

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

MINUTES

Present: Cllrs Sonia Barker, Robert Breakspear, Wendy Brooks, Colin Butler, Janet Craig, Alan Green (Mayor), Jen Jones, Peter Knight, David Le Grice, Christian Newsome, Andy Pearce 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) (via Zoom)

Public: There were three members of the public in attendance in person and two members of the public in attendance via Zoom

168. Welcome

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

169. Apologies for absence

Apologies were received from Cllrs Nasima Begum, Amanda Frost, Peter Lang, Paul Page, Graham Parker, Keith Patience, John Pitts and Alice Taylor, with reasons provided. Cllr Knight proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

170. Declarations of Interests and dispensations

170.1. Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda – Cllr Pearce declared he is the Town Council's appointed representative to the Lowestoft Kittiwake Partnership, a member of the Town Hall Project Board, and attends the Marina Theatre Quarterly Management meetings. Cllr Barker declared she is a member of the Town Hall Project Board, attends the Marina Theatre Quarterly Management meetings and is a member of Suffolk Wildlife Trust. Cllr Brooks declared she attends the Marina Theatre Quarterly Management meetings. Cllrs Butler and Green declared they are members of the Town Hall Project Board.

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

171. The draft minutes and confidential note of the meeting on 28 February 2023

Cllr Pearce proposed approval of the minutes and confidential note of the meeting on 28 February 2023; seconded by Cllr Jones; all in favour.

172. Public forum

A representative of the RNPS Museum spoke regarding item 177.2. Waveney District Council had issued parking permits to volunteers. The volunteers would now like permits issued by the Town Council as the landowner. The public car park on Whapload Road is further than some volunteers are able to walk. Access to Sparrows Nest is also required for loading and unloading. Volunteers currently use the entrance at the Maritime Museum for vehicular access and so do not drive past the play area. Access is currently required on Monday, Wednesday and Friday mornings, for two to three cars.

Cllr Le Grice arrived 18:41

It was agreed to bring item 177.2 forward for consideration.

177.2. A request for parking permits in Sparrows Nest for disabled RNPS Museum volunteers

Cllr Pearce considered this an equality of access issue which should be respected. In terms of consideration of the request during the pre-election period, the Clerk advised that anything which would benefit specific individuals would be an issue, but the Council could agree to the current situation remaining the same until it can be reviewed. Cllr Brooks advised that the Parks

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and Open Spaces Sub-Committee had concerns over the public safety of cars entering Sparrows Nest, but members of the Community Safety Committee had spoken with the volunteers to understand why the permits had been requested.

Cllr Craig arrived 18:44

Cllr Pearce proposed maintaining the current situation during the pre-election period, then considering parking permits and associated terms and conditions for the volunteers following the election; seconded by Cllr Brooks; all in favour.

Two members of the public left the meeting 18:49

The Clerk temporarily left the meeting 18:49

The Town Hall Project Manager was in attendance to provide support with item 173.4. It was agreed to bring forward item 173.4b.

173.4b. A report from the Project Board – The report had been circulated.

The Clerk returned 18:51

A contractor has been appointed to undertake the unexploded ordnance risk assessment, at a cost of £900. Cllr Butler enquired whether it would be possible to upgrade the substation on Crown Street East, if this would negate the requirement for a substation on the Town Hall land. The Project Manager advised all options are being explored and enquiries regarding Crown Street East can be made with UK Power Networks. It was agreed that the Project Manager would be invited to participate in the confidential discussion of the remaining Town Hall items on the agenda.

Sheila Moss King left the meeting 18:55

173. Finance

173.1. The draft minutes of the meeting on 13 March 2023 – The draft minutes were received and noted.

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

173.2a. Approving additional funding of £13,250 for resurfacing and conduit works at the Normanston Park tennis courts – Cllr Pearce advised that Full Council had approved a delegation for the additional required funding of £12,766 to be decided following a Zoom meeting. It was however established the required additional funding would exceed £12,766. It had been suggested during the Zoom meeting that it may be more cost effective to install ducting whilst the resurfacing works were taking place, in anticipation of any future decision by the Council to install floodlights at Normanston Park. Quotations since received for the ducting indicated this would be a substantial cost. Cllr Pearce proposed to approve additional funding of up to £13,250 for the resurfacing works at Normanston Park, and not to proceed with installing ducting at this stage; seconded by Cllr Brooks; eleven Councillors voted in favour; one Councillor abstained from the vote.

173.3. Receipt and consideration of the following:

173.3a. 2022 – 2023 budget and reserves – Cllr Pearce proposed accepting the current budget position; seconded by Cllr Barker; all in favour.

173.3b. Any bank reconciliations – The Clerk advised the current position had been noted by the Finance and Governance Committee.

173.3c. Payments and income for the month ending 28 February 2023 and March 2023 to date (see schedules) – Cllr Jones proposed accepting the income and expenditure reports as follows; seconded by Cllr Pearce; all in favour:

Table 1 February and March Payments

Date	Payment to	Description	Amount
02 February 2023	Michael Winter	Love Parks Reimbursement	£161.54 + £7.00

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			VAT = £168.54
02 February 2023	Taylor Williams	Parking Reimbursement	£48.15 + £9.65 VAT = £57.80
02 February 2023	Sarah Foote	Events, Training, Parking and Travel Reimbursement	£95.59 + £3.35 VAT = £98.94
02 February 2023	East Point Business Services	HH Capital Repayment Q4	£3,357.40 + £671.48 VAT = £4,028.88
02 February 2023	AJ Builders	KG Holocaust Memorial Bench	£120.00 + £24.00 VAT = £144.00
02 February 2023	Newsquest Media Group Ltd	AMO Job Adverts	£717.20 + £143.44 VAT = £860.64
02 February 2023	Kompan Ltd	Operational Play Inspections	£1,644.06 + £328.81 VAT = £1,972.87
02 February 2023	AJ Builders	Turnberry CI Tarmac Clearing	£970.00 + £194.00 VAT = £1,164.00
02 February 2023	East Point Business Services	HH IT Support Q4	£3,231.00 + £646.20 VAT = £3,877.20
02 February 2023	AJ Builders	Ken Gardens Paving Works	£2,305.00 + £461.00 VAT = £2,766.00
02 February 2023	Nicholsons Solicitors LLP	Caravan Park Legal Advice	£2,421.30 + £484.26 VAT = £2,905.56
03 February 2023	National Society of Allotments	NSALG Membership	£67.00
03 February 2023	Jonathan Marshall	Travel & Parking Reimbursement	£14.63 + £1.67 VAT = £16.30
03 February 2023	Suffolk Pension Fund	Pensions January 2023	£7,723.86
03 February 2023	Lauren Elliott	Travel & Parking Reimbursement	£14.67 + £2.68 VAT = £17.35
03 February 2023	Broadland Security Alarms	Town Hall Alarms 2023/24	£690.00 + £138.00 VAT = £828.00
03 February 2023	Mulberry & Co	Internal Audit	£598.35 + £119.67 VAT = £718.02
03 February 2023	AJ Builders	Kittiwake Ledges	£2,375.00 + £475.00 VAT = £2,850.00
03 February 2023	Wave Ltd	Pakefield St PC Water Credit	-£21.61
03 February 2023	Wave Ltd	Pakefield PC Water Jan-Mar 22	£834.44 + £80.71 VAT = £915.15
03 February 2023	Wave Ltd	Pakefield St PC Water Apr-Nov	£2,214.78 + £212.01 VAT = £2,426.79
07 February 2023	Wave Ltd	Ken Gardens Water Oct22-Jan23	£1,566.42 + £151.00 VAT = £1,717.42
08 February 2023	John Mallett Artist Blacksmith	Concept Kindertransport Statue	£2,050.00
08 February 2023	Waveney Norse Limited	Normanston 1100L Bin Q4	£182.55 + £36.51 VAT = £219.06
08 February 2023	The Society of Local Council Clerks	GDPR Training	£30.00 + £6.00 VAT = £36.00
08 February 2023	The Society of Local Council Clerks	Events Training	£69.00 + £13.80 VAT = £82.80

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08 February 2023	Waveney Norse Limited	2x Town Hall 1100L Bin Q4	£365.10 + £73.02 VAT = £438.12
08 February 2023	Everyone Active Admin Services Ltd	Game on Warm Places Grant	£570.00
08 February 2023	Waveney Norse Limited	Sparrows Nest 1100L Bin Q4	£182.55 + £36.51 VAT = £219.06
08 February 2023	Waveney Norse Limited	Kensington Garden 1100L Bin Q4	£182.55 + £36.51 VAT = £219.06
09 February 2023	East Suffolk Council	TH Building Reg Application	£1,305.00
09 February 2023	Earsham Sheds	Triangle Market Kiosks	£8,200.00
10 February 2023	HAT Projects Ltd	TH Development Phase Stage 2	£17,908.25 + £3,581.65 VAT = £21,489.90
13 February 2023	Fuel Card Services Ltd	Van Fuel	£20.40
16 February 2023	Credit Card Account	Credit Card Purchases	£544.39
17 February 2023	Beresford Rd Evangelic Church	Footprints Pantry Grant	£1,500.00
17 February 2023	Chris Meek	HMD and Office Reimbursement	£25.02 + £2.08 VAT = £27.10
17 February 2023	Lauren Elliott	Parking Reimbursement	£13.32 + £2.68 VAT = £16.00
17 February 2023	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	£779.10 + £155.82 VAT = £934.92
17 February 2023	Waveney Norse Limited	Partnership Charge Feb 23	£37,656.70 + £7,531.34 VAT = £45,188.04
17 February 2023	RSF Support Services Limited	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 Ltd	Van Hire Jan-Feb	£650.00 + £130.00 VAT = £780.00
17 February 2023	AJ Builders	KG, BVP, Pakefield St Repairs	£380.00 + £76.00 VAT = £456.00
17 February 2023	Suffolk Assn. of Local Council	Project Management Training	£140.00 + £28.00 VAT = £168.00
17 February 2023	JP Chick & Partners Ltd	Britten Road Survey 1/2	£8,383.23 + £1,676.65 VAT = £10,059.88
17 February 2023	Under Open Sky Ltd	Town Hall Creates Project	£245.00
17 February 2023	Seletar Signs	2x SN Floodline Signs	£120.00 + £24.00 VAT = £144.00
17 February 2023	Seletar Signs	5x KG Boating Lake Signs	£150.00 + £30.00 VAT = £180.00
17 February 2023	MossKing Associates Ltd	TH Development Phase Jan 23	£3,900.00
17 February 2023	Jess Johnston	TH Heritage Engagement	£939.89

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17 February 2023	Cloudy Group Ltd	Cloudy IT Setup	£2,101.48 + £420.30 VAT = £2,521.78
17 February 2023	Seletar Signs	Sparrows Nest Floodline Sign	£40.00 + £8.00 VAT = £48.00
17 February 2023	Guy McGregor & Associates Ltd	Payslips Q3	£127.50 + £25.50 VAT = £153.00
17 February 2023	Seletar Signs	South Pier Memorial Sign	£80.00 + £16.00 VAT = £96.00
17 February 2023	Rialtas Business Solutions Ltd	MTD 14/2/23 - 1/4/24	£112.38 + £22.48 VAT = £134.86
17 February 2023	MossKing Associates Ltd	TH Development Project Jan 23	£2,490.00
17 February 2023	AJ Builders	Thirlmere Walk Easygate	£1,550.00 + £310.00 VAT = £1,860.00
20 February 2023	Fuel Card Services Ltd	Van Fuel	£78.94
20 February 2023	HMRC	HMRC January 2023	£7,673.28
20 February 2023	NPower Ltd	Triangle Market Electric Jan22	£152.67 + £7.63 VAT = £160.30
20 February 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
21 February 2023	NPower Ltd	Kensington Garden Electric Jan	£55.58 + £2.78 VAT = £58.36
21 February 2023	NPower Ltd	Kensington Garden Electric Jan	£82.69 + £4.13 VAT = £86.82
21 February 2023	NPower Ltd	Low Cemetery PC Electric Jan23	£84.48 + £4.22 VAT = £88.70
21 February 2023	NPower Ltd	Denes Oval Electric Jan	£574.17 + £114.83 VAT = £689.00
21 February 2023	NPower Ltd	Normanston Electric Jan 23	£1,347.82 + £269.56 VAT = £1,617.38
21 February 2023	NPower Ltd	Town Hall Electric Jan 23	£505.34 + £101.07 VAT = £606.41
21 February 2023	NPower Ltd	SN RNPSA Electric Jan 23	£1,031.39 + £206.28 VAT = £1,237.67
22 February 2023	NPower Ltd	Pakefield St PC Electric Jan	£88.28 + £4.41 VAT = £92.69
23 February 2023	SALARIES	Salaries February 2023	£19,317.83
23 February 2023	British Gas	Whitton Hall Gas May - Nov 22	£97.99
27 February 2023	Lauren Elliott	Parking & Travel Reimbursement	£7.83 + £0.67 VAT = £8.50
27 February 2023	Sarah Foote	Equipment, Travel and Parking Reimbursement	£63.80 + £12.43 VAT = £76.23
27 February 2023	EE Limited	10x Mobile Phones Feb-Mar	£321.67 + £64.33 VAT = £386.00
27 February 2023	A12 Pest Management	Ken Garden Rodent Treatment	£240.00
27 February 2023	AJ Builders	Rosedale Park Play Area	£2,362.00 + £472.40 VAT = £2,834.40
27 February 2023	Waveney Norse Limited	Partnership Charge March 23	£37,656.70 + £7,531.34 VAT = £45,188.04

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28 February 2023	C&C Consulting Services Ltd	H&S Support	£49.50 + £9.90 VAT = £59.40
28 February 2023	Eon Energy	Whitton Hall Electric Oct-Jan	£29.33 + £1.47 VAT = £30.80
01 March 2023	Wave Ltd	Pakefield St PC Water Nov-Feb	£872.32 + £83.39 VAT = £955.71
02 March 2023	Centre Stage Engineering Ltd	Marina Flying Rig 40% Deposit	£87,614.69 + £17,522.94 VAT = £105,137.63
03 March 2023	Suffolk Pension Fund	Pensions February 2023	£7,723.86
07 March 2023	NPower Ltd	Pakefield St PC Electric Feb23	£68.41 + £3.42 VAT = £71.83
08 March 2023	Jonathan Marshall	Travel Reimbursement	£9.94 + £1.00 VAT = £10.94
08 March 2023	Lowestoft and Plaisir Twinning	Plaisir Twinning Grant	£1,000.00
08 March 2023	East Suffolk Council	SN Windows Planning App	£117.00
08 March 2023	Taylor Williams	Parking Reimbursement	£43.29 + £8.71 VAT = £52.00
08 March 2023	Excelsior Trust	Vessels Festival	£5,000.00
08 March 2023	HAT Projects Ltd	TH Development RIBA Stage 2	£17,157.50 + £3,431.50 VAT = £20,589.00
08 March 2023	Poetry People Community Interest Company	TH Video Poem 10%	£950.00
08 March 2023	Gearhire Sound and Light	Full Council Amplification Feb	£400.00 + £80.00 VAT = £480.00
08 March 2023	C & L Waste Oil Collection Ltd	Allotment Tyre Removal	£588.00 + £117.60 VAT = £705.60
08 March 2023	Screwfix	Steel Fork	£27.49 + £5.50 VAT = £32.99
08 March 2023	Screwfix	R&M Equipment	£39.97 + £7.98 VAT = £47.95
08 March 2023	Screwfix	Saw Blades	£20.48 + £4.10 VAT = £24.58
08 March 2023	Screwfix	Thermal Gloves	£4.16 + £0.83 VAT = £4.99
08 March 2023	MossKing Associates Ltd	TH Development Feb	£4,650.00
08 March 2023	Broadland Security Alarms	Whitton Fire Alarm, Light 2024	£185.00 + £37.00 VAT = £222.00
08 March 2023	AJ Builders	Denes Oval Repairs	£4,600.00 + £920.00 VAT = £5,520.00
08 March 2023	FSS Electrical Services Ltd	Denes Oval Fence, Tarmac, Gate	£16,107.44 + £3,221.49 VAT = £19,328.93
08 March 2023	Broadland Security Alarms	TH Alarm Callout	£78.00 + £15.60 VAT = £93.60

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08 March 2023	Orbis Furniture Ltd	Asset Manager Desk	£415.00 + £83.00 VAT = £498.00
08 March 2023	Broadland Security Alarms	Town Hall Intruder Alarm	£200.00 + £40.00 VAT = £240.00
08 March 2023	AJ Builders	Rosedale, Gunton, NP Works	£710.00 + £142.00 VAT = £852.00
08 March 2023	Gearhire Sound and Light	Amplification Annual Assembly	£400.00 + £80.00 VAT = £480.00
08 March 2023	The Play Inspection Company Ltd	Play Inspection App & Training	£2,995.00 + £599.00 VAT = £3,594.00
08 March 2023	Pearce & Kemp Limited	Triangle Market Socket Repair	£368.47 + £73.69 VAT = £442.16
08 March 2023	Suffolk's Libraries IPS Ltd	NHD Plan Room Hire	£100.00
08 March 2023	Andrew Morton Associates Ltd	TH Planning RIBA 2/3	£3,690.00 + £738.00 VAT = £4,428.00
08 March 2023	Aura Visions Ltd	Town Hall Windows	£592.00 + £118.40 VAT = £710.40
08 March 2023	Groundwork East	Kittiwake Partnership	£10,000.00
10 March 2023	Leading Lives	Leading Lives Grant	£1,500.00
10 March 2023	Greener Growth CIC	Greener Growth Grant	£2,000.00
10 March 2023	Alan Green	Mayor Travel	£40.95
10 March 2023	Defib Warehouse	Defib Battery	£289.00 + £57.80 VAT = £346.80
10 March 2023	AJ Builders	Gunton Hall Windows	£160.00 + £32.00 VAT = £192.00
10 March 2023	Playdale Playgrounds Ltd	Rope Climb Bolt Fixing	£93.44 + £18.69 VAT = £112.13
10 March 2023	AJ Builders	KG Boat Pavilion & Toilet Work	£205.00 + £41.00 VAT = £246.00
10 March 2023	Broadland Security Alarms	Whitton Light Repair	£67.00 + £13.40 VAT = £80.40
10 March 2023	AJ Builders	Whitton Gutter Repairs	£150.00 + £30.00 VAT = £180.00
10 March 2023	Sutcliffe Play Ltd	NP Springer Play Equipment	£189.29 + £37.86 VAT = £227.15
10 March 2023	Safety Signs and Notices Ltd	Disabled Park Signs Links Road	£143.24 + £28.65 VAT = £171.89
10 March 2023	AJ Builders	Bentley Play Refurbish Fencing	£1,355.00 + £271.00 VAT = £1,626.00
13 March 2023	Fuel Card Services Ltd	Van Fuel	£122.10
14 March 2023	HMRC	Land Registry Search	£6
14 March 2023	Credit Card Account	Credit Card Purchases	£1,140.70
17 March 2023	Jonny Hawes	Travel, Parking and Fixings Reimbursements	£46.91 + £7.70 VAT = £54.61
17 March 2023	Lauren Elliott	Parking Reimbursement	£6.66 + £1.34 VAT = £8

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17 March 2023	Lowestoft Community Church	F.I.S.H Grant	£1,500
17 March 2023	Chris Meek	Meeting and Equipment Reimbursements	£44 + £2.83 VAT = £46.83
17 March 2023	Sarah Foote	Travel, Parking and Meeting Reimbursements	£25.18 + £0.42 VAT = £25.60
17 March 2023	Lauren Elliott	Travel and Parking Reimbursements	£17.55 + £3.35 VAT = £20.90
17 March 2023	Paul Connew	Travel and Parking Reimbursements	£53.60 + £7.70 VAT = £61.30
17 March 2023	C&C Consulting Services Ltd	H&S Support Oct 22 – Sep 23	£934.92
17 March 2023	Orbis Furniture Ltd	Office Chair	£464.88
17 March 2023	Kompan Ltd	Bentley Drive Play Area	£51,692.05
17 March 2023	Waveney Norse Ltd	Sparrows Nest Tarmac and Tank	£21,076.15
17 March 2023	Promain UK Ltd	Non-Skid Paint	£829.72
17 March 2023	Fleet 96 Rentals Ltd	Van Hire Feb – March	£780
17 March 2023	Need2Store Ltd	Civic Artefact Storage	£240
17 March 2023	NPower Ltd	Triangle Market Electric Feb23	£148.80
17 March 2023	Billie Box Ltd	Sparrows Nest Container	£2,838
17 March 2023	NPower Ltd	Normanston Electric Feb 23	£1,278.64
17 March 2023	NPower Ltd	Denes Oval Electric Feb 23	£621.41
17 March 2023	NPower Ltd	Low Cemetery PC Electric Feb23	£79.53
21 March 2023	NPower Ltd	Kensington Garden Electric Feb	£71.05
21 March 2023	NPower Ltd	Kensington Garden Electric Feb	£50.11
21 March 2023	NPower Ltd	SN Electric Feb 23	£2,041.30
21 March 2023	NPower Ltd	Town Hall Electric Feb 23	£537.22
21 March 2023	NPower Ltd	Pakefield St PC Electric Feb23	£71.83
21 March 2023	HMRC	HMRC February	£7,308.69

Table 2 February and March Receipts

Date	Received From	Description	Amount
1 February 2023	Memorial Bench	Memorial Bench	£1,300
2 February 2023	Anglian Water	Links Road Planting	£1,962.50 + £392.50 VAT = £2,355
3 February 2023	Tenant	Rental Income from Tenant	£300.00
7 February 2023	Gabriela Filote	Whitton Hall Hire	£140.00
7 February 2023	Tisha Brown	Whitton Hall Hire	£84.00
8 February 2023	Market Income	Weekly Market Income	£18.50
9 February 2023	Anonymous	Donation	£40.00

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10 February 2023	Tenant	Rental Income from Tenant	£90.00
10 February 2023	Tenant	Rental Income from Tenant	£300.00
10 February 2023	Purest Support	Whitton Hall Hire	£164.00
14 February 2023	HMRC	VAT Return Q3	£85,387.69
17 February 2023	Tenant	Rental Income from Tenant	£300.00
17 February 2023	Market Income	Weekly 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
24 February 2023	Tenant	Rental Income from Tenant	£300.00
28 February 2023	Tenant	Rental Income from Tenant	£775.00
2 March 2023	Memorial Bench	Memorial Bench	£1,800.00
3 March 2023	Tenant	Rental Income from Tenant	£300.00
10 March 2023	Gemma Callistan	Whitton Hall Hire	£42.00
10 March 2023	Tenant	Rental Income from Tenant	£300.00
10 March 2023	Tisha Brown	Whitton Hall Hire	£112.00
10 March 2023	Whitton Hall Deposit	Return of Deposit for Hire of Whitton Hall	-£100
16 March 2023	SLCC Membership	Part Payment of Deputy Clerk's SLCC Membership	£101
17 March 2023	National Lottery Heritage Fund	National Lottery Heritage Fund	£47,941.55
17 March 2023	Tenant	Rental Income from Tenant	£300
20 March 2023	Tenant	Rental Income from Tenant	£213.16

173.3d. Payments for approval – There were none.

173.4. The redevelopment of the Town Hall:

173.4a. The final draft of the Towns Fund Agreement – Cllr Pearce proposed acceptance of the final draft of the Towns Fund Agreement, subject to the modifications already made and the reassurances provided by the Town Council's solicitor, noting that this relates only to the Development Phase and there would be another Agreement for any Delivery Phase funding; seconded by Cllr Barker; all in favour.

173.4b. A report from the Project Board – Cllr Brooks advised she had a comment to make in confidential session regarding one of the items referenced in the report. Cllr Pearce proposed acceptance of the report; seconded by Cllr Barker; all in favour.

173.4c. The funding and any budgetary implications (some aspects may be confidential) –

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To be considered during the confidential session.

- 173.4d. Risk management and related insurance (confidential) - To be considered during the confidential session.
- 173.4e. Land ownership and boundaries (confidential) - To be considered during the confidential session.
- 173.4f. The relationship with the Register Office (confidential) - To be considered during the confidential session.
- 173.4g. Options for VAT and any budgetary implications (some aspects may be confidential) - To be considered during the confidential session.
- 173.5. The Marina Theatre:
 - 173.5a. Options for VAT and any budgetary implications (confidential) - To be considered during the confidential session.
 - 173.5b. The budgetary implications of the RIBA Stage Two report (confidential) - To be considered during the confidential session.
 - 173.5c. The status of the Towns Fund Agreement (confidential) - To be considered during the confidential session.
 - 173.5d. The draft lease (confidential) - To be considered during the confidential session.
- 173.6. Extending delegations to the Clerk for urgent and time sensitive expenditure during the election transition period, including extending Standing Orders and Direct Debits – The Clerk advised this related primarily to contractual payments which are paid via Standing Order and Direct Debit. Cllr Brooks proposed approval to extend delegations to the Clerk for urgent and time sensitive expenditure during the election transition period; seconded by Cllr Pearce; all in favour.
- 173.7. Non-payment of interest due on the rent for a tenant (confidential) - To be considered during the confidential session.
- 173.8. The forthcoming external audit and:
 - 173.8a. The timetable and period for the exercise of public rights – The Clerk will set the period for the exercise of public rights and will ensure the Council is made aware at the next meeting.
 - 173.8b. The effectiveness and adopt the arrangements for:
 - 173.8bi. Internal controls and internal audit arrangements – The Clerk advised that there is an internal controls sheet and Internal Controllers who assess whether the Council is compliant with its own internal checks and balances. There will be an internal controls statement for the year ending 31 March 2023. The Clerk asked Council to confirm it was content for the process which has been successful in previous years to be applied for this period which the Council will be audited on. The Council has also recently appointed a new Internal Auditor and the Clerk asked the Council to confirm it was happy with the Internal Audit arrangements it had recently agreed. Cllr Jones proposed confirming that the Council is satisfied with its Internal Controls and Internal Audit arrangements; seconded by Cllr Knight; all in favour.
 - 173.8bii. Risk management (including parks and play areas) and insurance – The Risk Assessment and Management Policy and the Financial Risk Assessment are reviewed by the Standing Orders and Policies Sub-Committee. The Clerk asked the Council to confirm it was satisfied these form a good basis to move forward for assessment for this financial year and to be adjusted for the forthcoming financial year. The Clerk advised they would require review for the extent to which they are covering the transition from the existing to future grounds maintenance arrangements and the increasing staff base. Cllr Pearce suggested a review by the

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Standing Orders and Policies Sub-Committee before being brought back to the next Full Council meeting. Regarding the play area inspection regime, Cllr Pearce requested that Council is made aware of any issues picked up by officers or external inspectors which may lead to closure of a play area, so that mitigation of any issues can be considered, which may prevent the closure of a play area for a long period. Cllr Pearce proposed to accept the Risk Assessment and Management Policy and the Financial Risk Assessment as they are, noting they will be subject to further review; seconded by Cllr Barker; all in favour. The Clerk advised that the Council is in an insurance arrangement and this is always reviewed annually. A review to ensure it is updated with the Council's current liability is underway. The Clerk asked the Council to confirm it is happy to accept this is in hand, and to consider a delegation to the Clerk to action any changes, including for any acquisitions and any changes to the Council's financial footprint. Cllr Pearce proposed to accept the current position, noting it is subject to review, and to approve a delegation to the Clerk to action any changes to the insurance as required; seconded by Cllr Barker; all in favour. Cllr Pearce advised that a significant contingency on the insurance budget had been allowed for, and asked for information to be fed into the next budget round once costs are known.

173.8c. Reviewing the asset register – Cllr Pearce noted that a number of items had been purchased through the Town Hall project with restrictions on disposal, such as the cargo bike, equipment for the virtual tour and a video poem, which they Town Council may have intellectual copyright over. The cost to produce the video poem was over £5,000. Cllr Pearce asked for verification on what needed to be added to the register and clarity on the conditions regarding disposal. The Clerk clarified that there will be a difference between what is on the Asset Register for audit purposes and the inventory of the Town Council's equipment. This will be brought back to the next meeting with as final a position as possible. Cllr Barker queried whether the equipment used for the Town Hall consultation should be added. Cllr Pearce proposed approval of the Asset Register, subject to the points of clarification raised, and the addition of acquisitions since the Asset Register was reviewed at the last Annual Meeting. Cllr Butler requested clarification on the valuation of some of the assets. The Clerk advised that the Governance and Accountability Guide specifies land transfers at a particular value, but changes to an asset which have happened since should be incorporated. The Clerk confirmed all sites had been assessed and valued. Cllr Pearce requested clarification of the inventory of Marina Theatre assets. Cllr Pearce proposed to accept the Asset Register as it is, subject to the Clerk verifying the treatment of items purchased through the Town Hall project, the inclusion of all items purchased and installed since the Asset Register was approved at the last Annual Meeting, valuations being included where available (and noting that this is ongoing), and clarification with the Marina Theatre of contents which are used by the Marina Theatre Trust but owned by the Town Council. The Theatre itself and the Box Office building may need to be listed separately. Cllr Barker seconded the proposal and all Councillors voted in favour.

173.8d. The execution of duties as the sole managing Trustee of Arnold's Bequest – Separate arrangements have been set up for the Charity, with Councillors attending meetings as members of the corporate body of Trustees. As part of the External Audit process, the Council is required to certify it has acted responsibly in managing trust funds and assets, and executed its duties properly through

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regular meetings as the Trust, looking after the accounts and making returns to the Charity Commission. Cllr Brooks proposed confirming the Council collectively considers it has fulfilled the execution of its duties as the sole managing Trustee of Arnold's Bequest responsibly; seconded by Cllr Pearce; all in favour.

173.9. A report from the Clerk regarding grounds maintenance arrangements (confidential) – To be considered during the confidential session.

174. Assets, Inclusion and Development

174.1. The draft minutes of the meeting on 6 March 2023 – The draft minutes were received and noted. Cllr Butler noted that although the minutes of item 195.3 reflect what was discussed in the meeting, he had since noted that there is not a bin at the Bentley Drive entrance to the Parkhill play area. The Project and Committee Clerk advised this would be considered again by the Assets, Inclusion and Development Committee.

174.2. Alterations to the design and cost of improvement works to the area adjacent to the Triangle Market – The Clerk advised that a new design was being put together for the paved area but was not ready for consideration at this meeting. Any public communications regarding this would need to be carefully considered. Cllr Pearce advised that Council had approved the removal of the Sails, supporting structure and green structure, to be progressed in conjunction with the refurbishment of the public toilets, due to the positioning of one of the stanchions. The Clerk was concerned regarding the potential delay and potential cost increase which would result from the removal of the Sails and structures being considered an integrated project with the refurbishment of the public toilets, and considered that the preparatory work to remove the Sails, supporting structure and green structure could proceed, subject to an appropriate solution being found for the stanchion which affects the public toilets. Cllr Pearce proposed that the removal of the Sails, supporting structure and green structure proceed at the earliest opportunity, within the approved budget; seconded by Cllr Brooks; all in favour.

175. Planning

175.1. The draft minutes of the meeting on 7 March 2023 – The draft minutes were received and had been approved by the Committee.

175.2. An update on the Lowestoft Neighbourhood Development Plan – A detailed update had been circulated. Cllr Brooks advised that approximately two hundred responses had been received from the public survey and would be collated by the Consultant. A meeting of the Working Group will be arranged for April.

176. Climate and Ecological Emergency

176.1. The draft minutes of the meeting on 20 March 2023 – The draft minutes were received and noted.

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

176.2a. Amending the Terms of Reference of the Climate and Ecological Emergency Committee to specify that non-Councillor members are appointed for one civic year and would need to signify any intention to stand again to join the Committee in time for the Annual Meeting – Cllr Pearce explained that the Terms of Reference did not specify any limitations to non-Councillors members' duration of appointment. Cllr Pearce proposed approval of the recommendation from the Committee; seconded by Cllr Barker; all in favour.

176.2b. The Lowestoft Kittiwake Partnership Agreement, including whether to seek legal advice (confidential) – To be considered during the confidential session.

177. Community Safety

177.1. The draft minutes of the meeting on 22 March 2023 – The meeting on 22 March had been cancelled due to being inquorate. Cllr Brooks requested an update on the Crime

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Prevention Survey which was due to be undertaken in Fen Park and Normanston Park.

This will be discussed by the Committee.

- 177.2. A request for parking permits in Sparrows Nest for disabled RNPS Museum volunteers – This had been considered earlier in the meeting.

178. Personnel

- 178.1. The draft minutes of the meeting on 2 March 2023 – The draft minutes were received and noted.
- 178.2. The following recommendations from the Personnel Committee:
- 178.2a. For all staff to be provided with a letter relating to certain terms and conditions (confidential) – To be considered during the confidential session.
- 178.2b. The process to be followed should a member of staff raise a concern regarding pay – The Clerk advised that the particular procedure which had been recommended was not dissimilar to the Grievance Procedure, and would need to be drawn up and considered by the Standing Orders and Policies Sub-Committee. Cllr Pearce proposed approval of the recommendations at items 178.2b and 178.2c; seconded by Cllr Barker; all in favour.
- 178.2c. Amending point 12 in the Terms of Reference for it to include terms and conditions – This was included in the consideration of item 178.2b.
- 178.3. Terms and conditions for staff relating to initial probationary reviews (confidential) – To be considered during the confidential session.

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

- 179.1. The Hamilton House lease, service charges and rent – To be considered during the confidential session.
- 179.2. Licence arrangements for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club – To be considered during the confidential session.

180. Outside bodies

- 180.1. Cllr Butler's report from the Lowestoft Place Board meeting on 7 March 2023 – Cllr Butler's report was received and noted.

181. Date of next meeting

25 April 2023 at 18:30

182. Items for the next agenda and close

Councillors were advised to email any requests to officers.

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

183. Resolution to close the meeting to the public:

- 183.1. Any matters, including those above as required:

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

Sheila Moss King re-joined the meeting 19:45

- 173.4b. A report from the Town Hall Project Board – Cllr Pearce responded to a query raised by Cllr Brooks regarding the cost of the video poem.
- 173.4c. Town Hall funding and any budgetary implications (some aspects may be confidential) – The Project Manager provided an update on the current budget for project delivery. Cllr Pearce made a proposal in light of this; seconded by Cllr Brooks; all in favour.
- 173.4d Town Hall risk management and related insurance (confidential) – The Clerk advised the Council of a matter related to risk management and insurance.

Cllr Brooks temporarily left the meeting 20:14

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Cllr Pearce made a proposal in light of this; seconded by Cllr Barker; all in favour.

173.4e Town Hall land ownership and boundaries (confidential) – The Clerk updated the Council regarding land ownership matters.

Cllr Brooks returned 20:15

The Clerk asked the Council to consider a matter relating to a boundary. Cllr Pearce made a proposal in light of this; seconded by Cllr Barker; eleven Councillors voted in favour; one Councillor abstained from the vote. Cllr Craig declared she is an East Suffolk Councillor.

173.4f. The relationship with the Register Office (confidential) Registry office – The Clerk had received VAT advice today and will circulate.

Sheila Moss King left the meeting 20:27

The Clerk suggested arranging a Zoom meeting with the VAT Adviser. Cllr Pearce proposed progressing the Zoom meeting as suggested, for members of the Finance and Governance Committee and any other Councillor who would like to be involved; seconded by Cllr Barker; all in favour.

At 20:29, Cllr Pearce proposed suspending Standing Order 3y for thirty five minutes to enable the meeting to continue; seconded by Cllr Knight; all in favour.

A five minute comfort break was taken 20:30 and the meeting resumed 20:35

173.5a. Options for Marina Theatre VAT and any budgetary implications (confidential) – The Clerk advised the recommendation from the VAT Adviser for the Marina Theatre is the same as that for the Town Hall and can be considered during the Zoom meeting.

173.5b. The budgetary implications of the Marina Theatre RIBA Stage Two report (confidential) – The Clerk advised that the report had been circulated and would need to be considered.

Cllr Brooks returned 20:36

The Clerk suggested seeking the advice of the Town Council's lawyer. Cllr Pearce suggested a Zoom meeting with the lawyers and a representative of the Marina Theatre Trust may also be necessary.

173.5d. The Marina Theatre draft lease (confidential) – The Clerk advised this had been held pending VAT advice.

173.7. Non-payment of interest due on the rent for a tenant (confidential) – The Clerk provided an update. Cllr Pearce made a proposal in light of this; seconded by Cllr Brooks; all in favour.

173.9. A report from the Clerk regarding grounds maintenance arrangements (confidential) – A report from the Clerk had been circulated. The Clerk provided an update on the procurement of grounds maintenance services. Cllr Pearce proposed delegating authority to the Clerk to agree approved contractors and add them to the approved contractor list, and to procure tree survey work within the approved budget; seconded by Cllr Barker; all in favour.

The Clerk provided an update regarding caretaking and equipment, the IT service and waste collection.

The Asset Management Officer has been appointed. The Clerk asked Council to consider a delegation relating to recruitment of staff.

The Clerk provided an update regarding the workshop premises. Cllr Green offered his thanks to the Clerk, the Asset Management Officer and the staff team for their work on progressing this.

Cllr Pearce proposed approval of the delegation as requested by the Clerk, regarding the recruitment of staff; seconded by Cllr Barker; all in favour.

At 21:08, Cllr Pearce proposed suspending Standing Order 3y for twenty minutes to enable the meeting to continue; seconded by Cllr Barker; all in favour.

176.2b. The Lowestoft Kittiwake Partnership Agreement, including whether to seek legal advice (confidential) – Cllr Brooks considered point 1.1 should be March not April.

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Cllr Pearce provided further information and proposed delegating authority to the Clerk to seek legal advice on the Agreement and either circulate the advice via email to Councillors to then decide whether to adopt the Agreement, or arrange a Zoom meeting to decide; seconded by Cllr Brooks; all in favour.

178.2a. For all staff to be provided with a letter relating to certain terms and conditions (confidential) – The Clerk provided further information. Cllr Barker approval of this recommendation; seconded by Cllr Pearce; all in favour.

178.3. Terms and conditions for staff relating to initial probationary reviews (confidential) – The Clerk provided further information. Cllr Pearce proposed to approve this, subject to it being fed into the budgeting. Cllr Barker seconded the proposal and all Councillors voted in favour.

179.1. The Hamilton House lease, service charges and rent (confidential) – The Clerk provided an update.

179.2. Licence arrangements for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club (confidential) Tennis and Cricket – Questions have been raised with both clubs, and responses are pending. It is hoped a Zoom call will help to progress the licences. Cllr Pearce raised some comments regarding the draft licences.

The meeting was closed at 21:24.

Signed: 
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