

Lowestoft Town Council
Extraordinary Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:30 on 2 July 2024

MINUTES

Present: Cllrs Nasima Begum (Mayor), Wendy Brooks, Janet Craig, Christine Moore, John Murray, Andy Pearce, Bernadette Rappensberger, Deborah Ray, Nick Webb and Elise Youngman

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

Public: There were no members of the public in attendance

55. Welcome

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

56. Apologies for absence

Apologies were received from Cllrs Sonia Barker, Connor Blowers, Robert Breakspear, Christian Newsome, Jen Jones, Paul Page, Graham Parker, Keith Patience and John Pitts, with reasons provided. Cllr Rappensberger proposed approval of the apologies received; seconded by Cllr Webb; all in favour.

57. Declarations and dispensations

57.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

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

58. The draft minutes and confidential note of the Full Council meeting on 25 June 2024

Regarding item 51.2, it was noted that it had been Cllr Ray, not Cllr Rappensberger, who had put her name forward to attend the Quarterly Liaison Meeting with East Suffolk Council. Cllr Rappensberger proposed approval of the minutes and confidential note of the Full Council meeting on 25 June 2024, subject to this amendments; seconded by Cllr Pearce; nine Councillors voted in favour; one Councillor abstained from the vote.

59. Public forum

No advance comments had been received and there were no members of the public in attendance.

60. Approving a delegation to the Personnel Committee to appoint the Facilities and Contracts Manager and Sports Development Officer

All interviews had taken place. The Councillor members of the interview panels were also members of the Personnel Committee. Cllr Pearce proposed approval of the delegation to the Personnel Committee to make the appointments, based on the recommendations of the interview panels; seconded by Cllr Rappensberger; all in favour.

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

61. Legal matters (confidential)

61.1. An update report on legal matters

61.2. To note completion of land transfer matters for the following:

61.2a. Kirkley Gardens allotments (land north west side of London Road South)

61.2b. Land on the west side of Walmer Road

62. Date of next meeting

23 July 2024 at 18:30

Lowestoft Town Council
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First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
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63. Items for the next agenda and close

64. Resolution to close the meeting to the public:

64.1. Any matters, including those above as required:

61.1. Update report on legal matters – A meeting paper had been provided, which the Acting Town Clerk provided commentary on as follows:

Allotments lease and site specific issues – The Kirkley Gardens Allotments land transfer was ready to sign, as per agenda item 61.2a. An update was pending from the Lowestoft and District Allotments Association on the draft lease, and from Suffolk County Council on a lease to Lowestoft Town Council.

Compass Street Pocket Park – The previous decision of Full Council was noted. Any new resolution would require the approval of Full Council.

Whitton Green Play Area – It was noted there had been a typographical error on the report, and the signing of the transfer would be considered at July's Full Council meeting, not June.

Pakefield Green Play Area and Lowestoft Cemetery Public Conveniences – Completed.

Triangle Market – Awaiting an update from East Suffolk Council.

Cllr Craig declared she is a member of East Suffolk Council and Cllr Moore declared she is an employee of East Suffolk Council. Both Councillors asked whether they should leave the meeting, as East Suffolk Council were referenced through the legal update document. The Acting Town Clerk advised them to leave the room whilst an update was being given on the outstanding legal matters, however their attendance would be appreciated for the consideration of certain legal matters following the update, which required a decision of the Council and did not involve East Suffolk Council.

Cllrs Craig and Moore temporarily left the meeting 18:43

Town Hall (sites behind main building) – With East Suffolk Council and the Town Hall Project Team

Town Hall Indemnity Insurance – Completed.

Links Road Car Park/Denes Oval/Ness Point – With East Suffolk Council.

Sparrows Nest Bowling Green Pavilion – With East Suffolk Council.

Lowestoft Town Tennis and Cricket Club Licences – Licences had been drafted for both Clubs for occupation of the Denes Oval, and had been sent to the Town Council's legal adviser for review.

Cotman Close Play Area – Completed.

Walmer Road – Land transfer ready to sign, as per agenda item 61.2b.

Great Eastern Linear Park – This was a complex issue which was with the Town Council's solicitor.

Uplands Children's Centre – The Town Council's solicitor had made enquiries as to the tenants intentions for the building.

Cllrs Craig and Moore returned 18:49

Lowestoft Town Council

Extraordinary Full Council Meeting

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Outstanding matter with a tenant – The Town Council’s solicitor had provided two options for the Town Council to consider. Cllr Brooks proposed for the Town Council to approve option B. Advice from the solicitor was read out. Option A could still be considered if necessary. Cllr Brooks amended her proposal, to proceed with option B, but not to include another matter, which should be a separate resolution. Cllr Webb seconded the proposal; nine Councillors voted in favour; one Councillor abstained from the vote.

The Acting Town Clerk had previously had a meeting with the tenants, who had advised they would be submitting a proposal to the Council. The Acting Town Clerk suggested the Council may wish to consider any action upon receipt of these proposals.

War Memorial Museum – The Acting Town Clerk would review the position at the end of the week.

Unit 2 – Cllr Pearce proposed a delegation to the Acting Town Clerk as per the meeting paper, with updates to be provided to Council; seconded by Cllr Brooks; all in favour.

Martello and Giardino – There was a discussion regarding guarantees and Cllr Brooks made a proposal regarding this; seconded by Cllr Pearce; all in favour.

61.2. To note completion of land transfer matters for the following:

Cllr Rappensberger proposed to approve the completion of the land transfers as detailed in items 61.2a and 61.2b, to be signed by the usual Town Council signatories; seconded by Cllr Brooks; all in favour.

61.2a. Kirkley Gardens allotments (land north west side of London Road South)

61.2b. Land on the west side of Walmer Road

63. Items for the next agenda and close

Cllr Moore requested consideration at the next meeting to allow Councillors to have access to emails on their mobile phones. Access to Town Council emails on personal devices was disallowed as a security measure. The Town Council may have to consider issuing mobile phones to all Councillors. The matter had last been considered more than six months ago so could be revisited. If approved, Councillors would be required to surrender their personal mobile phones in the event of a Freedom of Information request. Devices would also have to have an appropriate level of encryption. It was understood there were new provisions in the Governance and Accountability Guide regarding Councillor email addresses. This would be considered further at the next meeting.

The meeting was closed at 19:22.

Signed:

23 July 2024

