

**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:30 on 22 August 2023**

**MINUTES**

**Present:** Cllrs Sonia Barker (Mayor), Nasima Begum, Robert Breakspear, Wendy Brooks, Alan Green, Jen Jones, Christian Newsome, Paul Page, Graham Parker, Andy Pearce, John Pitts, Bernadette Rappensberger, Deborah Ray and Elise Youngman

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

**Public:** Four members of the public were in attendance (in person)

**70. Welcome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. Cllr Barker advised that the meeting would temporarily go into confidential session during the public forum. Cllr Barker thanked everyone who had been involved with the recent Pride event. The new layout of the Council Chamber was noted. Cllr Parker moved to a different seat to see more clearly. Cllr Barker reminded Councillors to raise their hand prior to speaking and to make comments through the Chair. Cllr Barker advised Councillors that the bridge would be closing at 20:00.

**71. Apologies for absence**

Apologies were received from Cllrs Neil Coleby, Keith Patience, Jack Smith, Nick Webb and David Youngman, with reasons provided. Cllr Brooks requested separate votes for each of the apologies received. Cllr Pearce proposed to approve Cllr Coleby's apologies; seconded by Cllr Breakspear. Cllr Pearce proposed to approve Cllr Patience's apologies; seconded by Cllr Rappensberger; all in favour. Cllr Pearce proposed to approve Cllr Smith's apologies; seconded by Cllr Jones; thirteen Councillors voted in favour; one Councillor voted against. Cllr Pearce proposed to approve Cllr Webb's apologies; seconded by Cllr Rappensberger; all in favour. Cllr Pearce proposed to approve Cllr D Youngman's apologies; seconded by Cllr Breakspear; thirteen Councillors voted in favour; one Councillor abstained from the vote.

**72. Declarations and dispensations**

72.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Pearce declared he is a member of the Town Hall Project Board, an appointed representative to attend the Marina Theatre quarterly management meetings, the appointed representative to the Lowestoft Kittiwake Partnership and the Chair of the Gunton Residents' Association. Cllr Brooks declared she is a member of the Town Hall Project Board, an appointed representative to attend the Marina Theatre quarterly management meetings, a supporter of Stop Sizewell C (with regard to item 81.1) and a member of the Bulky Waste Group. Cllr Parker declared he is the Vice Chair of the Gunton Residents' Association and a member of the Bulky Waste Group. Cllr Green declared he is an East Suffolk Councillor. Cllr E Youngman declared she is a member of the Town Hall Project Board. Cllr Barker declared she is a member of the Town Hall Project Board and an appointed representative to attend the Marina Theatre quarterly management meetings.

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

**73. The draft minutes and confidential note of the Full Council meeting on 25 July 2023**

Cllr Brooks raised an objection to the wording of the minutes of item 62.4 and did not recall being given a warning by Cllr Barker. Cllr Barker advised that she did give a verbal warning at the previous meeting. Cllr Pearce proposed approval of the minutes but had not been able to access the confidential notes. It was agreed to defer the confidential notes to the next meeting. Cllr Begum seconded Cllr Pearce's proposal and all Councillors voted in favour.

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### 74. Public forum

Cllr Barker suggested to bring forward items 76.6 and 76.7 as members of the public were in attendance to comment on them. With regard to item 76.7, Cllr Barker advised that three members of the public would address the Council confidentially, and the livestream and webinar would be paused for this. The consideration by Council of item 76.7 would take place during the confidential session at the end of the meeting. The Clerk explained that the public contribution would have to be treated as confidential due to the commercial sensitivity of the item and it being difficult to hold a discussion in public session without revealing details of the land.

76.6. An update on the former Lowestoft Hospital site – A member of public in attendance advised that the campaign will become more public. A meeting of the Hospital Contact Group is scheduled for 7 September. It was understood there had been plans to develop part of the building into a brain trauma centre. Cllr Brooks noted that specific questions had been asked of the Member of Parliament for Waveney at the last meeting with him on this subject, and he was due to come back with the answers. Cllr Brooks asked officers to look into this if no update had been received.

76.7. A request for the Town Council to purchase a piece of land (confidential) – Cllr Pearce proposed to temporarily move the meeting into confidential session; seconded by Cllr Jones; all in favour.

*One member of the public temporarily left the meeting 18:51*

Three members of the public addressed the Council in support of the land purchase, the community value of a proposed project on the land and how they would be interested in working with the Council on the project.

The meeting went back into public session.

*Three members of the public left the meeting 19:05*

*One member of the public returned 19:05*

### 75. Finance and Governance

75.1. The draft minutes of the Finance and Governance Committee meeting on 8 August 2023 – The draft minutes were received and noted.

75.2. Recommendations from the Finance and Governance Committee:

75.2a. An updated draft of the Reserves Policy – Cllr Pearce advised that the updates were primarily to the appendices, providing details and statements of purpose for new reserves. Cllr Pearce was working on the new draft, which should be available shortly. Cllr Pearce proposed delegating authority to the Finance and Governance Committee to review the updated draft and make recommendations to Full Council; seconded by Cllr Brooks; all in favour.

75.3. The installation and funding of Wi-Fi at the Denes Oval – The Clerk advised that a further quotation was pending and it was hoped a more cost effective solution could be found. This had been considered briefly by the Finance and Governance Committee and will go back to the next meeting of that Committee.

75.4. Further consideration of the window renovation at Sparrows Nest – Cllr Brooks had found it difficult to navigate between documents on the members' area and public area of the website. The Clerk advised this item had previously been considered by Council, but there had been an issue with non-inclusion of one window by the contractor. The quote would still however be within the previously agreed maximum budget, and planning requirements were being checked. Cllr Brooks requested that all supporting documents for meetings be uploaded to one place. The Clerk advised that a new system for agendas and meeting documents would be shortly implemented, including the communication of confidential documents. Cllr Pearce proposed approval for the Sparrows Nest window renovation to proceed, noting that the works on the windows and toilets were both being funded from the Sparrows Nest budget, which contained approximately £130,000; seconded by Cllr Green; all in favour.

75.5. A request from Cllr Parker and any other requests to join the Budget and Loan Sub-

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Committee – Cllr Begum proposed approval of this request; seconded by Cllr Green; all in favour.

75.6. Receipt and consideration of the following:

75.6a. 2023 – 2024 budget and reserves – Cllr Pearce proposed approval of the current budget and reserves position; seconded by Cllr Barker; all in favour.

75.6b. Any bank reconciliations – It was noted that June’s bank reconciliation had been completed and July’s had been passed to the bank reconciliation signatory.

75.6c. Payments and income for the month ending 31 July 2023 and August 2023 to date (see schedules) – Cllr Pearce proposed approval of the income and expenditure reports as follows; seconded by Cllr Barker; all in favour:

Table 1 July and August Payments

Date	Payment to	Description	Amount
03 July 2023	Fuel Card Services Ltd	Van Fuel	£75.95 + £15.19 VAT = £91.14
03 July 2023	Suffolk Pension Fund	Pensions June 2023	£10,939.26
03 July 2023	East Suffolk Council	Links Road Car Park NNDR	£196.00
04 July 2023	Steve Ward	Insurance Reimbursement	£25.00
04 July 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104.00
04 July 2023	Wave Ltd	Town Hall Water Mar - Jun	£49.62
04 July 2023	Wave Ltd	London Rd S PCs Water Mar-Jun	£231.15 + £21.01 VAT = £252.16
05 July 2023	Arthur Black	Triangle Market	£25.00
05 July 2023	Taylor Williams	Parking Reimbursement	£56.61 + £11.39 VAT = £68.00
05 July 2023	Paul Connew	Travel Reimbursement	£54.99 + £4.81 VAT = £59.80
05 July 2023	Fenland Leisure Products Ltd	Wetpour	£221.00 + £44.20 VAT = £265.20
05 July 2023	Nicholsons Solicitors LLP	Legal Advice	£713.20 + £142.64 VAT = £855.84
05 July 2023	AJ Builders	Sussex Allotments Surface Work	£1,820.00 + £364.00 VAT = £2,184.00
05 July 2023	Northumbrian Water Group Ltd	Legionella Monitoring June	£641.39 + £128.30 VAT = £769.69
07 July 2023	Jonny Hawes	R&M Reimbursement	£27.13
07 July 2023	Fuel Card Services Ltd	Van Fuel	£90.35 + £18.07 VAT = £108.42
10 July 2023	K Boundy	Holocaust Planting	£99.58

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10 July 2023	Lauren Elliott	Travel Reimbursement	£14.80 + £2.68 VAT = £17.48
10 July 2023	NPower Ltd	SN Electric Nov 22	£2,347.06 + £469.41 VAT = £2,816.47
10 July 2023	NPower Ltd	SN Electric Nov 22 CN	-£1,442.11
10 July 2023	NPower Ltd	SN Electric Dec 22	£2,583.49 + £516.70 VAT = £3,100.19
10 July 2023	NPower Ltd	SN Electric Dec 22 CN	-£1,639.22
10 July 2023	NPower Ltd	SN Electric Jan 23	£1,939.79 + £387.96 VAT = £2,327.75
10 July 2023	NPower Ltd	SN Electric Jan 23 CN	-£1,237.67
10 July 2023	NPower Ltd	SN Electric Feb 23	£1,638.03 + £327.61 VAT = £1,965.64
10 July 2023	NPower Ltd	SN Electric Feb 23 CN	-£2,041.30
10 July 2023	NPower Ltd	SN Electric Mar 23	£1,759.32 + £351.31 VAT = £2,110.63
10 July 2023	NPower Ltd	SN Electric Mar 23 CN	-£2,191.00
10 July 2023	NPower Ltd	SN Electric Apr 23	£1,035.32 + £207.06 VAT = £1,242.38
10 July 2023	NPower Ltd	SN Electric May 23	£406.15 + £20.31 VAT = £426.46
10 July 2023	NPower Ltd	TM Electric May	£447.83 + £22.39 VAT = £470.22
10 July 2023	AJ Builders	Town Hall Sign	£100.00 + £20.00 VAT = £120.00
10 July 2023	AJ Builders	KG Cafe Repairs	£410.00 + £82.00 VAT = £492.00
10 July 2023	AJ Builders	Fen Park Bridge	£27,957.00 + £5,591.40 VAT = £33,548.40
14 July 2023	L&OBMC	L&OBMC Grant	£2,000.00
14 July 2023	That Place for Events	Pride Stage Hire 20%	£1,146.40
14 July 2023	Wave Ltd	North Denes Water Q1	£737.18
14 July 2023	Wave Ltd	Water Charges	£813.97
14 July 2023	Gearhire Sound and Light	FC Amplification June	£445.00 + £89.00 VAT = £534.00

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14 July 2023	Blok 'N' Mesh Global Ltd	Heras Fencing Lock	£45.00 + £9.00 VAT = £54.00
14 July 2023	Effective Imaging Ltd	TH Vinyl Prints	£175.00 + £35.00 VAT = £210.00
14 July 2023	Norfolk Security Ltd	SN Bowls Security	£130.00 + £26.00 VAT = £156.00
14 July 2023	NPH Electrical	HH PAT Testing	£100.00 + £20.00 VAT = £120.00
14 July 2023	Binder Ltd	Uplands Tank Service	£164.50 + £32.90 VAT = £197.40
14 July 2023	East Point Business Services	HH Rent Q2 Correction	£76.52 + £15.31 VAT = £91.83
14 July 2023	Sign Trade Supplies Ltd	Signage	£194.24 + £38.85 VAT = £233.09
14 July 2023	Direct365Online Ltd	Soap Dispensers x35	£379.40 + £75.88 VAT = £455.28
14 July 2023	Power Precision and Fabrication Ltd	Hire of Powerroll 12 Roller	£1,630.00 + £326.00 VAT = £1,956.00
14 July 2023	Kompan Ltd	Play Inspections July	£1,644.06 + £328.81 VAT = £1,972.87
14 July 2023	Broadland Group Ltd	Town Hall Asbestos Survey	£550.00 + £110.00 VAT = £660.00
14 July 2023	Glasdon UK Ltd	Metal Bin Liner	£445.85 + £89.17 VAT = £535.02
14 July 2023	Zurich Municipal	Vehicle Insurance	£688.49
14 July 2023	V.C. Cooke	Bin Emptying June	£85.00 + £17.00 VAT = £102.00
14 July 2023	Screwfix	PPE and R&M	£737.20 + £128.22 VAT = £865.42
17 July 2023	Fuel Card Services Ltd	Van Fuel	£23.48 + £4.70 VAT = £28.18
17 July 2023	Credit Card Account	Credit Card Payments	£3,050.98
17 July 2023	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	-£934.92 + £1,869.84 VAT = £934.92
18 July 2023	HMRC	Land Registry Searches	£9.00
18 July 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00

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19 July 2023	PWLB	MTT Loan Repayment	£6,852.25
19 July 2023	Sign Trade Supplies Ltd	Signage	£170.29 + £34.06 VAT = £204.35
20 July 2023	HMRC	HMRC June 2023	£10,598.71
20 July 2023	Sarah Foote	Line Paint Reimbursement	£190.98 + £35.99 VAT = £226.97
20 July 2023	Jonny Hawes	Travel Reimbursement	£129.73 + £17.90 VAT = £147.63
20 July 2023	Ventura Cottage	Ventura Cottage Grant	£2,000.00
20 July 2023	Lowestoft Time Bank	Lowestoft Time Bank Grant	£2,276.00
20 July 2023	NPower Ltd	TM Electric June 2023	£439.39 + £21.97 VAT = £461.36
20 July 2023	East Coast Waste	Skip Hire	£284.00 + £56.80 VAT = £340.80
20 July 2023	Flood Protection Solutions Ltd	SN Pond Pump	£274.00 + £54.80 VAT = £328.80
20 July 2023	Ricoh UK Ltd	Printer Hire	£230.15 + £46.03 VAT = £276.18
20 July 2023	The Helping Hand Company	Litter Picking Equipment	£8.55 + £1.71 VAT = £10.26
20 July 2023	Newsquest Media Group Ltd	Grounds Maintenance Adverts	£450.00 + £90.00 VAT = £540.00
20 July 2023	East Suffolk Council	Uncontested Elections	£145.86
20 July 2023	Austen Group Ltd	bin Liners	£146.00 + £29.20 VAT = £175.20
20 July 2023	Fatstickman Ltd	PPE	£199.47 + £39.89 VAT = £239.36
20 July 2023	V.C. Cooke	Bin Emptying June	£610.50 + £122.10 VAT = £732.60
20 July 2023	Commercial & Industrial Cleaning Supplie	9x Buckets	£384.75 + £76.95 VAT = £461.70
21 July 2023	Salaries	Salaries July 2023	£29893.20
21 July 2023	Npower	Denes Oval Electric June 2023	£475.45
21 July 2023	Npower	Normanston Park Electric June 2023	£132.84

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21 July 2023	Npower	Kensington Gardens Electric June 2023	£122.31
21 July 2023	Npower	Lowestoft Cemetery PC Electric June 2023	£96.65
21 July 2023	Npower	Kensington Gardens Electric June 2023	£76.29
21 July 2023	Npower	Sparrows Nest Electric June 2023	£408.24
21 July 2023	Npower	Pakefield St PC Electric June 2023	£88.07
24 July 2023	C&C Consulting Services Ltd	Health and Safety Support	£49.50 + £9.90 VAT = £59.40
24 July 2023	Fuel Card Services Ltd	Van Fuel	£42.56 + £8.51 VAT = £51.07
24 July 2023	British Gas	Whitton Hall Gas	£97.99
25 July 2023	HMRC	Land Registry Searches	£9.00
25 July 2023	The Helping Hand Company	Litter Picking Equipment	£239.32
25 July 2023	The Helping Hand Company	Litter Picking Equipment	£12.80
25 July 2023	Munnings Supplies Ltd	Toilet Supplies and PPE	£120.60
25 July 2023	Munnings Supplies Ltd	Marking Spray	£68.40
25 July 2023	Munnings Supplies Ltd	PPE Proflex Trousers	£21.60
25 July 2023	Munnings Supplies Ltd	PPE and Equipment	£285.00
25 July 2023	Commercial & Industrial Cleaning	Cleaning Equipment	£348.73
25 July 2023	Mary Moppins	Whitton Hall Cleaning	£239.52
25 July 2023	Martin's Driver Training	Trailer Training	£432.00
25 July 2023	Pathways Care Farm	Sparrows Nest Sensory Garden	£3231.00
25 July 2023	Norfolk Security Ltd	Sparrows Nest Bowls Security	£130.00 + £26.00 VAT = £156.00

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25 July 2023	Jess Johnston	Town Hall Engagment Event	£399.00
25 July 2023	Garden Discount Centre Ltd	Dennis Mower Parts	£731.99
25 July 2023	Cooks Blinds and Shutters Ltd	Marina Theatre Door	£259.20
25 July 2023	Omnex Profilm Ltd	Barco Lamp	£1806.00
26 July 2023	EE Limited	Mobile Phones	£594.92
26 July 2023	Jonny Hawes	Travel and R&M Reimbursement	£65.84
28 July 2023	Eon Energy	Whitton Hall Electric	£30.80
31 July 2023	Fuel Card Services Ltd	Van Fuel	£25.25
1 August 2023	Npower Ltd	TH electric June	£890.50
1 August 2023	East Suffolk Council	Links Road car park NNDR	£196
1 August 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104
1 August 2023	East Suffolk Council	Hamilton House NNDR	£996
4 August 2023	Suffolk Pension Fund	Pensions July 2023	£11,477.89
4 August 2023	Lauren Elliott	Parking and travel reimburse	£22.93 + £4.02 VAT = £26.95
4 August 2023	Paul Connew	Ratchet strap reimbursement	£84.97 + £16.99 VAT = £101.96
4 August 2023	Chris Meek	Office reimbursements	£131.97 + £22.22 VAT = £154.19
4 August 2023	Sarah Foote	Kettle reimbursement	£44.97
4 August 2023	Excite Solutions Ltd	Grass mowing July	£1,392.14
4 August 2023	Northumbrian Water Group Ltd	Legionella checks July 2023	£769.79
7 August 2023	Fuel Card Services Ltd	Van fuel	£212.98 + £42.60 VAT = £255.58
7 August 2023	Paul Connew	R&M reimbursement	£23.15 + £3.54 VAT = £26.69
7 August 2023	Michael Winter	Travel and parking reimbursement	£12.16 + £1.34 VAT = £13.50
7 August 2023	Taylor Williams	Parking reimbursement	£49.95 + £10.05 VAT = £60



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7 August 2023	FSS Electrical Services Ltd	Denes Oval lighting amendments	£1,008
9 August 2023	Nicholsons Solicitors LLP	Grounds maintenance legal	£2,256
9 August 2023	Fleet 96 Rentals Ltd	Van hire May	£780
9 August 2023	Glasdon UK Ltd	Lifebuoy	£1,909.52
9 August 2023	Newsquest Media Group Ltd	Grounds maintenance adverts	£282
9 August 2023	South Pier Lowestoft Ltd	South Pier Sponsorship	£3,500
9 August 2023	Norfolk Security Ltd	SN Bowls security	£156
9 August 2023	Mary Moppins Ltd	Gunton Hall cleaning June	£239.52
9 August 2023	Nicholsons Solicitors LLP	High Street legal advice	£399
9 August 2023	Munnings Supplies Ltd	Grounds maintenance PPE	£36
9 August 2023	Mulberry & Co	Planning training 12 <sup>th</sup> July	£720
9 August 2023	Fleet 96 Rentals Ltd	Van hire June	£780
9 August 2023	Martin's Driver Training	Trailer training CN	£432
9 August 2023	NPH Electrical	PAT testing KG and Normanston	£174
9 August 2023	Nicholson's Solicitors LLP	Land transfer legal advice	£1,440
9 August 2023	Centre Stage Engineering Ltd	Counterweight flying rig 35%	£91,995.43
9 August 2023	Gearhire Sound and Light	Full Council amplification	£534
9 August 2023	Nicholson's Solicitors LLP	Marina Theatre legal advice	£53.04
9 August 2023	Mary Moppins Ltd	Whitton Hall cleaning July	£239.52
9 August 2023	Nicholsons Solicitors LLP	Land Registry legal advice	£1,513.80
9 August 2023	AJ Builders	Normanston Allotments fence	£7,440
9 August 2023	Hutton & Rostron Environmental	Town Hall dry rot survey	£10,667.26

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9 August 2023	Nicholsons Solicitors LLP	Unit 2 legal advice	£318.60
9 August 2023	Mary Moppins Ltd	Public Con cleaning July	£3,018
9 August 2023	Nicholsons Solicitors LLP	General legal advice	£1,967.04
9 August 2023	AJ Builders	KG First Light repairs	£150
9 August 2023	Nicholsons Solicitors LLP	General legal advice	£79.56
9 August 2023	Nicholsons Solicitors LLP	Grounds maintenance legal advice	£3,871.92
9 August 2023	Nicholsons Solicitors LLP	HH legal advice	£371.28
9 August 2023	Mary Moppins Ltd	Gunton Hall cleaning July	£299.40
9 August 2023	HAGS-SMP Ltd	Rosedale play area	£52,783.20
9 August 2023	Nicholsons Solicitors LLP	TH & allotment legal advice	£925.20
9 August 2023	Munnings Supplies Ltd	Marking spray	£68.40
9 August 2023	Nicholsons Solicitors LLP	General legal advice	£416.16
9 August 2023	Nicholsons Solicitors LLP	Denes Oval legal advice	£238.68
14 August 2023	Fuel Card Services Ltd	Van fuel	£80.71 + £16.14 VAT = £96.85
16 August 2023	Credit card account	Credit card purchases	£1,857.58
17 August 2023	L J Bryant	Pride performance	£100
17 August 2023	That Place for Events	Pride event stage 80%	£4,335.60
17 August 2023	Raife Samuel	Pride event	£90
17 August 2023	Shane Balls	Pride performance	£50
17 August 2023	The High Points	Pride performance	£300
17 August 2023	Suzy Angelus	Pride performance	£80
17 August 2023	JL McDermott	Pride performance	£200
17 August 2023	The Workplace Depot	Fuel store	£607.27 + £121.45 VAT = £728.72
17 August 2023	Aiden Pulford	Pride performance	£50

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17 August 2023	Butler and Castell	TH picture restoration preview	£120 + £24 VAT = £144
17 August 2023	Rabo de Foguete	Pride performance	£150
17 August 2023	Aria	Pride performance	£450
17 August 2023	C&C Consulting Services Ltd	H&S support Oct 22 – Sept 23	£934.92
17 August 2023	Andrew Morton Associates Ltd	TH planning RIBA 3	£5,040
17 August 2023	MossKing Associates Ltd	TH development project August	£10,485.50
17 August 2023	AJ Builders	Fen Park wet pour and roundabout	£16,572
17 August 2023	NPH Electrical	SN pond pump install	£87.60
17 August 2023	MJ Training	Manual handling training	£582
17 August 2023	Norfolk Security Ltd	SN Bowls security 8/8	£156
17 August 2023	Munnings Supplies Ltd	PCs gloves and towels	£31.80
17 August 2023	Martin's Driver Training	Trailer training	£270
17 August 2023	Commercial & Industrial Cleaning	PC cleaning supplies	£659.06
17 August 2023	Cloudy Group Ltd	IT service charge July	£1,116.47
17 August 2023	Garden Discount Centre Ltd	Toro wheeled mower	£645.08
17 August 2023	Ernest Doe & Sons Ltd	Wessex LR150 Roller	£1,788
17 August 2023	HAT Projects Ltd	TH development project	£41,770.85
17 August 2023	V.C. Cooke	Pride event bins	£126
17 August 2023	Fleet 96 Rentals Ltd	Van hire August	£840
17 August 2023	Cloudy Group Ltd	IT service charge August	£1,116.47
17 August 2023	Screwfix	Fuel can, buckets, grease gun	£562.81
17 August 2023	AJ Builders	SN War Museum building works	£1,242
17 August 2023	Ernest Doe & Sons Ltd	Van trailer	£5,940
17 August 2023	Broadland Security Alarms	Town Hall alarm callout	£130.80

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17 August 2023	MossKing Associates Ltd	TH development project April	£5,460
17 August 2023	V.C. Cooke	Waste collection July	£826.80
17 August 2023	The Society of Local Council Clerks	SF Community Governance degree	£2,875
17 August 2023	Catalyst Counselling CIC	Catalyst training	£228
17 August 2023	Britannia Archaeology Ltd	TH archaeology report	£1,704
17 August 2023	V.C. Cooke	Waste collection July	£102
17 August 2023	Munnings Supplies Ltd	Ground maintenance PPE	£134.40
17 August 2023	Ernest Doe & Sons Ltd	Scarifier	£1,016.40
17 August 2023	Martin's Driver Training	Trailer training	£432
17 August 2023	Another Angle Studio	John Reay artwork	£2,500

Table 2 July and August Receipts

Date	Received From	Description	Amount
3 July 2023	Tenant	Rental Income from Tenant	£6300.00
7 July 2023	Tenant	Rental Income from Tenant	£300.00
10 July 2023	Tenant	Rental Income from Tenant	£213.16
14 July 2023	Tenant	Rental Income from Tenant	£300.00
21 July 2023	Tenant	Rental Income from Tenant	£300.00
24 July 2023	Market Income	Weekly Market Income	£18.50
24 July 2023	Market Income	Weekly Market Income	£18.50
28 July 2023	Tenant	Rental Income from Tenant	£300.00
4 August 2023	Tenant	Rental income from tenant	£300

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11 August 2023	Tenant	Rental income from tenant	£300
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75.6d. Payments for approval – There were none.

75.7. The redevelopment of the Town Hall:

75.7a. Stage one dry rot risk management survey report – Cllr Brooks considered that the works highlighted in the report should proceed as soon as possible. Cllr Pearce advised that expenditure had been approved to conduct this report and stripping out works, but proposals from this report had not yet been considered. The Clerk advised that the report would need to be considered by the Finance and Governance Committee and Budget and Loan Sub-Committee, noting that expenditure for the Town Hall is high and free capital is low. This is additional work and may require funds from another budget, such as repairs and maintenance or general reserves. It is important to demonstrate that the building will be managed well over the winter period. The Clerk advised that quotations for the work are already being sought and Council may wish to delegate a certain level of expenditure to the Finance and Governance Committee to enable works to progress in a timely manner. A £50,000 budget had been approved for degradation works, which could be used as an indicator. Subject to quotations being received in time for the meeting, Cllr Pearce proposed delegating authority to the Finance and Governance Committee to consider approval of expenditure and budget allocation within a maximum budget of £70,000. Should the quotations not be received in time, or if the expenditure exceeds £70,000, an Extraordinary Full Council meeting will be convened. Cllr Brooks seconded the proposal and all Councillors voted in favour.

75.7b. Communication between officers, the project team and Full Council going forward, including to review existing delegations, both prior to and following the decision on delivery phase funding – The Clerk confirmed she was still in contact with the project team regarding the out of scope works. Cllr Pearce proposed asking the Clerk to provide a briefing paper on suggestions for an effective communication structure between officers, the project team and Full Council, to enable quick decision making; seconded by Cllr Barker; all in favour.

75.8. The Marina Theatre:

75.8a. The submission of a planning application to East Suffolk Council for planning permission for an addition and internal alterations to the Marina Theatre with the Town Council as applicant – Cllr Parker declared he is an East Suffolk Councillor and member of East Suffolk Council's Planning Committee, and would therefore leave the meeting for the discussion of this item.

*Cllr Parker temporarily left the meeting 19:24*

Cllr Barker clarified this is separate to the Cultural Quarter project. Cllr Brooks clarified that the application had originally been submitted with the Marina Theatre as the applicant. The application had since been re-submitted with the Town Council, as the building owner, as the applicant.

*Cllr Parker returned 19:26*

75.8b. The Towns Fund agreement (confidential) – To be discussed during the confidential session.

75.9. A grounds maintenance report from the Clerk, including spend against budgets (some aspects may be confidential) - To be discussed during the confidential session.

## 76. Assets, Inclusion and Development

76.1. The draft minutes of the Assets, Inclusion and Development Committee meeting on 7 August 2023 – The draft minutes were received and noted.

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76.2. Quotations for a pond aeration device for Fen Park – It was agreed that this item would be discussed during the confidential session.

76.3. Whether to hold a Pride event in 2024 – Cllr Pearce considered attendance to have been good despite the weather, and proposed that the Town Council should hold a Pride event in 2024, with the Budget and Loan Sub-Committee being asked to factor in a working major events budget of £10,000 for this event; seconded by Cllr Green; all in favour.

76.4. Agenda items for the September quarterly liaison meeting with East Suffolk Council – Cllr Parker declared he is an East Suffolk Councillor.

*Cllrs Green and Parker temporarily left the meeting for the consideration of this item*

Cllr Brooks requested the addition of agenda items to discuss street cleaning, regeneration projects and value for money. Cllr Pearce read out the current agenda items. Both authorities had contributed to the agenda items. It had been agreed that the Mayor and the Clerk or their respective Deputies would be fixed attendees. It had been agreed that Councillors would contact the office to self-nominate or nominate another Councillor. It was noted that two or three attendees used to attend on behalf of the Town Council. Cllr Pearce noted it was unlikely a vote would be required as it was unlikely that more than three Councillors would be nominated to attend. It was suggested that Councillors who are members of both East Suffolk Council and Lowestoft Town Council should not attend due to the potential conflict of interest.

*Cllrs Green and Parker returned 19:38*

76.5. The Town Council's relationship to Friends Groups – As Chair of the Gunton Residents' Association, Cllr Pearce advised that he would declare a registerable interest in any items relating to an application for grant funding or request for Town Council support, and would leave the room for the consideration of that item. Each Councillor has a responsibility to declare their own interests. Failure to do so should be reported as a Code of Conduct complaint. Cllr Brooks requested clarity with regard to Councillors who have dual roles as Chairs of Friends Groups and their involvement with discussion of items relating to those assets. The Clerk advised this would come down to conduct in meetings, rules on pre-determination and the Code of Conduct. The Deputy Clerk was arranging a training session. The Clerk advised officers were progressing the decision of the AID Committee to hold a stakeholder meeting.

76.6. An update on the former Lowestoft Hospital site – This item had been considered earlier in the meeting.

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

### **77. Planning**

77.1. The draft minutes of the Planning Committee meeting on 10 August 2023 – The draft minutes were received and noted.

### **78. Climate and Ecological Emergency**

78.1. The draft minutes of the Climate and Ecological Emergency Committee meeting on 21 August 2023 – The draft minutes were received and noted.

### **79. Personnel**

79.1. The draft minutes of the Personnel Committee meeting on 3 August 2023 – The draft minutes were received and noted.

79.2. Recommendations from the Personnel Committee:

79.2a. Staff terms and conditions (confidential) – To be considered during the confidential session.

### **80. Leases, licences and procurement (some aspects may be confidential):**

80.1. Licences for the Lowestoft Town Tennis and Cricket Clubs – The Clerk was awaiting a response from the lawyer.

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80.2. An update on legal advice relating to the Lowestoft Kittiwake Partnership Agreement – The Clerk advised that comments had been made to the Partnership and a response was pending. Cllr Pearce noted an upcoming meeting with East Suffolk Council may change the governance structure.

80.3. The outcome of the East Suffolk Council hearing APP/X3540/X/22/3299754 relating to Certificate of Lawful Use for the Phase 3 site Tingdene North Denes Caravan Site – The Clerk advised that a decision was still pending.

### 81. Outside bodies

81.1. The notes of the Lowestoft Place Board meeting on 7 June 2023 – Cllr Brooks was concerned that the Town Council seemed to have a lack of influence via its representative role and was concerned that the Town Council's representative was also an East Suffolk Councillor. Cllr Pearce advised that the representative had been appointed by the Town Council and could be briefed by officers on any matters relating to the Town Council.

### 82. Date of next meeting

26 September 2023 at 18:30

### 83. Items for the next agenda and close

Cllr Pearce requested an item to receive feedback from the quarterly liaison meeting with East Suffolk Council, noting some aspects may be confidential.

Cllr Brooks requested an item to consider the Town Council's landlord/tenant relationship regarding the caravan site.

*Cllr Pearce proposed to move the meeting into confidential session; seconded by Cllr Begum; all in favour.*

*The remaining member of the public left the meeting 20:03*

### 84. Resolution to close the meeting to the public:

84.1. Any matters, including those above as required:

*Cllrs Begum and Brooks temporarily left the meeting 20:04*

75.8b. The Marina Theatre Towns Fund agreement (confidential) Towns Fund – The Clerk understood a delegation had previously been agreed for the Clerk to progress the agreement after receiving feedback from Councillors.

*Cllr Brooks returned 20:05*

*Cllr Begum returned 20:06*

Cllr Pearce proposed to delegate authority to officers, in conjunction with the lawyer, to make a decision on this draft; seconded by Cllr Barker; twelve Councillors voted in favour; two Councillors abstained from the vote.

75.9. A grounds maintenance report from the Clerk, including spend against budgets (some aspects may be confidential) – The Clerk advised that a report had been circulated.

Some of it related to staffing and linked to the Personnel agenda item. The Clerk advised that anti-social behaviour had made cleaning the public toilets a particularly unpleasant job for staff, who were being provided with full-cover disposal overalls and contractors were also being appointed to undertake toilet cleaning.

The Clerk noted that health and safety work was crucial to operations, and a delegation had already been approved for the Clerk to agree any renewals or changes to the contract within the budget.

The Clerk advised the Council of a change to waste management services. The Clerk considered the change to be the best option, particularly given the urgency of the situation, but would liaise with other Councils and bring back any solutions.

The Clerk there had been a need for additional grounds maintenance staff and such officers had been appointed. The Clerk explained some of the additional responsibilities officers would be taking on. The Clerk considered that the current staffing structure served the Council well and would provide an updated staff list to

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Councillors.

Cllr Pearce proposed for officers to deal with the changes in waste management, but to let Council know if any budgets become challenged. Whilst exploring other options, the change in procedures should be considered by the Climate and Ecological Emergency Committee, to make recommendations to Full Council. Cllr Brooks seconded Cllr Pearce's proposal and all Councillors voted in favour.

Having been advised by the Clerk of the issues staff were having to deal with, the Council expressed its gratitude for their hard work and for tackling these issues.

- 76.2. Quotations for a pond aeration device for Fen Park – Cllr Pearce noted the quotes differed significantly. The Clerk noted that there was no way of knowing whether either device would be effective and noted that the less expensive quotation would be doubled as two devices had been recommended. Cllr Pearce proposed to approve the quotation for two devices, subject to the assurances given by the supplier that they would be effective for this sized pond. Expenditure should come from the budget specifically allocated to Fen Park. Cllr Brooks suggested that the devices could be re-deployed elsewhere if they are not effective in Fen Park. Cllr Pearce advised that volunteers had previously undertaken work at the Gainsborough Drive pond, including weed clearance. Such work has not taken place this year and a renewed risk assessment would be required as the pond has subsequently been dredged. An aeration device may help to prevent the build-up of weeds and negate the need for anyone to enter the water to clear them. Cllr Brooks seconded Cllr Pearce's earlier proposal and all Councillors voted in favour.

At 20:29, Cllr Breakspear proposed to suspend Standing Order 3y for a maximum of thirty minutes following a five minute comfort break, to enable the meeting to continue; seconded by Cllr Pearce; all in favour.

*A comfort break was taken 20:30*

*Cllrs Begum and Parker left the meeting 20:30*

*The meeting resumed 20:37*

- 76.7. A request for the Town Council to purchase a piece of land (confidential) – It was noted that a Zoom meeting with the landowner and agent had taken place, and the item had also been considered by the Parks and Open Spaces Sub-Committee. Cllr Brooks had reservations about the expenditure, particularly given the inclusion of a garden in the Town Hall project, and a potential community garden area adjacent to the Triangle Market. Cllr Brooks had concerns regarding the accessibility of the site and the cost of other forthcoming capital expenditure projects.

Cllr Pearce considered that use of the land would be determined by the Town Council. Cllr Pearce noted that the Town Council had made a policy decision to look to expand its provision of allotments, community gardens and community orchards. Cllr Pearce made a confidential proposal regarding this item.

Cllr Newsome had reservations regarding the expenditure and instead suggested giving donations to community groups to use on community garden projects.

Cllr Ray considered the land to have lots of benefits. The Climate and Ecological Emergency Committee had been discussing the benefits of community orchards, although a project would not have to be progressed immediately.

Cllr Brooks had concerns, given the number of the Council's own assets requiring work.

Cllr Pitts noted he had originally voted against this when it was discussed by the Parks and Open Spaces Sub-Committee, but had changed his mind having listened to discussions.

Cllr Rappensberger supported the purchase of the land due to the heritage value.

Cllr Barker noted the success of the YMCA allotment project at Water Lane and suggested they may be able to assist with this project.

Cllr Youngman seconded Cllr Pearce's proposal; ten Councillors voted in favour; two Councillors voted against.



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79.2a. Staff terms and conditions (confidential)

*The Project and Committee Clerk left the meeting 20:58 for the consideration of this item*

A confidential proposal regarding staffing terms and conditions to recognise extended and increased responsibilities was agreed. It was agreed that recruitment plans will not incorporate an Asset Manager given the allocation of asset work between existing staff, the qualifications of the Clerk, the training plans for staff and the increased number of grounds staff. Cllr Green proposed approval of the proposals, with direction to budget and loan to factor these proposals into the budget; seconded by Cllr Brooks; all in favour. The Council offered its thanks to all staff for their work.

The meeting was closed at 21:09.



Signed: .....

26 September 2023