plus VAT to replace areas of wet pour matting in Fen Park – Cllr Pearce advised there were some health and safety concerns regarding the wet pour matting and proposed approval of the quotation, with delegated authority to officers, in conjunction with members of the Finance and Governance Committee, to determine the budget allocation; seconded by Cllr Brooks; all in favour.
- 104.3. A request from Cllr Jones to join the Assets, Inclusion and Development Committee – Cllr Pearce proposed approval of this request; seconded by Cllr Page; all in favour.

105. Planning

- 105.1. The draft minutes of the meetings on 4 and 18 October 2022 – The draft minutes were received and noted. Cllr Butler had submitted an objection to an application which was considered at the meeting on 4 October, but it had not been read out or taken into consideration. The Deputy Clerk advised the item would be added to the next agenda for the Committee to consider again in light of Cllr Butler's comments.

106. Personnel

- 106.1. The draft minutes of the meeting on 20 October 2022 – The draft minutes were received and noted.
- 106.2. Any recommendations from the Personnel Committee regarding the following:
- 106.2a. Future staff resourcing for events (some aspects may be confidential) – To be discussed during the confidential session.
- 106.2b. A proposal and job description for an officer to deal with asset management (some aspects may be confidential) - To be discussed during the confidential session.
- 106.2c. Staff terms and conditions (confidential) - To be discussed during the confidential session.

107. Community Safety

- 107.1. The draft minutes of the meeting on 28 September 2022 – The draft minutes were received and noted.
- 107.2. The following recommendations from the Community Safety Committee:
- 107.2a. Approving a quotation of £15,270 plus VAT for an intrusive survey of the Britten Road play area (some aspects may be confidential) – The Deputy Clerk advised discussion

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

would be required in confidential session if Council need further detail to consider this. Cllr Pearce proposed approval of this recommendation, with expenditure to come from the Community Safety reserve; seconded by Cllr Lang; all in favour.

108. Climate Emergency and Ecological

108.1. The draft minutes of the meeting on 17 October 2022 – The draft minutes were received and noted.

108.2. The following recommendations from the Climate Emergency and Ecological Committee:

108.2a. Amending the Terms of Reference to enable the Committee to appoint more than two non-Councillor members to the Committee – Cllr Page advised that the Terms of Reference currently enable the Committee to appoint two non-Councillor members. One non-Councillor member has been appointed so far. The Committee received two further applications to fill the second vacancy and would like to appoint both. Cllr Page proposed amending the Climate Emergency and Ecological Committee's Terms of Reference to enable it to appoint up to three non-Councillor members to the Committee; seconded by Cllr Pearce; all in favour.

108.2b. Approving a maximum budget of £25,000 for a bulky waste collection service, subject to Suffolk County Council confirming the contractor will not be charged for disposal of waste at the Recycling Centre, and agreement of appropriate criteria to measure the success of the trial – Cllr Parker would support the initiative in principle, but understands that this proposal has not yet been approved by the Working Group and should not yet therefore be considered by Full Council. Cllr Parker asked what measures will be put in place to ensure the service is only accessed by those who need it, and how the costs will be met if Suffolk County Council does not waive its fee for disposal of the waste. Cllr Patience proposed leaving this item open for discussion until Suffolk County Council has confirmed its support. Cllr Pearce did not consider it appropriate for a Councillor who is also a District Councillor to make a proposal regarding this, when East Suffolk Council has a financial interest in this item. Cllr Pearce clarified the recommendation is conditional on securing Suffolk County Council's confirmation of the fee waiver and criteria being agreed to measure the success of the trial. Cllr Brooks gave details of the proposal. Cllr Frost considered that management of fly tipping and waste disposal was not within the Council's remit, and should be reported in the usual way. A public comment had been submitted to express disappointment that the service was only being made available in the Harbour and Kirkley Wards. Cllr Lang supported this comment.

At 20:31, Cllr Knight proposed suspending Standing Order 3y for thirty minutes, to enable the meeting to continue; seconded by Cllr Page; all in favour.

Cllr Pearce advised that the initial trial for the service would be limited to the Harbour and Kirkley Wards. In response to an earlier comment from Cllr Parker, Cllr Pearce advised that the proposal had been supported by the Working Group, who had sent an email of thanks. Cllr Newsome seconded Cllr Patience's earlier proposal. The Deputy Clerk advised it is for individual Councillors to recognise their interests and Cllr Pearce objected on point of order. Cllr Brooks was concerned regarding allegations raised during the discussion of this item and objections which had not been raised previously. Cllr Knight proposed referring this item back to the Climate Emergency and Ecological Committee for further consideration, before coming back to the next Full Council meeting; seconded by Cllr Brooks; all in favour.

108.2c. Declaring Lowestoft an Earth Protector Town, noting its alignment with the Town Council's Sustainability Policy – Cllr Brooks proposed approving this recommendation; seconded by Cllr Page; all in favour.

109. Outside bodies

109.1. Appointing a representative and substitute to the Emergency Exit Project – No volunteers

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 October 2022

were forthcoming. Cllr Lang proposed declining to appoint a representative and substitute to the Emergency Exit Project; seconded by Cllr Pearce; thirteen Councillors voted in favour; one Councillor abstained from the vote.

109.2. Cllr Parker's report from the East Suffolk Lines Community Rail Partnership meeting on 2 September 2022 – The report was received and noted.

110. Date of next meeting

22 November 2022 at 18:30

111. Items for the next agenda and close

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

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

The Project and Committee Clerk left the meeting 20:42

A comfort break was taken at 20.40 and the meeting resumed at 20.45.

Cllrs Brooks, Frost, Parker, Patience, Taylor, and Pitts did not return to the meeting.

Cllr Brooks returned at 20.47. Left the meeting again at 20.48 and returned again at 20.49.

For the items resolved in confidential session Councillors Begum, Brooks, Butler, Knight, Lang, Newsome, Page, Pearce and Youngman were present.

112. Resolution to close the meeting to the public:

112.1. Any matters, including those above as required

102.2p Recommendations regarding non-payment of rent by a tenant

It was proposed by Cllr Pearce, seconded by Cllr Lang; all in favour that the legal advice received should be acted on with the necessary enforcement taken to recover the debt or to initiate eviction action.

106.2a Future staffing for events

106.2b A proposal for and job description for an officer to deal with asset management

106.2c Staff terms and conditions.

Details relating to the above three items are recorded in a confidential note.

Meeting closed 20.57.

Signed: 

22 November 2022