

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 25 April 2023

### MINUTES

**Present:** Cllrs Sonia Barker, Nasima Begum (Deputy Mayor), Robert Breakspear, Wendy Brooks, Colin Butler, Amanda Frost, Alan Green (Mayor), Jen Jones, Peter Knight, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Alice Taylor and Elise Youngman

**In Attendance:** Shona Bendix (Town Clerk) and Taylor Williams (Committee Clerk)

**Also in Attendance:** Sheila MossKing – Town Hall Project Manager

**Public:** Two members of the public (in person)

#### 184. Welcome

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

Cllr Green thanked the Councillors for their work this past civic year, highlighting the new arrangements for grounds maintenance, the ongoing Town Hall project, the refurbishments of play areas and the upgrading of the Marina Theatre.

Cllr Green thanked the Clerk, Deputy Clerk and all officers for their dedicated work.

Cllr Green thanked the Council and officers for their support shown to the Mayor for his past terms in office.

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

Apologies were received from Cllrs Lang, LeGrice, Newsome and Page with reasons provided.

Cllrs Pitts and Youngman provided apologies as they may be late in arriving to the meeting.

Cllr Knight proposed approval of apologies; seconded by Cllr Jones; all in favour.

Cllr Craig was absent with no apologies provided.

#### 186. Declarations of Interests and dispensations

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

Cllrs Pearce, Patience, Butler, Barker and Green declared they were representatives on the Town Hall Project Board.

Cllrs Pearce, Brooks and Barker declared they were representatives on the Marina Theatre Quarterly Management Meetings.

Cllr Pearce declared he is Chair of the Gunton Residents Association. Cllr Patience declared he is an East Suffolk Council Councillor. Cllr Parker declared he is Deputy Chair of the Gunton Residents Association.

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

No written requests for dispensations were received.

#### 187. To consider the draft minutes and confidential note of the meeting on 28 March 2023

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

#### 188. 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.

No advance comments were received. Item 189.9a was brought forward to the beginning of the meeting and two members of the public representing the Marina Theatre were invited to speak on the item.

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189.9a. To receive a presentation on the redevelopment of the Marina Theatre and consider in principle approval of the designs – The representatives of the Marina Theatre presented the redevelopment designs, highlighting the intention to resolve the absence of a lift, the restricted foyer space and the insufficient spacing of seating in the auditorium.

*Cllr Youngman entered the chamber at 18:38*

The designs proposed to expand the link between the Zenith building and the theatre, establish lift access to the different levels, with an option to add a new rehearsal space on the first floor if funds are available, the refurbishment of existing toilets (with additional toilets on the floors above), a new entrance and box office which would expand space for the café, and the re-arrangement of seating in the auditorium to improve accessibility and comfort.

*Cllr Pitts entered the chamber at 18:40*

It was anticipated that these improvements would make the business more robust, though the reseating of the auditorium would result in a loss of an estimated fifty seats. There were concerns over the loss of seating and retractable seating was suggested as an alternative, but this would not be possible due to the restricted floor to ceiling space. The installation of a green roof with solar panels on the joining building was considered feasible for the project.

Cllr Pearce proposed to grant the permission in principle, with the recommendations from the feasibility study, and progress this redevelopment to the next stage; seconded by Cllr Barker; a vote was held with fourteen Councillors in favour and one abstention.

*The two members of the public left the meeting at 19:00*

### 189. Finance

189.1. To receive the draft minutes of the meeting on 27 March and 3 April 2023 – Cllr Begum proposed approval of the draft minutes; seconded by Cllr Barker; all in favour.

189.2. To consider the following grant applications:

189.2a. Lowestoft Armed Forces Day for £11,600, noting that £10,000 had been provisionally budgeted for this event – Cllr Knight proposed approval of the grant; seconded by Cllr Pearce, who requested the provisionally approved £10,000 be allocated from Major Events and the excess £1,600 be funded from the Grants budget; all in favour.

189.2b. The Grit: Lowestoft Centre for the Arts and Heritage CIC for £900 – Cllr Brooks proposed approval of the grant; seconded by Cllr Pearce; a vote was held with fourteen Councillors in favour and one abstention.

189.3. To consider approval of a 5% price increase in the cost of hiring the sound system for Full Council meetings – Cllr Pearce proposed approval and to delegate the budget allocation of the additional funds to the Finance and Governance Committee; seconded by Cllr Barker. The Clerk noted that if the sound system could not be dismantled the night of the meeting, then there would be an additional charge of £30 for it to be dismantled the following day. A vote was held with all Councillors in favour.

189.4. To note the period for the exercise of public rights is 3 July to 11 August 2023 – This was noted.

189.5. To consider the Asset Register – The Asset Register had been updated with new assets and assets that are either no longer held, had been transferred back, were public service units or had been disposed of. Cllr Pearce proposed provisional acceptance of the Asset Register, subject to changes with new acquisitions and the indication of assets that have conditions attached to their disposal; seconded by Cllr Butler; all in favour.

189.6. To receive and consider the following:

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- 189.6a. 2023 – 2024 budget and reserves – Cllr Pearce proposed acceptance of the budget and reserves as provided; seconded by Cllr Barker; all in favour.
- 189.6b. Any bank reconciliations – The Clerk advised that bank reconciliations had been completed up to and including March 2023.
- 189.6c. Payments and income for the month ending 31 March 2023 and April 2023 to date (see schedules) – Cllr Pearce proposed acceptance of the report; seconded by Cllr Knight; all in favour.

Table 1 March and April Payments

Date	Payment to	Description	Amount
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

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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
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

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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
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	H&S Support Oct 22 – Sep 23	£934.92

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	Services Ltd		
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
23 March 2023	Salaries	Salaries March 2023	£21,240.12
23 March 2023	Ventura Cottage	War Fallen Memorial Grant	£2,000.0
23 March 2023	St Andrews PCC	Food Project Grant	£750.00
23 March 2023	East Suffolk Travel Association	Discover Lowestoft Grant	£180.00
23 March 2023	British Gas	Whitton Hall Gas	£97.99
23 March 2023	Breakland Council	Council Tax Leaflet	£1,569.05
23 March 2023	Newsquest Media Group	Grounds Maintenance Adverts	£536.76
23 March 2023	Northumbrian Water Group	Legionella Remedial Works	£1,185.20
23 March 2023	Glasdon UK Ltd	2x Memorial Bench	3201.12
23 March 2023	Rialtas Business Solutions	Finance Software	£1,673.42

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27 March 2023	Henry's Beard Crew Catering	Town Hall Catering Consultation	£532.00 + £106.40 VAT = £638.40
27 March 2023	EE Limited	Mobile Phones x10	£386.00
27 March 2023	East Point Business Services	Hamilton House Rent 2023-2024 Q1	£3,675.00 + £735.00 VAT = £4,410.00
27 March 2023	East Point Business Services	Hamilton House Service Charge 2023-2024 Q1	£7,591.25 + £1,518.25 VAT = £9,109.50
27 March 2023	Listers Geotechnical Consultants	Town Hall Ground Investigation	£10,626.00
27 March 2023	Langton Brook Consultants Ltd	Neighbourhood Plan Support	£675.00
27 March 2023	Harriet Foster	Town Hall Heritage Work	£790.00
27 March 2023	The Society of Local Council Clerks	Town Clerk SLCC Membership	£555.00
27 March 2023	Leiston Press	Town Hall Leaflet Printing	£68.00
27 March 2023	HAT Projects Ltd	Town Hall Development Project	£20,589.90
28 March 2023	C&C Consulting	Health and Safety Support	£49.50 + £9.90 VAT = £59.40
28 March 2023	Eon Energy	Whitton Hall Electric	£30.80
31 March 2023	Paul Connew	Travel and Parking Reimbursement	£27.63 + £4.02 VAT = £31.65
31 March 2023	Taylor Williams	Parking Reimbursement	£33.30 + £6.70 VAT = £40.00
31 March 2023	Chris Meek	Meeting Refreshment and Event Reimbursement	£57.44 + £10.08 VAT = £67.52
31 March 2023	Lauren Elliott	Parking Reimbursement	£9.99 + £2.01 VAT = £12.00
31 March 2023	Shona Bendix	Travel and Parking Reimbursement	£17.72 + £2.93 VAT = £20.65
31 March 2023	Jonny Hawes	Travel and Parking Reimbursement	£7.83 + £0.67 VAT = £8.50
31 March 2023	David Ogilvie Engineering	4x Noticeboards	£9,801.60
31 March 2023	Screwfix	Saw Blades and Rope	£115.55
31 March 2023	GT Rochester Plant	Fen Park Water Improvement	£22,993.01

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	Ltd	Works	
31 March 2023	Pearce and Kemp Ltd	BVP Cottage Electrical Inspection	£548.40
31 March 2023	AJ Builders	Sparrows Nest Repairs	£252.00
31 March 2023	The Marina Theatre Trust	Marina Theatre Management Fee 2023-2024 Q1	£37,500 + £7,500 VAT = £45,000
31 March 2023	Suffolk County Council	Town Hall Archaeological Brief	£360.00
31 March 2023	Suffolk Cloud	Website Hosting 2023-2024	£120.00
31 March 2023	AJ Builders	Whitton Hall Decorating	£8,040.00
31 March 2023	AJ Builders	Noticeboard Installation	£1,008.00
31 March 2023	AJ Builders	Sparrows Nest Bench Installation	£558.00
31 March 2023	Broadland Security Alarms	Whitton Light Repair	£80.40
31 March 2023	Unity Trust Bank	Bank Charges	£66.50
3 April 2023	East Suffolk Council	Sparrows Nest Bowls Pavilion NNDR April 2023	£99.43
3 April 2023	East Suffolk Council	Links Road Car Park NNDR April 2023	£200.81
3 April 2023	East Suffolk Council	Hamilton House NNDR April 2023	£991.05
3 April 2023	Alan Green	Mayoral Event Reimbursement	£78.05
3 April 2023	Nigel Seago	Insurance Reimbursement	£44.75
3 April 2023	Alan Green	Mayoral Event Reimbursement	£47.70
3 April 2023	Gearhire Sound and Light	Full Council Amplification	£430.00 + £86.00 VAT = £516.00
3 April 2023	Zurich Municipal	Insurance 2023 – 2024	£18,481.27 + £83.72 VAT = £18,564.99
4 <sup>th</sup> April 2023	Anglian Water	Town Hall Water Charges	£39.85
4 <sup>th</sup> April 2023	Land Registry	Land Registry Search	£18.00
5 <sup>th</sup> April 2023	SLCC	AMO Advert	£75.00
5 <sup>th</sup> April 2023	East Point Business Services	Hamilton House Capital Repayment	£3,357.40 + £671.48 VAT = £4,028.88
5 <sup>th</sup> April 2023	Liquid DJ	Holocaust Memorial Amplification	£250.00
5 <sup>th</sup> April 2023	Parkinson Partnership	VAT Advice	£5,400.00



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5 <sup>th</sup> April 2023	Suffolk Pension Fund	Pensions March 2023	£8,447.46
5 <sup>th</sup> April 2023	JP Chick	Britten Road Survey 50%	£8,383.22 + £1,676.65 VAT = £10,059.87
5 <sup>th</sup> April 2023	Parkinson Partnership	VAT Advice 2023-2024	£220.00
5 <sup>th</sup> April 2023	Nicholsons Solicitors	Legal Advice	£729.30 + £145.86 VAT = £875.16
5 <sup>th</sup> April 2023	AJ Builders	Sparrows Nest Container	£1,575.00 + £315.00 VAT = £1,890
5 <sup>th</sup> April 2023	Northumbrian Water Group	Legionella Monitoring	£593.97 + 118.79 VAT = £712.76
5 <sup>th</sup> April 2023	Liquid DJ	South Pier Plaque Sound System	£250.00
5 <sup>th</sup> April 2023	First Light Festival	First Light Festival Grant	£5,921.00
5 <sup>th</sup> April 2023	WorkNest	HR Support	£2,676.00 + £535.20 VAT = £3,211.20
5 <sup>th</sup> April 2023	WorkNest	HR Support	£250.00 + £11.00 VAT = £261.00
5 <sup>th</sup> April 2023	EPC Marketing Ltd	EPC Testing	
11 <sup>th</sup> April 2023	Fuel Card Service	Van Fuel	£20.40
12 <sup>th</sup> April 2023	Anglian Water	North Denes Water	£1,448.23
17 <sup>th</sup> April 2023	C&C Consulting	H&S Support	£779.10 + £155.82 VAT = £934.92
17 <sup>th</sup> April 2023	Anglian Water	Denes Oval Water	£1,372.56 + £274.51 VAT = £1,647.07
17 <sup>th</sup> April 2023	Lloyds Bank	Credit Card Purchases	£756.36
18 <sup>th</sup> April 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
21 <sup>st</sup> April 2023	NPower	Triangle Market Electric	£154.83 + £7.74 VAT = £162.57
21 <sup>st</sup> April 2023	Salaries	Salaries April 2023	£22,885.66

Table 2 March and April Receipts

Date	Received From	Description	Amount
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	National Lottery Heritage	£47,941.55

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	Heritage Fund	Fund	
17 March 2023	Tenant	Rental Income from Tenant	£300
20 March 2023	Tenant	Rental Income from Tenant	£213.16
23 March 2023	Suffolk County Council	Suffolk County Council Grant	£2,843.22
24 March 2023	Tenant	Rental Income from Tenant	£300.00
30 March 2023	Tenant	Rental Income from Tenant	£625.00
31 March 2023	Tenant	Rental Income from Tenant	£300.00
4 <sup>th</sup> April 2023	Tenant	Rental Income from Tenant	£5,000.00
6 <sup>th</sup> April 2023	Tenant	Rental Income from Tenant	£300.00
11 <sup>th</sup> April 2023	Tenant	Rental Income from Tenant	£6,300.0
14 <sup>th</sup> April 2023	Tenant	Rental Income from Tenant	£300.00
17 <sup>th</sup> April 2023	Market Income	Weekly Market Income	£37.00
17 <sup>th</sup> April 2023	Tenant	Rental Income from Tenant	£213.16
18 <sup>th</sup> April 2023	East Suffolk Council	CIL 1 <sup>st</sup> Installment	£10,470.17
21 <sup>st</sup> April 2023	Tenant	Rental Income from Tenant	£300.00
21 <sup>st</sup> April 2023	K Dorward	Memorial Tree	£405.00

189.6d. Payments for approval – There were no payments to approve.

189.7. To consider the following regarding the redevelopment of the Town Hall:

189.7a. The Towns Fund Agreement and subsidy controls (some aspects may be confidential) – It was noted that the content of the Agreement had been signed off by Cllrs Green and Pearce and that the accompanying subsidy controls letter, which the Clerk had received advice on, also required a signature. Any funding received, such as with the Town Hall funding, would be closely monitored, categorised and logged, with advice to be received to ensure ongoing compliance. Cllr Pearce proposed to approve signing the subsidy controls letter and requested that when the draft agreement is received for the delivery phase, the solicitors consider the feedback that has been provided to date; seconded by Cllr Barker; all in favour.

189.7b. A report from the Project Board, including Business Plan, Audience and Activity Plan, Funding Plan and Risk Register – As the Stage 2 Lottery submissions consisted of details that are legally and commercially confidential, this item would be discussed in confidential session. It was assured that a public summary would be made available detailing what was agreed.

189.7c. The draft bid to the National Lottery Heritage Fund (including financials, business plan, design and activity plan) and any delegation to progress and submit the bid (some aspects may be confidential) – To be discussed in confidential session.

189.7d. The funding and any budgetary implications, including to consider a request to East Suffolk Council for funding (some aspects may be confidential) – To be discussed in confidential session.

189.8. To further consider VAT advice in relation to the Town Hall and Marina Theatre – It was noted that the recommended option to tax both buildings would enable the recovery of VAT on capital works for both buildings. Cllr Pearce proposed to accept the recommendation from the VAT Advisor and opt to tax both buildings, with a delegation to officers to liaise with the lawyer to progress this; seconded by Cllr Brooks; all in favour.

189.9. To consider the following regarding the Marina Theatre:

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- 189.9a. To receive a presentation on the redevelopment of the Marina Theatre and consider in principle approval of the designs – This item was brought forward to the beginning of the meeting.
- 189.9b. Purchasing replacement parts for the cinema projector, within a maximum budget of £2,000 – Cllr Pearce proposed approval of replacement parts, with the budget to be allocated from the Marina Theatre Repair and Maintenance budget; seconded by Cllr Begum; all in favour.
- 189.9c. The budgetary implications of the RIBA Stage Two report (confidential) – To be discussed in confidential session.
- 189.9d. The status of the Towns Fund Agreement (confidential) – To be discussed in confidential session.
- 189.9e. The draft lease (confidential) – To be discussed in confidential session.
- 189.10. To receive a report from the Clerk regarding grounds maintenance, and in particular to consider the following contract arrangements (confidential):
  - 189.10a. Specialist sports
  - 189.10b. Tree audit and management
  - 189.10c. Waste management
  - 189.10d. Caretaking and cleaningTo be discussed in confidential session.
- 189.11. To consider non-payment of interest due on the rent for a tenant (confidential) – To be discussed in confidential session.
- 189.12. To consider issues relating to the settlement of an invoice for a memorial tree (confidential) – To be discussed in confidential session.

### 190. Assets, Inclusion and Development

- 190.1. To receive the draft minutes of the meeting on 3 April 2023 – There were no comments and the minutes would be signed off at the next meeting.
- 190.2. To consider approving the next phase of works to the Denes Oval tennis courts, and a delegation to the Clerk to progress all remaining work through to completion – As the current delegations only covered phase two (installation of flood lights and electrical works) Cllr Pearce proposed to extend the delegation to officers to liaise with the Tennis Club and the Racket Sports Academy to complete the project based on the original specification, subject to regular updates to Full Council, including evidence of open procurement, with reasons for the recommendation, and details of insurance before the license to occupy is granted; seconded by Cllr Begum; all in favour.

### 191. Planning

- 191.1. To receive the draft minutes of the meetings on 28 March, 11 April and 18 April 2023 – There were no comments and the minutes would be signed off at the next meeting.

### 192. Climate and Ecological Emergency

- 192.1. To receive the draft minutes of the meeting on 17 April 2023 – There were no comments and the minutes would be signed off at the next meeting.
- 192.2. To receive an update on progressing the bulky waste collection service – Cllr Brooks declared she is Chair of the Environment and Waste Group. The Clerk confirmed the document was prepared and it was noted that the trial would be free to access to all residents of the parish, with no means testing. The Town Council would await further updates.

### 193. Personnel

- 193.1. To receive the draft minutes of the meeting on 6 April 2023 – There were no comments and the minutes would be signed off at the next meeting.
- 193.2. To consider the following recommendations from the Personnel Committee:

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18:30 on 25 April 2023

193.2a. To consider adopting the amended Terms of Reference – Cllr Barker proposed approval; seconded by Cllr Pearce; all in favour.

193.2b. To consider terms and conditions for staff (confidential) – To be discussed in confidential session.

### **194. To consider lease and licence arrangements for the following (confidential):**

194.1. To receive an update on the Hamilton House lease, service charges and rent

194.2. To receive an update on licence arrangements for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club

These items would be discussed in confidential session.

### **195. Outside bodies**

195.1. To note Cllr Barker's report from the First Light Festival Steering Group meeting on 30 March 2023 – Cllr Barker's report was noted.

*A five-minute comfort break was taken at 19:25*

*Cllrs Frost and Taylor left the chamber at 19:25.*

*The Town Hall Project Manager entered the chamber at 19:31*

*The meeting resumed at 19:31*

*Cllr Brooks returned to the chamber at 19:32*

### **196. Date of next meeting**

Annual Meeting 16 May 2023 at 18:30

23 May 2023 at 18:30

### **197. Items for the next agenda and close**

It was requested that any items be emailed to the office.

### **198. 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:**

198.1. Any matters, including those above as required

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

*The Chair closed the meeting to the public and moved to confidential session at 19:33*

189.7b. A report from the Project Board, including Business Plan, Audience and Activity Plan, Funding Plan and Risk Register – The Project Manager provided an update to Full Council. Cllr Pearce proposed to extend the existing delegation governing the interaction between officers and the Project Team, up to the submission at the end of May 2023. Councillors can review the documents and provide feedback, but they have no delegation to make decisions. The delegations for the delivery phase would be agreed after May 2023. Seconded by Cllr Barker. Cllr Pearce amended the proposal to note that delegations would be re-confirmed at the Annual General Meeting after Committee posts have been filled, including a separate proposal to delegate authorising submission of the documents to the Clerk. All Councillors voted in favour.

*Cllr Patience left the meeting at 19:48*

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189.7d. The funding and any budgetary implications, including to consider a request to East Suffolk Council for funding (some aspects may be confidential) – The Project Manager provided details on the current funding plan to Full Council. Cllr Pearce proposed the Clerk progress discussions on capital contributions with East Suffolk Council and ascertain if any contributions would include caveats to the offer; seconded by Cllr Barker; all in favour.

*The Project Manager left the meeting at 20:04*

*Cllr Youngman temporarily left the chamber at 20:04*

*Cllr Youngman returned to the chamber at 20:06*

189.9c. The budgetary implications of the RIBA Stage Two report (confidential) – It was agreed to sort an arrangement between the involved parties, with a risk assessment to be undertaken once the RIBA Stage Two report has been released.

189.9d. The status of the Towns Fund Agreement (confidential) – Cllr Green made a confidential proposal; seconded by Cllr Pearce; all in favour.

189.9e The draft lease (confidential) – Cllr Pearce proposed a delegation be made to the Clerk to progress the lease with the lawyer and draw up a draft lease; seconded by Cllr Green; all in favour.

189.10 To receive a report from the Clerk regarding grounds maintenance, and in particular to consider the following contract arrangements (confidential):

189.10a. Specialist sports

189.10b. Tree audit and management

189.10c. Waste management

189.10d. Caretaking and cleaning

*Cllr Begum left the chamber at 20:24*

Cllr Pearce proposed to accept all the recommendations and requested delegations, subject to regular updates being provided at every Full Council meeting; seconded by Cllr Brooks; all in favour.

189.11. To consider non-payment of interest due on the rent for a tenant (confidential) – Cllr Pearce proposed to follow the recommendations from the Clerk; seconded by Cllr Green; a vote was held with seven Councillors in favour; three Councillors against and one abstention.

*At 20:40 Cllr Knight proposed to suspend standing orders for twenty minutes; seconded by Cllr Pearce; all in favour.*

189.12. To consider issues relating to the settlement of an invoice for a memorial tree (confidential) – Cllr Pearce proposed that the invoice be written off as bad debt, noting that the memorial tree had been repurposed; seconded by Cllr Green; all in favour.

### **194. To consider lease and licence arrangements for the following (confidential):**

194.1. To receive an update on the Hamilton House lease, service charges and rent – The Clerk provided an update to Full Council on the Hamilton House lease.

194.2. To receive an update on licence arrangements for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club – An update was provided, and it was confirmed that zoom meetings with both clubs could now be scheduled.

193.2b. To consider terms and conditions for staff (confidential)

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*The Committee Clerk left the chamber at 20:47*

There was a discussion about the staffing arrangements in hand for the new grounds maintenance service delivery. Integration of new staff was taking place in stages and it was anticipated that direct management would mean greater clarity in work with Friends Groups. It was noted that the Clerk had delegated authority to progress the specific recruitment within budget and that some management lines had already changed. Full Council Personnel Committee and other committees receive reports on grounds maintenance arrangements and staffing. Cllr Pearce proposed that delegated authority was given to the Clerk to apply and adjust within the budget, staffing terms and conditions and management lines across new and existing staffing as becomes appropriate for an evolving service. Majority in favour with one abstention.

*The Chair closed the meeting at 20:55*



Signed: .....

23 May 2023