

# Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend the Full Council Meeting of the Lowestoft Town Council at Waveney District Council's office at **Riverside, 4 Canning Road, Lowestoft, NR33 0EQ as specified in the attached agenda.**

**The meeting is open to the public and press to attend** and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items.

Councillors must register relevant interests and also declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011 a councillor with a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council's Code of Conduct a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined, in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

*S S Bendix*

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Shona Bendix, Clerk  
27 March 2018

**Lowestoft Town Council**  
**Full Council Meeting**  
**Riverside, 4 Canning Road, Lowestoft, NR33 0EQ**  
**19:30 on Tuesday 3 April 2018**

**AGENDA**

**241. Welcome**

To welcome to meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

**242. To receive and consider acceptance of apologies for absence**

**243. Declarations of Interests and dispensations**

- a) To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the Agenda
- b) To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
- c) To note any dispensations previously granted

**244. To consider the accuracy of the Minutes:**

- a) 6 March 2018

**245. Public Forum and Public Service Reports**

An opportunity for the public to make comments on any matters on this agenda. Includes receipt of any written District and County Council and Police reports.

**246. Finance:**

246.1 To consider the minutes of the previous Finance and Governance Committee (20/03/2018) and, in particular the following financial matters:

246.1a To consider granting delegated authority for Waveney Norse Fees (annual total £700,000, associated schedule)

246.1b To note approval for an account to be set up with Binder to cover maintenance and annual servicing of the septic tank on land of the Uplands Community Centre

246.1c To note the recommendation that the Mayor, the Chair of each Committee, the Clerk and two other Councillors attend the NALC Annual Conference and the NALC Larger Councils Conference and an increase in the training budget is made

246.1d To note that grant applications of £500 each have been approved for the Plaisir Twinning Association and the Jack Rose Old Lowestoft Society

246.1e To consider the recommendation that Lowestoft Town Council becomes a real Living Wage employer

246.1f To note the agreement that the budget of £3000 (out of the original condition survey budget) to cover any urgent expenditure at the Town Hall is extended to include other assets

246.1g To note that a budget of £800 has been approved, with delegated authority to the Clerk, to purchase a microphone system

246.1h To note that the internal audit has been scheduled for May

246.1i To note a schedule of S.106 and CIL payments

246.1j To consider a recommended budget of £10,000 to fund a centenary installation in Belle Vue Park and to note stakeholder consultation

246.1k To note that bank reconciliations have occurred and to note the bank balance

246.1L To consider progress with establishing a CCTV committee and the recommendation of a budget of £1000 for exploration of options including any site visits

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- 246.2 To note any payments made by Finance and Governance Committee (associated schedule)
- 246.3 To consider any payments for approval by Full Council (associated schedule)
- 246.4 To note receipts and income for month ending 28 February 2018 (associated schedule)
- 246.5 To note any progress with the review of the Statement of Internal Controls
- 246.6 To note insurance arrangements
- 246.7 To consider whether the s.113 agreement is to continue
- 246.8 To note any progress with condition surveys for the Town Hall and Marina Theatre
- 246.9 To consider applying a charge for commercial use of open spaces
- 246.10 To consider delegated authority to the Clerk for expenditure on legal advice

**247. Assets and contracts**

- 247.1 To consider the minutes of the previous Implementation Committee (19/03/2018) and in particular in relation to the following matters:
  - 247.1a To consider the recommendation that silver/grey is selected as the colour for the Council gazebo and banners
  - 247.1b To consider the introduction of plaques commemorating significant events
  - 247.1c To consider approving the signing of the Memorandum of Understanding for the Heritage Action Zone
  - 247.1d To note the summary table for asset records, protocols and strategies and consider adoption of the Open Spaces Assessment, Reporting to Norse Protocol, Gainsborough Drive Asset Record, the Tree and Pond Policies, Sparrows Nest, Belle Vue Park, East of England Park and two North Denes and Lowestoft Collection Asset Records.
- 247.2 To consider any further land registration issues
- 247.3 To consider any further developments on charity registration (Arnold's Bequest)

**248. Planning and Environment**

- 248.1 To consider the minutes of the previous Planning and Environment Committee (20/03/2018), and in particular in relation to the following matters:
  - 248.1a To approve the recommendation to designate the whole of the Parish of Lowestoft as the Neighbourhood Plan area
  - 248.1b To approve the recommendation to appoint an Neighbourhood Planning Consultant
  - 248.1c To approve a budget of £15,000 to deliver the support programme from May to October (to note it is envisaged this will be recovered by funding)

**249. Personnel**

- 249.1 To consider the following personnel matters:
  - 249.1a To appoint the Deputy Clerk as the Data Protection Officer
  - 249.1b To consider any issues with regard to data protection
  - 249.1c To note the current position with finance support to the Council

**250. To consider signing the Kirkley and Pakefield Community Sports and Social Club Ltd Deed of Surrender and lease**

**251. To consider any updates following the report of increased crime in Lowestoft**

**252. To consider any updates for a strategy for dealing with litter in Lowestoft**

**253. To note any update with the threatened closure of Lowestoft Records Office**

**254. Consultations**

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254.1 To consider any update with the Informal Electoral Review Consultation

**255. Other Committee and Governance Matters**

255.1 To note any changes in the membership of Committees

**256. Written reports from Councillors and any new representative roles**

256.1 To consider any report on the Coastal Communities Team

256.2 To consider any report on the Kirkley People's Forum

256.3 To consider any report on the Lowestoft Development Group

256.4 To consider any report on the Transport Steering Group

256.5 To consider any report on the Plaisir Twinning Association

256.6 To consider any report on the Cefas neighbourhood group

256.7 To consider any report on the Lowestoft Transport Infrastructure Partnership

256.8 To consider any report on the Lowestoft Railway Partnership

256.9 To consider any report on First Light Festival Board

256.10 To consider any report on the Lowestoft Museum

256.11 To consider any report from the Pre-Consultation Committee for the Lowestoft Records Office Closure

256.12 To note any other reports and attendance

**257. Date of the next meeting**

8 May 2018 19:30 – Annual Meeting of Lowestoft Town Council

**258. Items for the next Agenda**

**259. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, including:**

259.1 To consider matters relating to employment including a recommendation from the Finance and Governance Committee in relation to staff terms and conditions

259.2 To consider agreement of office costs and a delegated budget for any legal advice to progress a lease for Hamilton House

259.3 To consider whether to sign a deed of novation with Waveney District Council and the Marina Theatre Trust with a delegated budget for any legal advice

259.4 To consider options to help sustain the future of the Marina Theatre services and building including extending ownership to the neighbouring 'Zenith' building with a delegated budget for any legal advice

259.5 To consider policy positions relating to the Waveney District Council transfer of assets to Lowestoft Town Council (associated schedule) and a delegated budget for any legal advice