

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 24 October 2023

### MINUTES

**Present:** Cllrs Sonia Barker (Mayor), Nasima Begum, Robert Breakspear, Wendy Brooks, Neil Coleby, Alan Green, Christian Newsome, Paul Page, Graham Parker, Keith Patience, 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:** The Town Hall Project Manager was in attendance via Zoom for part of the meeting

#### 110. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. Cllr Barker reminded Councillors to observe Standing Orders and be respectful to one another.

#### 111. Apologies for absence

Apologies were received from Cllrs Janet Craig, Jen Jones, Jack Smith and David Youngman, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Green; fifteen Councillors voted in favour; one Councillor abstained from the vote. Cllr Brooks did not wish to approve the apologies from Cllrs Smith and David Youngman.

#### 112. Declarations and dispensations

112.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Brooks declared she is a member of Suffolk Wildlife Trust, with regard to agenda item 115.2b. Cllr Brooks declared she is an appointed representative to the Marina Theatre Partnership Board and a supporter of Stop Sizewell C, with regard to item 118.2a. Cllr Patience declared he is an East Suffolk Councillor and a member of the Town Hall Project Board (as it was currently known). Cllr Patience requested clarity on item 118.2a and was given an explanation by Cllrs Barker and Brooks. Cllr Pearce declared he is the appointed representative to the Lowestoft Kittiwake Partnership and explained why item 115.2b had been brought to this meeting. Cllr Pearce declared he is an appointed representative to the Marina Theatre Partnership Board and the Chair of the Gunton Residents' Association. Cllr Parker declared he is an East Suffolk Councillor and Vice Chair of the Gunton Residents' Association. Cllr Green advised he would leave the room for the consideration of items 120.5, 120.6 and 120.7. Cllr Page declared he is a member of Suffolk Wildlife Trust. Cllr Coleby declared he is an appointed representative to the Marina Theatre Partnership Board. Cllr Barker declared she is a member of Suffolk Wildlife Trust, and she and other members who had declared this interest would leave the room for the consideration of item 115.2b, as well as Cllr Pearce as the appointed representative to the Lowestoft Kittiwake Partnership. Cllr Barker noted that the Town Hall Project Board and Marina Theatre Partnership Board would be changing their designations. Cllr Pearce clarified that the Town Hall Project Board was not an outside body, as per legal advice received. Cllrs Barker and Elise Youngman declared they are the appointed representatives to the First Light Festival Steering Group. Cllr Webb declared he is an appointed representative to the Marina Theatre Partnership Board.

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

#### 113. The draft minutes and confidential note of the Full Council meeting on 26 September 2023 and the Extraordinary Full Council meeting on 11 October 2023

Cllr Pearce proposed approval of minutes and confidential notes of the meetings on 26 September and 11 October 2023; seconded by Cllr Brooks; all in favour.

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### 114. Public forum

Cllr Barker advised that any Councillors who were required to leave the room for the consideration of item 115.2b would be permitted to make a comment during the public forum. Cllr Brooks encouraged the Council to support the grant application. Cllr Pearce explained the work the Lowestoft Kittiwake Partnership has been doing in the town and explained why the application had been submitted to the Town Council.

Cllr Barker noted that written comments had been received regarding item 115.13. Cllr E Youngman proposed taking those comments into consideration at item 115.13 on the agenda; seconded by Cllr Coleby; all in favour.

### 115. Finance and Governance

115.1. The draft minutes of the Finance and Governance Committee meeting on 10 October 2023 – The draft minutes were received and noted.

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

115.2a. Approval of the purchase of a scrape for the Denes Oval, within a maximum budget of £17,000 – Cllr Pearce noted there was already a ring-fenced sum of £15,000 for this item. Cllr Brooks proposed approval of the recommendation from the Finance and Governance Committee, and accepted an amendment from Cllr Pearce to approve the recommendation by increasing the ring-fenced sum to £17,000; seconded by Cllr Pearce; all in favour.

115.2b. Approval of a grant application of £1,665 from Suffolk Wildlife Trust on behalf of the Lowestoft Kittiwake Partnership –

*Cllrs Barker, Brooks, Page and Pearce temporarily left the meeting 18:52 for the consideration of this item*

Cllr Begum Chaired the meeting for this item. Cllr Coleby proposed approval of the application; seconded by Cllr Webb; eleven Councillors voted in favour; one Councillor voted against.

*Cllrs Barker, Brooks, Page and Pearce returned 18:54*

115.3. A request from Cllr Rappensberger to join the Finance and Governance Committee – Cllr Pearce proposed approval of this request; seconded by Cllr Begum. Cllr Brooks noted that a Councillor's request to join the Planning Committee had previously been declined due to comments made towards other Councillors. Cllr Brooks considered Cllr Rappensberger's behaviour towards her to be hostile, which Cllr Rappensberger refuted. The Clerk advised that any concerns regarding ethical conduct should be raised via the Code of Conduct complaints process. The vote was taken and fourteen Councillors voted in favour; one Councillor voted against and one Councillor abstained from the vote.

115.4. Whether the Town Council should self-insure against contracting works on land not in its ownership (confidential) – To be considered during the confidential session.

115.5. Receipt and consideration of the following:

115.5a. 2023 – 2024 budget and reserves – Cllr Pearce had given details to the Finance and Information Officer of committed expenditure to be added in, but proposed approval of the current budget and reserves position; seconded by Cllr Green; all in favour.

115.5b. Any bank reconciliations – Cllr Page had checked and approved September's bank reconciliation. Cllr Patience enquired why a repair to the works van had been undertaken at a garage rather than being claimed through insurance. KP – wanted to make comment on budget. Can feed in to office or Cllr Pearce direct for consideration at Budget and Loan. Why was repair to van paid to garage and not claimed through insurance. The Clerk advised she would check and let Cllr Patience know.

115.5c. Payments and income for the month ending 30 September 2023 and October 2023 to date (see schedules) – Cllr Pearce had raised a couple of queries with the Finance and Information Officer, but proposed approval of the income and

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expenditure reports as follows; seconded by Cllr Green; all in favour:

*Table 1 September and October Payments*

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
1 September 2023	East Suffolk Council	Hamilton House NNDR	£996
1 September 2023	East Suffolk Council	Links Road NNDR	£196
1 September 2023	East Suffolk Council	Sparrows Nest NNDR	£104
4 September 2023	Fuel Card Services	Van Fuel	£265.79
4 September 2023	Lauren Elliott	Travel and Parking Reimbursement	£35.13
4 September 2023	Taylor Williams	Parking Reimbursement	£60
4 September 2023	Gearhire Sound	Full Council Amplification	£504
4 September 2023	Suffolk Pension Fund	Pensions August 2023	£11,859.42
4 September 2023	Lansford Access	Work Platforms	£871.20
4 September 2023	Origin Amenity	Kensington Gardens Salt	£836.26
4 September 2023	Sarah Foote	Expense Reimbursement	£8.87
4 September 2023	Chris Meek	Expense Reimbursement	£19.90
6 September 2023	Fatstickman	Grounds Maintenance PPE	£449.17
6 September 2023	Elite Windscreens	Car Screen Repair	£240
6 September 2023	Northumbrian Water Group	Legionella Checks	£769.79
6 September 2023	V.C. Cooke	Waste Collection	£963.94
6 September 2023	Norfolk and Waveney MIND	Love Parks	£391
6 September 2023	Proscenium Product	Pride Donation	£70
6 September 2023	Thomson Environment	Tree Inspections	£8,895.96
6 September 2023	Mary Moppins	Toilet Cleaning	£239.52
6 September 2023	Tennis Court Surfacing	Denes Oval Surfacing	£10,833.60
6 September 2023	AJ Builders	GELP Tree Works	£3,456
6 September 2023	Nature Sign Design	Bentley Drive Sign	£924
6 September 2023	East Coast Installation	Sparrows Nest Mastic to Windows	£186

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6 September 2023	Mary Moppins	Toilet Cleaning	£299.40
6 September 2023	Mary Moppins	Toilet Cleaning	£33.54
6 September 2023	Toilets to Go	Pride Event Toilets	£1,560
6 September 2023	Lowestoft Town FC	Lowestoft Town FC Grant	£4,477
6 September 2023	Mary Moppins	Toilet Cleaning	£3,276
6 September 2023	Garden Discount Centre	Brush Knife, Rider Plate, Collar Nut	£51.32
6 September 2023	Norfolk Security Ltd	Sparrows Nest Bowls Security	£156
6 September 2023	AJ Builders	Ravine Repairs	£5,232
6 September 2023	V.C. Cooke	Waste Collection	£102
6 September 2023	Suffolk Football	Suffolk Football Grant	£2,000
6 September 2023	AJ Builders	Cotman Close Play Equipment Removal	£3,684
6 September 2023	Block N Mesh	Heras Fencing	£1,075.80
6 September 2023	AJ Builders	Normanston Park Tarmac	£1,092
6 September 2023	St Johns Ambulance	Pride First Aid	£1,404.50
6 September 2023	AJ Builders	GELP Repairs	£4,350
6 September 2023	Access Community Trust	Grant	£735.47
6 September 2023	Broadway Players	Pride Event	£50
11 September 2023	C&C Consulting	H&S Support	£59.40
11 September 2023	Fuel Card Services	Van Fuel	£113.09
15 September 2023	Peter Colby Commercial	Unit 2 Rent	£1,078.36
15 September 2023	Lauren Elliott	Mileage and Parking Reimbursement	£34.33
15 September 2023	Michael Winter	Travel Reimbursement	£9.90
15 September 2023	Ecolab Ltd	Avishock Service April – December	£1,895.36
15 September 2023	Garden Discount Centre	Vehicle Repair	£92.56
15 September 2023	Screwfix	Ground Maintenance Tools	£471.73
15 September 2023	Pearce and Kemp	Denes Oval Electrical Works	£3,747.60

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15 September 2023	Munnings Supplies	Cleaning Supplies	£61.20
15 September 2023	Fatstickman Ltd	Van Signage	£192
15 September 2023	Kompan Ltd	Gunton Community Park Repairs	£1,870.21
15 September 2023	KGB Commercial Heating	Marina Theatre Thermostat	£943.80
15 September 2023	Fleet 96 Rentals	Van Hire	£1,080
15 September 2023	Fatstickman Ltd	Vehicle Signage	£96
15 September 2023	Ernest Doe & Sons	HKM Brush	£7,140
15 September 2023	Centre Stage Engineering	Flying Rig 25%	£43,463.83
15 September 2023	Garden Discount Centre	Stihl BG86-CE Blower	£288.74
15 September 2023	PKF Littlejohn LLP	External Audit	£3,024
15 September 2023	Waveney Norse	Waste Collection April – June	£775.41
15 September 2023	Fatstickman Ltd	Vehicle Signage	£96
18 September 2023	Fuel Card Services Ltd	Van fuel	£177.26 + £35.45 VAT = £212.71
18 September 2023	Credit Card Account	Credit card payments	£1,012.11
18 September 2023	HMRC	HMRC August 2023	£11,968.03
18 September 2023	Shona Bendix	Travel, parking, stationery and meeting reimbursements	£116.65 + £17.44 VAT = £134.09
18 September 2023	Scuffs & Alloys Anglia	Windscreen repair	£1,260 + £252 VAT = £1,512
18 September 2023	C&C Consulting Services Ltd	H&S support Oct 22 – Sept 23	£934.92
18 September 2023	Need2Store Ltd	Civic artefact storage	£240
20 September 2023	Npower Ltd	Triangle Market electric Aug	£462.16
21 September 2023	Npower Ltd	Ken Gardens electric Aug	£79.70
21 September 2023	Npower Ltd	Low Cemetery PC electric Aug	£103.49
21 September 2023	Npower Ltd	Denes Oval electric Aug	£453.32
21 September 2023	Npower Ltd	Pakefield St PC electric Aug	£88.25

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21 September 2023	Npower Ltd	Town Hall electric Aug	£796.70
21 September 2023	Billie Box Ltd	Container movement to Unit 2	£456
21 September 2023	Omnex Profilm Ltd	MT cinema screen	£2,532
21 September 2023	Ernest Doe & Sons Ltd	Arien service	£396.40
21 September 2023	AJ Builders	MT asbestos removal	£1,350
21 September 2023	AJ Builders	Various small repairs	£3,054.60
21 September 2023	AJ Builders	Sussex Road fencing	£3,930
21 September 2023	AJ Builders	Marina Theatre stopcock	£282.24
21 September 2023	AJ Builders	Marina sink water heater	£600
21 September 2023	AJ Builders	Water Lane allotments drainage pipes	£2,953.20
21 September 2023	AJ Builders	GELP land movement	£17,446.80
21 September 2023	Matta Products	Matta	£120.90
21 September 2023	North & Hawkins Ltd	Condition survey Unit 2	£960
21 September 2023	Gritbins.net	Salt KG lake	£2,082
21 September 2023	AJ Builders	Normanston tarmac	£1,380
21 September 2023	Austen Group Ltd	Bin liners	£324
21 September 2023	Austen Group Ltd	Bin liners	£189
21 September 2023	Anchor Bloc Ltd	TM kiosks Anchorblocs	£1,140
22 September 2023	Salaries	Salaries September	£33,901.92
25 September 2023	Fuel Card Services Ltd	Van fuel	£82.16 + £16.43 VAT = £98.59
25 September 2023	British Gas	Whitton Hall gas Mar – Jun	£97.99
26 September 2023	EE Ltd	P/ledger electronic payment	£594.92
26 September 2023	Npower Ltd	Ken Gardens electric Aug	£112.82
26 September 2023	Npower Ltd	Sparrows Nest electric Aug	£407.39
26 September 2023	Npower Ltd	Normanston electric Aug	£129.28
28 September 2023	C&C Consulting Services Ltd	Health and safety support	£49.50 + £9.90 VAT = £59.40
28 September 2023	Eon Energy	Whitton Hall electric Q1	£30.80

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29 September 2023	MLP Traffic Ltd	Pakefield Gr road closure	£1,891.75 + £378.35 VAT = £2,270.10
29 September 2023	Lowestoft Town Cricket Club	LT Cricket Club sponsor 24-25	£4,000
29 September 2023	Mary Moppins Ltd	Gunton Hall cleaning Sept	£239.52
29 September 2023	Disability Advice North East Suffolk	DANES grant	£10,000
29 September 2023	Peter Colby Commercials Ltd	P/ledger electronic payment	£2,050
29 September 2023	Browne Jacobson LLP	Town Hall subsidy advice	£4,200
29 September 2023	Fatstickman Ltd	PPE polo shirts x4	£61.54
29 September 2023	Broadland Security Alarms	TH intruder alarm	£99.60
29 September 2023	Broadland Security Alarms	Asset Manager advert Feb	£120
29 September 2023	Tennis court surface solutions	Denes Oval court paint	£840
29 September 2023	Mary Moppins Ltd	Whitton Hall cleaning Sept	£239.52
29 September 2023	Rouse Forestry	SN sycamore works	£672
29 September 2023	Gearhire Sound and Light	FC amplification September	£534
29 September 2023	The Marina Theatre Trust	MTT management fee Q3	£45,000
29 September 2023	Record UK	MTT automatic doors repair	£258
29 September 2023	Boggis Electrical Ltd	MT emergency lights	£974.64
29 September 2023	Tennis Court Surface Solutions	Denes Oval sockets x2	£1,800
29 September 2023	Mary Moppins Ltd	Toilet cleaning September	£3,078
29 September 2023	Tennis Court Surface Solutions	DO court paint and clean	£5,414.40
29 September 2023	The Play Inspection Company Ltd	Play inspection company	£1,920
30 September 2023	Unity Trust Bank	Service charge	£78.90
2 October 2023	Fuel Card Services Ltd	Van fuel	£214.25 + £42.85 VAT = £257.10

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2 October 2023	Taylor Williams	Parking expenses	£53.28 + £10.72 VAT = £64
2 October 2023	Sarah Foote	Paint, travel and parking reimbursements	£168.40 + £12.12 VAT = £180.52
2 October 2023	Chris Meek	Postage, battery, keys, meeting reimbursements	£79.73
2 October 2023	Wave Ltd	TH water Q2	£51.35
2 October 2023	Wave Ltd	Ken Gardens water Q2	£429.62
2 October 2023	East Suffolk Council	Links Road car park NNDR	£196
2 October 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104
2 October 2023	East Suffolk Council	Hamilton House NNDR	£996
4 October 2023	Suffolk Pension Fund	Pensions September	£12,498.71
5 October 2023	C&C Consulting Services Ltd	Health and safety support	£934.92
9 October 2023	Fuel Card Services Ltd	Van fuel	£265.24 + £53.05 VAT = £318.29
9 October 2023	Heathcliff Duncan	Van wash reimbursement	£15
9 October 2023	Wave Ltd	P/Ledger electronic payment	£744.91
12 October 2023	Royal British Legion	Wreath	£20
12 October 2023	Sarah Foote	Water pump reimbursement	£62.50 + £12.50 VAT = £75
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£6.75
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£6.75
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£27.90
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£26.85
12 October 2023	Lauren Elliott	Travel and parking reimbursement	£21.32 + £2.68 VAT = £24
12 October 2023	Triple A Boxing	Triple A Boxing grant	£2,000
12 October 2023	Wave Ltd	P/Ledger electronic payment	£820.39
12 October 2023	Pathways Care Farm	SN Sensory Garden	£930
12 October 2023	Fenland Leisure	Swing links	£79.20



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	Products Ltd		
12 October 2023	Glasdon UK Ltd	Life buoy x6	£684.94
12 October 2023	AJ Builders	Moving compost from KG to Fen	£1,800
12 October 2023	MJ Training	First aid training	£624
12 October 2023	MJ Training	First aid training	£82.80
12 October 2023	Direct365Online Ltd	Toilet roll	£684.60
12 October 2023	AJ Builders	BVP compost area	£8,400
12 October 2023	Abrehart Ecology	TH bat surveys	£5,681.28
12 October 2023	East Point Business Services	HH dead leg removal	£240
12 October 2023	Broadland Windows Ltd	Sparrows Nest windows deposit	£14,432.80
12 October 2023	Great Yarmouth Heating	DO water tank service	£100
12 October 2023	Cloudy Group Ltd	IT service charge September	£880.07
12 October 2023	Ernest Doe & Sons Ltd	Iseka lamp repair	£122.32
12 October 2023	AJ Builders	Low Cem PC door repair	£384
12 October 2023	Kingfisher Direct Ltd	Hand pallet truck	£250.79
12 October 2023	Ernest Doe & Sons Ltd	2x Kombimotors	£734.40
12 October 2023	Pearce & Kemp Ltd	Triangle Market light removal	£283.50
12 October 2023	Trade Gear Ltd	Line marking paint	£161.89
12 October 2023	Garden Discount Centre Ltd	Dennis mower service	£516.66
12 October 2023	AJ Builders	Unit 2 security fencing	£3,778.80
12 October 2023	V.C. Cooke	Bin hire September	£102
12 October 2023	Sound Induction Systems Ltd	Amplification system	£4,872.60
12 October 2023	Thomson Environmental Consulta	Tree survey	£4,800.08
12 October 2023	AJ Builders	Unit 2 yard fencing	£3,367.57

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12 October 2023	AJ Builders	KG soakaway	£3,180
12 October 2023	KGB Commercial Heating	Marina Theatre HVAC pane door	£1,188.60
12 October 2023	AJ Builders	Unit 2 asbestos spray	£2,341.20
12 October 2023	Blachere Illumination UK Ltd	Festive light installation	£4,654.80
12 October 2023	Cloudy Group Ltd	IT service charge October	£880.07
12 October 2023	AJ Builders	KG and SN bin areas	£6,600
12 October 2023	Leiston Press	TH leaflets	£67
12 October 2023	Fleet 96 Rentals Ltd	Van hire October	£1,080
12 October 2023	Pearce & Kemp Ltd	TM socket repair	£166.78
12 October 2023	Seletar Signs	2x signs	£144
12 October 2023	Garden Discount Centre Ltd	Stihl pole pruner	£245.10
12 October 2023	AJ Builders	P/Ledger electronic payment	£3,900
12 October 2023	AJ Builders	Normanston wall repair	£1,182
12 October 2023	The Society of Local Council Clerks	Community Governance Level 5	£1,575
12 October 2023	V.C. Cooke	Bin hire September	£510.60
12 October 2023	Glasdon UK Ltd	Replacement bench slat	£108.31
16 October 2023	Fuel Card Services Ltd	Van fuel	£57.74 + £11.55 VAT = £69.29
18 October 2023	Need2Store Ltd	Civic artefact storage	£240
19 October 2023	HMRC	HMRC September	£11,871
19 October 2023	Npower Ltd	TM electric September	£445.30
20 October 2023	Fuel Card Services Ltd	Van fuel	£149.41 + £29.88 VAT = £179.29
20 October 2023	Npower Ltd	KG electric September	£78.35
20 October 2023	Npower Ltd	Low Cem PC electric Sept	£93.78
20 October 2023	Npower Ltd	KG electric September	£95.31
20 October 2023	Npower Ltd	Normanston Park electric Sept	£125.77
20 October 2023	Npower Ltd	DO electric September	£423.03

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20 October 2023	Npower Ltd	Pakefield St PC electric Sep	£63.03
20 October 2023	Npower Ltd	SN electric September	£396.28
20 October 2023	Npower Ltd	Town Hall electric Sept	£803.04
20 October 2023	British Gas	Whitton Hall gas Mar-Jun	£97.99

Table 2 September and October Receipts

Date	Received From	Description	Amount
1 September 2023	Tenant	Rental Income from Tenant	£300
4 September 2023	Tenant	Rental Income from Tenant	£213.16
8 September 2023	Tenant	Rental Income from Tenant	£300
13 September 2023	Market Income	Weekly Market Income	£18.50
13 September 2023	Market Income	Weekly Market Income	£18.50
15 September 2023	National Lottery Heritage Fund	Town Hall Funding	£79,707.83
15 September 2023	Tenant	Rental Income from Tenant	£300
22 September 2023	Tenant	Rental income from tenant	£142
22 September 2023	Tenant	Rental income from tenant	£300
22 September 2023	Tenant	Rental income from tenant	£775
29 September 2023	East Suffolk Council	Precept 2 <sup>nd</sup> instalment	£987,895
29 September 2023	Birds Eye	Pride donation	£500
29 September 2023	Kensington Gardens Bowls	K Gardens Bowls donation	£10
29 September 2023	Tenant	Rental income from tenant	£300
2 October 2023	Triangle Market	Triangle Market income	£18.50
2 October 2023	Triangle Market	Triangle Market	£18.50

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		income	
2 October 2023	Tenant	Rental income from tenant	£60
2 October 2023	Tenant	Rental income from tenant	£775
2 October 2023	Tenant	Rental income from tenant	£625
2 October 2023	Tenant	Rental income from tenant	£213.16
2 October 2023	Tenant	Rental income from tenant	£6,300
6 October 2023	Tenant	Rental income from tenant	£300
13 October 2023	Triangle Market	Triangle Market income	£18.50
16 October 2023	Tenant	Rental income from tenant	£300

- 115.5d. Payments for approval – The Clerk advised there was one payment for approval of under £3,000, for removal of soil from the boundary fence line of the St Margaret’s allotments and the Ormiston Denes Academy. Cllr Pearce proposed approval, with expenditure to come from the allotments repairs and maintenance budget; seconded by Cllr Coleby; all in favour.
- 115.6. The Town Council’s position on making publicly available YouTube recordings of its meetings for the civic year – The Clerk advised this was enshrined within the Video Meeting Protocol, following the Council’s original decision. The Policy had been adopted again at the Annual Meeting in May, which was less than six months ago. Cllr Brooks considered Councillors may not have understood what they were voting for, and suggested all recordings should remain available for one calendar year following their initial broadcast, to support openness and transparency. Cllr Patience had made the original proposal and clarified it was for the civic year. Cllr Pearce advised the civic year had been agreed so there was not an enduring record of any former Councillors. The minutes remain the official formal record of the meetings. Cllr Barker read out an extract from Standing Orders about decisions being revisited within six months. Cllr Brooks requested this item be carried forward to November’s Full Council meeting.
- 115.7. Approval of a £15,000 maximum budget for an event to commemorate the 80<sup>th</sup> anniversary of D Day – Cllr Pearce advised this had been added to the working budget as a 2024 – 2025 payment, but noted officers may need to draw down from it in the current year, in which case Council would need to be informed. Cllr Pearce proposed approval of this item, with officers to make Council aware if funds are required before April so budget allocations can be determined. Cllr Begum suggested the major events budget. Cllr Webb seconded the proposal. Cllr Brooks queried the necessity of this amount of budget. Cllr Pearce explained some of the items which may carry a larger cost. The vote was taken and fifteen Councillors voted in favour; one Councillor abstained from the vote.
- 115.8. The redevelopment of the Town Hall:
- 115.8a. A request from Cllr Rappensberger to join the Town Hall Project Board – Cllr

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Pearce proposed approval of this request; seconded by Cllr Patience. Cllr Brooks noted that her comments at item 115.3 still stood. Fifteen Councillors voted in favour; one Councillor voted against.

- 115.8b. Legal advice regarding the legal status and scheme of delegation of the Town Hall Project Board – The Clerk had circulated a summary of the legal advice. Cllr Pearce reported on a meeting which had taken place the previous day with a lawyer. It was clarified that the Project Board is and always has been a Town Council body, and for the purposes of reclaiming VAT it would need to have the legal status of a Town Council Committee. Going forward, meetings would need to be convened with published agendas and formal minutes taken, even though it is anticipated that many of the agenda items will be confidential. Extraordinary meetings can be called. Representatives from East Suffolk Council can be non-Councillor voting members. The Project Manager will report to the Committee but will not be a member and will not have voting rights. To reach a quorum, at least half of the voting members in attendance will need to be Lowestoft Town Councillors. The lawyer suggested ceasing use of the term ‘Board’ and renaming it the Town Hall Project Committee. Cllr Pearce proposed to follow the lawyer’s advice. Cllr Pearce further proposed to confer the existing delegations, as set out in the draft Terms of Reference, on the new Town Hall Project Committee, to adopt the draft Terms of Reference, subject to all references to the Town Hall Project Board being amended to the Town Hall Project Committee and inserting advice about the voting rights of non-Councillor members and advice about the Register of Interests as a footnote. Cllr Barker seconded the proposal. The Clerk also noted there would be amendments to clarify that the Deputy Clerk will attend meetings in the absence of the Clerk, and ‘written record’ would be changed to ‘written minutes’. Cllr Brooks did not support the automatic appointment of the Mayor as the Committee Chair. Cllr Pearce had suggested this due to the public-facing nature of the project and the fact the Committee will be operating under delegation from Full Council. The vote was taken and fifteen Councillors voted in favour; one Councillor abstained from the vote.
- 115.8c. Approval of the draft Terms of Reference for the Town Hall Project Board – This had been covered with the consideration of the previous item.
- 115.8d. Formally accepting The National Lottery Heritage Fund second stage funding of £3,257,512 for the Town Hall regeneration project – Having received the reassurance of the legal advice, Cllr Pearce proposed approval of this item; seconded by Cllr Green; all in favour. Cllr Barker advised that East Suffolk Council’s Cabinet had agreed to provide £900,000 funding towards the project, which will be formally noted at November’s Full Council meeting.
- 115.8e. The minutes of the Town Hall Project Board meeting on 12 October 2023 – The minutes were noted.
- 115.8f. A progress report from the Project Board – The Project Manager explained that a Public Works Loan was under consideration to contribute to the capital funding.

*Cllr Patience temporarily left the meeting 19:33*

A meeting had been held with the Suffolk Association of Local Councils (SALC) and the Department for Levelling Up, Housing and Communities to discuss the process. This can take up to three months, but it had been confirmed that the funding could be drawn down in tranches.

*Cllr Patience returned 19:35*

As part of the consultation process, a drop-in session was being held at the Kirkley Centre in November, with a further session to be held on the High Street. A public survey would also be held. The Clerk explained the importance of community engagement as part of the Secretary of State’s process of considering the application. SALC would be able to advise on the appropriateness and

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adequacy of the community engagement proposals, which the Project Manager can put together. Cllr Pearce proposed to proceed with seeking SALC's advice as suggested and noted it had previously been considered that the cost of servicing the loan should not in itself trigger an increase in the precept. Cllr Coleby declared he is a SALC Board member. Cllr Brooks noted there had been a letter in the local press expressing concern about the Town Council taking on 'debt' as they considered it, which could be an opportunity to explain the purpose of the loan and address any concerns regarding the precept. Cllr Pearce suggested a copy of the letter should be sent to the office. Cllr Barker suggested the Town Council's annual Council Tax leaflet could also be used to explain the Town Council's position. Cllr Rappensberger seconded Cllr Pearce's proposal and all Councillors voted in favour.

The Project Manager advised that the planning and listed building consent application had been deferred to East Suffolk Council's Planning Committee meeting on 14 November. The Project Manager did not have any concerns regarding the proposed conditions.

A quotation of £165,000 from UK Power Networks had initially been accepted, but full payment was required upfront. It had therefore been agreed to allow the quotation to lapse. The Clerk understood there was a major payment for professional fees needed ahead of Permission to Start, which was higher than anticipated. The Project Manager confirmed this would be reclaimable once Permission to Start had been granted. The Project Manager explained this was continuation of the RIBA Stage 4 design work to enable the creation of a tender package. Any delay could cost a significant amount in inflation. Cllr Brooks suggested contacting the local Member of Parliament with regard to UK Power Networks' instruction for full payment upfront. The Clerk clarified there was no authority for the quotation to have been accepted at that meeting, but the scheme of delegations should be clearer with the new Committee structure. Cllr Pearce requested the addition of an item on the next Full Council agenda, with an update from the Project Manager, to consider the funding position at that time, and what the Council would be prepared to delegate, if anything.

- 115.8g. Approving a schedule of works ahead of NLHF Permission to Start being obtained – Cllr Pearce considered the RIBA Stage 4 work was pre-approved. The National Lottery Heritage Fund (NLHF) had given approval for certain works to be undertaken in advance of Permission to Start being obtained, and discussions had taken place regarding the funding arrangements for this between now and March. Cllr Pearce proposed delegating authority to the Town Hall Project Committee to do the preliminary works where authorisation has been given by the NLHF ahead of Permission to Start, and where the RIBA Stage 4 works are defined in the original schedule of works and in roles and responsibilities of the consultants and contractors appointed to the project team. The Clerk noted there would be an element of financial risk, as reimbursement of this expenditure is not guaranteed. Cllr Pearce understood this expenditure would not be coming from Town Council funds, and noted the impact of inflation if works were delayed. The Project Manager advised she also needed to procure a Quantity Surveyor for the rest of the project and explained the importance of this. The Project Manager also noted that the design team needed to put together an enabling works contract, to be advertised upon approval of Permission to Start. Cllr Pearce noted that the Quantity Surveyor and enabling contract were also included in the original schedule of works. Cllr Pearce amended his proposal to include procuring the Quantity Surveyor with immediate effect, and requested an addition of an item to November's Full Council agenda to consider a delegation for the specification of the enabling contract specifically, and in the meantime liaise with

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a third party to check whether it would be possible to draw down on secured funding for that element of the advance work. Cllr Brooks seconded the proposal and all Councillors voted in favour.

- 115.8h. An update on the application for a Public Works Loan – This had been included with the consideration of the previous items.
- 115.8i. Noting that subsidy control for the Town Hall project is now completed – Cllr Pearce considered that the Council would need to be aware of the advice on an ongoing basis. The Project Manager had not raised any concerns about the advice received. The advice had been submitted to the NLHF. Cllr Coleby proposed to accept the advice and note the Council will continue to monitor the advice on an ongoing basis; seconded by Cllr Pearce; all in favour.
- 115.9. Formalising the role of the Heritage Focus Group as a standing community consultee body for the Town Council to liaise with on heritage-related matters, where consultation is required – The Heritage Focus Group had been set up during the Town Hall Project’s Development Phase. Cllr Pearce suggested engagement with the Group should continue on any heritage-related agenda items where the Council would like an external opinion. With regard to the Lowestoft Collection, the Council wanted a panel of experts it could consult with on any pieces which came up for auction. Cllr Brooks queried the need for this and questioned Cllr Pearce’s involvement with the Group. Cllr Pearce confirmed he was not a member and clarified that engagement of this type would not have to be limited just to the Focus Group. Cllr Pearce proposed approval of this item; seconded by Cllr E Youngman; fifteen Councillors voted in favour; one Councillor abstained from the vote.
- 115.10. The Marina Theatre:
- 115.10a. An update on legal advice regarding the Marina Theatre project and funding agreement (confidential) – To be considered during the confidential session.
- 115.10b. The Towns Fund agreement and budgetary requirement for the RIBA Stage 4 project works (some aspects may be confidential) - To be considered during the confidential session.
- 115.10c. How to progress the appointment of a Project Manager (some aspects may be confidential) - To be considered during the confidential session.
- 115.10d. An update on obtaining subsidy control advice (confidential) - To be considered during the confidential session.
- 115.10e. An update on legal advice regarding the lease (confidential) - To be considered during the confidential session.

*A comfort break was taken 20:23 and the meeting resumed 20:30*

At 20:30, Cllr Coleby proposed suspending Standing Order 3y for thirty minutes to enable the meeting to continue; seconded by Cllr Webb; twelve Councillors voted in favour; one Councillor abstained from the vote.

*Cllrs Begum, Rappensberger and E Youngman returned 20:31*

- 115.11. Noting Lowestoft Town Council has registered with the HMRC as having Opted to Tax – The Clerk noted this related specifically to the Marina Theatre and Town Hall, following a previous Council decision. In response to a query from Cllr Pearce, the Clerk confirmed there would need to be follow-up on the implications as advised.
- 115.12. A grounds maintenance report from the Clerk, including spend against budgets (some aspects may be confidential) – The Clerk advised there had not been any significant changes since the last Full Council meeting. Seasonal variations in working are being considered. Arrangements for the workshop and storage premises were progressing well. Cllr Pearce had been in liaison with the Finance and Information Officer regarding the grounds maintenance budget, and had a meeting with him and the Parks and Community Officer to go through this. In response to a query from Cllr Green, the Clerk confirmed the Town Council would charge the Arnold’s Bequest Charity Board for grounds maintenance officers’ time working on the site.

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- 115.13. Public comments received regarding the purchase of a piece of land, and an update on progression of sale (some aspects may be confidential) – The Clerk advised the comments had been made available but discussions about the specific piece of land were still sensitive. Cllr Brooks considered that valid points had been raised and these should be considered. Cllr Pearce proposed giving direct public answers as to how the land will be managed on completion of the land purchase, as some of the points raised were incorrect; seconded by Cllr Page; all in favour.
- 115.14. The Town Council’s protocol for the handling of concerns raised by members of the public, including those which are not formal complaints or insurance claims, including those where contractors are acting under commission to the Town Council (some aspects may be confidential) – Cllr Pearce had requested the addition of this item, following a specific incident. Cllr Pearce proposed to defer this item to the next meeting as it was not urgent; seconded by Cllr Brooks; all in favour.
- 115.15. The setting up of a Lowestoft Town Council Youth Forum – Cllr Barker proposed deferring this item to the Assets, Inclusion and Development (AID) Committee. Cllr Barker will attend the next meeting ex-officio with ideas on how to progress this. Cllr Brooks seconded the proposal and all Councillors voted in favour.

### 116. Assets, Inclusion and Development

- 116.1. The draft minutes of the Assets, Inclusion and Development Committee meeting on 2 October 2023 – The draft minutes were received and noted.
- 116.2. The procurement of the Sparrows Nest toilets, including the configuration the Town Council will put out to tender – Cllr Barker confirmed there had been no change in the law with regard to single-sex and unisex toilets. Cllr Coleby proposed referring this item to the AID Committee to make a recommendation back to Council; seconded by Cllr Webb. Cllr Brooks was concerned this would hold the process up. The vote was taken and fourteen Councillors voted in favour; two Councillors voted against.
- 116.3. An application for Freedom of the Town (confidential) – To be considered during the confidential session.

### 117. Planning

- 117.1. The draft minutes of the Planning Committee meeting on 12 October 2023 – The draft minutes were received and noted. Cllr Brooks noted a few of the meetings had been inquorate and a low response rate from Committee members had meant the Deputy Clerk had been unable to exercise her delegation.

### 118. Climate and Ecological Emergency

- 118.1. The draft minutes of the Climate and Ecological Emergency Committee meeting on 16 October 2023 – The draft minutes were received and noted.
- 118.2. The following recommendations from the Climate and Ecological Emergency Committee:
- 118.2a. Signing a joint Parish Councils letter requesting a visit from the Secretary of State concerning Sizewell C – Cllr Barker explained the item had arisen from the event as referenced at item 121.3, attended by herself and Cllr Brooks. Cllr Pearce proposed approval of the recommendation. Cllr Patience asked for details about the requested visit and was advised it would likely be a location in East Suffolk, to which the Town Council could send a delegate. Cllr Brooks seconded the proposal and all Councillors voted in favour.

### 119. Personnel

- 119.1. Requests from Cllrs Parker and Patience to join the Personnel Committee – Cllr Pearce proposed approval of the requests; seconded by Cllr E Youngman; all in favour.

### 120. The following legal matters (some aspects may be confidential):



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- 120.1. Licences for the Lowestoft Town Tennis and Cricket Clubs (confidential) – To be considered during the confidential session.
- 120.2. The Lowestoft War Memorial Museum lease (confidential) - To be considered during the confidential session.
- 120.3. An update on progressing a lease for workshop and outdoor storage premises (some aspects may be confidential) - To be considered during the confidential session.
- 120.4. The legal position and risks of a tenancy at will situation (some aspects may be confidential) - To be considered during the confidential session.
- 120.5. London Road South land transfer (partial) to East Suffolk Council (confidential) - To be considered during the confidential session.
- 120.6. Northern coastal and sea wall transfers from East Suffolk Council (confidential) - To be considered during the confidential session.
- 120.7. Kirkley Community Sports and Social Club land from East Suffolk Council (confidential) - To be considered during the confidential session.

### 121. Outside bodies

- 121.1. Cllr Barker's report from the First Light Festival Steering Group meeting on 24 August 2023 – Cllr Ray noted reference to the Environmental Task Force in the report, which she had been appointed to as Town Council representative, but had not heard from them. Cllr Barker advised she would feed this back to the next Steering Group meeting.
- 121.2. Cllr Patience's report from the Lowestoft Place Board meeting on 6 September 2023 – Cllr Brooks requested an item on the next Full Council agenda to consider the Town Council's role on the Lowestoft Place Board.
- 121.3. Feedback from the meeting on 4 October regarding the cumulative impact of the proposed energy projects on East Suffolk – Cllr Barker had provided the written presentations from the meeting, which had been uploaded to the members' area. Cllr Barker advised that one of the speakers had agreed to deliver a presentation to the Climate and Ecological Emergency Committee and their details had been passed to officers. An open invitation would be extended to all Councillors to attend the presentation. Cllr Patience noted he was having difficulties accessing confidential documents on his laptop.

### 122. Date of next meeting

28 November 2023 at 18:30

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

Cllr Pearce suggested to defer the agenda items relating to leases and licences, which could be considered by the Finance and Governance Committee in the interim, to make recommendations to Full Council. It had been agreed that the draft Tennis and Cricket Club licences would be circulated to Councillors for comment. Items 120.5, 120.6 and 120.7 had been deferred from the last meeting. The Clerk considered they could be deferred to the next meeting as discussions with the lawyer were ongoing. At 21:00, Cllr Coleby proposed to suspend Standing Order 3y for fifteen minutes, to enable the meeting to continue; seconded by Cllr Brooks; fifteen Councillors voted in favour; one Councillor voted against.

*Cllrs Parker and Patience left the meeting 21:00*

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

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

- 124.1. Any matters, including those above as required:
  - 115.4. Whether the Town Council should self-insure against contracting works on land not in its ownership (confidential) – The Clerk suggested deferring this item to the Finance and Governance Committee to consider the budget allocation. Cllr Brooks

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requested that any documents uploaded to the members' area are uploaded as PDFs.

- 115.10a. An update on legal advice regarding the Marina Theatre project and funding agreement (confidential) – The Clerk relayed the legal advice received. Cllr Pearce suggested convening an Extraordinary Meeting to consider the agenda items relating to the Marina Theatre. Cllr Pearce proposed deferring items 115.10a – 115.10d to an Extraordinary Meeting, to be convened ahead of November's Full Council meeting; seconded by Cllr Coleby; all in favour.
- 115.10b. The Towns Fund agreement and budgetary requirement for the RIBA Stage 4 project works (some aspects may be confidential)
- 115.10c. How to progress the appointment of a Project Manager (some aspects may be confidential)
- 115.10d. An update on obtaining subsidy control advice (confidential)
- 116.3. An application for Freedom of the Town (confidential) – The Clerk noted that the application had not yet been received, and in line with the policy should first be considered by the AID Committee. Cllr Pearce explained the background to the agenda item. Cllr Brooks did not consider it appropriate to have this agenda item with no accompanying information. The Clerk suggested deferring the application to the AID Committee to consider, in line with the policy, for a recommendation to be made to the Extraordinary Full Council meeting. Cllr Pearce proposed to support this recommendation from the Clerk; seconded by Cllr Pitts; all in favour.

The meeting was closed at 21:16.



Signed: .....

7 November 2023