

Lowestoft Town Council

Full Council Meeting

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

18:30 on 27 June 2023

MINUTES

Present: Cllrs Sonia Barker (Chair), Robert Breakspear, Wendy Brooks, Neil Coleby, Janet Craig, Jen Jones, Paul Page, Graham Parker, Andy Pearce, John Pitts, Bernadette Rappensberger, Deborah Ray, Nick Webb and Elise Youngman

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

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

38. Welcome

The fire evacuation procedure and public right to report were explained, and the meeting was welcomed. Cllr Barker offered her thanks to Councillors and officers for the support she had received since being elected as Mayor. Cllr Barker reminded Councillors that the Communications Officer circulates an update for Councillors every Friday and has been asked to include the Mayor's column which appears monthly in the Lowestoft Journal.

39. Apologies for absence from any Councillors not in attendance

Apologies were received from Cllrs Nasima Begum, Alan Green, Keith Patience and David Youngman, with reasons provided. Cllr Jack-Arthur Smith had advised he may be late or unable to attend at all and had provided a reason. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Parker; all in favour.

40. Declarations and dispensations

40.1. Accepting Declarations of Acceptance of Office signed since the previous Full Council meeting, or accepting them at a later date – Cllrs Ray and Smith had signed their Declarations since the last Full Council meeting. The Clerk confirmed all Declarations had now been signed.

40.2. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda – Cllr Brooks declared an interest in item 45.4 and declared she is an appointed representative to the Marina Theatre quarterly management meetings. Cllr Craig declared she is a member of East Suffolk Council. Cllr Pearce declared he is an appointed representative to the Marina Theatre quarterly management meetings and the Town Hall Project Board, he is the Chair of the Gunton Residents' Association and the current appointed representative to the Lowestoft Kittiwake Partnership. Cllr Parker declared he is a member of East Suffolk Council and the Vice Chair of the Gunton Residents' Association. Cllr E Youngman declared she is an appointed representative to the Town Hall Project Board. Cllr Pitts declared an interest in item 45.2a. Cllr Brooks declared an interest in item 45.2a and 53.5. Cllr Barker declared she is an appointed representative to the Marina Theatre quarterly management meetings, the Town Hall Project Board, a member of Suffolk Wildlife Trust and had been involved with item 45.2a. Cllr Brooks declared she is a member of Suffolk Wildlife Trust.

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

41. The draft minutes of the Annual Meeting on 16 May 2023 and the draft minutes and confidential note of the Full Council meeting on 23 May 2023

Cllr Brooks proposed to approve the minutes of the meetings on 16 and 23 May; seconded by Cllr Parker; all in favour.

42. Public forum

Cllr Barker advised item 45.2a would be brought forward. The member of the public gave the history of the matter and explained the difficulties he had experienced in dealing with other

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authorities. A thirty percent crown reduction had been approved in May 2022 by another authority but the work was never undertaken due to the issue of land ownership. Lowestoft Town Councillors had since undertaken site visits and there was general agreement that the trees could potentially pose a health and safety risk. An Arborist had proposed to cut 1.5 metres from the branches on one of the trees and 2.5 metres from the other. The member of the public did not consider this to be sufficient, given the overhang onto the public highway and neighbouring properties, particularly as a thirty percent crown reduction had been previously approved. The member of the public thanked the Town Council for its support.

45.2a. Taking ownership of land at Uplands Road North, with appropriate due diligence of registering and surveying the land to be carried out – Cllr Pearce identified that the main issue, as confirmed by officers and legal advices, is that the Town Council must have a legal premise to progress taking on ownership of the land, as the General Power of Competence would not apply in these circumstances. Cllr Pearce understood the Council could move to occupy the land pursuant to claiming ownership, or could choose to ‘un-occupy’ the land following completion of the tree works. It is understood that the land is unregistered, but an attempt to register it would give an opportunity for any landowner to come forward. Cllr Pearce proposed to proceed with occupying the land, ensuring compliance with the legal advice in how to do this, including installing fencing and signage and cutting the grass. Assuming there is no legal challenge, the tree works should be undertaken on an agreed basis and if the land is occupied for any length of time, precautionary ground surveys should be carried out. A separate meeting should be arranged to consider whether to ‘un-occupy’ the land or continue to occupy it with a view to claiming ownership after twelve years. Cllr Brooks seconded the proposal and all Councillors voted in favour. Cllr Brooks enquired as to a timescale for works to start. Cllr Pearce asked officers to seek indicative costs for the signage, fencing, grass cutting and tree works to be considered by the Finance and Governance Committee.

The member of the public left the meeting 18:54

Cllr Breakspear temporarily left the meeting 18:54

43. Any requests from Councillors to join Committees

Individual requests had been separately added to the agenda.

44. Finance and Governance

44.1. The draft minutes of the Finance and Governance Committee meetings on 23 May and 12 June 2023 – The draft minutes were received and noted.

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

44.2a. Adopting the Adverse Weather Policy – Cllr Pearce proposed to adopt the Adverse Weather Policy and Anti-Harassment and Bullying Policy; seconded by Cllr Brooks; all in favour.

44.2b. Adopting the Anti-Harassment and Bullying Policy – This was considered with the previous item.

44.2c. The lease for the War Memorial Museum (confidential) – To be discussed during the confidential session.

44.3. Amending the meeting schedule of the Finance and Governance Committee – Officers had been asked to email all members to seek their availability for a scheduled which suited all members.

Cllr Breakspear returned 18:56

Of the members who had responded, there was a preference for the Committee to meet on the second Tuesday of the month at 11:00. Cllr Parker requested 10:30 instead. Cllr Coleby queried whether this would prevent the Committee deciding its own schedule, and was advised by Cllr Pearce that Full Council had approved the provisional meeting schedule. Cllr Brooks proposed approving an amendment to the Finance and Governance

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Committee's meeting schedule for it to meet on the second Tuesday of the month at 10:30, with the next meeting being Tuesday 11 July at 10:30; seconded by Cllr Pearce; twelve Councillors voted in favour; two Councillors abstained from the vote.

44.4. Receipt and consideration of the following:

44.4a. 2023 – 2024 budget and reserves – Cllr Pearce noted that Rosedale Park had been referenced twice on the CIL budget, with one entry of £41,000 and another of £43,000. Cllr Pearce requested clarification at the next Finance and Governance Committee that the entries had not been duplicated.

44.4b. Any bank reconciliations – The Clerk advised that March's had been completed and April and May's had been passed to the Councillor bank reconciliation signatory.

44.4c. Payments and income for the month ending 31 May 2023 and June 2023 to date (see schedules) – Cllr Pearce proposed to approve the income and expenditure reports as below; seconded by Cllr E Youngman; all in favour:

Table 1 May and June Payments

Date	Payment to	Description	Amount
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
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

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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
1 June 2023	Npower Ltd	Ken Gardens electric May	£86.93
1 June 2023	East Suffolk Council	Links Road car park NNDR	£196
1 June 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104
1 June 2023	East Suffolk Council	Hamilton House NNDR	£996
5 June 2023	Fuel Card Services Ltd	Van fuel	£85.24 + £17.05 VAT = £102.29
6 June 2023	Suffolk Pension Fund	Pensions May 2023	£11,386.05
7 June 2023	St John Ambulance	King's Coronation first aid	£253.44
7 June 2023	Ernest Doe & Sons Ltd	Stihl RMA 765V mower	£3,310.80
7 June 2023	Broadland Security Alarms	Gunton Hall fire extinguishers	£267.60
7 June 2023	Rialtas Business Solutions Ltd	Year end closedown	£906
7 June 2023	Wicksteed Leisure Ltd	Sparrows Nest play area	£61,625.93
7 June 2023	Screwfix	PC locks x8	£438
7 June 2023	Happy Drains Ltd	Gunton Hall drain clean	£150
7 June 2023	A12 Pest Management	Normanston pest management	£140
7 June 2023	B&B Skip Hire Ltd	Skip hire	£631.20
7 June 2023	Cloudy Group Ltd	Cloudy IT setup	£3,401.70
7 June 2023	Zurich Municipal	Play equipment insurance	£145.16
7 June 2023	Mulberry & Co	Year end internal audit	£361.02
7 June 2023	Ernest Doe & Sons Ltd	Ariens Apex 48R	£7,080
9 June 2023	Re-Utilise	Pride event craft supplies	£50
9 June 2023	Lauren Elliott	Parking reimbursement	£13.32 + £2.68 VAT = £16

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9 June 2023	Momentum Consulting Engineers	P/Ledger electronic payment	£593.28
9 June 2023	Wicksteed Leisure Ltd	Play equipment R&M parts	£124.15
9 June 2023	6 Alpha Associates Ltd	UXI threat & risk assessment	£1,080
9 June 2023	Another Angle Studio	TH artwork design	£1,250
9 June 2023	Harriet Foster	TH heritage project	£2,562.50
9 June 2023	The Grit	TH The Grit room hire	£150
9 June 2023	Under Open Sky Ltd	TH Creates project	£1,155
9 June 2023	Direct365Online Ltd	30x toilet roll dispenser	£1,083.60
9 June 2023	Newsquest Media Group Ltd	Pride event public notice ads	£253.55
12 June 2023	Fuel Card Services Ltd	Van fuel	£31.59 + £6.32 VAT = £37.91
13 June 2023	C&C Consulting Services Ltd	H&S support	£49.50 + £9.90 VAT = £59.40
13 June 2023	Waveney Norse Ltd	Grounds maintenance equipment	£3,870
16 June 2023	Credit Card Account	Credit card purchases	£969.71
19 June 2023	Chris Meek	Market TEN, key cutting, mops, meeting expenses, stamps reimbursements	£92.05 + £3.83 VAT = £95.88
19 June 2023	Sarah Foote	Postcrete, toilet plunger, keys, parking, travel reimbursements	£128.85 + £25.80 VAT = £154.65
19 June 2023	Lauren Elliott	Travel and parking reimbursements	£12.11 + £1.84 VAT = £13.95
19 June 2023	Sonia Barker	Mayoral travel reimbursement	£10.80
19 June 2023	C&C Consulting Services Ltd	H&S support Oct 22 – Sep 23	£934.92
19 June 2023	Need2Store Ltd	Civic artefact storage	£240
19 June 2023	Jess Johnston	Town Hall project expenses	£105.58
19 June 2023	Jess Johnston	TH heritage engagement	£1,778.76
19 June 2023	The Marina Theatre Trust	Boiler service and moth works	£648
19 June 2023	MossKing Associates Ltd	TH development phase April 23	£4,737.15
19 June 2023	Suffolk Assn. of Local Councils	Councillor training	£72
19 June 2023	Britannia Archaeology Ltd	TH WSI production	£1,146
19 June 2023	The Audience Agency	TH spectrum report	£660
19 June 2023	Henry's Beard Crew Catering Ltd	TH catering consultancy April	£648
19 June 2023	Paperworks (Books and Prints)	TH virtual town project	£815
19 June 2023	KMC Transport	TH transport and parking survey	£4,800
19 June 2023	Zurich Municipal	Luton van insurance	£538.76
19 June 2023	PLB Projects Ltd	TH project delivery fees	£29,429.40
19 June 2023	Liz Ballard	TH development project	£1,320

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19 June 2023	Liz Ballard	TH development project	£92.78
19 June 2023	Britannia Archaeology Ltd	TH archaeology services	£1,924.08
19 June 2023	HAT Projects Ltd	TH development RIBA Stage 3	£21,489.90
19 June 2023	Waveney Norse Ltd	Bin emptying Apr – Jun	£468
19 June 2023	MossKing Associates Ltd	TH development project Feb – Mar	£3,723.50
19 June 2023	Lowestoft Men's Shed	Town sign refurbishment	£140
19 June 2023	6 Alpha Associates Ltd	TH unexploded ordnance survey	£1,140
21 June 2023	HMRC	HMRC May 2023	£11,314.42
21 June 2023	Npower Ltd	Denes Oval electric May	£651.50
21 June 2023	Npower Ltd	Normanston Park electric May	£339.39
21 June 2023	Npower Ltd	Ken Gardens electric May	£129.06
21 June 2023	Npower Ltd	Lo Cem PC electric May	£108.88
21 June 2023	Npower Ltd	Town Hall electric May 23	£767.80
21 June 2023	Npower Ltd	Pakefield St PC electric May	£97.69
21 June 2023	British Gas	P/Ledger electronic payment	£97.99
21 June 2023	East Point Business Services	HH service charge Q2	£9,109.50
23 June 2023	Salaries	Salaries June 2023	£28,740.11
23 June 2023	TS Electrical (Buckingham) Ltd	Laptop PAT testing	£48
23 June 2023	Cloudy Group Ltd	Business fibre March	£66
23 June 2023	Cloudy Group Ltd	IT service charge June	£1,116.47
23 June 2023	Cloudy Group Ltd	IT service charge Apr	£109.44
23 June 2023	Waveney Norse Ltd	Partnership charge June 2023	£19,888.80
23 June 2023	Northumbrian Water Group Ltd	Legionella monitoring May 23	£769.79
23 June 2023	East Point Business Services	IT service charge Apr	£1,292.40
23 June 2023	Cloudy Group Ltd	IT service charge May	£974.87
23 June 2023	East Point Business Services	HH capital repayment Q2	£4,028.88
23 June 2023	Waveney Norse Ltd	Partnership charge April 2023	£32,733.60
23 June 2023	East Point Business Services	Supply & fit data cabling	£633.60
23 June 2023	Waveney Norse Ltd	Partnership charge May 2023	£32,733.60

Table 2 May and June Receipts

Date	Received From	Description	Amount
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
2 June 2023	Tenant	rental income from tenant	£300
7 June 2023	R Woodgate	Whitton Hall hire	£142

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9 June 2023	Tenant	Rental income from tenant	£300
12 June 2023	Tenant	Rental income from tenant	£213.16
13 June 2023	Tenant	Rental income from tenant	£177
14 June 2023	Tenant	Rental income from tenant	£126

44.4d. Payments for approval – There were none.

44.5. Any audit matter including the following:

44.5a. The internal audit report – The Clerk advised that the report had been received from Mulberry and Co and was the first full end of year internal audit report they had provided to the Town Council, which had been circulated for this meeting and the Finance and Governance Committee meeting. The Clerk considered it a comprehensive report and was pleased with the degree to which the Internal Auditor had analysed the accounts in the first interim audit. Cllr Pearce proposed to accept the report; seconded by Cllr Barker; all in favour.

44.5b. The Annual Governance and Accountability Return (AGAR) for 2022 – 2023 and associated papers and processes for external audit, including:

44.5bi The internal audit report (AGAR) – The Clerk advised this is the internal audit document included in the AGAR documents, and had been completed by the same Auditor who had undertaken the internal audit as per item 44.5a. The Auditor reviewed the annual return the Town Council made on its accounts and within that assessed the Town Council's compliance and proper practices in line with the Governance and Accountability Guide. The Auditor had signed the full list of statements signed to confirm everything was acceptable and in order. Cllr Pearce proposed to accept the internal audit report (AGAR); seconded by Cllr Webb; all in favour.

44.5bii The Annual Governance Statements (Section 1 AGAR) – The Clerk advised that in the same way the Internal Auditor has assessed the Town Council's compliance, the Town Council also has to confirm its own compliance through agreement with a series of statements. The Clerk read out each of the statements. Cllr Brooks queried use of the word 'adequate' in one of the statements and the Clerk confirmed the statements were essentially to confirm compliance with the law. Cllr Pearce proposed approval of all the Annual Governance Statements (Section 1 AGAR) as read out by the Clerk; seconded by Cllr Brooks; all in favour. The Clerk duly ticked each statement to confirm the Council's compliance and the form was duly signed by the Mayor and Clerk.

44.5biii The Accounting Statements (Section 2 AGAR) and note the associated papers, including significant variations and bank reconciliation – The Clerk advised these had been circulated and included with the internal audit report previously. Cllr Brooks proposed to approve the Accounting Statements (Section 2 AGAR) and note the associated papers, including significant variations and bank reconciliation; seconded by Cllr Webb; all in favour. The Accounting Statements, which had been signed in advance by the Responsible Financial Officer (the Clerk), were duly signed by the Mayor.

44.6. The redevelopment of the Town Hall:

44.6a. A report from the Project Board – The Clerk advised that the update had only just been received and had been circulated. Councillors were advised to read the update and raise any queries with the Clerk to take forward with the Project Manager.

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- 44.6b. An update on the commissioning of a stage one dry rot risk management survey – Cllr Pearce advised that the commissioning of the survey had been approved by the Finance and Governance Committee. The Clerk advised that the survey had been undertaken that day and a report would follow. A bat survey had also been undertaken prior to this.
- 44.6c. Whether to pursue an Expression of Interest in Arts Council England funding – Cllr Pearce advised that preparatory work had taken place but no delegation for the expression of interest or application for funding to be submitted had been agreed. Cllr Pearce proposed to approve the submission of an expression of interest by the relevant members of the project team who are working on it. Cllr Pearce requested a placeholder item on the next Full Council to consider approval of submission of an application for funding and who will work on the submission, should the Town Council receive an invitation to bid. Cllr Brooks suggested this could be used to look at the acquisition of artwork locally to display in the Town Hall. Cllr Pearce clarified that the purpose of the funding would be to try to reduce the Town Council's potential liability towards the capital costs of the heritage gallery, rather than acquisition of the content. Cllr Coleby suggested seeking local subject matter experts to help the Town Council form its application, should it receive an invitation to bid. Cllr Brooks seconded Cllr Pearce's earlier proposal and all Councillors voted in favour.
- 44.6d. Progress with requesting funding from East Suffolk Council (some aspects may be confidential) – The Project Manager is compiling a proposal in the next two weeks which pursues the wish of this Council to request a contribution. In response to a query from Cllr Brooks, the Clerk confirmed that this would be a request for general funding towards the project, rather than for a specific purpose.
- 44.6e. Approval of urgent degradation works identified and specified by the Conservation Architect, but which are out of project scope, with an appropriate budget and delegation – Cllr Pearce confirmed that the works would be outside of the grant funded project, but had been recommended by the Conservation Architect and endorsed by the Lead Architect. Costs were estimated at £43,000 and works were considered urgent to prevent the continuing deterioration of the fabric of the building. Costs would likely increase significantly over the coming years. The advantage of this and dry rot survey being undertaken now would be that the results could be incorporated into the RIBA Stage 4 design proposal report to the National Lottery. Cllr Pearce understood that just over £50,000 was available in the Town Hall repairs and maintenance budget and estimated an additional £10,000 would be required on top of this, given the cost of the reports and the degradation works. Given the urgency of the works and the risk, Cllr Pearce proposed approval to commission the urgent degradation works and to delegate authority to the Finance and Governance Committee to determine the budget allocation, should the total cost of the reports and these works exceed the Town Hall repairs and maintenance budget; seconded by Cllr Coleby; all in favour.
- 44.6f. Communication between officers, the project team and Full Council going forward, including reviewing existing delegations, both prior to and following the decision on delivery phase funding – Cllr Pearce proposed that this is considered over the summer, ahead of the decision on funding, either in a Full Council meeting, via an Extraordinary Meeting or via a Zoom meeting. A clear system of delegations had been approved during the development phase, which Council could consider approving again for the delivery phase. This phase will involve the recruitment of employees, which will be Lottery funded initially. The employees will need to be directed by the Project Manager on day to day activities, but human resources matters, training and appraisals, etc, will be handled by the Town Council. There will need to be a discussion on how this will be managed. A point of contact may

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need to be identified within the staff team to enable prompt decision making. Cllr Barker highlighted the need for clear lines of communication externally as well. Cllr Brooks would like the Town Council to have more influence on the people it has employed to work on its behalf.

Cllr E Youngman temporarily left the meeting 19:34

Cllr Pearce agreed that recruitment should also be overseen by the Town Council.

Cllr E Youngman returned 19:36

Cllr Coleby seconded Cllr Pearce's earlier proposal and all Councillors voted in favour.

44.7. Public toilets:

44.7a. A quotation for the Fen Park toilets – With regard to items 44.7a and 44.7b, the Clerk advised that officers were seeking updated quotes. Cllr Pearce understood that only one quotation had been received for Fen Park when approval had been given in February, but that contractor subsequently withdrew. No quotations from any other contractors had previously been considered or approved. Cllr Coleby proposed this could be referred to the next meeting of the Assets, Inclusion and Development (AID) Committee, if the refreshed quotes do not exceed the previously agreed budget. Cllr E Youngman requested a reissue of the agenda to include this, but it was acknowledged that the meeting was less than a week away. Cllr Pearce seconded Cllr Coleby's proposal and requested an amendment to give the AID Committee delegated authority to approve a quotation providing it does not exceed £107,500, which would be half of the total agreed budget for the Fen Park and Triangle Market toilets. If the refreshed quotes are not received in time for the AID Committee meeting, an Extraordinary Full Council meeting should be convened as soon as they are received. Cllr Coleby agreed to amend his proposal and all Councillors voted in favour.

44.7b. Quotations for repairs to the Pakefield Street toilets – Cllr Pearce understood this had already been approved in principle, and prickly planting had also been approved for the area adjacent to the toilets. The Clerk advised that officers were seeking refreshed quotes. Cllr Pearce proposed to provisional approval, with delegated authority to officers to progress the works, providing the refreshed quotes are within fifteen percent of the original quotes. If they exceed fifteen percent they will need to be brought back to Full Council to consider. Cllr Barker seconded the proposal and all Councillors voted in favour.

44.7c. Additional information from the contractor regarding the Triangle Market toilets – The Clerk advised that a delegation had been agreed for Councillors to make a decision via email, but Councillors were still not satisfied with the level of detail provided by the contractor. Additional information had been requested and would be circulated once received. Cllr Pearce proposed to add an item to the reissued AID Committee agenda to consider under delegation, or if the information is not received in time for an Extraordinary Full Council meeting to be convened; seconded by Cllr Brooks; all in favour.

44.8. The Marina Theatre:

44.8a. Progress with the Towns Fund Agreement for improvement works (confidential) – To be discussed during the confidential session.

44.8b. The lease and funding (confidential) – To be discussed during the confidential session.

44.9. An update on the lease and other arrangements for securing outdoor storage and workshop facilities (confidential) – The Clerk advised that a surveyor was being appointed to assess the site and draw up plans of the Council's requirements, in order to help progress the head of terms and lease.

45. Assets, Inclusion and Development

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- 45.1. The draft minutes of the Assets, Inclusion and Development Committee meetings on 24 May and 5 June 2023 – The draft minutes were received and noted.
- 45.2. The following recommendations from the Assets, Inclusion and Development Committee:
 - 45.2a. Taking ownership of land at Uplands Road North, with appropriate due diligence of registering and surveying the land to be carried out – This item had been considered earlier in the meeting.
 - 45.2b. A new three year contract for Christmas lights using the existing lights – Cllr Pearce advised that the Council was in its final year of its contract with the current provider.

Cllr Brooks temporarily left the meeting 19:56

Some new lights had been purchased at the beginning of the new contract term. Cllr Pearce proposed approving a new three year contract with the existing provider to commence from the expiry date of the current contract; seconded by Cllr E Youngman; all in favour.

- 45.3. A request from Cllr Jack-Arthur Smith to join the Assets, Inclusion and Development Committee – Cllr Pearce proposed approval of this request; seconded by Cllr Jones; all in favour.
- 45.4. Any recommendations from the Parks and Open Spaces Sub-Committee regarding approval of quotations for the refurbishment of the Cotman Close play area and installation of new equipment at the Normanston Park play area (some aspects may be confidential)

Cllr Brooks returned 19:58

To be discussed during the confidential session.

- 45.5. Any recommendations from the Community Safety Sub-Committee on the scheduling of its meetings – Cllr Pearce proposed asking the AID Committee as the parent Committee to decide the meeting schedule at its next meeting, with officers to email members again in the interim to see if a consensus can be reached; seconded by Cllr E Youngman; all in favour.
- 45.6. Further security provision at the Sparrows Nest Bowls Club matches beyond 5 July 2023 – Cllr Brooks advised that the Police have been making regular visits and signs were installed but have since been vandalised. Cllr Brooks would be opposed to the suggestion of installing fencing, which will be considered by the AID Committee. The Police presence has been welcomed by the Club and some of the culprits have been identified. Cllr Brooks would like see more efforts to encourage young people to take up bowls. Cllr Pearce reported that the Club is exploring options for CCTV and will be reimbursed by the Council up to an agreed maximum sum. Cllr Pearce considered the Council to have a legal responsibility to promote law and order and a moral responsibility to ensure assets can be accessed and used safely by the public. The Police cannot guarantee a presence at every match. Cllr Pearce proposed to fund private security for Sparrows Nest Bowls Club matches in July, then decide at July's Full Council meeting whether to extend this beyond July. Cllr E Youngman suggested to extend this through the summer holidays. Cllr E Youngman seconded Cllr Pearce's proposal and all Councillors voted in favour. Cllr Pearce clarified that his proposal was to fund private security at Sparrows Nest Bowls Club matches in July and August; seconded by Cllr Pitts; all in favour. Cllr Pearce requested the addition of an item to the AID agenda to give early consideration to a community space for young people in Sparrows Nest.
- 45.7. Proposals for improvements to the site adjacent to the Triangle Market – Cllr Brooks considered that the current proposals lacked purpose and did not adequately represent the public feedback for a green space. Cllr Brooks proposed to seek alternative designs; seconded by Cllr Pearce. Cllr Pearce reported that the feedback was a combination of open green space and event space. Cllr Pearce would be supportive of retaining the trees if safe to do so. Provision for cycle storage was welcomed in an appropriate location. The

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vote on the earlier proposal was taken and all Councillors voted in favour.

45.8. A request for the Town Council to purchase a piece of land (confidential) – To be discussed during the confidential session.

46. Planning

46.1. The draft minutes of the Planning Committee meetings on 23 May and 6 June 2023 – Th draft minutes were received and noted.

46.2. A request from Cllr Jack-Arthur Smith to join the Planning Committee – Cllr Jones proposed approval of this request; seconded by Cllr Pearce; all in favour.

46.3. A request from the Planning Committee to amend its meeting schedule to the second and fourth Thursdays of the month at 18:45 – Cllr Pearce proposed approval of this request; seconded by Cllr Jones; all in favour.

47. Climate and Ecological Emergency

47.1. The draft minutes of the Climate and Ecological Emergency Committee meeting on 25 May 2023 – The draft minutes were received and noted.

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

47.2a. Writing a letter to East Suffolk Council regarding street cleaning on London Road North – Cllr Brooks did not consider the draft letter to be strong enough. Cllr Brooks reported that Lowestoft Vision had recently employed an officer who would be overseeing the cleaning schedule on London Road North. Cllr Page thanked officers for drafting the letter and agreed the wording should be strengthened. Cllr Page also considered the issue to extend to the state of derelict properties, which seemed to be at odds with the talk of investment in the town centre. Cllr Pearce requested inclusion of a statement in the letter that the level of street cleaning in the town should match the talk of investment in the town centre. Capital grant funding will not achieve regeneration without directly funded maintenance and upkeep to ensure sustainability. Two of the key aims of the various HAZ and Towns Fund projects are to drive regeneration by attracting footfall and inward investment. Filthy streets and fly tipping are a deterrent to both and therefore threaten the core outcomes of the regeneration project. Cllr Pearce proposed including a statement to that effect in the letter; seconded by Cllr Page; all in favour. Cllr Pearce clarified that funding from the Lowestoft Kitiwake Partnership was not to subsidise another authority for its contractual cleaning responsibilities.

47.2b. Re-initiating quarterly meetings with East Suffolk Council – Cllr Page advised that the Committee considered now to be a good time to re-initiate the meetings, given the change of administration at East Suffolk Council and may particularly align with what the Town Council is trying to achieve with regard to the climate and ecological emergency. Cllr Page proposed to approve this recommendation; seconded by Cllr Pearce. Attendees at the meeting will likely depend on the agenda, which Cllr Pearce suggested should be items of mutual interest between the two authorities. At 20:30, Cllr Pearce suggested arranging a separate meeting to consider item 52.1. Cllr Barker suggested bringing that item forward on the agenda. Cllr Brooks suggested that the current representatives should continue in their roles for the time being. Cllr Pearce proposed suspending Standing Order 3y for a maximum of thirty minutes to enable the meeting to continue; seconded by Cllr Page; all in favour. The vote on Cllr Page's earlier proposal was taken and all Councillors voted in favour.

A comfort break was taken 20:33 and the meeting resumed 20:40

47.2c. Requesting a meeting with the Leader of East Suffolk Council – Cllr Pearce suggested this could be combined with item 48 and included in the first quarterly meeting if both are able to attend.

Cllr E Youngman returned 20:42

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Cllr Pearce advised that the Leader of East Suffolk Council has the East Suffolk brief for Parish Council liaison. The meeting with the Chief Executive was requested specifically to discuss decisions made by officers under delegated authority. Cllr Pearce proposed to include this item and item 48 in the first quarterly meeting with East Suffolk Council, depending on the availability of the Chief Executive and Leader; seconded by Cllr Webb. Cllr Brooks considered it important for them both to visit Lowestoft and requested an in-person meeting where possible. The vote was taken and all Councillors voted in favour.

48. Requesting a meeting with the Chief Executive of East Suffolk Council

This item had been considered with the previous item.

It was agreed to bring forward item 52.1 on the agenda.

52.1. Reviewing and appointing representatives of the Council on other bodies

- **Board of Trustees of Lowestoft Charity Board Charities** – Cllr Page volunteered. Cllr Pearce proposed to appoint Cllr Page; seconded by Cllr Jones; all in favour. Cllr Pearce volunteered as substitute. Cllr Barker proposed to appoint Cllr Pearce as substitute; seconded by Cllr Jones; all in favour.
- **Cultural Leadership Group** – Cllr Brooks volunteered to continue her current representative role if the group still meets; seconded by Cllr Webb; all in favour. It was agreed to request a meeting schedule when officers notify them of Cllr Brooks' appointment. Cllr Brooks noted that the Cultural Quarter Working Group had disbanded.
- **First Light Festival Environmental Task Force** – Cllr Brooks nominated Cllr Ray; seconded by Cllr Page; all in favour. Cllr Brooks nominated Cllr Page as the substitute; seconded by Cllr Webb; all in favour.
- **First Light Festival Steering Group** – Cllrs Barker and E Youngman advised they would like to remain in their representative roles. Cllr Pearce proposed to appoint Cllrs Barker and E Youngman as the representatives; seconded by Cllr Webb; all in favour. Any Councillor wishing to be considered as a substitute representative was asked to contact officer.
- **Jack Rose Old Lowestoft Society** – Cllr Pearce advised he was a Committee member and therefore could not be appointed as the representative. Cllr Pearce nominated Cllr Coleby; seconded by Cllr Jones; all in favour. Cllr Rappensberger advised she would be happy to be the substitute representative; seconded by Cllr Pearce; all in favour.
- **Joint Coastal Projects Board** – Cllr Brooks advised she had been attending meetings and would like to continue; seconded by Cllr Pearce; all in favour. Cllr Brooks nominated Cllr Craig as the substitute. Cllr Craig declined. Cllr Ray volunteered. Cllr Pearce proposed appointing Cllr Ray as the substitute representative; seconded by Cllr Rappensberger; all in favour.
- **Kindertransport Statue Working Group** – Cllr Pearce advised there was no fixed or maximum number of Councillors who could join this Group. Cllrs Barker, Breakspear, Brooks, Coleby Parker, Pearce, Pitts, Webb and E Youngman would like to join, and it was agreed to also include Cllr Patience as he had been a member previously. At 21:00, Cllr Pearce proposed to suspend Standing Order 3y for thirty minutes to enable the meeting to continue; seconded by Cllr Barker; all in favour.
- **Kirkley People's Forum** – Cllr Pearce nominated Cllrs Newsome and Rappensberger as the representatives, with Cllr Smith as the substitute, should he be willing to do so; seconded by Cllr Coleby. Cllr Rappensberger noted she was intending on attending the meetings as a resident anyway and it was agreed this should not be an issue. The vote was taken and all Councillors voted in favour.

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- **Kirkley Pocket Park Group** – Cllr Brooks understood that the pocket park had been achieved and did not consider it to require three Councillor representatives any longer. Cllr Pearce nominated Cllr Newsome as the representative, with Cllr Rappensberger as the substitute representative; seconded by Cllr Webb; all in favour.
- **Lowestoft and District Allotment Association** – Cllr Pearce advised that the Association would be happy with two representatives from the Town Council, and nominated Cllrs E Youngman and Coleby; seconded by Cllr Barker; all in favour. Cllr Brooks stood down from her role as substitute representative.
- **Lowestoft and Northern Parishes Community Partnership** – Cllr Parker nominated Cllr Pearce as the representative; seconded by Cllr Page; all in favour. The Project and Committee Clerk confirmed the Town Council has two voting places on the Partnership. Cllr Pearce nominated Cllr Coleby as the second representative; seconded by Cllr Barker; all in favour.
- **Lowestoft and Plaisir Twinning Association** – Cllr Pearce nominated Cllr Brooks as the representative; seconded by Cllr Webb; all in favour. Cllr E Youngman nominated herself as the substitute; seconded by Cllr Pearce; all in favour.
- **Lowestoft Flood Risk Management Project's Strategic Steering Group** – The Project and Committee Clerk advised that Cllr Patience had indicated he would like to be considered for the representative role. Cllr Pearce nominated Cllr Patience as the representative; seconded by Cllr Webb; all in favour. Cllr Ray nominated herself as the substitute; seconded by Cllr Pearce; all in favour.
- **Lowestoft Food Network** – Cllr Pearce nominated Cllr Begum as the representative, if she is happy to continue in the role, and nominated himself as the substitute; seconded by Cllr Page; all in favour.
- **Lowestoft in Bloom** – Cllr Pearce nominated Cllr Brooks as the representative; seconded by Cllr Webb; all in favour. No substitute representative was appointed.
- **Lowestoft Kittiwake Partnership** – Cllr Pearce nominated himself as the representative; seconded by Cllr Parker; all in favour. No substitute representative was appointed.
- **Lowestoft Museum** – Cllr Pearce nominated Cllr Pitts as the Trustee; seconded by Cllr Webb; all in favour.
- **Lowestoft Place Board** – Cllr Pearce nominated Cllr Patience as the representative and Cllr Craig as the substitute representative; seconded by Cllr Parker. Cllr Craig declined to accept the substitute representative role. Cllr Brooks was concerned that Lowestoft Town Councillors who are also East Suffolk Councillors may be conflicted in this role. The vote was taken and thirteen Councillors voted in favour; one Councillor voted against.
- **Lowestoft Sea Festival and Smack Race** – It was noted this was a one time event.
- **Lowestoft South Pier Ltd's Management Committee** – Cllr Pearce nominated himself as the representative, with Cllr Green as the substitute representative, if he is happy to accept this role; seconded by Cllr Parker; all in favour.
- **Lowestoft Vision** – Cllr Parker nominated Cllr Begum as the representative; seconded by Cllr Pearce. Cllr Pitts nominated Cllr Brooks as the representative; seconded by Cllr Breakspear. Seven Councillors voted in favour of Cllr Begum and seven Councillors voted in favour of Cllr Brooks. Cllr Barker used her casting vote and voted in favour of Cllr Begum. It was agreed to appoint a substitute representative at the next meeting and request a schedule of meetings.
- **Lowestoft Youth Strategy Working Group** – It was noted that this group had disbanded.
- **Pakefield Coast Protection Steering Group** – Cllr Pearce nominated Cllr Pitts as the representative and Cllr Green as the substitute representative; seconded by Cllr Jones; all in favour.

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- **ParksEast** – It was noted that the Town Council had not received meeting invites previously.
- **Shaping Places for Healthier Lives** – Cllr Page nominated himself as the representative, if the group is still meeting; seconded by Cllr Pearce; all in favour.
- **Waveney Disability Forum** – Cllr Pearce proposed Cllr E Youngman as the representative and himself as the substitute representative; seconded by Cllr Webb; all in favour.
- **Wherry Lines Community Rail Partnership Steering Group** – Cllr Parker nominated himself as the representative; seconded by Cllr Page. Cllr Pearce nominated Cllr Patience as the substitute representative; seconded by Cllr Parker. Cllr Brooks nominated Cllr Newsome as the substitute representative; seconded by Cllr Webb. Cllr Pearce withdrew his proposal for Cllr Patience as he was not sure whether Cllr Patience would like to take on the role. All Councillors voted in favour to appoint Cllr Newsome as the substitute representative.

49. **Contacting neighbouring Parish Councils regarding the possibility of formal Parish Councillor liaison meetings on matters of mutual interest**

Cllr Pearce clarified this would not be duplicating the work of the Lowestoft and Northern Parishes Community Partnership as it would be specifically focussed on liaison between Lowestoft Town Council, Oulton Parish Council, Oulton Broad Parish Council and Carlton Colville Town Council. It was agreed this should be considered by the Events and Communications Sub-Committee.

50. **Personnel**

- 50.1. The draft minutes of the Personnel Committee meeting on 21 June 2023 – The draft minutes were received and noted.
- 50.2. Any recommendations from the Personnel Committee regarding the following:
- 50.2a. The Redundancy Policy and including redundancy arrangements in terms and conditions of employment – The Clerk reported that feedback from the HR Adviser would be considered by the Personnel Committee.
 - 50.2b. Implementation of the Wellbeing Policies – The Clerk had applied the draft amendments as recommended by the Personnel Committee, which will now be considered by the Finance and Governance Committee.
 - 50.2c. The Appraisals Guidance – It was noted that appraisals training would be progressed for the Mayor, the Chair of the Personnel Committee and their respective Deputies.
 - 50.2d. The provision of park wardens – This item had been deferred by the Personnel Committee.
 - 50.2e. Signing up to be Disability Confident – This item had been deferred by the Personnel Committee for further information to be provided.
 - 50.2f. IT training for all Councillors – Officers had been asked to arrange additional sessions.
 - 50.2g. Officer reimbursement when using RingGo car park charge (confidential) – The Clerk advised this related to an additional £0.20 charge for a reminder to be sent about expiry of a car parking session. Officers were aware this was to be avoided where possible.
Cllr Brooks proposed to approve any recommendations from the Personnel Committee arising from items 50.2a – 50.2g, with the exception of item 50.2d, which had been deferred; seconded by Pearce; thirteen Councillors voted in favour; one Councillor abstained from the vote.

51. **The Town Council's IT:**

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- 51.1. Feedback on reasons for extended outage and subsequent IT issues September-October 2022 – The Clerk advised she could provide written feedback.
- 51.2. Feedback on reasons for protracted delay in completing change of IT provider, system changes, and data migration in 2023 – A statement by the Communications Officer had been prepared.
- 51.3. The possibility of periodic communications between Councillor representatives and the IT provider – The Clerk had requested a standing item of the Events and Communications Sub-Committee agenda to consider the Town Council's IT. Cllr Pearce proposed to proceed as suggested by the Clerk; seconded by Cllr Barker; all in favour.

52. Outside bodies:

- 52.1. Reviewing and appointing representatives of the Council on other bodies – This item had been considered earlier in the meeting.
- 52.2. Progressing the scheduling of a meeting with third parties regarding the possible Kindertransport art installation – Cllr Pearce proposed for officers to arrange a meeting between the Town Council's representatives and the other parties involved; seconded by Cllr Barker; all in favour.

53. Leases, licences and procurement (some aspects may be confidential):

- 53.1. Licences for the Lowestoft Town Tennis and Cricket Clubs – A site visit with the Cricket Club had been arranged and officers were progressing a meeting with the Town Council's lawyer to discuss the licences for both clubs.
- 53.2. The Lawn Tennis Association funding agreement for the Normanston Park tennis courts – Cllr Pearce advised that a meeting had been held that morning primarily regarding specific maintenance charges for the electronic gates which had not been explicitly discussed previously. The approximate annual cost would be £2,000 for all three sites. Cllr Pearce proposed to approve the recommendation arising from the meeting, for the Town Council to pay the year one costs and to delegate authority to officers, in conjunction with the Lawn Tennis Association and the operator to decide whether costs from year two onwards will be directly paid or built into the tender for the operator; seconded by Cllr Page; all in favour.
- 53.3. Annual costs of maintaining the electronic gates at all tennis courts – This item had been included in the consideration of the previous item.
- 53.4. An update on the procurement of the tennis club operator – This item had been included in the consideration of item 53.2.
- 53.5. An update on the procurement of the bulky waste contractor – The deadline for submission of tenders was 10 July.
- 53.6. An update on legal advice relating to the Lowestoft Kittiwake Partnership Agreement – The legal advice had not yet been received.

54. Date of next meeting

25 July 2023 at 18:30

55. Items for the next agenda and close

At 21:30, Cllr Pearce proposed suspending Standing Order 3y for a maximum of fifteen minutes to enable the meeting to continue; seconded by Cllr Barker; twelve Councillors voted in favour; two Councillors abstained from the vote.

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Webb; twelve Councillors voted in favour; two Councillors abstained from the vote.

Cllrs Craig and Page left the meeting 21:34

56. Resolution to close the meeting to the public:

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

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44.2c. The lease for the War Memorial Museum (confidential) – The Clerk provided an update. Cllr Pearce made a confidential proposal following this; seconded by Cllr Barker; all in favour.

44.8a. Progress with the Towns Fund Agreement for improvement works to the Marina Theatre (confidential) – The Clerk fed back advice from the lawyer and VAT adviser.

Cllr Parker left the meeting 21:38

Cllr Pearce had concerns regarding this and proposed progressing an urgent Zoom meeting with the lawyer and VAT adviser; seconded by Cllr Brooks; ten Councillors voted in favour; one Councillor abstained from the vote.

44.8b. The Marina Theatre lease and funding (confidential) – The Clerk provided an update. Cllr Pearce proposed to delegate authority to officers, in conjunction with all Councillors, to reappraise the situation after the Zoom meeting; seconded by Cllr Barker; all in favour.

45.4. Any recommendations from the Parks and Open Spaces Sub-Committee regarding approval of quotations for the refurbishment of the Cotman Close play area and installation of new equipment at the Normanston Park play area (some aspects may be confidential) – The Project and Committee Clerk advised that one provider had submitted a quotation for a second option, with a slightly lower cost. Cllr Brooks proposed to support the recommendation from the Parks and Open Spaces Sub-Committee regarding Normanston Park and to approve the new quote from the provider for Cotman Close. Cllr Brooks requested consideration of temporary equipment, such as a basketball net, at Cotman Close until the new equipment is installed. Cllr Pearce disagreed with supporting the new quotation and Cllr Brooks withdrew her proposal. Cllr Pearce proposed to endorse the recommendations from the Parks and Open Spaces Sub-Committee for Cotman Close and Normanston Park; seconded by Cllr E Youngman; all in favour. It was requested that the budget allocation be considered by the Finance and Governance Committee. It was agreed that the AID Committee would consider Cllr Brooks' request for temporary equipment.

45.8. A request for the Town Council to purchase a piece of land (confidential) – Cllr Pearce proposed for officers to arrange a site visit for any Councillors who required it and to bring back to the next Full Council meeting for a decision; seconded by Cllr Barker; all in favour.

The meeting was closed 21:48.

Signed:

25 July 2023