

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 23 January 2024

### MINUTES

**Present:** Cllrs Sonia Barker (Mayor), Nasima Begum, Robert Breakspear, Wendy Brooks, Neil Coleby, Christian Newsome, Graham Parker, Keith Patience, Andy Pearce, Bernadette Rappensberger, Deborah Ray and Elise Youngman

**In attendance:** Sarah Foote (Acting Town Clerk) and Lauren Elliott (Project and Committee Clerk)

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

**Public:** There were four members of the public in attendance

#### 189. Welcome

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

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

Apologies were received from Cllrs Jen Jones, Paul Page, John Pitts, Jack Smith and Nick Webb, with reasons provided. Cllr Pearce proposed approval of the apologies received. Cllr Brooks proposed to approve the apologies received, with the exception of Cllr Smith. Cllr Rappensberger seconded Cllr Pearce's proposal; eleven Councillors voted in favour; one Councillor voted against.

#### 191. Declarations and dispensations

191.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Regarding item 204.2, Cllrs Pearce and Rappensberger declared they were former Committee members of the Save Our Records Office and Lowestoft and District Independent Archive groups. Cllr Pearce declared a registerable interest in item 204.7 and would not participate in the discussion of that item. Cllrs Parker and Patience declared they are East Suffolk Councillors and would leave the room for the consideration of items involving East Suffolk Council. Cllr Brooks declared she had been approached by members of the public regarding item 204.2. Cllr Patience declared he had been a Suffolk County Councillor when the Records Office was closed several years ago. Whilst Councillors had their own views regarding item 204.2, they did not consider themselves pre-determined. Cllr Barker had been informed by BBC Radio Suffolk on 3 January of the proposed Records Office closure, and wrote an email to Suffolk County Council's Scrutiny Committee, to which one member had responded.

*The Acting Town Clerk temporarily left the meeting 18:39 and returned 18:40*

It was understood there may have been some miscommunication between members of the public regarding the start time of the meeting. It would be the Chair's discretion to decide whether to reopen the public forum for anyone arriving late. Cllrs Barker and Brooks declared they are members of Suffolk Wildlife Trust.

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

#### 192. The draft minutes and confidential note of the Extraordinary Full Council meeting on 17 January 2024

Cllr Brooks considered the confidential note to be factually accurate, but considered there to be some errors in the phrasing of the notes of the section where officers had been required to leave the room. As these were not the formal minutes of the meeting, it was agreed that Cllr Brooks would send her comments to the office for review. Cllr Brooks proposed to approve the minutes and confidential note, given there were no issues with their factual accuracy; seconded by Cllr Pearce; all in favour.

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 23 January 2024

### 193. Public forum

*Cllr Breakspear and the Acting Town Clerk temporarily left the meeting 18:43*

Cllr Barker suggested to bring forward item 204.2 on the agenda, to follow the public forum.

*The Acting Town Clerk returned 18:44*

It was noted that several public comments had been received regarding that agenda item, which had been made available and read by Councillors.

*A member of the public arrived 18:45*

The Acting Town Clerk advised any member of the public wishing to speak that they would have three minutes each to do so, but the public forum would not exceed fifteen minutes in total, as per the Council's policy. A member of the public spoke regarding item 204.2. As the Lowestoft Library is a local study library. He considered that the records within should remain accessible to local people at a local level.

*A member of the public arrived 18:47*

Should it not be possible for the archive to remain at the library, the member of the public hoped that alternative options could be explored, and asked that the Town Council do all it can, in collaboration with other authorities, to keep the records in Lowestoft.

*A member of the public arrived 18:50*

*Cllr Breakspear returned 18:50*

The other three members of the public in attendance spoke regarding item 204.2, supporting the earlier comments and highlighting the benefits of the Lowestoft archive and study library to local people, who would not otherwise be able to access it. The public forum was closed.

204.2. Submitting an objection to Suffolk County Council on the proposed closure of the Suffolk Archive Branch in Lowestoft – Cllrs Brooks and Pearce thanked the members of the public who had attended the meeting and spoke, and those who had submitted written comments. It was considered that the public representations had demonstrated the value of the Lowestoft Archive and how the items are still used now. Transferring the records to Ipswich would risk making them inaccessible for many. Cllr Pearce proposed for Lowestoft Town Council to express its opposition to the proposed closure of the Suffolk Archive Branch in Lowestoft, and to state its desire that ideally the local study centre remains open, or if that cannot be achieved, that at least the study material remains in Lowestoft and publicly available. Cllr Pearce further proposed for the Town Council to express its disappointment that it was not consulted or given prior notice about the proposed closure. Cllr Pearce further proposed to delegate authority to officers, in conjunction with Councillors, to approach East Suffolk Council's Cabinet, with a view to supporting negotiations with Suffolk County Council to find ways to retain the archive material in Lowestoft. Cllr Barker advised that Suffolk County Council's Scrutiny Committee had met on 11 January, and the decision was expected to be ratified on 15 February. Cllr Coleby seconded the proposals and suggested other Parishes could be encouraged to join the campaign, which it was hoped would be the case by working with East Suffolk Council. Cllr Brooks requested an amendment to the proposal to more firmly put forward the view that the archives should stay where they are. Cllr Pearce clarified the option of finding an alternative repository within Lowestoft was only if the local study centre cannot remain open. Cllr Brooks requested that a copy of the Town Council's resolution be provided to Bury St Edmunds Town Council. Cllr Pearce amended his proposal to include this. Cllr Coleby noted a local Clerks' meeting was due to take place shortly, and suggested use of the Suffolk Association of Local Councils' facilities. The vote was taken and all Councillors voted in favour. It was noted that a consultation regarding the future of Suffolk Libraries was due to end shortly.

*Three members of the public left the meeting 19:13*

*Cllr Breakspear and the Acting Town Clerk temporarily left the meeting 19:13*

### 194. The resignation of Alan Green (Pakefield Ward) and David Youngman (St Margarets East Ward)

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 23 January 2024

It was noted that two by-elections for the vacancies were due to take place on 29 February.

### 195. Finance and Governance

195.1. The draft minutes of the Finance and Governance Committee meeting on 16 January 2024 – The draft minutes were received and noted.

195.2. Recommendations from the Finance and Governance Committee:

195.2a. For information to be supplied for Councillors three working days in advance, to appropriately consider legal and commercial agenda items in confidential session, especially where they are required to make recommendations or decisions –

*Cllr Brooks temporarily left the meeting 19:13*

Cllr Pearce proposed to endorse this recommendation, and explained this would be a general rule which should apply wherever possible, to try to ensure information is supplied with enough time to inform Council considerations; seconded by Cllr Begum; all in favour.

195.2b. Costs to repair or replace the emergency lights at the Marina Theatre (confidential) – To be considered during the confidential session.

195.2c. Giving delegated authority to the Finance and Governance Committee to set priorities for outstanding legal and licensing matters and make recommendations for progression to Full Council –

*Cllrs Breakspear, Brooks and the Acting Town Clerk returned 19:16*

Cllr Pearce clarified the recommendation was for a delegation to the Acting Town Clerk, in conjunction with members of the Finance and Governance Committee, and proposed to endorse this recommendation; seconded by Cllr Begum; ten Councillors voted in favour; two Councillors abstained from the vote.

195.3. Receipt and consideration of the following:

195.3a. 2023 – 2024 budget and reserves – The current budget and reserves position had been provided to the Council and was noted.

195.3b. Any bank reconciliations – It was noted that December's bank reconciliation would be given to Cllr Page to review and sign.

195.3c. Payments and income for the month ending 31 December 2023 and January 2024 to date (see schedules) – Cllr Pearce proposed to receive and note the income and expenditure reports as follows; seconded by Cllr Begum; all in favour:

195.2b. Costs to repair or replace the emergency lights at the Marina Theatre (confidential) – The Acting Town Clerk advised this item could be considered now, as long as there were no discussions about individual contractors. Cllr Pearce proposed to select the replacement option over the repair option, and proposed to delegate authority to officers, in conjunction with the Marina Theatre's Technical Manager, to establish the most appropriate specification and make the decision regarding procurement, with funding to come from the Marina Theatre capital earmarked reserve (Marina Theatre tab cost code two). Cllr Begum noted a significant variation in the quotations received, and was advised by the Acting Town Clerk that the Town Council's facilities staff, and the Marina Theatre Technical Manager, were both content with the lower of the two quotations received for the replacement option. Cllr Pearce therefore amended his proposal to approve the lower of the two quotations received for the replacement option, with the funding still to come from the Marina Theatre capital earmarked reserve; seconded by Cllr Brooks; all in favour.

195.3d. Payments for approval – Cllr Pearce proposed approval of payment of the business rates for the workshop premises, with funding to come from the offices cost code for the workshop premises lease, which has an underspend due to the Town Council taking up occupation of the premises part way through the year; seconded by Cllr Coleby; all in favour.

195.4. Appointing an additional bank signatory – Cllr Coleby noted that Cllr Brooks had volunteered to do this for the Arnold's Bequest Charity Board. Cllr Brooks confirmed she

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 23 January 2024

would be happy to become a bank signatory for the Town Council also. Cllr Coleby proposed to appoint Cllr Brooks as a bank signatory; seconded by Cllr Begum; all in favour.

- 195.5. A delegation to officers to identify and apply for any suitable grant funding that may help to support the Town Council's events, parks, and climate aspirations – This had been discussed by various Committees and Sub-Committees. Councillors could provide details of any suitable grant funding sources. There was currently no delegation from Full Council to apply for or accept grant funding on behalf of the Council. With regard to item 195.6, Cllr Pearce explained that officers were to consult with relevant Committees and Sub-Committees to make decisions regarding the acceptance of grant funding relating to the work of that Committee or Sub-Committee. Decisions should only need to be made by Full Council if financial or legal conditions relating to the grant funding would confer a long term liability on the Town Council, or if there is a moral dilemma in accepting the funding. Cllr Pearce proposed approval of items 195.5 and 195.6; seconded by Cllr Coleby; all in favour.
- 195.6. A delegation to officers in consultation with the Events and Communications Sub-Committee, Parks and Open Spaces Sub-Committee, and Climate and Ecological Emergency Committee to make decisions on acceptance of such funding in the event that applications are successful
- 195.7. Legal advice on whether the Town Council should self-insure against contracting works on land not in its ownership (confidential) – To be considered during the confidential session.
- 195.8. A valuation and Surveyor report to inform Council consideration on the potential purchase of land (confidential) – To be considered during the confidential session.

### 196. Town Hall Project

- 196.1. The draft minutes of the Town Hall Project Committee meeting on 11 January 2024 – The draft minutes were received and noted.
- 196.2. The delivery stage of the redevelopment of the Town Hall:
- 196.2a. A progress report from the Project Manager – The report had been made available to Councillors.

*The Town Hall Project Manager joined the meeting via Zoom 19:27*

Cllr Pearce noted there is a delegation in place to enable the Project Manager and project team to do what is necessary to reach Permission To Start. The Project Manager advised that a repeat asbestos survey had taken place, this will provide documented evidence of where asbestos remains in the building, which will be included in the tender package. Brick testing had taken place and some structural issues were found, particularly with those in the basement. Structural engineers will be working through the implications of that. A condition survey of the clock had been undertaken. Two of the clockfaces needed to be recast but no issues were reported with the bell. Cllr Barker gave her thanks to the Project Manager and project team.

*The Project Manager left the meeting 19:31*

- 196.2b. Updating the scheme of delegation within the Town Hall Project Committee Terms of Reference to allow the Committee to create temporary Sub-Committees for the purpose of tender evaluations and any other specific actions that Full Council may deem suitable – Cllr Pearce relayed the legal advice received previously, that any delegations to officers should be specific actions, whereas any broader delegation regarding the running of the project should be to the Committee. For tender evaluations so far, a tender evaluation panel has been convened from members of the Committee, which then makes a recommendation back to the Committee. This recommendation would enable Sub-Committees to be created to evaluate tenders and make a decision at the same meeting, subject to the Sub-Committee meeting the quorum requirements.

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 23 January 2024

Cllr Pearce proposed to approve this recommendation and enable the Committee to create Sub-Committees for any matter which it deems necessary, on the advice of the Project Manager, and recognising that a Sub-Committee would only be able to consider a matter which has been delegated to the Committee in the first place. Cllr Coleby seconded the proposal and all Councillors voted in favour.

### 197. Marina Theatre

197.1. A Memorandum of Understanding between Lowestoft Town Council and East Suffolk Council for Project Management services to deliver the Marina Theatre Project –

*Cllrs Parker and Patience temporarily left the meeting 19:34 for the consideration of this item*

Cllr Pearce proposed to approve the Memorandum of Understanding, with a delegation to officers to refine any text as required; seconded by Cllr Coleby; all in favour.

197.2. The procurement process of RIBA 4 to 7 (with a break clause after RIBA 4) for the Marina Theatre Project –

*Cllrs Parker and Patience returned 19:37*

Cllr Pearce considered that a meeting of the Marina Theatre Project Committee should be convened, including the voting representation from the Marina Theatre Trust and East Suffolk Council Project Manager, to start the procurement process. The Acting Town Clerk advised that the Project Manager had asked the Town Council's permission to start to draft the procurement documents, which could then be considered by the Committee. Cllr Coleby proposed to approve this request; seconded by Cllr Pearce; all in favour.

197.3. Options relating to kittiwake deterrent measures on the front of the building, and unforeseen difficulties, challenges, and actions required relating to the ledges on the western elevation – Cllr Brooks suggested further engagement with wildlife organisations on potential alternatives to removing the ledges. Cllr Pearce suggested engagement with heritage and conservation experts on any cleaning methods which will not damage the building. The nesting deterrent measures installed on the northern elevation had been unsuccessful. The installation of Perspex there had been suggested as an alternative, and the Acting Town Clerk had received confirmation from the Planning Authority that this would be permitted development. It was agreed that the northern elevation should not be available for nesting and Perspex should be used if this is considered the most effective option. Cllr Pearce proposed delegating authority to officers to put appropriate measures in place to prevent kittiwake nesting on the northern elevation of the building, on the condition this does not involve nets or spikes. Cllr Pearce further proposed engaging with conservation and heritage experts about how to undertake a deep clean without damaging the building. It was agreed that the ledges on the western elevation would not be removed at this stage, but if mitigations such as backboards could be progressed without the requirement of planning consent, and before the kittiwakes returned, it was agreed to include this in the delegation. Seconded by Cllr Brooks; all in favour.

### 198. Assets, Inclusion and Development

198.1. The draft minutes of the Assets, Inclusion and Development Committee meeting on 8 January 2024 – The draft minutes were received and noted.

198.2. Feedback and any recommendations from a meeting regarding the Tennis Courts Operator Model (some aspects may be confidential) – This was live on the website.

### 199. Planning

199.1. The draft minutes of the Planning Committee meeting on 11 January 2024 – The draft minutes were received and noted. Cllr Brooks had provided some comments on East Suffolk Council's scheme of delegations for planning. An item would be added to the next agenda to receive feedback on the outcome of East Suffolk Council's Full Council meeting.

### 200. Climate and Ecological Emergency

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 23 January 2024

200.1. The draft minutes of the Climate and Ecological Emergency Committee meeting on 15 January 2024 – The draft minutes were received and noted.

200.2. Recommendations from the Climate and Ecological Emergency Committee:

200.2a. Submitting a response to East Suffolk Council's consultation regarding its Refuse and Dog Waste Bin Policy, supporting the document and requesting the inclusion of provision for recycling of items which are not currently recyclable, such as Tetra Pak and blister packs –

*Cllrs Parker and Patience temporarily left the meeting 19:51 for the consideration of this item*

Cllr Pearce proposed to submit the response to the consultation as recommended by the Climate and Ecological Emergency Committee, but to also explore options through the Climate and Ecological Emergency Committee and the Quarterly Liaison Meetings with East Suffolk Council as to how non-recyclable items can be made recyclable; seconded by Cllr Brooks; all in favour.

200.2b. Arranging a public meeting regarding public transport, including an appropriate delegation to officers to progress arrangements – Cllr Newsome declared he is employed by a bus operator.

*Cllrs Parker and Patience returned 19:55*

A Transport Working Group had been formed and considered arranging a public meeting, in collaboration with the college and the East Suffolk Travel Association (ESTA), with speakers from relevant authorities in attendance, to discuss how to improve the town's public transport, such as providing a public transport service into the evening. ESTA had confirmed the Parcels Office could be used for the meeting. Cllr Brooks proposed to approve the recommendation to arrange a public meeting regarding public transport. Cllr Pearce seconded the proposal and requested an amendment, which was approved, to delegate authority to officers to select the date for the meeting and duly promote it. Cllr Pearce suggested East Suffolk Council and the local Ward Councillors should be invited. Cllr Coleby noted that improvements to public transport had been the main aim of the Community Partnerships for a long time. Cllr Patience suggested an invitation should be extended to the local branch of the transport Trade Union. It was suggested that the meeting should take place on a Saturday morning, to maximise attendance. The vote was taken and all Councillors voted in favour.

*A comfort break was taken 20:01 and the meeting resumed 20:06*

*The remaining member of the public left the meeting 20:06*

### 201. Personnel

201.1. Appointing the Chair of the Personnel Committee –

*Cllr Rappensberger returned 20:06*

Cllr Brooks proposed to appoint Cllr Newsome as Chair of the Personnel Committee, which Cllr Newsome accepted; seconded by Cllr Pearce; all in favour.

201.2. The draft minutes of the Personnel Committee meeting on 4 January 2024 – The draft minutes were received and noted.

201.3. Any interim staffing arrangements (confidential) – To be considered during the confidential session.

201.4. Staff terms and conditions for 2024/25 (confidential) – To be considered during the confidential session.

201.5. The legal position on application of the Local Government Pay Award (confidential) – To be considered during the confidential session.

201.6. The recruitment of gardeners – A Zoom meeting had been held earlier that day.

*Cllr Youngman returned 20:09*

There had been a discussion as to whether the Town Council required gardeners specifically, or multi-skilled grounds maintenance operatives with a specialism in gardening and horticulture. Three additional grounds maintenance operatives will be recruited in the coming year, and the resource for the cleaning of public conveniences

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 23 January 2024

had been agreed. Cllr Pearce proposed a delegation to officers, in consultation with members of the Assets, Inclusion and Development (AID) Committee and Parks and Open Spaces Sub-Committee, to firm up the specifications for the new grounds maintenance operatives, and to have an ongoing discussion regarding the resourcing of gardening and horticulture work within the existing framework, and, if necessary, to have a separate discussion about DIY and maintenance aspects of grounds maintenance. Cllr Pearce further proposed that quarterly review meetings should be held between members of the AID Committee, Parks and Open Spaces Sub-Committee, any other interested Councillors and the grounds maintenance staff, to review any ongoing issues and monitor the budget; seconded by Cllr Breakspear; eleven Councillors voted in favour; one Councillor abstained from the vote.

201.7. Progressing the specification for an Asset Management Officer role from 1 October 2024 – Affordability for the recruitment of this position had been demonstrated in the budget. Cllr Pearce proposed to delegate authority to officers, in consultation with members of the AID Committee and any other interested Councillors, to draw up the specification for the role prior to recruitment, using the previous specification as the starting point; seconded by Cllr Brooks; all in favour.

201.8. A recommendation from the Personnel Committee regarding the process for reviewing officer delegations – Cllr Pearce considered the need for a thorough annual review process. This is currently done as part of the Annual Meeting. All existing officer delegations will lapse at the Annual Meeting, but officers will present those they feel are necessary to carry out their roles to April's Full Council meeting. Cllr Patience proposed that Councillors be required to sign to confirm when they have received and read supporting documents for the Annual Meeting; seconded by Cllr Pearce; eleven Councillors voted in favour; one Councillor abstained from the vote. Cllr Pearce proposed an annual review process for officer delegations, whereby the delegations automatically lapse at the Annual Meeting, but officers present those they feel are necessary for them to carry out their roles to April's Full Council meeting; seconded by Cllr Parker; all in favour.

201.9. Bringing payroll operations in-house from 1 April 2024 (some aspects may be confidential) – To be considered during the confidential session.

### **202. Legal matters (some aspects may be confidential):**

202.1. Renewal of an existing tenant's lease (confidential) – To be considered during the confidential session.

202.2. Legal and other aspects of the relationship with a tenant (confidential) – To be considered during the confidential session.

### **203. Feedback from the Quarterly Liaison Meeting with East Suffolk Council on 9 January 2024 (some aspects may be confidential)**

*Cllr Parker temporarily left the meeting 20:18*

The notes from the meeting had not yet been received from East Suffolk Council. It was agreed to defer this item to the next meeting.

*Cllr Parker returned 20:19*

### **204. Outside bodies**

204.1. The arrangements for reporting back to the Council from outside bodies – Cllr Patience advised that all Councillors had been reporting back as required. Some reports had been added to the weekly Councillor update, which did not provide the opportunity for Councillors to discuss them. The Acting Town Clerk clarified that Councillors should be completing the correct form in order for the report to be formally received by Full Council. Officers would circulate the template form to Councillors.

204.2. Submitting an objection to Suffolk County Council on the proposed closure of the Suffolk Archive Branch in Lowestoft – This item had been considered earlier in the meeting.

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 23 January 2024

- 204.3. Appointing a representative and substitute representative to the East Suffolk Community Safety Partnership – Cllr Pearce had been the representative but had stood down due to a clash with Finance and Governance Committee meetings. Cllr Brooks volunteered to become the representative; seconded by Cllr Pearce; all in favour. At 20:30, Cllr Begum proposed to suspend Standing Order 3y for thirty minutes, to enable the meeting to continue; seconded by Cllr Pearce; all in favour. Cllr Brooks proposed appointing Cllr Ray as the substitute representative, which she accepted; seconded by Cllr Barker; all in favour.
- 204.4. Appointing a representative to the First Light Festival Steering Group – Cllr Ray volunteered to become a representative; seconded by Cllr Begum; all in favour.
- 204.5. Appointing a representative to the Lowestoft and District Allotment Association – Cllr Pearce volunteered to become a representative; seconded by Cllr Begum; all in favour.
- 204.6. Appointing a substitute representative to the Lowestoft and Plaisir Twinning Association – Cllr Pearce volunteered to become the substitute representative; seconded by Cllr Begum; all in favour.
- 204.7. Appointing a substitute representative to the Lowestoft South Pier Ltd Management Committee – Cllr Brooks proposed to appoint Cllr Rappensberger as the substitute representative, which she accepted; seconded by Cllr Pearce; all in favour.
- 204.8. Appointing a substitute representative to the Pakefield Coast Protection Steering Group – Cllr Breakspear volunteered to become the substitute representative; seconded by Cllr Begum; all in favour.
- 204.9. A report of the Place Board meeting on 30 November 2023 – The minutes had been made available to Councillors.
- 204.10. Cllr Ray's report of the First Light Festival Environmental Task Force meeting on 12 December 2023 – The report had been made available to Councillors. Cllr Pearce suggested that any follow-up actions be added to the Climate and Ecological Emergency Committee's agenda.

### 205. Date of next meeting

27 February 2024 at 18:30

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

*Cllr Patience left the meeting 20:35*

Cllr Begum proposed moving the meeting into confidential session; seconded by Cllr Youngman; all in favour.

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

207.1. Any matters, including those above as required:

- 195.7. Legal advice on whether the Town Council should self-insure against contracting works on land not in its ownership (confidential) – The Town Council has so far acted in accordance with the legal advice it has received. Legal advice on the theoretical and practical risks had been received. Cllr Pearce proposed to proceed with the works, following the additional steps as laid out by the lawyer, to make contact with the residents of the identified addresses, to give them the opportunity to make representations; seconded by Cllr Begum; ten Councillors voted in favour; one Councillor abstained from the vote.
- 195.8. A valuation and Surveyor report to inform Council consideration on the potential purchase of land (confidential) – The valuation had been received earlier that day. The purchase of the land had been considered by the Budget and Loan Sub-Committee, which had made a recommendation as a result. Cllr Pearce proposed to endorse the recommendation of the Budget and Loan Sub-Committee; seconded by Cllr Barker; all in favour.
- 201.9. Bringing payroll operations in-house from 1 April 2024 (some aspects may be confidential) – The officers supporting the meeting would be required to leave the



# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 23 January 2024

room for the consideration of certain Personnel items on this agenda, and it was therefore agreed to move those to the end of the agenda. Cllr Pearce proposed to delegate authority to officers to progress this to the point where there is a proposal for the Personnel Committee and Full Council to consider. Cllr Coleby seconded the proposal; ten Councillors voted in favour; one Councillor abstained from the vote.

202.1. Renewal of an existing tenant's lease (confidential) – A meeting with the Town Council's lawyer had taken place the previous day, and the lawyer would draft the lease. Cllr Pearce proposed to delegate authority to officers, in consultation with the lawyer, to progress this to the point where there is a draft lease for Full Council to consider. Cllr Pearce further proposed for officers or the lawyer to seek clarity from the tenants on a query, then ask the lawyer to proceed with the draft leases on that basis; seconded by Cllr Coleby; all in favour.

202.2. Legal and other aspects of the relationship with a tenant (confidential) –

*Cllr Parker temporarily left the meeting 20:49*

Cllr Brooks had made notes regarding the lease which she would send to officers, and suggested the tenants be reminded of their obligations under the lease. The Acting Town Clerk advised that legal advice had been received in October regarding this. Cllr Coleby proposed for the legal advice to be made available to Councillors, then a Zoom meeting arranged with the lawyer if necessary; seconded by Cllr Pearce; all in favour.

201.3. Any interim staffing arrangements (confidential) –

*The Acting Town Clerk and Project and Committee Clerk left the meeting 20:53 for the consideration of these items*

Interim staffing arrangements were discussed and it was noted that an appointment had been made at the Extraordinary Full Council meeting on 17 January 2024.

201.4. Staff terms and conditions for 2024/25 (confidential) – Staff terms and conditions relating to the transition to a three tier organisational structure were considered and decisions taken were duly recorded in the confidential note of this meeting.

201.5. The legal position on application of the Local Government Pay Award (confidential) – Legal advice provided was considered. Cllr Pearce made a proposal following this; seconded by Cllr Brooks; all in favour.

The meeting was closed at 21:13.

Signed: 

27 February 2024