

Lowestoft Town Council

Full Council Meeting

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

18:30 on 28 February 2023

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Robert Breakspear, Wendy Brooks, Colin Butler, Alan Green, Jen Jones, David Le Grice, Christian Newsome, Paul Page, Andy Pearce, John Pitts and Elise Youngman

In attendance: Shona Bendix (Clerk) and Lauren Elliott (Project and Committee Clerk)

Also in attendance: Sheila Moss King (Town Hall Project Manager)

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

153. Welcome

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

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

Apologies were received from Cllrs Janet Craig, Amanda Frost, Peter Knight, Peter Lang, Graham Parker, Keith Patience and Alice Taylor, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Breakspear; all in favour.

155. Declarations of Interests and dispensations

155.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda – Cllr Pearce declared he attends the Quarterly Management Meetings with the Marina Theatre as an appointed representative of the Council, and is a member of the Town Hall Project Board. Cllr Pearce also declared a non-registerable interest in any matters relating to the Gunton Ward, as Chair of the Gunton Residents' Association. Regarding item 161.2a, Cllr Pearce declared he is not a member of the Bulky Waste Group, but attends meetings as per the decision of the Climate and Ecological Emergency Committee. Cllr Brooks declared she attends the Quarterly Management Meetings with the Marina Theatre as an appointed representative of the Council, she is the Ward Councillor for Gunton and is Chair of the Bulky Waste Group. Cllr Barker she attends the Quarterly Management Meetings with the Marina Theatre as an appointed representative of the Council and is a member of the Town Hall Project Board. Cllrs Butler, Green and Le Grice declared they are members of the Town Hall Project Board.

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

It was agreed to bring forward item 162.3:

162.3 The recruitment of the Asset Management Officer (confidential) – Although it was not possible to go into confidential session at this point in the meeting, the Clerk advised this item could still be considered in general terms. The interview panel had made a clear decision to appoint a candidate to this position following interview, but the Personnel Committee had been unable to meet due to insufficient membership. The Clerk supported the recommendation of the panel to appoint the candidate to work on a part-time basis of three days per week, within the set salary band, and for employment to commence from 1 March. The Clerk had provisionally agreed the terms with the candidate and will go through each required step of compliance, including pension arrangements. Cllr Brooks proposed supporting the recommendation of the interview panel to appoint the Asset Management Officer; seconded by Cllr Pearce; all in favour. It was agreed to bring forward items 158.6 and 158.7, as the Town Hall Project Manager was in attendance:

158.6. The redevelopment of the Town Hall, including a report from the Project Board project

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board item – The Project Manager was in attendance to answer any questions relating to the update report, the degradation report and any wider issues. It is anticipated that planning and listed building applications will be submitted in May, with an application for Stage Two funding from the Heritage Lottery Fund to be submitted at the end of May. Cllr Brooks requested an update on the electricity substation. UK Power Networks have advised this may be required, and should be providing a response within the next. If required, this would impact the plans for the Town Hall. Alternative options are being explored, such as a contingency option of approaching East Suffolk Council to discuss the possibility of the substation being sited on their land adjacent to the Town Hall. The Clerk is due to formally contact East Suffolk Council regarding this. Cllr Brooks suggested the Project Manager should liaise with the Member of Parliament for Waveney to challenge the substation. Cllr Pearce suggested awaiting UK Power Network's and East Suffolk Council's responses first.

- 158.7. The degradation report relating to the Town Hall and approving any out of project scope preventative repair works (with an initial budget of £10,000 and delegation) (some aspects may be confidential) – The Finance and Governance Committee has approved the commission of a Conservation Management Report, the findings of which will determine repairs and maintenance requirements. This is 'out of scope' work and will likely include gutter clearance and some form of limited strip out. Cllr Pearce proposed setting aside £10,000 out of the £50,000 Town Hall repairs and maintenance to undertake initial work to try to arrest the decline of the Town Hall whilst other work takes place to secure funding to undertake major restoration and recovery work. Cllr Brooks seconded the proposal. Cllr Butler will be attending the next Place Board meeting – which will be attended by the Member of Parliament for Waveney and representatives of East Suffolk Council – and will mention the issue of the substation and the funding the Town Council is having to put towards the degradation works. The Project Manager will liaise with officers over certain details, such as propping open internal doors. The vote was taken and all Councillors voted in favour.

Sheila Moss King left the meeting 18:58

156. The draft minutes of the meeting on 24 January 2023

Cllr Brooks proposed approval of the minutes; seconded by Cllr Barker; all in favour.

157. Public forum

No advance comments had been received. There was one member of the public on the webinar who did not wish to speak.

158. Finance

158.1. The draft minutes of the meeting on 22 February 2023 – The draft minutes were received and noted.

158.2. A recommendation from the Budget and Loan Sub-Committee to adopt the agreed EMR target levels for the 2023-2024 financial year – Cllr Pearce advised this item was a duplication of item 158.3a. Target levels for earmarked reserves are reviewed annually by the Budget and Loan Sub-Committee and Finance and Governance Committee. Any amount exceeding the target level of any individual earmarked reserve would be moved to general reserves. Cllr Pearce proposed approval of the recommendation of the Budget and Loan Sub-Committee, noting that the decision is not fixed and binding and individual reserves can still be reviewed and altered at any time during the year; seconded by Cllr Brooks; all in favour.

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

158.3a. Adoption of the reserves targets for 2023/24 – This item was a duplicate of item 158.2.

158.3b. Approving increasing financial delegations to Sub-Committees (£3,750 per item)

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and Committees (£7,500 per item) – Cllr Pearce explained this was linked to the rising cost of inflation. Any payments made under delegated authority will be reported back to Council in the usual way. Cllr Brooks proposed approval of this recommendation; seconded by Cllr Pearce; all in favour.

- 158.3c. New budget delegations to Sub-Committees and Committees – New budgets had been created for 2023 – 2024 which had not been delegated, including water improvement, tree works, tarmacking, fencing and walls and signs. Cllr Pearce proposed delegating the new budgets to the appropriate Committees and Sub-Committees (primarily the Assets, Inclusion and Development (AID) Committee and the Parks and Open Spaces Sub-Committee, other than water improvement, which would sit with the Climate and Ecological Emergency Committee), with the same expenditure limits as approved in the previous item and subject to funds being available to spend within that budget; seconded by Cllr Brooks; all in favour.
- 158.3d. Total project expenditure to remove green structure, Sails and supporting structures of £27,000 – Cllr Pearce noted that one of the stanchions is through the middle of the toilet and its removal would enable unrestricted access for refurbishment of the toilets. Cllr Pearce also noted that there had been specific budgeting for this project and proposed approval. The Clerk clarified that the latest quotation for removal of the Sails and supporting structure was £22,500. The other expenditure had previously been agreed and was within capital works, although the quotations may have to be revisited, due to the length of time which has since passed. Officers are exploring options for the area, including provision of green space, and this will be brought back to Council for consideration. The Clerk advised there was £24,750 available in the earmarked reserve for the Sails' removal. Cllr Pearce proposed proceeding with the removal of the Sails, green structure and supporting structures, from the Triangle Market funds where it is already ring fenced; seconded by Cllr Brooks; twelve Councillors voted in favour; one Councillor abstained from the vote.
- 158.3e. Triangle Market Toilet refurbishment specification and expenditure of £91,350 – Cllr Pearce advised the recommended quotation was within the allocated budget for the refurbishment of these toilets. Cllr Pearce asked officers to check with the contractor whether ventilation issues would be taken into account as part of the works. Cllr Butler was concerned that the quotation lacked detail and had not been considered by the Toilet Strategy Working Group or the AID Committee. Cllr Pearce proposed asking officers to seek a full breakdown from the contractor, with accompanying images, to circulate to all Councillors, and delegating authority to the Clerk, in conjunction with all Councillors, to seek a majority decision via email. Cllr Pearce advised that two quotations had been received, though staff had endeavoured to secure three. Cllr Pitts seconded Cllr Pearce's proposal; eleven Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.
- 158.3f. A maximum budget and specification for the Fen Park Toilet Modular Build – Cllr Pearce advised two quotations had been received and the recommended quotation was from a German contractor. The quotation had been received in Euro and totalled approximately £94,000, plus a separate quote from another contractor of £15,500 to remove the base. Cllr Pearce suggested the Triangle Market capital improvement works budget could enable a £200,000 budget to cover both sites, and proposed the allocation of a £200,000 budget to cover both sites – plus a £15,000 contingency - to be split however necessary, as dictated by the quotations, with delegated authority to the Finance and Governance Committee to determine the budget allocation. Cllr Pearce further proposed approving the quotation recommended by the Finance and Governance

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Committee, which would not need to be circulated to Councillors first, as a full specification had already been provided. Cllr Newsome seconded Cllr Pearce's proposals; twelve Councillors voted in favour; one Councillor voted against.

- 158.3g. Approving confirmation of order for Marina Theatre flying rig by end of February 2023 at a total cost of £219,037 with 40% deposit payment (£87,614.69) to be paid on order – Cllr Green expressed his thanks to Cllr Pearce and the Marina Theatre's Technical Manager for negotiating the terms of the deposit. Cllr Pearce advised the works had previously been approved by Full Council and budgeted across the current year and 2023 – 2024 financial year, using the Town Hall cash flow fund. Funding of approximately £88,000 is available now. Cllr Pearce proposed approving the confirmation of order on the terms offered, with a letter of intent to be sent by officers on 1 March; seconded by Cllr Barker; all in favour.
- 158.4. Receipt and consideration of the following:
- 158.4a. 2022 – 2023 budget position – Cllr Pearce advised the budget position is actively monitored by the Budget and Loan Sub-Committee and the Finance and Governance Committee, and proposed acceptance of the budget position; seconded by Cllr Le Grice; all in favour.
- 158.4b. Any bank reconciliations – The Clerk advised that bank reconciliations had been completed up to and including December 2022, and January's had been passed to bank reconciliation Councillor signatory.
- 158.4c. Payments and income for the month ending 31 January 2023 and February 2023 to date (see schedules) – Cllr Pearce proposed acceptance of the income and expenditure reports as follows; seconded by Cllr Breakspear; all in favour:

Table 1 January and February Payments

Date	Payment to	Description	Amount
3 January 2023	East Suffolk Council	Links Road Car Park NNDR 22/23	£187.00
3 January 2023	East Suffolk Council	Sparrows Nest Bowls NNDR 22-23	£110.00
3 January 2023	East Suffolk Council	HH NNDR 2022-2023	£948.00
3 January 2023	MJ Training	Manual Handling Training	£175.00 + £35.00 VAT = £210.00
3 January 2023	Northumbrian Water Group Ltd	Legionella Monitoring Dec 22	£593.97 + £118.79 VAT = £712.76
3 January 2023	East Point Business Services	HH Service Charge Q4 22-23	£7,591.25 + £1,518.25 VAT = £9,109.50
3 January 2023	East Point Business Services	HH Rent q4 22-23	£3,675.00 + £735.00 VAT = £4,410.00
3 January 2023	The Marina Theatre Trust	MTT Management Fee Q4 22-23	£37,500.00 + £7,500.00 VAT = £45,000.00
3 January 2023	Nicholsons Solicitors LLP	North Denes Legal Advice	£552.50 + £110.50 VAT = £663.00
4 January 2023	Wave Ltd	Town Hall Water Q3	£40.30
4 January 2023	Suffolk Pension Fund	Pensions December 2022	£7,555.65

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4 January 2023	Fuel Card Services Ltd	Van Fuel Cards	£14.40
10 January 2023	Wave Ltd	Denes Oval Water Q3	£350.50
16 January 2023	Paul Connew	Travel Reimbursement	£21.15
16 January 2023	South Pier Lowestoft Ltd	South Pier Grant	£2,645.44
16 January 2023	Dentaid	Dentaid Grant	£1,960.00
16 January 2023	Lord Kitchener MHC	Lord Kitchener Grant	£2,000.00
16 January 2023	Dentaid	Dentaid Grant Correction	-£10.00
16 January 2023	My Safety Gear Ltd	Hard Hats	£174.79 + £1.20 VAT = £175.99
16 January 2023	AJ Builders	Thirlmere Walk Fence and Gate	£1,500.00 + £300.00 VAT = £1,800.00
16 January 2023	AJ Builders	Ness Bin Pad, KG Slab, TH Rep	£200.00 + £40.00 VAT = £240.00
16 January 2023	Fleet 96 Rentals Ltd	Van Hire	£452.00 + £90.40 VAT = £542.40
16 January 2023	AJ Builders	TH Repairs	£3,240.00 + £648.00 VAT = £3,888.00
16 January 2023	AJ Builders	TH Yard Clear Out	£1,275.00 + £255.00 VAT = £1,530.00
16 January 2023	Fleet 96 Rentals Ltd	Van Hire Nov-Dec 22	£550.00 + £110.00 VAT = £660.00
16 January 2023	Fatstickman Ltd	ESO Equipment	£475.68 + £95.14 VAT = £570.82
16 January 2023	Broadland Security Alarms	TH Fire Alarm Call Out	£112.00 + £22.40 VAT = £134.40
16 January 2023	Blok 'N' Mesh Global Ltd	Heras Fencing	£1,072.00 + £214.40 VAT = £1,286.40
16 January 2023	Disability Advice North East Suffolk	Defibrillator Pads Grant	£380.34
16 January 2023	Broadland Security Alarms	TH Fire Alarm Callout	£110.00 + £22.00 VAT = £132.00
16 January 2023	Fenland Leisure Products Ltd	10x Steel Shackles	£36.33 + £7.27 VAT = £43.60
16 January 2023	Stems Florist	2x Holocaust Memorial Wreaths	£120.00
16 January 2023	NPower Ltd	CN TH Electric Nov 20	-£352.93
16 January 2023	NPower Ltd	TH Electric Feb 22	£383.93 + £76.79 VAT = £460.72

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16 January 2023	NPower Ltd	TH Electric Mar 22	£412.82 + £82.56 VAT = £495.38
16 January 2023	NPower Ltd	TH Electric Apr 22	£407.00 + £81.40 VAT = £488.40
16 January 2023	NPower Ltd	TH Electric May 22	£646.55 + £129.31 VAT = £775.86
16 January 2023	NPower Ltd	TH Electric Jun 22	£629.19 + £125.84 VAT = £755.03
16 January 2023	NPower Ltd	TH Electric Jul 22	£758.35 + £151.67 VAT = £910.02
16 January 2023	NPower Ltd	TH Electric Aug 22	£731.69 + £146.34 VAT = £878.03
16 January 2023	NPower Ltd	Pakefield St PC Electric Nov22	£128.31 + £6.42 VAT = £134.73
16 January 2023	NPower Ltd	Kensington Garden Electric Nov	£93.94 + £4.70 VAT = £98.64
16 January 2023	NPower Ltd	Low Cem PC Electric Nov 22	£103.79 + £5.19 VAT = £108.98
16 January 2023	NPower Ltd	Normanston Park Electric Nov22	£315.36 + £15.77 VAT = £331.13
16 January 2023	NPower Ltd	Denes Oval Electric Nov 22	£599.91 + £119.98 VAT = £719.89
16 January 2023	NPower Ltd	Triangle Market Electric Nov22	£179.07 + £8.95 VAT = £188.02
16 January 2023	NPower Ltd	TH Electric Nov 22	£626.99 + £125.40 VAT = £752.39
16 January 2023	NPower Ltd	TH Electric October 22	£614.07 + £122.81 VAT = £736.88
16 January 2023	NPower Ltd	TH Electric Credit May 2021	-£106.22
16 January 2023	NPower Ltd	TH Electric Credit Nov21	-£166.77
16 January 2023	NPower Ltd	TH Electric Credit Dec 21	-£494.86
16 January 2023	NPower Ltd	TH Electric Journal 2019-2020	-£2,319.12
16 January 2023	NPower Ltd	TH Electric September 2022	£699.43 + £139.89 VAT = £839.32
17 January 2023	Credit Card Account	Credit Card Purchases	£808.28
17 January 2023	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	£779.10 + £155.82 VAT = £934.92
17 January 2023	Wave Ltd	Denes Oval Water Sep-	£330.76 + £66.15 VAT =

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		Dec 22	£396.91
18 January 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19 January 2023	PWLB	PWLB Repayment	£6,912.00
19 January 2023	Waveney Norse Limited	Partnership Charge Jan 23	£33,515.61 + £6,703.12 VAT = £40,218.73
20 January 2023	HMRC	HMRC December 2022	£7,256.08
20 January 2023	NPower Ltd	Triangle Market Electric Dec22	£186.85 + £9.34 VAT = £196.19
23 January 2023	SALARIES	Salaries January 2023	£19,646.87
23 January 2023	Chris Meek	KG Bowls Keys, Office	£34.62 + £2.33 VAT = £36.95
23 January 2023	Lauren Elliott	Travel Reimbursement	£35.91 + £4.69 VAT = £40.60
23 January 2023	Robert Cousin	Insurance Reimbursement	£26.84
23 January 2023	Michael Nursey	Insurance Reimbursement	£16.96
23 January 2023	NPower Ltd	Denes Oval Electric Dec 22	£675.76 + £135.15 VAT = £810.91
23 January 2023	NPower Ltd	Low Cemetery PC Electric Dec22	£104.14 + £5.21 VAT = £109.35
23 January 2023	NPower Ltd	Town Hall Electric Jan Dec 22	£683.39 + £136.68 VAT = £820.07
23 January 2023	NPower Ltd	Ken Gardens Electric Dec 22	£97.04 + £4.85 VAT = £101.89
23 January 2023	Wave Ltd	Kensington Gardens Water	£124.24
23 January 2023	NPower Ltd	Pakefield St PC Electric Dec22	£103.07 + £5.15 VAT = £108.22
23 January 2023	British Gas	Whitton Hall Gas May - Nov 22	£73.99 + £24.00 VAT = £97.99
23 January 2023	X 2 Connect Ltd	Gunton Phone Box Repairs	£1,617.55 + £323.51 VAT = £1,941.06
23 January 2023	NBB Recycled Furniture	2x Benches Arnolds Bequest	£1,194.00 + £238.80 VAT = £1,432.80
23 January 2023	The Marina Theatre Trust	Marina Theatre Boiler and Moth	£608.32 + £121.66 VAT = £729.98
23 January 2023	Lowestoft Men's Shed	12x Hedgehog and Bat Boxes	£108.00
23 January 2023	Gearhire Sound and Light	Full Council	£400.00 + £80.00 VAT =

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		Amplification	£480.00
23 January 2023	The Society of Local Council Clerks	DTC Community Governance	£375.00
23 January 2023	The Society of Local Council Clerks	Dep Town Clerk SLCC Membership	£409.00
24 January 2023	Nicholsons Solicitors LLP	Property Legal Advice	£1,060.80 + £212.16 VAT = £1,272.96
24 January 2023	Nicholsons Solicitors LLP	Town Hall Legal Advice	£1,790.10 + £358.02 VAT = £2,148.12
24 January 2023	Nicholsons Solicitors LLP	Ground Maint Legal Advice	£2,607.80 + £521.56 VAT = £3,129.36
24 January 2023	Nicholsons Solicitors LLP	Denes Oval Legal Advice	£176.70 + £35.34 VAT = £212.04
24 January 2023	Nicholsons Solicitors LLP	Property Legal Advice	£452.50 + £90.50 VAT = £543.00
24 January 2023	Nicholsons Solicitors LLP	Hamilton Road Legal Advice	£1,183.91 + £230.31 VAT = £1,414.22
24 January 2023	The Marina Theatre Trust	Marina Theatre Survey Recharge	£1,863.75 + £372.75 VAT = £2,236.50
24 January 2023	Nicholsons Solicitors LLP	Marina Theatre Legal Advice	£309.40 + £61.88 VAT = £371.28
25 January 2023	Redactive Publishing Ltd	AMO Job Adverts	£932.00 + £186.40 VAT = £1,118.40
25 January 2023	Scenic Projects Ltd	TH Sails work for Story Boat	£250.00 + £50.00 VAT = £300.00
25 January 2023	MossKing Associates Ltd	TH Development Phase Dec 22	£2,960.00
25 January 2023	HAT Projects Ltd	TH Development RIBA Stage 2	£17,158.25 + £3,431.65 VAT = £20,589.90
25 January 2023	MossKing Associates Ltd	TH Development Project Dec 22	£1,830.00
25 January 2023	Jess Johnston	TH Heritage Engagement Service	£994.89
25 January 2023	MossKing Associates Ltd	TH Development Phase Nov 22	£2,430.00
25 January 2023	Andrew Morton Associates Ltd	TH Cost Planning	£410.00 + £82.00 VAT = £492.00
25 January 2023	MossKing Associates Ltd	TH Development Phase Nov 22	£2,521.00
25 January 2023	Community Rail Norfolk	TH Hire of Parcel Office	£138.19 + £129.31 VAT =

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			£267.50
25 January 2023	Liz Ballard	TH Heritage Engagement Nov/Dec	£1,836.00
25 January 2023	Purple Cat	Owl 3	£798.00 + £159.60 VAT = £957.60
25 January 2023	Gearhire Sound and Light	Full Council Amplification	£400.00 + £80.00 VAT = £480.00
25 January 2023	Purple Cat	Hire of Owl	£106.00 + £21.20 VAT = £127.20
25 January 2023	Screwfix	Spade and Gloves	£42.77 + £8.55 VAT = £51.32
25 January 2023	Screwfix	Marking Tape	£6.65 + £1.33 VAT = £7.98
25 January 2023	Screwfix	Saw, Cable Ties, Cloth Tape	£14.10 + £2.81 VAT = £16.91
25 January 2023	Screwfix	Paper Rolls x6	£20.83 + £4.16 VAT = £24.99
25 January 2023	Screwfix	Boots, Gloves, Overtrousers	£330.71 + £24.14 VAT = £354.85
25 January 2023	Ricoh UK Ltd	Printer Hire and Ink	£224.85 + £44.97 VAT = £269.82
25 January 2023	Wave Ltd	Ken Gard Water 1/8/21-18/12/22	£113.25
25 January 2023	The Marina Theatre Trust	Marina Building Survey	£6,266.25 + £1,253.25 VAT = £7,519.50
26 January 2023	EE Limited	10x Mobile Phones Jan-Feb	£342.37 + £68.47 VAT = £410.84
27 January 2023	Harriet Foster	TH Development Project Q3	£777.50
27 January 2023	Liz Ballard	TH Heritage Engagement Dec 22	£2,118.00
27 January 2023	Poetry People Community Interest Company	TH Engagement Video Poem	£3,800.00
27 January 2023	The Joinery Fitting Company	TH Plywood	£46.24 + £9.25 VAT = £55.49
30 January 2023	LaserUs	Guava Plaque	£485.00
30 January 2023	Eon Energy	WH Electric Jul - Oct 22	£29.33 + £1.47 VAT = £30.80
30 January 2023	NPower Ltd	Normanston Park Electric Dec22	£1,767.34 + £353.47 VAT = £2,120.81
30 January 2023	NPower Ltd	Ken Gardens Electric Nov 22	£66.05 + £3.30 VAT = £69.35
30 January 2023	NPower Ltd	Ken Gardens Electric	£54.61 + £2.73 VAT = £57.34

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		Dec 22	
30 January 2023	Gazprom Energy	TH Gas Dec 22	£59.45 + £2.97 VAT = £62.42
30 January 2023	NPower Ltd	RNPSA Electric CN Sep 22	-£1,951.01
30 January 2023	NPower Ltd	RNSPA Electric CN Aug 22	-£1,990.08
30 January 2023	NPower Ltd	RNPSA Electric CN Jul 22	-£1,836.92
30 January 2023	NPower Ltd	RNPSA Electric CN Jun 22	-£1,791.17
30 January 2023	NPower Ltd	RNPSA Electric CN May 22	-£1,779.50
30 January 2023	NPower Ltd	RNPSA Electric Sep 22	£1,177.69 + £235.54 VAT = £1,413.23
30 January 2023	NPower Ltd	RNPSA Electric Aug 22	£1,201.85 + £240.37 VAT = £1,442.22
30 January 2023	NPower Ltd	RNPSA Electric Jul 22	£1,114.66 + £222.93 VAT = £1,337.59
30 January 2023	NPower Ltd	RNPSA Electric May 22	£1,126.18 + £225.24 VAT = £1,351.42
30 January 2023	NPower Ltd	RNSPA Electric Jun 22	£1,086.68 + £217.34 VAT = £1,304.02
30 January 2023	NPower Ltd	RNPS Electric Nov 22	£1,201.76 + £240.35 VAT = £1,442.11
30 January 2023	NPower Ltd	RNPSA Electric Dec 22	£1,366.02 + £273.20 VAT = £1,639.22
30 January 2023	Northumbrian Water Group Ltd	Legionella Monitoring Jan 23	£593.97 + £118.79 VAT = £712.76
30 January 2023	J Parkers Dutch Bulbs Ltd	Bulbs	£137.80 + £27.56 VAT = £165.36
30 January 2023	J Parkers Dutch Bulbs Ltd	Bulbs	£321.00 + £59.10 VAT = £380.10
30 January 2023	J Parkers Dutch Bulbs Ltd	Bulbs	£280.00 + £56.00 VAT = £336.00
30 January 2023	J Parkers Dutch Bulbs Ltd	Bulbs 2x Aquilegia Maxi	£6.00 + £1.20 VAT = £7.20
31 January 2023	Shona Bendix	Travel Reimbursement	£174.83 + £11.52 VAT = £186.35
2 February 2023	East Point Business Services	Hamilton House Capital Repayment	£3,357.40 + £671.48 VAT = £4,028.88
2 February 2023	Michael Winter	Reimbursement for Loves Parks Event	£168.54

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2 February 2023	AJ Builders	Kensington Gardens Bench	£120.00 + £24.00 VAT = £144.00
2 February 2023	Newsquest Media Group	AMO Adverts	£717.20 + £143.44 VAT = £860.64
2 February 2023	Kompan Ltd	Observational Play Inspections	£1,644.05 + £328.82 VAT = £1,972.87
2 February 2023	AJ Builders	Turnberry Close Works	£970.00 + £194.00 VAT = £1,164.00
2 February 2023	Taylor Williams	Parking Reimbursement	£57.80
2 February 2023	Sarah Foote	Travel, Parking and Training Reimbursement	£98.94
2 February 2023	East Point Business Services	IT Service Charge	£3,231.00 + £646.20 VAT = £3,877.20
2 February 2023	AJ Builders	Kensington Gardens Paving Works	£2,305.00 + £461.00 VAT = £2,766.00
2 February 2023	Nicholsons Solicitors	Legal Advice	£2,421.30 + £484.26 VAT = £2905.56
3 February 2023	National Allotment Association	National Allotment Association Subscription	£67.00
3 February 2023	J E Marshall	Reimbursement	£16.30
3 February 2023	Suffolk Pension Fund	January Pensions	£7,723.86
3 February 2023	Lauren Elliott	Reimbursement	£17.35
3 February 2023	BSA Security	Town Hall Keyholding March 2023 – March 2024	£690.00 + £138.00 VAT = £828.00
3 February 2023	Mulberry and Co	Internal Audit	£718.02
3 February 2023	AJ Builders	Marina Theatre Kittiwake Ledges	£2,375.00 + £475.00 VAT = £2850.00
6 February 2023	Anglian Water	Pakefield St PC Water Apr – Nov	£3,320.33
7 February 2023	Anglian Water	Kensington Gardens Water Oct - Jan	£1,717.42
8 February 2023	John Mallett	Kindertransport Design	£2,050.00
8 February 2023	East Suffolk Norse	Bin Emptying	£182.55 + £36.51 VAT = £219.06
8 February 2023	East Suffolk Norse	Bin Emptying	£365.10 + £73.02 VAT = £438.12
8 February 2023	East Suffolk Norse	Bin Emptying	£182.55 + £36.51 VAT = £219.06

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8 February 2023	East Suffolk Norse	Bin Emptying	£182.55 + £36.51 VAT = £219.06
8 February 2023	SLCC	GDPR Training	£30.00 + £6.00 VAT = £36.00
8 February 2023	SLCC	Events Training	£69.00 + £13.80 VAT = £82.80
8 February 2023	Everyone Active	Warm Places Grant	£570.00
9 February 2023	Earsham Sheds	Triangle Market Stalls	£8,200.00
9 February 2023	East Suffolk Council	Town Hall Building Control Fee	£1,305.00
10 February 2023	HAT Projects	Town Hall Design	£17,908.25 + £3,581.65 VAT = £21,489.90
13 February 2023	Fuel Card Services	Van Fuel	£20.40
16 February 2023	Lloyds Bank	Credit Card Purchases	£544.39
17 February 2023	C&C Consulting	Health and Safety Services	£779.10 + £155.82 VAT = £934.92
17 February 2023	East Suffolk Norse	Grounds Maintenance Partnership Charge	£37,656.68 + £7,531.37 VAT = £45,188.04
17 February 2023	RSFSS Support Services	Asbestos Surveys	£840.00
17 February 2023	Leiston Press	Town Hall Printing	£84.00 + £16.80 VAT = £100.80
17 February 2023	Fleet 96 Rentals Lowestoft	Van Hire	£650.00 + £130.00 VAT = £780.00
17 February 2023	Footprints Pantry	Footprints Pantry Grant	£1,500.00
17 February 2023	AJ Builders	Drains and Gutter Repairs	£380.00 + £76.00 VAT = £456.00
17 February 2023	Suffolk Association of Local Councils	Project Management Training	£140.00 + £28.00 VAT = £168.00
17 February 2023	JP Chick & Partners Ltd	Britten Road Survey	£8,383.23 + £1,676.65 VAT = £10,059.88
17 February 2023	Under Open Sky Ltd	Town Hall Creates Activity	£245.00
17 February 2023	Seletar Signs Ltd	2x Town Flood Sign	£120.00 + £24.00 VAT = £144.00
17 February 2023	Seletar Signs Ltd	Kensington Gardens Boating Lake Signage	£150.00 + £30.00 VAT = £180.00
17 February 2023	Mosking Associates Ltd	Town Hall Development Project	£3,900
17 February 2023	Jess Johnston	Town Hall Development Project	£939.89

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17 February 2023	AJ Builders	Thirlmere Walk Easy Gate	£1,550.00 + £310.00 VAT = £1,860.00
17 February 2023	Cloudy IT	IT Setup	£2,101.48 + £420.38 VAT = £2,521.78
17 February 2023	Chris Meek	HMD and Office Supplies Reimbursement	£27.10
17 February 2023	Lauren Elliott	Parking Reimbursement	£13.32 + £2.68 VAT = £16.00
17 February 2023	Seletar Signs Ltd	Sparrows Nest Floodline Plaque	£40.00 + £8.00 VAT = £48.00
17 February 2023	Sword and Trowel Ltd	Payslips Q3	£127.50 + £25.50 VAT = £153.00
17 February 2023	Seletar Signs Ltd	South Pier Memorial Sign	£80.00 + £16.00 VAT = £96.00
17 February 2023	Rialtas Business Solutions Ltd	Making Tax Digital	£112.38 + £22.48 VAT = £134.86
17 February 2023	MossKing Associates Ltd	Town Hall Development Project	£2,490.00
20 February 2023	Fuel Card Services	Van Fuel	£78.94
20 February 2023	NPower	Triangle Market Electric	£160.30
20 February 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
20 February 2023	HMRC	HMRC January 2023	£7,673.28
21 February 2023	NPower	Kensington Gardens Electric	£55.58 + £2.78 VAT = £58.38
21 February 2023	NPower	Kensington Gardens Electric	£82.69 + £4.13 VAT = £86.82
21 February 2023	NPower	Lowestoft Cemetery PC Electric	£84.48 + £4.22 VAT = £88.70
21 February 2023	NPower	Denes Oval Electric	£574.17 + £114.83 VAT = £689.00
21 February 2023	NPower	Normanston Park Electric	£1,347.82 + £269.56 VAT = £1,617.38
21 February 2023	NPower	Town Hall Electric	£505.34 + £101.07 VAT = £606.41
21 February 2023	NPower	Sparrows Nest Electric	£1,031.39 + £206.28 VAT = £1,237.67
22 February 2023	NPower	Pakefield St PC Electric	£88.28 + £4.41 VAT = £92.69
23 February 2023	British Gas	Whitton Hall Gas	£97.99

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23 February 2023	Salaries	Salaries February 2023	£19,317.83
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Table 2 January and February Receipts

Date	Received from	Description	Amount
4 January 2023	Tenant	Rental income from tenant	£6,300.00
23 January 2023	Tenant	Rental income from tenant	£213.16
27 January 2023	Tenant	Rental income from tenant	£5,000.00
1 February 2023	Lowestoft Lions	Memorial Bench	£1,300.00
2 February 2023	Anglian Water	Links Road Car Park Works	£2,355.00
3 February 2023	Tenant	Rental Income from Tenant	£300.00
7 February 2023	Whitton Hall Hire	Whitton Hall Hire	£40.00
7 February 2023	Whitton Hall Hire	Whitton Hall Hire	£84.00
8 February 2023	Tenant	Triangle Market Income	£18.50
10 February 2023	Tenant	Rental Income from Tenant	£90.00
10 February 2023	Donation	Donation	£40.00
10 February 2023	Tenant	Rental Income from Tenant	£300.00
10 February 2023	Tenant	Triangle Market Income	£164.00
14 February 2023	HMRC	VAT Q3	£85,387.69
17 February 2023	Tenant	Rental Income from Tenant	£300.00
17 February 2023	Tenant	Triangle Market Income	£18.50
20 February 2023	Tenant	Rental Income from Tenant	£213.16
23 February 2023	Tenant	Rental Income from Tenant	£96,770.09
23 February 2023	Tenant	Rental Income from Tenant	£97,614.61

158.4d. Payments for approval – There were none.

158.5. The interim internal audit report – Cllr Green offered his thanks to the Clerk and the staff team for their works towards the audit. Cllr Pearce proposed acceptance of the report and asked officers to pass on the Council's thanks to the Internal Auditor for the report;

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- seconded by Cllr Jones; all in favour.
- 158.6. The redevelopment of the Town Hall, including a report from the Project Board – This item had been considered earlier in the meeting.
- 158.7. The degradation report relating to the Town Hall and approving any out of project scope preventative repair works (with an initial budget of £10,000 and delegation) (some aspects may be confidential) - This item had been considered earlier in the meeting.
- 158.8. VAT advice and any implications for the Marina Theatre and Town Hall (confidential) – To be considered during the confidential session.
- 158.9. Establishing a working group to make recommendations to Full Council on the Feasibility Study and any other reports raised to progress the development of the Marina Theatre under the Towns Fund Agreement – Cllr Pearce proposed establishing a working group, with no upper limit on the number of Councillors who can join, with Councillors to email the office to put their names forward; seconded by Cllr Brooks; all in favour.
- 158.10. The Marina Theatre draft lease (some aspects may be confidential) – The Clerk advised this would be contingent on the VAT position being resolved.
- 158.11. Noting formal acceptance of grant funding has been communicated to the Lawn Tennis Association – This was noted.
- 158.12. The Lawn Tennis Association’s draft funding agreement and the tender for the Contracted Management model for the tennis courts (some aspects may be confidential) – Officers had circulated their comments on the draft funding agreement. Cllr Pearce proposed delegating authority to the Clerk, with any Councillors wishing to be involved, to read the draft agreement and decide via a Zoom meeting any landlord issues and any issues requiring the lawyer’s input; seconded by Cllr Page; all in favour.
- 158.13. An update and considering expenditure for the Denes Oval tennis court – The Deputy Clerk had circulated a meeting paper. This had been approved as a three year project, with an overall cost of approximately £134,000. The Lowestoft Town Tennis Club had agreed to contribute £8,000 - £9,000 upon approval of the license. A delegation had been approved to officers to process expenditure for the floodlights and associated groundworks within the approved budget and specification of works. An invoice had been received which included relocation of a gate and tarmacking works which were not within the original scope of works. Cllr Pearce proposed approval of the expenditure as necessary works, within the overall budget for the project; seconded by Cllr Page; all in favour.
- 158.14. The additional cost for an all-weather surface for three of the Normanston Park tennis courts, and delegated authority to the Clerk to progress – The quotation received exceeded the previously approved maximum budget by £12,766. Cllr Butler queried whether it would be more cost effective to progress the new all-weather surface on all six of the courts together, rather than across two years. It was also queried whether the dividing fence was required, since all the courts may have an all-weather surface eventually. Cllr Pearce proposed in-principle approval to make the extra funding available, but to arrange a Zoom call with the Lawn Tennis Association, the Racket Sports Academy to advise if necessary, and any Councillors who would like to be involved, with a delegation to the Clerk, in conjunction with any Councillor who would like to be involved, to make a decision at the end of the Zoom meeting. Cllr Pearce further proposed seeking a quotation to do all six courts, to be considered by Full Council in March if it is more expensive but would result in a cost saving in the long term; seconded by Cllr Brooks; all in favour.
- 158.15. Agreeing funds can be drawn down in advance of 2023 – 2024 if needed for Normanston Park tennis courts resurfacing works – Cllr Pearce proposed approval if this is necessary to start the works ahead of 2023 - 2024 and does not exceed the funds already available; seconded by Cllr Green; all in favour. Cllr Butler noted the availability of different specifications of all-weather surface, which can be discussed in the Zoom meeting.

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- 158.16. Presentation of achievement awards (some aspects may be confidential) – The Clerk advised the Council had been approached by a Boxing Academy, and asked to present achievement awards to two of its members of staff on behalf of the Town Council. Cllr Brooks proposed approval of the Mayor’s presence at the presentation evening, and presentation of the two awards; seconded by Cllr Barker; all in favour.

A comfort break was taken 20:27 and the meeting resumed 20:32

159. Assets, Inclusion and Development

- 159.1. The draft minutes of the meeting on 6 February 2023 – The draft minutes were received and noted.
At 20:36, Cllr Jones proposed suspending Standing Order 3y for forty five minutes, to enable the meeting to continue; seconded by Cllr Pearce; all in favour.
- 159.2. The following recommendations from the Assets, Inclusion and Development Committee:
- 159.2a. Approving a maximum budget of £12,000 for bank stabilisation works at the Great Eastern Linear Park (some aspects may be confidential) – The Clerk advised it would be prudent to have a wider ongoing budget to address any future required works. Cllr Pearce proposed approval for the bank stabilisation works to progress, within a maximum budget of £12,000, and to delegate authority to the Finance and Governance Committee, in consultation with the Finance and Information Officer, to determine the budget allocation; seconded by Cllr Newsome; all in favour.
- 159.2b. Approving a delegation to officers to progress capital investment works at Sparrows Nest set out in years one and two of the five year preventative repair report, subject to planning consent and receipt of revised cost estimates – Funding has been set aside for years one and two, in addition to the funding for the toilet works. Cllr Pearce proposed delegating authority to the Clerk to progress the year one and two works and managing the risk of water coming down the bank, which should also be built into the preventative repair programme. Work should be progressed within the agreed budget and updates provided to the AID Committee or Full Council. Cllr Page seconded the proposal and all Councillors voted in favour.
- 159.3. Developments relating to the potential transfer of land at the corner of Compass Street to the Town Council – The Clerk advised this related to funding coming to the land. The Council had decided previously that any funded works should be conducted before any transfer of the land would be considered. East Suffolk Council has advised it cannot undertake the funded works as it is not the landowner. The Town Council could therefore decide to take on the land and progress the funded works, or the offer of funding could be rejected. Cllr Pearce noted that the Town Council did not want the obligations to deliver a project on that site using grant funding secured by another authority. Cllr Pearce proposed firstly declining East Suffolk Council’s offer, then approach the landowner to understand any risks attached to the land, details of any utilities, and any restrictions on tree planting, etc, given the proximity of listed buildings, prior to the consideration of transfer of the land from the landowner to the Town Council; seconded by Cllr Brooks; all in favour.
- 159.4. Noting the minimum level of energy efficiency required to let non-domestic property under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 and the requirement to provide Energy Performance Certificates from 1 April 2023 and consider the cost of carrying out EPC surveys of all Town Council owned tenanted properties – The Clerk advised a maximum budget of £5,000 should be sufficient. Cllr Pearce proposed approval of the work, within a maximum budget of £5,000, with the Finance and Governance Committee to decide the budget allocation.

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160. Planning

160.1. The draft minutes of the meeting on 7 February 2023 – The draft minutes were received and noted.

161. Climate and Ecological Emergency

161.1. The draft minutes of the meeting on 20 February 2023 – The draft minutes were received and noted.

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

161.2a. Proceeding with the bulky waste collection trial from April 2023, following provisional approval by Full Council in November 2022, as per the recommendation and proposals of the Environment and Waste Working Group – Cllr Pearce advised that the budget should enable the scheme to be rolled out all over Lowestoft, rather than just Harbour and Normanston and Kirkley wards. It is also understood the recycling depot fees can be covered within that budget. The service is intended to address fly tipping, and assist those who do not otherwise have the means to dispose of bulky waste items. The cost per delivery to the recycling centre should be £100, as long as the weight limit is not exceeded. Cllr Pearce read out the proposal of the Environment and Waste Group and proposed supporting it; seconded by Cllr Brooks. The Clerk advised officers would need to understand the practicalities of delivering and administering the service. There will be no public announcements regarding this once the pre-election period begins on 16 March. The vote was taken and all Councillors voted in favour.

161.2b. Cancelling the direct debit for the standing charge for the Town Hall gas supply, and invoicing the supplier for funds owed to the Town Council – The Clerk confirmed the direct debit had been cancelled and an invoice was being raised to the supplier for funds owed to the Town Council.

162. Personnel

162.1. Appointing additional members to the Personnel Committee – Cllrs Green and Newsome advised they would like to join the Committee. Cllr Barker proposed approval of this; seconded by Cllr Begum; all in favour.

162.2. Amending the meeting schedule of the Personnel Committee for meetings to start at 14:00 (rather than 18:00) – Cllr Barker proposed approval of this; seconded by Cllr Begum; all in favour.

162.3. The recruitment of the Asset Management Officer (confidential) – This item had been considered earlier in the meeting.

162.4. Recruitment of grounds maintenance staff (confidential) – To be considered during the confidential session.

162.5. Delegating authority in relation to staff terms and conditions, following six month reviews – The Council had generally agreed to apply a one salary scale point increase following the successful completion of the six month probationary review. Cllr Pearce proposed delegating authority to officers with management responsibilities to approve a one salary scale point increase following completion of a successful six month probationary review providing this is duly reported back to the Council and does not exceed the designated budget; seconded by Cllr Barker; all in favour.

163. Lease and licence arrangements for the following (confidential):

163.1. An update on the Hamilton House lease and associated provision/costs and rent review – To be considered during the confidential session.

163.2. Delegating authority to the Clerk within the budget already set for an appropriate workshop and yard – To be considered during the confidential session.

163.3. An update on licence arrangements for the Lowestoft Town Tennis Club – To be considered during the confidential session.

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164. Outside bodies

164.1. Cllr Barker's report from the First Light Festival Steering Group meeting on 19 January 2023 – Cllr Barker's report was received and noted.

165. Date of next meeting

28 March 2023 at 18:30

166. Items for the next agenda and close

Councillors were advised to send any requests to officers.

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

167. Resolution to close the meeting to the public:

167.1. Any matters, including those above as required

At 21:15, Cllr Pearce proposed suspending Standing Order 3y for an additional fifteen minutes to enable the meeting to continue; seconded by Cllr Barker; all in favour.

158.8. VAT advice and any implications for the Marina Theatre and Town Hall (confidential) – Further advice had been received. The Clerk advised this was a complex issue which would be considered by the Finance and Governance Committee.

162.4. Recruitment of grounds maintenance staff (confidential) – The Clerk provided an update on transitional arrangements regarding the current grounds maintenance contract. The Clerk recommended the immediate employment of one Grounds Maintenance Officer and suggested a salary range which would comply with the Real Living Wage. Cllr Pearce proposed approval of this member of staff to proceed immediately, within the salary range suggested by the Clerk; seconded by Cllr Brooks; all in favour.

163.1. An update on the Hamilton House lease and associated provision/costs and rent review – The Clerk has a meeting this week with the landlord, and advised that further legal advice is required. The Finance and Governance Committee will consider the implications of the rent review.

163.2. Delegating authority to the Clerk within the budget already set for an appropriate workshop and yard Workshop – The Clerk provided details of an alternative unit found by officers. Cllr Pearce proposed delegating authority to the Clerk to negotiate the terms of the lease, within the approved budget, and deliver what was agreed for grounds maintenance arrangements within the budget approved in January; seconded by Cllr Brooks. The Town Council's health and safety consultant has assessed the premises. The Heads of Terms will be signed by the Mayor and Chair of the Finance and Governance Committee. The vote was taken and all Councillors voted in favour.

163.3. An update on licence arrangements for the Lowestoft Town Tennis Club tennis licence – Cllr Pearce had provided feedback on the draft licences for the Cricket and Tennis Clubs. Cllr Pearce proposed arranging separate Zoom meetings with the Tennis and Cricket Clubs, with the lawyer present, to provide comments directly to the lawyer to enable the drafts to be completed to the satisfaction of the clubs and the Council; seconded by Cllr Barker; all in favour.

158.12. The Lawn Tennis Association's draft funding agreement and the tender for the Contracted Management model for the tennis courts (some aspects may be confidential) – It was clarified that at the Zoom meeting approved earlier in the meeting, the delegation would enable the funding agreement to proceed, and the issuing of the procurement and invitation to bid for the contractor for operational management of the courts.

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In response to a query from Cllr Brooks, the Clerk advised that an update on the position with a tenant will be considered by the Finance and Governance Committee. Full Council will also consider next steps.

The meeting was closed at 21:33.



Signed:

28 March 2023