

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:30 on 23 May 2023

MINUTES

Present: Cllrs Sonia Barker (Mayor), Nasima Begum, Wendy Brooks, Janet Craig, Alan Green, Jen Jones, Christian Newsome, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts, David Youngman and Elise Youngman

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

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

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

23. Welcome

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

24. Apologies for absence from any Councillors not in attendance

Cllr Newsome had advised he would be late.

25. Declarations and dispensations

25.1. Accepting Declaration of Acceptance of Office from Cllr David Youngman – Cllr D

Youngman had signed his Declaration of Acceptance of Office ahead of the meeting. Cllr Pearce proposed acceptance of the Declaration of Acceptance of Office; seconded by Cllr Barker; all in favour.

25.2. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Pearce declared he is currently a member of the Town Hall Project Board and an appointed representative to the Marina Theatre Quarterly Management meetings. Cllr Pearce declared that some of the co-option candidates were known to him but he did not consider himself to be pre-determined. Cllr Begum declared that some of the co-option candidates were known to her but she did not consider herself to be pre-determined. Cllr Brooks declared she is currently an appointed representative to the Marina Theatre Quarterly Management meetings. Cllr Patience declared he is a member of East Suffolk Council and the Town Hall Project Board. Cllrs Craig, Green and Parker declared they are members of East Suffolk Council. Cllr Barker declared she is currently a member of the Town Hall Project Board and an appointed representative to the Marina Theatre Quarterly Management meetings. Cllr Barker reminded all Councillors to complete their Register of Interests and ensure they are kept updated. Cllr Pearce requested officers send the link to the Register of Interests to his personal email address. The Deputy Clerk advised officers were chasing for the return of Councillors' laptops but there had been a delay with the transition to the new IT provider. In the interim, Councillors were welcome to come into the office to access their emails, and the Communications Officer would be able to assist with setting up out of office replies. Cllr Barker reminded Councillors that confidential documents were no longer being circulated via email and could be accessed via the members' area of the website. Cllr Brooks requested an update be added to the Facebook page to advise members of the public of the current situation and to make contact via the office.

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

26. The draft minutes and confidential note of the Full Council meeting on 25 April 2023 (if not approved at the Annual Meeting) and the draft minutes of the Annual Meeting on 16 May 2023

The Deputy Clerk advised that the minutes of the Annual Meeting were not available for this

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meeting. Cllr Pearce proposed to approve the minutes and confidential note of the meeting on 25 April and to defer the minutes of the Annual Meeting on 16 May to the next meeting; seconded by Cllr Parker; all in favour.

27. Public forum

Cllr Barker confirmed that all members of the public in attendance in person were there for the co-option. One of the members of the public in attendance via Zoom was there for the co-option and the other did not wish to speak.

28. The co-option of Councillors, including for the following Wards:

Cllr Barker advised that any candidate who wished to speak would be given three minutes to do so. There would be no debate and the vote would follow. In response to a query from Cllr Patience, the Deputy Clerk advised that all candidates had indicated which ward they wished to be co-opted to. Councillors would be given the opportunity to ask the candidates questions. Candidates standing for the Elmtree ward were invited to speak.

Adam Robertson spoke in support of his application to the Elmtree ward, his desire to see Lowestoft grow and to see Lowestoft Town Council do its part to make the town prosper. Mr Robertson would like to see the Town Council promote equality and diversity and disability and LGBT rights. Cllr Brooks asked Mr Robertson whether he is a member of Carlton Colville Town Council and whether this would make it difficult for him to attend Lowestoft Town Council meetings also. Mr Robertson advised he only attends one meeting a month as a member of Carlton Colville Town Council.

Nick Webb spoke in support of his application to the Elmtree Ward. Mr Webb has lived in the area for a number of years and was a member of Waveney District Council for twelve years. Mr Webb considers the best asset of Lowestoft to be its people and considers engagement with them to be important for Lowestoft to reach its potential and become a town to be proud of.

David Hayes spoke in support of his application to the Harbour and Normanston ward. Mr Hayes considers this to be a critical time, particularly with the Town Hall Project, the First Light Festival – which he considers has potential to generate interest in the town, and the third crossing. Cllr Brooks asked Mr Hayes how he felt about Lowestoft Town Council's declaration of a climate emergency, to which Mr Hayes responded that he supported the general principle and measures to address global warming. In response to a question from Cllr Patience, Mr Hayes confirmed he does live in the Harbour and Normanston ward.

Deborah Ray spoke in support of her application to the Harbour and Normanston ward. Ms Ray is currently a non-Councillor member of the Climate and Ecological Emergency Committee and has been considering how to improve the wellbeing and pride in this ward, particularly through community engagement. If co-opted, Ms Ray would like to remain a member of the Climate and Ecological Emergency Committee and continue its work, including striving to improve biodiversity. Cllr Brooks understood Ms Ray was not based in Lowestoft all the time and queried whether this would affect her ability to commit to meetings. Ms Ray advised her circumstances would be changing later in the year, which should give her more time.

Neil Coleby spoke in support of his application to the Harbour and Normanston ward. Having had the experience of being a Lowestoft Town Councillor previously, Mr Coleby would be interested in returning, particularly given the ongoing projects relating to parks and grounds maintenance.

Bernadette Rappensberger spoke in support of her application to the Kirkley ward. Ms Rappensberger is familiar with the ward and its residents and issues being faced, and has already worked with a number of community groups and organisations there.

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Robert Breakspear spoke in support of his application to the Pakefield ward. Mr Breakspear was not able to stand for the recent election but is now available to re-join the Council. Mr Breakspear was involved with parks projects previously and considers there is more to do. Cllr Brooks asked whether Mr Breakspear considered he had learnt anything during his time away from the Council which he could bring back, to which Mr Breakspear responded that he did consider he had acquired relevant experience to bring back to the Council. Cllr Begum enquired why Mr Breakspear could not stand for election, which Mr Breakspear did not wish to answer in public.

28.1. Elmtree (one vacancy) – The Deputy Clerk explained a candidate would have to receive an absolute majority to be co-opted. Going round the room, Councillors would be asked for the name of the candidate they were voting for. The Deputy Clerk reminded Councillors that the candidates for the Elmtree ward were Adam Robertson and Nick Webb. The vote took place as follows:

Cllr Begum – Nick Webb

Cllr Brooks – Adam Robertson

Cllr Craig – abstain

Cllr Green – Nick Webb

Cllr Jones – Nick Webb

Cllr Page – Nick Webb

Cllr Parker – Nick Webb

Cllr Patience – Nick Webb

Cllr Pearce – Nick Webb

Cllr Pitts – Nick Webb

Cllr D Youngman – Nick Webb

Cllr E Youngman – Nick Webb

Cllr Barker - abstain

Nick Webb was duly co-opted to the Council.

The Deputy Clerk asked Mr Robertson if he would like to apply for another vacancy, to which he confirmed he did not.

28.2. Harbour and Normanston (two vacancies)

The Deputy Clerk reminded Councillors that the candidates for the Harbour and Normanston ward were David Hayes, Neil Coleby, John Shreeve and Deborah Ray. The Deputy Clerk advised Councillors there would be two votes. The first vote took place as follows:

Cllr Begum – Neil Coleby

Cllr Brooks – Neil Coleby

Cllr Craig – Neil Coleby

Cllr Green – Neil Coleby

Cllr Jones – Neil Coleby

Cllr Page – Neil Coleby

Cllr Parker – Neil Coleby

Cllr Patience – Neil Coleby

Cllr Pearce – Neil Coleby

Cllr Pitts – Neil Coleby

Cllr D Youngman – Neil Coleby

Cllr E Youngman – Neil Coleby

Cllr Barker – Neil Coleby

Neil Coleby was duly co-opted to the Council.

The Deputy Clerk reminded Councillors of the remaining candidates and the second vote took place as follows:

Cllr Begum – David Hayes

Cllr Brooks – David Hayes

Cllr Craig – Deborah Ray

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Cllr Green – Deborah Ray
Cllr Jones – Deborah Ray
Cllr Page – Deborah Ray
Cllr Parker – Deborah Ray
Cllr Patience – Deborah Ray
Cllr Pearce – Deborah Ray
Cllr Pitts – Deborah Ray
Cllr D Youngman – John Shreeve
Cllr E Youngman – Deborah Ray
Cllr Barker – Deborah Ray

Deborah Ray was duly co-opted to the Council.

28.3. Kirkley (two vacancies)

The Deputy Clerk reminded Councillors that the candidates for the Kirkley ward were Stewart Bowers, Jack Smith, Wendy Dalton, Diana Coad and Bernie Rappensberger. The Deputy Clerk asked if any of the unsuccessful candidates for the Harbour and Normanston ward would like to apply for the Kirkley ward, which they did not. The Deputy Clerk advised Councillors there would be two votes. The first vote took place as follows:

Cllr Begum – Jack Smith
Cllr Brooks – Stewart Bowers
Cllr Craig – Jack Smith
Cllr Green – Jack Smith
Cllr Jones – Jack Smith
Cllr Page – Jack Smith
Cllr Parker – Jack Smith
Cllr Patience – Jack Smith
Cllr Pearce – Jack Smith
Cllr Pitts – Bernadette Rappensberger
Cllr D Youngman – Jack Smith
Cllr E Youngman – Jack Smith
Cllr Barker – Jack Smith

Jack Smith was duly co-opted to the Council.

The Deputy Clerk reminded Councillors of the remaining candidates and the second vote took place as follows:

Cllr Begum – Bernadette Rappensberger
Cllr Brooks – Wendy Dalton
Cllr Craig – Bernadette Rappensberger
Cllr Green – Bernadette Rappensberger
Cllr Jones – Bernadette Rappensberger
Cllr Page – Wendy Dalton
Cllr Parker – Wendy Dalton
Cllr Patience – Wendy Dalton
Cllr Pearce – Bernadette Rappensberger
Cllr Pitts – Bernadette Rappensberger

Cllr Newsome arrived 19:14

Cllr D Youngman – Bernadette Rappensberger
Cllr E Youngman – Bernadette Rappensberger
Cllr Barker – Bernadette Rappensberger
Bernadette Rappensberger was duly co-opted.

28.4. Pakefield (one vacancy)

The Deputy Clerk asked if any of the unsuccessful candidates for the Kirkley ward would like to apply for the Pakefield ward, which they did not. Robert Breakspear was the only candidate but it was agreed that the vote would still be taken, which proceeded as follows:

Cllr Begum – Robert Breakspear
Cllr Brooks – Robert Breakspear

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Cllr Craig – Robert Breakspear
Cllr Green – Robert Breakspear
Cllr Jones – Robert Breakspear
Cllr Page – Robert Breakspear
Cllr Parker – Robert Breakspear
Cllr Patience – Robert Breakspear
Cllr Pearce – Robert Breakspear
Cllr Pitts – Robert Breakspear
Cllr D Youngman – Robert Breakspear
Cllr E Youngman – Robert Breakspear
Cllr Barker – Robert Breakspear

Cllr Newsome advised he was happy to abstain from the vote as he had not been present for the whole co-option process. Robert Breakspear was duly co-opted to the Council.

29. Accepting Declarations of Acceptance of Office from co-opted Councillors, or accepting them at a later date

The Deputy Clerk advised that co-opted Councillors would have to sign their Declarations of Acceptance of Office in order to participate in the meeting, but would need to use their judgement as to whether or not to participate in voting, given they had not been summoned to the meeting or seen the meeting papers.

At 19:18 the Deputy Clerk temporarily left the meeting with the co-opted Councillors to sign their Declarations of Acceptance of Office

Cllr Barker offered her thanks to all who had applied for co-option.

Cllr Craig temporarily left the meeting 19:18

30. Any requests from co-opted Councillors to join Committees

It was agreed to defer this to later in the meeting.

31. Finance

31.1. The draft minutes of the Extraordinary Finance and Governance Committee meeting on 26 April 2023 – Cllr Pearce noted that the minutes had been approved by the Committee at its meeting earlier that day.

31.2. Noting that the draft minutes and any recommendations arising from the meeting on 23 May 2023 will be received and considered at June's Full Council meeting – This was noted.

Cllr D Youngman temporarily left the meeting 19:19

31.3. Receipt and consideration of the following:

31.3a. 2023 – 2024 budget and reserves – Cllr Pearce proposed approving the current budget and reserves position as a true and accurate record, noting that it is being regularly monitored; seconded by Cllr Green; all in favour.

31.3b. Any bank reconciliations – The Project and Committee Clerk advised that April's was underway and will be reviewed by the Finance and Governance Committee also.

Cllr D Youngman returned 19:20

31.3c. Payments and income for the month ending 30 April 2023 and May 2023 to date (see schedules) – Cllr Pearce proposed to approve the income and expenditure reports as below; seconded by Cllr Green; twelve Councillors voted in favour; one Councillor abstained from the vote.

Table 1 April and May Payments

Date	Payment to	Description	Amount
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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 VAT = £516
3 April 2023	Zurich Municipal	Insurance 2023 – 2024	£18,481.27 + £83.72 VAT = £18,564.99
4 April 2023	Anglian Water	Town Hall Water Charges	£39.85
4 April 2023	Land Registry	Land Registry Search	£18
5 April 2023	SLCC	AMO Advert	£75
5 April 2023	East Point Business Services	Hamilton House Capital Repayment	£3,357.40 + £671.48 VAT = £4,028.88
5 April 2023	Liquid DJ	Holocaust Memorial Amplification	£250
5 April 2023	Parkinson Partnership	VAT Advice	£5,400
5 April 2023	Suffolk Pension Fund	Pensions March 2023	£8,447.46
5 April 2023	JP Chick	Britten Road Survey 50%	£8,383.22 + £1,676.65 VAT = £10,059.87
5 April 2023	Parkinson Partnership	VAT Advice 2023-2024	£220
5 April 2023	Nicholsons Solicitors	Legal Advice	£729.30 + £145.86 VAT = £875.16
5 April 2023	AJ Builders	Sparrows Nest Container	£1,575 + £315 VAT = £1,890
5 April 2023	Northumbrian Water Group	Legionella Monitoring	£593.97 + 118.79 VAT = £712.76
5 April 2023	Liquid DJ	South Pier Plaque Sound System	£250
5 April 2023	First Light Festival	First Light Festival Grant	£5,921
5 April 2023	WorkNest	HR Support	£2,676 + £535.20 VAT = £3,211.20
5 April 2023	WorkNest	HR Support	£250 + £11 VAT = £261
5 April 2023	EPC Marketing Ltd	EPC Testing BVP, MT and SN	£850
11 April 2023	Fuel Card Service	Van Fuel	£20.40
12 April 2023	Anglian Water	North Denes Water	£1,448.23
17 April 2023	C&C Consulting	H&S Support	£779.10 + £155.82 VAT = £934.92
17 April 2023	Anglian Water	Denes Oval Water	£1,372.56 + £274.51 VAT = £1,647.07

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17 April 2023	Lloyds Bank	Credit Card Purchases	£756.36
18 April 2023	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
21 April 2023	NPower	Triangle Market Electric	£154.83 + £7.74 VAT = £162.57
21 April 2023	Salaries	Salaries April 2023	£22,885.66
24 April 2023	Fuel Card Services Ltd	Van fuel	£97.35 + £19.47 VAT = £116.82
24 April 2023	North Lowestoft Girl Guiding	N Lowestoft Girl Guiding grant	£2,000
24 April 2023	Chris Meek	Events and office reimburse	£35.48
24 April 2023	The Craft	Easter market performance	£50
24 April 2023	Lauren Elliott	Parking and travel reimburse	£18.16
24 April 2023	Alan Green	Mayoral travel	£45.90
24 April 2023	Npower Ltd	Normanston Park electric Mar23	£1,573.01
24 April 2023	Npower Ltd	Denes Oval electric March 2023	£700.84
24 April 2023	Npower Ltd	Low Cemetery PC electric Mar23	£88.64
24 April 2023	Npower Ltd	Kensington Gardens elec Mar23	£80.36
24 April 2023	Npower Ltd	Kensington Gardens elec Mar23	£74.59
24 April 2023	Wave Ltd	Ken Gar water 1/4/22 – 16/3/23	£1,148.51
24 April 2023	Npower Ltd	Sparrows Nest electric March23	£2,191
24 April 2023	Npower Ltd	Town Hall electric March 23	£608.32
24 April 2023	Npower Ltd	Pakefield St PC electric Mar23	£74.16
24 April 2023	British Gas	Whitton Hall gas Dec-Feb	£97.99
24 April 2023	Essex and Suffolk Water	Normanston Park water 4/10-3/4	£182.14
24 April 2023	Pearce & Kemp Ltd	Belle Vue cottage repairs	£636
24 April 2023	The Society of Local Council Clerks	Public play spaces training	£36
24 April 2023	Momentum Consulting Engineers	TH water capacity check	£593.23
24 April 2023	Suffolk Assn. of Local Councils	SALC membership 2023 – 2024	£3,066.80
24 April 2023	Waveney Norse Ltd	Sparrows Nest path repair	£13,082.52
24 April 2023	Great Yarmouth Heating Company	Whitton Hall boiler inspection	£80
24 April 2023	Wave Ltd	Kensington Gardens water Q4	£28.10
24 April 2023	Claret Civil Engineering Ltd	North Denes water main repair	£1,601.58
24 April 2023	Guy McGregor & Associates Ltd	Payslips 2022-2023Q4	£201.60
24 April 2023	EPC Marketing Ltd	EPCs Gunton H, Whitton H, BVP	£565
24 April 2023	Liquid DJ	Holocaust Memorial PA system	£250
24 April 2023	Michael Newman	Triangle Market Easter performance	£25
24 April 2023	Gearhire Sound and Light	King's Coronation amplification	£2,118
24 April 2023	AJ Builders	Gunton Community Park gates	£5,130
24 April 2023	EE Ltd	Mobile phones x10 April	£441.32

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26 April 2023	P.J. Spillings (Builders) Ltd	TH opening up works	£9,002.35
26 April 2023	Lewis Wickwar	TH animation workshop	£125
26 April 2023	PLB Projects Ltd	TH RIBA concept design	£22,149
26 April 2023	Liz Ballard	TH heritage engagement Mar 23	£2,472
26 April 2023	Liz Ballard	TH heritage engagement Feb 23	£2,540
26 April 2023	Liz Ballard	TH heritage engagement Jan 23	£3,251
26 April 2023	Listers Geotechnical Consultants	TH ground investigation	£3,198
26 April 2023	MossKing Associates Ltd	TH dev project March 23	£4,393
26 April 2023	HAT Projects Ltd	TH dev project RIBA stage 3	£20,589.90
26 April 2023	Henry's Beard Crew Catering Ltd	Town Hall catering consultancy	£705.60
26 April 2023	Nicholsons Solicitors LLP	General legal advice	£2,113.20
26 April 2023	John Grose Group Ltd	Ford Transit 350 L3 diesel	£45,398
26 April 2023	Suffolk's Libraries IPS Ltd	TH project room hire	£36
28 April 2023	Eon Energy	Whitton Hall electric Oct-Jan	£30.80
28 April 2023	Northumbrian Water Group Ltd	Legionella monitor & maint Apr	£769.79
28 April 2023	Gearhire Sound and Light	Amplification FC April	£505
2 May 2023	East Suffolk Council	Links Road Car Park NNDR	£196
2 May 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104
2 May 2023	East Suffolk Council	Hamilton House NNDR	£996
2 May 2023	360 Renovations & Builders Ltd	Sparrows Nest paving repair	£1,364.63
2 May 2023	360 Renovations & Builders Ltd	BVP steps repairs	£3,932.52
4 May 2023	Suffolk Pension Fund	Pensions April 2023	£8,903.34
4 May 2023	Jonny Hawes	Key cutting reimbursement	£11.67 + £2.33 VAT = £14
5 May 2023	East Suffolk Council	Town Hall BID Levy	£1,286.25
9 May 2023	Fuel Card Services Ltd	Van fuel	£17 + £3.40 VAT = £20.40
9 May 2023	Samantha Johnson Music	Coronation event performance	£425
10 May 2023	HMRC	HMRC March 2023	£8,361.42
10 May 2023	Wave Ltd	KG water 17/1/23-16/4/23	£840.62
10 May 2023	AJ Builders	Sparrows Nest pathway repair	£2,599.20
10 May 2023	Mary Moppins Ltd	Whitton Hall cleaning	£1,311.78
10 May 2023	Alex Macintyre	Easter market performance	£25
10 May 2023	Ricoh UK Ltd	Printing hire	£277.30
10 May 2023	Fatstickman Ltd	Ground maintenance uniform	£1,237.40
10 May 2023	EPC Marketing Ltd	EPCs Uplands, Denes, SN Museum	£675
10 May 2023	East Suffolk Council	Hamilton House BID Levy	£350
10 May 2023	AJ Builders	Rosedale play area repairs	£1,150.80

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10 May 2023	AJ Builders	Stoven Close bench and pathway	£1,470
10 May 2023	AJ Builders	Normanston skate repairs	£2,970
10 May 2023	AJ Builders	Britten Road and Gunton fences	£294
10 May 2023	The Play Inspection Company Ltd	Playground annual inspections	£1,638
10 May 2023	Screwfix	Grounds maintenance PPE	£1,217.99
10 May 2023	AJ Builders	Sparrows Nest gate installation	£1,800
10 May 2023	Wave Ltd	Sparrows Nest water	£1,789.47
15 May 2023	Shona Bendix	Van fuel reimbursement	£83.33 + £16.67 VAT = £100
15 May 2023	Chris Meek	Meetings, events, office, keys reimbursement	£51.20 + £1.99 VAT = £53.19
15 May 2023	Lauren Elliott	Parking and travel reimbursement	£25.88 + £3.35 VAT = £29.23
15 May 2023	Waveney Concert Band	Coronation event performance	£200
15 May 2023	Sarah Foote	Travel, event, parking, Plaisir gift reimbursement	£46.44 + £2.34 VAT = £48.78
15 May 2023	The Grit	Grant	£900
15 May 2023	East Point Business Services	IT migration	£1,700.16
15 May 2023	Lowestoft Armed Forces Day	Armed Forces Day grant	£11,600
17 May 2023	Credit card account	Credit card purchases	£1,197.17
17 May 2023	C&C Consulting Services Ltd	H&S support Oct 22 – Sep 23	£934.92
17 May 2023	Super Swing Big Band	Coronation event performance	£400

Table 2 April and May Receipts

Date	Received From	Description	Amount
3 April 2023	Tenant	Rental Income from Tenant	£128.45
4 April 2023	Tenant	Rental Income from Tenant	£5,000.00
6 April 2023	Tenant	Rental Income from Tenant	£300.00
11 April 2023	Tenant	Rental Income from Tenant	£6,300.0
14 April 2023	Tenant	Rental Income from Tenant	£300.00
17 April 2023	Market Income	Weekly Market Income	£37.00
17 April 2023	Tenant	Rental Income from Tenant	£213.16
18 April 2023	East Suffolk Council	CIL 1 st Instalment	£10,470.17
21 April 2023	Tenant	Rental Income from Tenant	£300.00
21 April 2023	K Dorward	Memorial Tree	£405.00
28 April 2023	East Suffolk Council	Precept	£987,895
28 April 2023	Tenant	Rental Income from Tenant	£300
5 May 2023	Tenant	Rental Income from Tenant	£300
11 May 2023	Tenant	Rental Income from Tenant	£156
12 May 2023	Tenant	Rental Income from Tenant	£300
15 May 2023	Tenant	Rental Income from Tenant	£213.16
16 May 2023	East Suffolk Council	TH Towns Fund grant	£137.423

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The Deputy Clerk and the co-opted Councillors returned 19:21

31.3d. Payments for approval – There were none. Cllr Barker thanked the co-opted Councillors for their applications. Cllr Pearce noted that Cllr Ray could now join the Climate and Ecological Emergency Committee as a Councillor, and the Council should therefore re-advertise for an additional non-Councillor member.

Cllr Craig returned 19:22

It was agreed to return to item 30.

30. Any requests from co-opted Councillors to join Committees

Cllr Breakspear requested to join the Assets, Inclusion and Development Committee and the Parks and Open Spaces Sub-Committee. Cllr Rappensberger requested to join the Assets, Inclusion and Development Committee, and the Events and Communications Sub-Committee depending on the meeting schedule. Cllr Barker advised of the current meeting schedule and Cllr Rappensberger confirmed she should be able to attend. Cllr Ray requested to join the Climate and Ecological Emergency Committee. Councillors were advised that they could make requests to join Committees and Sub-Committees at any point during the year. Cllr Brooks requested a form be emailed to all Councillors to indicate all the Committees and Sub-Committees they would like to join. Cllr Coleby advised he would be interested in joining the Assets, Inclusion and Development and Finance and Governance Committees, depending on their meeting schedules. Cllr Webb advised he would await the form before deciding which Committees and Sub-Committees to join. Cllr Pearce proposed to approve all the requests made under this item, noting that requests can still be made at any point during the year; seconded by Cllr Barker; all in favour.

31.4. Approving the 2022 – 2023 year end documents – The Deputy Clerk advised that the documents had been published with the agenda and showed the closing balance for year end. The Internal Audit was due to be carried out the following Friday. June's Full Council agenda will include approval of the Annual Return and the accounting statements. Cllr Pearce proposed approval of the 2022 – 2023 year end documents, subject to audit inspection; seconded by Cllr Green; fourteen Councillors voted in favour; four Councillors abstained from the vote.

31.5. Appointing additional substitute Internal Controllers – The Deputy Clerk advised that Cllr E Youngman has been appointed as the Internal Controller and had been carrying out Internal Controls that week. Cllr Jones had been appointed as a substitute. Cllr Brooks proposed appointing Cllr Coleby as the additional substitute; seconded by Cllr Pearce; all in favour.

31.6. The redevelopment of the Town Hall:

31.6a. A report from the Project Board –

Cllr E Youngman temporarily left the meeting 19:32 and returned 19:33

Sheila Moss King joined the meeting 19:33

The Town Hall Project Manager advised that a written report had not been prepared for this meeting as work had been going into the submission for the National Lottery Heritage Fund.

Cllr Patience temporarily left the meeting 19:34

A meeting with conservation officers had been positive and was to review aspects which may be problematic, such as ventilation for the Council Chamber and blinds on the Compass Street side of the building. It is likely that in the Listed Building Consent, the conservation officers will condition that they sign off the specific designs to incorporate ventilation into the Chamber, and they understood the need to ensure the Chamber is a usable space whilst being respectful of the heritage features. The transport statement has been completed. Having taken into account anticipated journeys and footfall, there should be no impact on parking due to the capacity of parking nearby. Archaeology has been commissioned, with a dig on site due to take place within the following week. Unexploded Ordnance Engineers will

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be on site for this. Bat roost emergence surveys will be carried out shortly. Planning and Listed Building Consent applications have been submitted. A link can be shared for members of the public to view and comment on the plans as part of the consultation process. Spend to date was £344,446, leaving approximately £146,000 still to spend, the majority of which had already been committed. There would be an underspend of approximately £16,000 - £18,000.

Cllr Patience returned 19:38

The funding bid was nearing completion and the Project Manager offered her thanks to East Suffolk Council colleagues for their assistance and to Councillors for their input, particularly to Cllr Pearce for proof reading the documents. The bid should be submitted on Thursday. There will be a final report to the Heritage Fund in June, and a claim for the outstanding invoices to be repaid. Enabling works will be planned over the summer. Should the bid be successful, stripping out works will be planned, to demolish what is not required, strip out what is not needed and remove asbestos. This will also enable contractors tendering for the project to see the fabric of the building, which should mean that costings can be more accurate. Cllrs Barker and Pearce offered their thanks to the Project Manager and the team for the work which has gone into preparing the documentation for the bid.

- 31.6b. Authorising submission of the bid to the National Lottery Heritage Fund – The Deputy Clerk advised that the draft had been supplied to Councillors for review, with the deadline for submission being 12:00 the following Thursday. Cllr Brooks proposed authorising submission of the bid; seconded by Cllr Pearce; all in favour. Officers will arrange access to the Members’ Area for new Councillors.
- 31.6c. Progress with requesting funding from East Suffolk Council (some aspects may be confidential) – To be discussed during the confidential session.
- 31.6d. Any final issues which are not covered by existing delegations and require Full Council decision, including consideration of Project Manager and Heritage Project Manager fees (some aspects may be confidential) – To be discussed during the confidential session.
- 31.7. The status of the Towns Fund Agreement for the Marina Theatre (confidential) – To be discussed during the confidential session.
- 31.8. A report from the Clerk regarding grounds maintenance, and in particular the following contract arrangements (confidential) – The report had been supplied and the Deputy Clerk advised it would only require confidential discussion if there were any questions. Councillors welcomed the progress report and did not have any questions.
- 31.9. Approving an extension to the licence granted to East Suffolk Council for repairs to the Jubilee Bridge (some aspects may be confidential) – To be discussed during the confidential session.

32. Assets, Inclusion and Development

- 32.1. An update on workshop and storage premises – An update had been provided in the Clerk’s report, as per item 31.8.
- 32.2. The potential transfer of land at the corner of Compass Street (confidential) – To be discussed during the confidential session.

33. Planning

- 33.1. The draft minutes of the Planning Committee meeting on 2 May 2023 – The draft minutes were received and noted. Those have now been approved.
- 33.2. Noting that the draft minutes and any recommendations arising from the meeting on 23 May 2023 will be received and considered at June’s Full Council meeting – This was noted.
- 33.3. A request from Cllr Jen Jones to join the Planning Committee – Cllr Green proposed approval of this request; seconded by Cllr Pearce; all in favour.
- 33.4. Appointing the Chair of the Planning Committee – Cllr Patience nominated Cllr Jones;

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seconded by Cllr Begum. Cllr Brooks noted that Cllr Jones had not previously been a member of the Planning Committee and training should be arranged. The Deputy Clerk advised training should take place in June and it would be beneficial for members to be familiar with reviewing plans and material and non-material considerations. All Councillors will have the opportunity to attend the training. There were no further nominations. Thirteen Councillors voted in favour; one Councillor abstained from the vote.

A comfort break was taken 19:56 and the meeting resumed 20:05

34. Reviewing and appointing representatives of the Council on other bodies, if not decided at the Annual Meeting

- Board of Trustees of Lowestoft Charity Board Charities (previous Trustees Cllrs Knight and E Youngman) – Cllr Patience advised this is a four year term and an appointed Trustee could still claim a seat on the Board even if they were no longer a Councillor. Cllr E Youngman wished to step down from her position on the Board. Cllr Pearce asked officers to contact Peter Knight as he may understand that he could only attend as the Town Council’s representative.
- CEFAS and Promoting Pakefield Group (previous representative Cllr Pitts, substitute Cllr Breakspear) – Cllr Pearce proposed Cllr Pitts as the representative and Cllr Breakspear as the substitute; seconded by Cllr Barker; all in favour.
- Cultural Leadership Group (previous representative Cllr Brooks, substitute Cllr Barker) – Cllr Barker stepped down from her position as substitute. Cllr Brooks did not think the group was continuing to meet. It was agreed that officers should determine the status of the group and report back to the next Full Council meeting.
- Cultural Quarter Working Group (previous representatives Cllr Brooks and the Clerk, substitutes Cllr Page and the Deputy Clerk) – Cllr Brooks did not think the group was continuing to meet, but was happy to remain as the representative. Cllr Pearce proposed Cllr Brooks as the representative and asked officers to determine the status of the group; seconded by Cllr Barker; all in favour.
- East Suffolk Community Safety Partnership (previous representative Cllr Lang, substitute Cllr Pearce) – Cllr Green proposed Cllr Pearce as the representative; seconded by Cllr Brooks. Cllr E Youngman proposed herself as the substitute seconded by Cllr Brooks. All Councillors voted in favour.
- East Suffolk Lines Community Rail Partnership (Line Group North) (previous representative Cllr Parker, substitute Cllr Butler) – Cllr Parker proposed himself as the representative; seconded by Cllr Pearce. Cllr Newsome proposed himself as the substitute; seconded by Cllr Breakspear. All Councillors voted in favour.
- Environment and Waste Working Group (previous representatives Cllrs Brooks, Newsome, Page and Parker) – The current representatives all confirmed they were happy to continue in their roles; seconded by Cllr Breakspear; all in favour. Cllr Pearce advised there was no upper limit on the number of representatives the Town Council could appoint.
- First Light Festival Environmental Task Force (new position, need representative and substitute) – Cllr Barker advised this had been discussed at a meeting of the Steering Group and it was a requirement of their funding to pay high regard to the climate and ecological emergency. Cllr Barker asked officers to find out more about the group and the Town Council’s representation on it.
- First Light Festival Steering Group (previous representatives Cllrs Barker and E Youngman) – Cllrs Barker and E Youngman both confirmed they were happy to continue their roles. Proposed by Cllr Pearce; seconded by Cllr Breakspear; all in

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favour.

- Friends of Fen Park (previous representative Cllr Newsome, substitute Cllr Lang) – Cllr Newsome confirmed he was happy to continue this role. Cllr Rappensberger advised she would be happy to be the substitute. Proposed by Cllr Pearce; seconded by Cllr Barker; all in favour.
- Gull Wing Stakeholders' Group (previous representative Cllr Barker, substitute Cllr Parker) – Cllrs Barker and Parker did not wish to continue their roles. Cllr Brooks proposed herself as the representative; seconded by Cllr Green. Cllr D Youngman proposed himself as the substitute; seconded by Cllr Pearce. All Councillors voted in favour.
- Heritage Action Zone Steering Group and Heritage Champions, High Street HAZ and Seafront Masterplan and London Road Lowestoft High Street HAZ (previous representatives Cllrs Patience and Taylor, substitute Cllr Begum) – The Deputy Clerk advised that the first HAZ had been completed. Cllr Patience advised he would like to continue his role. Cllr Parker advised he would like to join. Cllr Brooks considered that the representatives had not actively represented the Town Council and requested more reports back to Council where possible. Cllr Barker reminded all Councillors that representatives should provide written reports back to Council. Cllr Begum proposed Cllrs Parker and Patience as the representatives, with Cllr Brooks as the substitute; seconded by Cllr Pearce; all in favour. It was agreed to appoint representatives to the Town Hall Project Board and Marina Theatre Quarterly Management meetings, then defer the remaining representative roles to the next meeting.
- Town Hall Project Board (previous representatives Mayor, Deputy Mayor, Chairs of AID, Finance and Governance, Events and Communications, HAZ representatives and Place Board representatives) – Cllr Pearce suggested six named individuals should be appointed, and advised that representatives will need to be able to commit the time required by the role. Cllrs Barker, Brooks, Green, Patience, Pearce and E Youngman advised they would like to join, and an officer also attends the meeting. Cllr Pearce proposed approval; seconded by Cllr Brooks; all in favour.
- Marina Theatre Quarterly Management Meetings (previous representatives Cllrs Barker, Brooks, Pearce and the Clerk, or another officer to attend should the Clerk be unavailable) and the Marina Theatre Towns Fund Working Group (previous representatives Cllrs Barker, Brooks, Green and Pearce – It was agreed to merge the representative roles for the Marina Theatre Quarterly Management meetings and the Marina Theatre Towns Fund Working Group. Cllr Green stepped down from this role due to being an East Suffolk Councillor. Cllrs Barker, Brooks and Pearce advised they would like to continue their roles. Cllr Coleby advised he would like to join. Cllr Pearce proposed approval of Cllrs Barker, Brooks, Coleby and Pearce as the representatives, along with an officer representative; seconded by Cllr Barker; all in favour. On an interim basis it was agreed that the existing representatives should continue in their roles, and substitutes should become representatives if the representative is no longer a Councillor. Cllr Brooks advised that the Lowestoft and Plaisir Twinning Association meets regularly and has always welcomed representation from the Town Council. Cllr Brooks advised she would be happy to attend. Cllr Pearce proposed approval; seconded by Cllr Brooks; all in favour. At 20:29, Cllr Pearce proposed to suspend Standing Order 3y for thirty minutes, to enable the meeting to continue; seconded by Cllr Barker; all in favour.

Cllrs Parker and Patience left the meeting 20:30

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35. Date of next meeting

27 June 2023 at 18:30

36. Items for the next agenda and close

Councillors were advised to email any requests to the office.

The Deputy Clerk temporarily left the meeting 20:30 and returned 20:30

Cllr Brooks temporarily left the meeting 20:30

Cllr Green proposed moving the meeting into confidential session; seconded by Cllr Begum; all in favour. The Deputy Clerk reminded new Councillors that they were bound by the Code of Conduct when discussing confidential items.

37. Resolution to close the meeting to the public:

37.1. Any matters, including those above as required

31.6c. Progress with requesting funding from East Suffolk Council (some aspects may be confidential) – An update on the project financials was given.

Cllr Brooks returned 20:34

The Project Manager advised that the Clerk had asked her to put a proposal together to go to East Suffolk Council. Cllr Pearce proposed to continue with the current funding streams as mentioned earlier and to follow the advice from the Senior Grants Manager regarding the application to the National Lottery Heritage; seconded by Cllr Barker; all in favour.

31.6d. Any final issues which are not covered by existing delegations and require Full Council decision, including consideration of Project Manager and Heritage Project Manager fees (some aspects may be confidential) – The Project Manager asked the Council to consider delegating authority to the Project Board to determine the fee structure, and advised it would not exceed the existing project budget. Cllr Pearce advised the increase would be met from the underspend on other project fees. Cllr Pearce proposed to approve the request to delegate authority to the Project Board to determine the fee structure, using the underspend from other project fees, subject to it not increasing the overall budget; seconded by Cllr Brooks; all in favour. The Project Manager asked the Council to consider approving an increase in the ask to the National Lottery Heritage Fund. Cllr Pearce proposed approval, on the basis that the Town Council's contribution remains as previously agreed in principle. Smaller funding opportunities can be explored for environmental aspects. Cllr Pearce clarified that approval of an increased budget does not automatically approve authorisation of the expenditure. Cllr Barker seconded the proposal and all Councillors voted in favour.

31.7. The status of the Towns Fund Agreement for the Marina Theatre (confidential) – There was no update and it was agreed to defer this item to the next meeting.

31.9. Approving an extension to the licence granted to East Suffolk Council for repairs to the Jubilee Bridge (some aspects may be confidential) – Cllr Pearce proposed to approve the extension to the Licence for six months and a delegation to the Clerk to agree a new Licence on the same terms at the end of the six month extension, without the need for it to be brought back to Council for consideration; seconded by Cllr Brooks.

Cllr E Youngman temporarily left the meeting 20:49

Cllr Brooks queried whether the shared cycle path and footpath could be opened. The Deputy Clerk will check this with the Project Manager. The vote was taken and all Councillors voted in favour.

32.2. The potential transfer of land at the corner of Compass Street (confidential)

Cllr E Youngman returned 20:51

Cllr Pearce proposed that the Town Council should not accept transfer of this land at the present time.; seconded by Cllr Coleby; eleven Councillors voted in favour; one Councillor abstained from the vote.

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The meeting was closed at 21:00.



Signed:

27 June 2023