

Lowestoft Town Council

Full Council Meeting

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

18:30 on 20 December 2022

MINUTES

Present: Cllrs Robert Breakspear, Wendy Brooks, Colin Butler, Alan Green (Mayor), Peter Knight, David LeGrice, Christian Newsome, Paul Page, Keith Patience, Andy Pearce, John Pitts

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

113. Welcome

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

114. To receive and consider approval of apologies for absence from any Councillors not in attendance

Apologies were received from Cllrs Barker, Begum, Frost, Lang, Parker, Taylor and Youngman. Cllr Pearce proposed approval of apologies; seconded by Cllr Knight; all in favour. Cllrs Craig and Jones were absent with no apologies provided.

115. Declarations of Interests and dispensations

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

Cllr Newsome declared interest on item 122.2a as a member of the Bulky Waste Working Group. Cllr Pearce declared he was on the Marina Theatre Quarterly Management group, on the Town Hall Project Board and a Lowestoft Town Council representative on the Lowestoft Kittiwake Partnership. Cllr Patience declared he was a member of East Suffolk Council, on the Town Hall Project Board and declared a registerable interest in item 122.2a. Cllrs Butler and LeGrice declared they were on the Town Hall Project Board. Cllr Brooks declared she was on the Marina Theatre Quarterly Management group. Cllr Green declared he was on the Town Hall Project Board.

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

None were received.

116. To consider the draft minutes and appended confidential notes of the meeting on 22 November 2022

Cllr Knight proposed acceptance; seconded by Cllr LeGrice; all in favour.

117. Public forum

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

Ben Thompson was welcomed to the meeting as a guest speaker and item 118.2e was brought forward to the beginning of the meeting.

118.2e The management of tennis at Town Council sites, including the operator model and funding agreement, and progressing any capital works – Cllr Pearce proposed approval of the recommendation from the Finance and Governance Committee (F&G) to adopt the Contracted Management model; seconded by Cllr Brooks. Ben Thompson stated that the Contracted Management model was the most suitable model as the assets and all final decisions on costs, spending on maintenance and the model for access to the courts, are under the control of the Lowestoft Town Council. Under this model the Town Council would work in conjunction with a management partner who would manage the additional elements to maintain the courts such as creating a maintenance schedule, a cost analysis of the maintenance with an annual review, quarterly reports

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on usage, managing the booking systems, handling out of hours calls and the option for coaching. Cllr Pearce proposed the adoption of the Contracted Management model and to advertise for an operator. It was noted Racket Sports Academy (RSA) were a potential supplier and would need to submit a specification and quote. The partner will then be appointed in January by Full Council. Seconded by Cllr Brooks. It was noted the model could be used across other recreational facilities. A vote was held and all Councillors were in favour.

For the procurement notice, the office would liaise with Ben Thompson.

Ben Thompson left the chamber at 18:50

118. Finance

118.1. To receive the draft minutes of the meeting on 12 December 2022 – To be signed of at the next F&G meeting.

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

118.2a. The future direction on the grounds maintenance contract and impact on the budget and precept (some aspects may be confidential) – It was established the budget was not finalised as the Budget and Loan Sub-Committee were awaiting information on the grounds maintenance contract and TUPE liability. It was suggested an extraordinary Full Council meeting be scheduled in January to allow for the recommendation of the finalised budget to Full Council. It was noted any staffing elements in the budget were to be recommended regardless of what is brought in-house or outsourced. It was confirmed the Budget and Loan Sub-Committee were seeking direction from Full Council to continue preparing the budget on the assumption that as many services as possible from the grounds maintenance would be brought in-house. It was noted the final costs would not be known in advance as the services needed to go out to tender. Therefore costs were assumed to be £466,000, per the current Norse contract, plus an allowance for inflation and contingency. It was agreed to have an extraordinary Full Council meeting on Monday 16 January at 6:30 PM to decide the grounds maintenance direction. This item is to be discussed further in confidential session.

118.2b. The 2023 – 2024 budget and precept (some aspects may be confidential) – To be discussed on both the 4 January at the Budget and Loan Sub-Committee meeting and 16 January at the extraordinary Full Council meeting.

118.2c. Staff terms and conditions (confidential) – To be discussed in confidential.

118.2d. Non-payment of rent (confidential) – To be discussed in confidential.

118.2e. The management of tennis at Town Council sites, including the operator model and funding agreement, and progressing any capital works – This item was brought forward to the beginning of the meeting.

118.3. To receive and consider the following:

118.3a. 2022 – 2023 budget position – No comments were made and it was confirmed the 2022-2023 budgets were being monitored.

118.3b. Any bank reconciliations – It was confirmed September and October were completed with November to be confirmed.

118.3c. Payments and income for the month ending 30 November 2022 and December 2022 to date (see schedules) – No comments were made.

Table 1: November and December Payments

Date	Payment to	Description	Amount
1 st November 2022	East Suffolk Council	Links Road Car Park NNDR	£187.00

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1 st November 2022	East Suffolk Council	Sparrows Nest Bowl Club NNDR	£110.00
1 st November 2022	East Suffolk Council	Hamilton House NNDR	£948.00
1 st November 2022	HMRC	Land Registry Search	£3.00
1 st November 2022	Sarah Foote	Reimbursement for Book Vouchers for Black History Month	£450.00
2 nd November 2022	SALC	Councillor Training	£26.00 + £5.20 VAT = £31.20
2 nd November 2022	Lowestoft Signing Choir	Event Performance	£75.00
2 nd November 2022	J Parkers	Bulbs for Various Parks	£2,145.38 + £424.88 VAT = £2,570.26
2 nd November 2022	East Suffolk Council	Remembrance Day Application Fee	£28.00
2 nd November 2022	Wave	Water Charges	£1,111.65
3 rd November 2022	Suffolk Pension Fund	Pensions October 2022	£6,641.79
4 th November 2022	Lauren Elliott	Reimbursement for Parking	£12.00
4 th November 2022	Paul Connew	Reimbursement	£57.90
4 th November 2022	Nicholsons Solicitors	Marina Legal Advice	£337.50 + £67.50 VAT = £405.00
4 th November 2022	Nicholsons Solicitors	Denes Oval Legal Advice	£431.90 + £86.38 VAT = £518.28
4 th November 2022	Nicholsons Solicitors	Hamilton Road Legal Advice	£486.20 + £97.24 VAT = £583.44
4 th November 2022	Nicholsons Solicitors	Hamilton House Legal Advice	£88.40 + £17.68 VAT = £106.08
4 th November 2022	Nicholsons Solicitors	Normanston Legal Advice	£40.80 + £8.16 VAT = £48.96
4 th November 2022	Nicholsons Solicitors	Town Hall and Allotment Legal Advice	£20.40 + £4.08 VAT = £24.48
4 th November 2022	Nicholsons Solicitors	High Street Land Legal Advice	£88.40 + £17.68 VAT = £106.08
4 th November 2022	Nicholsons Solicitors	General Legal Advice	£445.00 + £89.00 VAT = £534.00
4 th November 2022	Nicholsons Solicitors	Norse Legal Advice	£2,585.70 + £517.14 VAT = £3,102.84
4 th November 2022	Carl Matthews	HOD Film	£105.00
4 th November 2022	Claranet	Website Hosting	£59.66 + £11.93 VAT = £71.59
4 th November 2022	Clear View Surveys	Town Hall Survey	£3,075.00 + £615.00 VAT = £3,690.00
4 th November 2022	CJ Wright	Town Hall YMCA Design Project	£300.00
4 th November 2022	Anglian Print	Town Hall 4x Roller Banners	£198.00 + £39.60 VAT = £237.60
4 th November 2022	Anglian Print	Town Hall Leaflets	£120.00 + £8.00 VAT = £128.00

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4 th November 2022	Gearhire Sound and Lighting	Full Council Amplification	£400.00 + £80.00 VAT = £480.00
4 th November 2022	AJ Builders	Sparrows Nest Entrance Repairs	£4,650.00 + £930.00 VAT = £5,580.00
4 th November 2022	AJ Builders	Rosedale Park Repairs	£185.00 + £37.00 VAT = £222.00
4 th November 2022	Jonny Hawes	Equipment Reimbursement	£43.55
4 th November 2022	Screwfix	Equipment	£292.21
7 th November 2022	Fuel Card	Fuel Charges	£57.60
7 th November 2022	Anglian Water	Water Charges	£980.89
8 th November 2022	AJ Builders	Works at the Ness	£300.00 + £60.00 VAT = £360.00
8 th November 2022	J Parkers	Bulbs	£381.60
8 th November 2022	East Suffolk Council	Correction for Election Invoice	£0.23
8 th November 2022	NABMA	NABMA Subscription 2022-23	£384.00
8 th November 2022	Boggis Electrical	Avishock Infrastructure	£400.48 + £80.10 VAT = £480.58
14 th November 2022	Anglian Water	Water Charges	£1,550.72
14 th November 2022	AJ Builders	GELP Boardwalk Works	£9,800 + £1,960.00 VAT = £11,760.00
14 th November 2022	AJ Builders	GELP Bollard	£365.00 + £73.00 VAT = £438.00
14 th November 2022	Seletar Signs	6x H&S Signs	£180.00 + £36.00 VAT = £216.00
14 th November 2022	Odd Bods	Gutter Cleaning	£305.00 + £61.00 VAT = £366.00
16 th November 2022	Lloyds Bank	Credit Card Purchases	£391.88
16 th November 2022	EPBS	Hamilton House Capital Repayment	£3,357.40 + £671.48 VAT = £4,028.88
16 th November 2022	White Light Ltd	LED Lights Marina Theatre	£14,547.50 + £2,909.50 VAT = £17,457.00
16 th November 2022	Ecolab Ltd	Avishock Ongoing Maintenance	£510.00 + £102.00 VAT = £612.00
16 th November 2022	EPBS	IT Service Charge	£2,692.50 + £538.50 VAT = £3,231.00
16 th November 2022	White Light Ltd	LED Lights Marina Theatre	£18,974.20 + £3,794.84 VAT = £22,769.04
16 th November 2022	Esmo Designs Ltd	Reclaim Plaque	£435.00
16 th November 2022	Gearhire Sound and Lighting	Remembrance Sound System	£925.00 + £185.00 VAT = £1,110.00
16 th November 2022	EPBS	Hamilton House Service Charge	£5,314.02 + £1,062.80 VAT = £6,376.82
16 th November 2022	Royal British Legion	Poppy Wreaths	£125.00
16 th November 2022	FSS Electrical	Denes Oval Lighting Installation 30% Deposit	£8,400 + £1,680 VAT = £10,080

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17 th November 2022	C&C Consulting	Health and Safety Support	£779.10 + £155.82 VAT = £934.92
17 th November 2022	Community Heartbeat	Defibrillators	£4,495.00 + £899.00 VAT = 5,394.00
17 th November 2022	Sarah Foote	Reimbursement	£71.35
17 th November 2022	East Suffolk Norse	Marina Theatre Cleaning August	£143.00 + £28.60 VAT = £171.60
17 th November 2022	AJ Builders	Sparrows Nest Works	£334.44 + £66.89 VAT = £401.33
18 th November 2022	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
18 th November 2022	HMRC	HMRC October 2022	£6,649.52
21 st November 2022	NPower	Triangle Market Electric	£175.68 + £8.78 VAT = 184.46
21 st November 2022	Friends of Kensington Gardens	Mulch Reimbursement	£90.00
21 st November 2022	Lauren Elliott	Reimbursement	£16.00
21 st November 2022	Langton Brook	Neighbourhood Plan Advice	£900.00
22 nd November 2022	NPower	Electricity Charges	£92.96
22 nd November 2022	Anglian Water	Water Charges	£498.19
22 nd November 2022	MJ Training	Manual Handling Training x8	£410.00 + £82.00 VAT = £492.00
23 rd November 2022	Salaries	Salaries November 2022	£24,555.24
23 rd November 2022	British Gas	Whitton Hall Gas	£122.10
25 th November 2022	NPower	Denes Oval Electric	£449.39
25 th November 2022	NPower	Lowestoft Cemetery PC Electric	£112.56
25 th November 2022	NPower	Kensington Gardens Electric	£63.01
25 th November 2022	NPower	Pakefield St PC Electric	£165.42
28 th November 2022	Eon Energy	Whitton Hall Electric	£30.80
28 th November 2022	Woodworks Art Café CIC	Woodworks Art Café CIC Grant	£2,000
28 th November 2022	East Suffolk One	East Suffolk One Grant	£1,323.95
28 th November 2022	Gazprom Energy	Town Hall Gas	£59.44 + £2.98 VAT = £62.42
29 th November 2022	Cahill Design Consultants Ltd	Town Hall Fire Engineering Support	£1,680
29 th November 2022	Patricia Day	Town Hall Lowestoft Memories Project	£400.00
29 th November 2022	MossKing Associates Ltd	Town Hall Development Project	£5,587.00
29 th November 2022	Northumbrian Water Group Ltd	Legionella Support	£593.97 + £118.79 VAT = £712.76
29 th November 2022	Jess Johnston	TH Heritage Project	£293.59
29 th November 2022	Jess Johnston	TH Heritage Project Postcards	£194.40
29 th November 2022	Nicholsons Solicitors LLP	Legal Advice	£3,100.00 + £620.00 VAT = £3,720.00

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1 st December 2022	East Suffolk Council	Sparrows Nest Bowls Business Rates	£110.00
1 st December 2022	East Suffolk Council	Links Road Car Park Business Rates	£187.00
1 st December 2022	East Suffolk Council	Hamilton House Business Rates	£948.00
1 st December 2022	East Suffolk Council	Triangle Market Planning Application	£48.00
1 st December 2022	Nicholsons Solicitors	Legal Advice	£1,480.70 + £296.14 VAT = £1,776.84
1 st December 2022	SLCC	Allotment Management: Tenancy Agreements and Policies Training	£30.00 + £6.00 VAT = £36.00
1 st December 2022	SLCC	Allotment Management: Site Facilities and Health and Safety Training	£30.00 + £6.00 VAT = £36.00
1 st December 2022	G T Rochester Plant Ltd	Gainsborough Drive Pond Works	£28,946.17 + £5,789.22 = £34,735.39
1 st December 2022	FSS Electrical Ltd	Denes Oval Flood Light 2 nd Instalment	£8,400.00 + £1,680.00 VAT = £10,080.00
1 st December 2022	Ecolab	Avishock Device	£13,390.44 + £2,678.09 VAT = £16,068.53
1 st December 2022	Cloudy IT	Cloudy IT Setup 1 st Instalment	£2,834.75 + £566.95 VAT = £3,401.70
1 st December 2022	Fleet 96 Rentals Lowestoft	Van Hire	£600.00 + £60.00 VAT = £660.00
1 st December 2022	Screwfix	Asset Equipment	£282.04
1 st December 2022	Gladstone UK Ltd	The Ness Bench	£402.93 + £80.59 VAT = £483.52
1 st December 2022	Gladstone UK Ltd	Pakefield Green Bench	£402.93 + £80.59 VAT = £483.52
1 st December 2022	Gearhire Sound and Lighting	Full Council Amplification	£400.00 + £80.00 VAT = £480.00
1 st December 2022	AJ Builders	Sparrows Nest Electrical Post	£715.00 + £143.00 VAT = £858.00
5 th December 2022	Fuel Card Services	Van Fuel	£86.32
5 th December 2022	SCC Pension Fund	November Pensions	£10,635.15
8 th December 2022	NPower	Normanston Park Electric	£91.09 + £4.55 VAT = £95.64
8 th December 2022	B Davies	Christmas Market Performance	£150.00
8 th December 2022	Darren Breeze	Reclaim Plaque	£100.00
8 th December 2022	AJ Builders	Town Hall Roof Repair	£1,100.00 + £220.00 VAT = £1,320.00
8 th December 2022	Sarah Foote	Reimbursement	£62.90
8 th December 2022	SLCC	Accessibility Training	£50.00 + £10.00 VAT = £60.00

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8 th December 2022	Lowestoft Men's Shed	RNSPA Sign Refurbishment	£100.00
8 th December 2022	Kirkley Pantry	Kirkley Pantry Grant	£1,500.00
8 th December 2022	AJ Builders	Marina Theatre Handrails	£1,725.00 + £345.00 VAT = £2,070.00
8 th December 2022	M Miles	Christmas Market Performance	£150.00
8 th December 2022	Pearce and Kemp	Triangle Market Light Repairs	£236.25 + £47.25 VAT = £283.50
8 th December 2022	East Suffolk Norse	Sparrows Nest Commemorative Rose	£65.89 + £13.18 VAT = £79.07
8 th December 2022	AJ Builders	Fen Park Drainage	£3,050.00 + £610.00 = £3,660.00
8 th December 2022	Screwfix	Asset Equipment	£603.35
8 th December 2022	East Suffolk Norse	Kensington Gardens Memorial Bench	£1,300.00 + £260.00 VAT = £1,560.00
9 th December 2022	Lowestoft and District Allotment Association	Allotments Management Fee	£100.00
12 th December 2022	Fuel Card Services	Van Fuel	£14.40
12 th December 2022	HAT Projects	TH Development Project	£17,027.62
12 th December 2022	The Belle Curve	Triangle Market Performance	£150.00
12 th December 2022	Beresford Rd Evangelic Church	Coffee Drop in Grant	£2,000

Table 2: November and December Receipts

Date	Received From	Description	Amount
3 rd November 2022	Anglian Water	Use of Links Road Car Park	£2,100.00
4 th November 2022	Tenant	Rental Income from Tenant	£775.00
14 th November 2022	Ben Davies	Return of Overpayment	-£200.00
15 th November 2022	Lowestoft & District Allotment Association	Allotment Rent	£583.00
17 th November 2022	Market Income	Weekly Market Income	£18.50
21 st November 2022	HMRC	VAT Return	£110,151.61
24 th November 2022	National Lottery Heritage Fund	Town Hall Grant	£39,220.61
28 th November 2022	Tenant	Rental Income from Tenant	£213.16
29 th November 2022	Whitton Hall	Whitton Hall Hire	£28.00
30 th November 2022	Whitton Hall	Whitton Hall Hire	£28.00

118.3d. Payments for approval, including the following:

118.3di An additional sum of £1,496.46 plus VAT to progress an intrusive survey of the Britten Road play area (total cost £16,766.46 plus VAT), plus a

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maximum budget of £750 for accompanying utility searches (some aspects may be confidential) – Cllr Pearce proposed approval of extra funding from the Community Safety Earmarked Reserve (EMR); seconded by Cllr Knight; all in favour.

- 118.4. To consider the appointment of an Internal Auditor (confidential) – To be discussed in confidential.
- 118.5. To consider the following regarding the Town Hall:
- 118.5a. Redevelopment of the Town Hall, including a report from the Project Board – It was requested staff ask the Town Hall Project Manager to submit the report at the earliest convenience, then circulate the report to all Councillors and bring any queries to the next Full Council meeting. It was suggested after this report is received then Cllr Brooks' prior comment on the technical language used in the reports can be implemented from January 2023 onwards.
- 118.5b. Any immediate repair works and the potential allocation of the Town Council's funding contribution to capital works, noting the recommendation from the Finance and Governance Committee – It was explained that a query was raised on whether if anything currently scheduled for the delivery phase of the project (late 2023-2025) could be brought forward to 2023 and be funded directly by Lowestoft Town Council from its capital contribution to the project. It was noted the Town Council does not have any available capital funding other than what is already allocated to the Town Hall. It was explained that of the £207,000 funding, £90,500 was the Town Council's capital contribution and would be spent on agreed works by May 2023, and once the development phase is completed the remaining £116,000 was already committed for the 2023-2024 budget for the replacement of the Marina Theatre flying rig. It was confirmed most of the works in phase two were grant funded and there is the risk that any capital preventative repair works brought forward and funded by the Town Council could later be removed as part of the project funded work. It was remarked that £50,000 was available in the Town Hall Repair and Maintenance budget which could fund complementary repair works and, as the Town Clerk is already in communication with the Town Hall Project Manager and the architect, any complementary works requiring funding can be communicated to the Town Council.
- 118.5c. The Towns Fund Agreement – It was noted the Town Clerk had requested feedback from Councillors before proceeding with the lawyer's comments. Cllr Pearce mentioned the agreement needed to remove any mention of the Compass Street Pocket Park, which East Suffolk Council (ESC) confirmed removal of, and the re-wording of clause twelve where ESC was positioned as the funder and Lowestoft Town Council the recipient and therefore ESC could issue press releases and acknowledge contributions but Lowestoft Town Council were unable to do so without written permission. Cllr Pearce suggested the wording be amended so that no party may issue a public statement without the consent of the other partners. The Town Clerk confirmed a new draft was received with comments from ESC. Cllr Pearce proposed a delegation to the Town Clerk, in conjunction with all Town Councillors, to review the new draft and submit comments by 4 January 2023. Then a further delegation to the Town Clerk, in consultation with the lawyer, to agree a final draft on the Town Council's behalf; seconded by Cllr Knight; all in favour.
- 118.6. To consider the following regarding the Marina Theatre:
- 118.6a. Reimbursing the Marina Theatre Trust for a measured survey of the Marina Theatre and Booking Office Building – It was confirmed a measured survey was required to progress the development of the site at a cost of £8,130 (plus VAT). It was established that the survey would be retained by the Town Council and is

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therefore an important document for the asset. It was noted the request was for reimbursement as the Marina Theatre had to proceed with the survey as an urgent matter and have already submitted an invoice for the deposit. Cllr Brooks proposed acceptance of the reimbursement; seconded by Cllr Knight; all in favour. Cllr Pearce proposed the decision on budget allocation be delegated to F&G in January; seconded by Cllr Butler; all in favour.

- 118.6b. Agreeing that instruction of the new flying rig can proceed – It was noted the budget was approved but not the expenditure and the total indicative cost being £215,000, based on a quote received March 2022 and included the cost of removing the existing rig and installing a new one. It was explained of the £100,000 allocated in the 2022-2023 budget as the first instalment, £85,000 remained after £15,000 was approved for expenditure on the lighting board. Rather than precept £130,000, move £116,000 from the Town Hall Project EMR to the Marina Theatre Capital and precept the remaining amount. Cllr Pearce proposed, subject to quotes received and the relevant procurement process followed, approval of the expenditure up to the maximum budget agreed of £215,000, which includes the cost of removing the existing rig and installing the new rig, and the approval of staff progressing this under delegation with the Marina Theatre. If the cost exceeds £215,000 then it must return to Full Council in January. Seconded by Cllr LeGrice; all in favour.
- 118.6c. Agreeing expenditure on replacing three sets of windows – It was confirmed £20,500 was quoted for the bar and £7,600, for the technical room. It was noted further clarity was needed for the booking office due to uncertainty as to whether it was included in the previous quotes. It was queried who assessed the need for replacement and to check that the windows will be replaced to the same specification. It was remarked the budget needed to be agreed on before the deadline and the agreement on expenditure against the budget was dependent on clarifications being received from the Marina Theatre per the Town Council's queries. It was also noted that all expenditure items were to be considered as 2023-2024 rather than unbudgeted expenditure for the current financial year. Cllr Pearce proposed approval to provisionally set aside funds in the 2023-2024 budget, on the basis that the works would take place as a contingency, but further information and clarification is required before approving the works and expenditure. Seconded by Cllr Brooks; a vote was held with nine Councillors in favour and two Councillors against.
- 118.6d. Agreeing expenditure on electrical installations rectifications – The Town Clerk confirmed this was a health and safety issue and needed progressing. The total cost was confirmed to be £13,107.96, with £10,943.40 (assessment) and £2,164.56 (works). Cllr Pearce proposed approval with funding from the Community Safety Reserve. It was requested the Town Clerk confirm who originally installed the electrics and when, due to the possibility of that contractor being responsible for the rectifications. Cllr Pearce modified the proposal for approval of the expenditure with a delegation to the Town Clerk, including to confirm if any element can be recovered and then pursue the reimbursement. The delegation extends to expenditure for the works should any reimbursement for rectifications not be forthcoming and the works expenditure would be funded from the Community Safety Earmarked Reserve. The Town Clerk confirmed the condition survey was already completed showing a clear analysis of the full installation. It was requested Cllr LeGrice, and any other interested Councillors, have sight of the report. Seconded by Cllr LeGrice; a vote was held with ten Councillors in favour and one Councillor against.
- 118.6e. Agreeing expenditure on the roof insulation – It was noted more information was required on the cost and whether the Marina Theatre had considered possibilities

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for this to be included in the grant funding work. The Town Clerk confirmed an approximate figure of £8,500 was provided and that the primary concern with the roof was environmental. Cllr Pearce suggested, for both items 118.6e and 118.6g, to have staff contact the Marina Theatre regarding the capital requirements list and request for estimates or quotes to be received by the middle of January 2023 so it can be factored into the 2023-2024 budget. It was further requested staff notify the Marina Theatre that if the estimates are not received then requests for works in 2023 that were not budgeted for may be rejected.

118.6f. The draft lease (some aspects may be confidential) – It was confirmed the draft lease was sent to the Marina Theatre’s solicitor for consideration. They want to see all the Marina Theatres agreements together before considering further. It was requested the Town Clerk follow up as the Marina Theatre’s lawyer wanted to review all the documents, particularly the management agreement.

118.6g. Any progress in determining the capital investment needs – This item was discussed jointly with item 118.6e.

119. Assets, Inclusion and Development

119.1. To receive the draft minutes of the meeting on 5 December 2022 – To be signed off at the next meeting.

119.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:

119.2a. Scheduling of Play Area refurbishments – It was confirmed Bentley Drive and Rosedale Park were scheduled this year and due to the anticipated year-end funding it was recommended for the next two sites, Cotman Close and Normanston Park, that were scheduled for 2023-2024, be brought forward to 2022-2023, subject to the figure not exceeding the Play Areas Reserve. However, a budget and expenditure has not been approved for the number of play areas to be refurbished in 2023-2024. It was suggested no decision be made at this meeting and for Budget and Loan and F&G to review and make recommendations ahead of the extraordinary Full Council meeting in January when the budget recommendations will be discussed. It was noted part of the considerations to be made by Full Council are the implications of not refurbishing certain play areas in 2023-2024 and if there is a risk of closure.

120. Planning

120.1. To receive the draft minutes of the meetings on 29 November and 13 December 2022 – To be signed off at the next meeting.

120.2. To approve the Lowestoft Neighbourhood Development Plan ready for Regulation 14 Consultation – Cllr Knight proposed approval; seconded by Cllr Butler; all in favour.

121. Community Safety

121.1. To receive the draft minutes of the meeting on 23 November 2022 – To be signed off at the next meeting.

121.2. To consider the following recommendations from the Community Safety Committee:

121.2a. To adopt the terms of reference as amended – Cllr Pearce proposed approval; seconded by Cllr Brooks; all in favour.

121.2b. To adopt the defibrillator policy as amended – Cllr Pearce proposed approval; seconded by Cllr Brooks; all in favour.

121.2c. To approve a budget of £10,000 from the Community Safety Earmarked Reserve to progress speed indicator devices – It was queried how many devices the Town Council are looking to install, their locations and if the Town Council sought funding from external bodies such as Suffolk County Council (SCC), who have a Highways budget that could fund purchase of some or all of the devices. It was

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confirmed three devices were to be purchased. Cllr Pearce proposed approval of the budget, with the condition that before approving the expenditure the Town Council explore the possibility of receiving funding from SCC. Seconded by Cllr Patience; all in favour.

122. Climate Emergency and Ecological

- 122.1. To receive the draft minutes of the meeting on 19 December 2022 – To be signed off at the next meeting.
- 122.2. To consider the following recommendations from the Climate Emergency and Ecological Committee:
 - 122.2a. To progress a one year bulky waste collection trial across the parish commencing April 2023, subject to confirmation of waiver of handling fees and the agreement of the Council on a monitoring criteria – It was requested the Town Clerk write to SCC requesting the waiver of handling fees. It was noted if the two conditions for the trial were not satisfied then the trial would either not proceed or an amended proposal would be presented to Full Council in February with the handling fee factored in. Regarding the measurement criteria, it was suggested data be gathered from Norse, the contractors worked with and community survey data from the public. Cllr Pearce proposed approval of the recommendation for the Town Clerk to write to SCC requesting the waiver of the fees; seconded by Cllr Page; all in favour.
 - 122.3. To consider any recommendations from the Climate Emergency and Ecological Committee on the following:
 - 122.3a. To declare an Ecological Emergency and recognise that the Climate and Ecological Emergencies are interlinked and require joint consideration – Items 122.3a and 122.3b were considered together and Cllr Page proposed approval of the declaration and amendment of the Committee title; seconded by Cllr Pearce; all in favour.
 - 122.3b. To amend the title of this Committee to the Climate and Ecological Emergency Committee – Agreed as per above proposal.
 - 122.3c. To accept the Earth Protector Town declaration – It was noted the Climate Emergency and Ecological Committee required more time to review and a stand-alone zoom was to be scheduled. This item will be re-visited by Full Council in January.
 - 122.3d. To support or submit an application for the Suffolk Greenest County Award – It was noted categories and criteria needed to be reviewed, with the bulky waste trial and Lowestoft Kittiwake Partnership suggested as possible submissions. The deadline was confirmed to be 1 February 2023 and there may be requests for nominations from the January Climate Emergency and Ecological Committee for Full Council to consider.
 - 122.3e. To consider involvement with the Green Peace ‘The Cost of Living’ Question and Answer session – It was confirmed that Councillors wishing to attend would go as individuals. It was requested that the Climate Emergency and Ecological Committee receive feedback from the Councillors who attended the panel.
 - 122.3f. The Lowestoft Kittiwake Partnership Agreement – It was confirmed there were ongoing discussions with ESC and its role in the partnership with conclusions to be reached by 31 January 2023. To be discussed further in confidential session.

A five minute comfort break was taken at 20:26

The meeting resumed at 20:32

At 20:32 Cllr Pearce proposed to suspend standing orders for thirty minutes; seconded by Cllr Knight; all in favour.

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123. Personnel

- 123.1. To receive the draft minutes of the meeting on 14 December 2022 – To be signed off at the next meeting.
- 123.2. To consider any recommendations from the Personnel Committee regarding the following:
 - 123.2a. Adoption of the Councillor Mental Health and Wellbeing Policy – It was suggested the policy requires further refinement and it was agreed to defer the item to the next Full Council meeting in January.
 - 123.2b. Review of the Flexible Working trial and adoption of the Flexible Working Policy (some aspects may be confidential) – Cllr Pearce proposed to declare the trial a success and implement the flexible working policy on a permanent basis, subject to staff having the option to vary flexible terms. Seconded by Cllr Brooks. All in favour. It was requested the Town Clerk circulate the policy to all Councillors.
 - 123.2c. Whether to introduce a vehicle allowance with effect from 2023-2024 for all staff who use their own vehicles for work purposes – The Town Clerk confirmed the allowance can be introduced as a one year trial to be reviewed at year end. Cllr Pearce proposed for the six staff classified as essential users, at the lowest cc element, to introduce an annual vehicle allowance of £846 for a one year trial that will be reviewed at the end of the year. Subject to the proviso of not using vehicles when there is a reasonable alternative such as walking, cycling and van-sharing. It was noted the trial would allow the Town Council to assess the impact of the transition of the grounds maintenance arrangements and provide more certainty on expenditure. The Town Clerk queried if the Asset Management Officer and the part-time Events Officer would be included in the allowance when appointed, it was confirmed the Asset Management Officer would be included but the decision for the Events Officer would be deferred until the position is filled and deemed to be an essential user. Cllr Pearce amended the proposal to budget for eight staff members and apply the allowance immediately to seven staff (six existing staff and one position pending appointment). It was confirmed staff would be notified of the trial period and involved in the assessment process. Seconded by Cllr Patience; all in favour.
 - 123.2d. Future staffing (confidential) – To be discussed in confidential session.
 - 123.2e. Staff terms and conditions (confidential) – To be discussed in confidential session.

124. Outside bodies

- 124.1. To receive and note Cllr Barker's report from the Gull Wing Key Stakeholder Group meeting on 9 December 2022 – Cllr Barker was thanked for the report. It was requested that Cllr Barker raise the issue, on behalf of Lowestoft Town Council and the Friends Groups, as to what projects the Gull Wing has supported and the estimated costs. It was suggested Cllr Barker promote, as a law enforcement issue, that when the bridge is raised cars on the approaching roads must turn off their engines. It was queried if the Climate Emergency and Ecological Committee could progress this. It was suggested that Councillors email feedback on the report to the office and Cllr Barker and include any issues they want Cllr Barker to raise with the Stakeholder Group.

125. Date of next meeting

Extraordinary meeting on 16 January 2023 at 18:30

126. Items for the next agenda and close

It was requested items for the regular Full Council meeting be sent to the office before 17 January.

Cllr Patience left the chamber at 20:48

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

127.1. Any matters, including those above as required

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

The Chair closed the meeting to the public and moved into confidential session at 20:49

118.2a The future direction on the grounds maintenance contract and impact on the budget and precept (some aspects may be confidential) – A briefing paper circulated by the Town Clerk was discussed and would be considered as part of the budget discussions.

118.2c Staff terms and conditions (confidential) –

The Clerks left the chamber at 20:56

A confidential paper on future staffing was considered. Cllr Pearce recommended agreement of the proposals which included recognition of the extra work for all staff in the transition to new organisational and contract arrangements with a 1 salary scale point increase in salary from 1st April 2023 (excluding the Clerk), a further salary increase for one staff member with increased financial responsibility would apply from 1st April 2023 and for two other staff members from 1st January 2023 owing to increased staffing and management responsibilities. Cllr Knight seconded. All in favour.

Cllr Pearce proposed that the Clerk should have a salary increase of 2 salary scale points for her increased responsibilities from 1 April 2023 and in recognition of her work for the Council on a significant project. Cllr Knight seconded. All in favour.

The Clerks returned to the chamber at 21:13

All Councillors voted in favour of suspending standing orders for ten minutes.

118.2d Non-payment of rent (confidential) – Cllr Pearce made a confidential proposal; seconded by Cllr Green; all in favour.

118.4 To consider the appointment of an Internal Auditor (confidential) – The Town Clerk had obtained quotations from three credible competent independent internal auditors. However, further information was required to firm up the detail of their offer to the Council. It was noted the maximum budget for the three auditors, based on received quotes, would be £1,280 for this year's end audit and interim audit. Cllr Brooks proposed a delegation to the Town Clerk to appoint the auditor; seconded by Cllr Pearce who requested the Budget and Loan Sub-Committee and F&G look review what was provisionally allocated for audit fees in the 2023-2024 budget to ensure the figures reflect the quotes received. The Town Clerk confirmed there was no benefit to a three year contract. All in favour.

122.3f The Lowestoft Kittiwake Partnership Agreement – Cllr Pearce provided an update on the Lowestoft Kittiwake Partnership Agreement.

The Chair closed the meeting at 21:21

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Signed:

24 January 2023