

# Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend the Full Council Meeting of the Lowestoft Town Council at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** as specified in the attached agenda.

**At 19:00, ahead of the Full Council meeting, there will be a discussion with the East of England Park Project's Senior Project Manager.**

**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. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly. 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. Bendix*

.....  
Shona Bendix, Town Clerk  
17 October 2018

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## Full Council Meeting

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19:30 on Tuesday 23 October 2018

**At 19:00, ahead of the Full Council meeting, there will be a discussion with the East of England Park Project's Senior Project Manager**

### AGENDA

#### 389. Welcome

To welcome the 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.

#### 390. To receive and consider acceptance of apologies for absence

#### 391. Declarations of Interests and dispensations

- a) To receive Declarations of Disclosable Pecuniary and Local 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

#### 392. To consider the accuracy of the Minutes:

- a) 4 September 2018

#### 393. Public Forum

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

#### 394. Finance:

**394.1** To receive the minutes of the previous Finance and Governance Committee Meeting (11 October 2018) and, in particular, to consider the following matters:

**394.1a** The budget, monitoring and bank reconciliation

**394.1b** Progress with developing the 2019-20 budget

**394.1c** Overtime rate of time and a half for Saturdays and double time for Sundays

**394.1d** The recommendation to decline the invitation to join Lowestoft Rising in April 2019

**394.1e** The recommendation to instigate the operation of a petty cash system with a rolling £100 balance (and total spend no higher than £500 per year)

**394.2** To note any payments approved or made, including:

Payments noted at Finance and Governance Committee Meeting 11 October 2018				
Date	Person	Amount	Description	Status
1 <sup>st</sup> August 2018	Salaries	£645.46	Salaries July 2018 Additional	Paid
1 <sup>st</sup> August 2018	Waveney District Council	£226.00	Business Rates Triangle Market Aug 2018	Paid
1 <sup>st</sup> August 2018	Lowestoft In Bloom	£500.00	Lowestoft in Bloom Grant	Paid

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1 <sup>st</sup> August 2018	Suffolk Pension Fund	£4562.92	July Pensions	Paid
3 <sup>rd</sup> August 2018	Marina Theatre Trust	£75000 + £15000 VAT = £90000	Marina Theatre grant 18/19 2 <sup>nd</sup> instalment	Paid
21 <sup>st</sup> August 2018	Waveney District Council	£270.00	Land Registry fee for Marina Theatre Box Office	Paid
21 <sup>st</sup> August 2018	HMRC	£6250.00	Stamp Duty for Marina Theatre Box Office	Paid
23 <sup>rd</sup> August 2018	Nicholsons Solicitors	£4360.00 + £850.00 VAT = £5210.00	Legal Fees Whapload Road Trespass	Paid
23 <sup>rd</sup> August 2018	Salaries	£9118.17	Salaries August 2018	Paid
24 <sup>th</sup> August 2018	NALC	£1715.00 + £343.00 VAT = £2058.00	NALC Conference 30/10/18 x7	Paid
24 <sup>th</sup> August 2018	The Morton Partnership	£1100.00 + £220.00 VAT = £1320	Denes Oval Wall Condition Survey	Paid
28 <sup>th</sup> August 2018	East Point Business Services	£83333.32 + £16666.66 VAT = £99999.98	Hamilton House Refurbishment	Paid
28 <sup>th</sup> August 2018	Sarah Foote	£61.01	Reimbursement	Paid
28 <sup>th</sup> August 2018	Lowestoft Vision	£788.92	BID Levy 2 <sup>nd</sup> Instalment 2018-2019	Paid
28 <sup>th</sup> August 2018	Lowestoft Art Group	£275.00	Grant	Paid
28 <sup>th</sup> August 2018	Vinyl Installation	£1535.00 + £307.00 VAT = £1842.00	Hamilton House Signage	Paid
28 <sup>th</sup> August 2018	Waveney District Council	£288.00	Business Rates Kensington Gardens PC	Paid

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31 <sup>st</sup> August 2018	Waveney District Council	£168.00	Business Rates Pakefield Street PC	Paid
4 <sup>th</sup> September 2018	Gunton Residents Association	£750	Gunton Residents Association Grant	Paid
4 <sup>th</sup> September 2018	SALC	£84.00 + £19.80 VAT	Payroll service 3 months	Paid
4 <sup>th</sup> September 2018	Nisbets	£13.59 + £2.71 VAT	Remaining Sundry Items	Paid
4 <sup>th</sup> September 2018	Theatre Projects Consultants	£8050.00 + £1610.00 VAT	Marina Theatre Condition Survey 2 <sup>nd</sup> Payment	Paid
4 <sup>th</sup> September 2018	No5 Chambers	£500 + £100 VAT	Legal Advice on Neighbourhood Plan	Paid
4 <sup>th</sup> September 2018	Lauren Elliott	££12.60	Travel Expenses	Paid
5 <sup>th</sup> September 2018	Suffolk Pension Fund	£4173.88	Pensions August 2018	Paid
11 <sup>th</sup> September 2018	Mark Speller	£13.07	Travel Expenses	Paid
11 <sup>th</sup> September 2018	Shona Bendix	£154.12	Poppy Garden Reimbursement	Paid
11 <sup>th</sup> September 2018	Zurich Municipal	£125.93	Insurance	Paid
11 <sup>th</sup> September 2018	Shona Bendix	£56.94	Office Expenses Reimbursement	Paid
13 <sup>th</sup> September 2018	ECCH	£20160.00 + £4032.00 VAT	IT Equipment	Paid
13 <sup>th</sup> September 2018	Shona Bendix	£17.50	Office Expenses Reimbursement	Paid
17 <sup>th</sup> September 2018	Instant Promo	£1387.50 + £277.50 VAT	Lowestoft Town Council Gazebo	Paid
18 <sup>th</sup> September 2018	Trevor Brown	£250	Internal Audit	Paid
18 <sup>th</sup> September 2018	Poetry People	£1500.00	Grant	Paid
18 <sup>th</sup> September 2018	Shona Bendix	37.27	Civic Reimbursement	Paid
21 <sup>st</sup> September 2018	Salaries	£9588.05	September Salaries	Paid

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27 <sup>th</sup> September 2018	PK Littlejohn LLP	£2000.00 + £400.00 VAT = £2400.00	External Audit 2017-2018	Paid
27 <sup>th</sup> September 2018	Shona Bendix	£404.35	Poppy Garden Reimbursement	Paid
30 <sup>th</sup> September 2018	Unity Trust Bank	£31.65	Bank Charges September	Paid
1 <sup>st</sup> October 2018	Waveney District Council	£113	Triangle Market Business Rates	Paid
1 <sup>st</sup> October 2018	Waveney District Council	£288	Kensington Garden PC Business Rates	Paid
1 <sup>st</sup> October 2018	Waveney District Council	£168	Pakefield Street PC Business Rates	Paid
2 <sup>nd</sup> October 2018	David Ogilvie Engineering	£2330 + £466 VAT	2x Memorial Bench and Memorial Bin for Belle Vue Park	Paid
2 <sup>nd</sup> October 2018	Heritage Open Day Grant	£475	Heritage Open Day Grant	Paid
2 <sup>nd</sup> October 2018	Shona Bendix	£7.95	Stationery	Paid
2 <sup>nd</sup> October 2018	Sarah Foote	£20	Royal British Legion Centenary Badges	Paid
4 <sup>th</sup> October 2018	SCC Pension Fund	£4406.98	Staff Pensions September	Paid
5 <sup>th</sup> October 2018	Information Commissioners Office	£35 x 19 = £665	ICO Registration x19	Paid
8 October 2018	Waveney Norse	£58,300 + £11660 VAT = £69960	April Waveney Norse Payment	Paid
9 <sup>th</sup> October 2018	Waveney Norse	£58,300 + £11660 VAT = £69960	May Waveney Norse Payment	Paid
10 <sup>th</sup> October 2018	Waveney Norse	£58,300 + £11660 VAT = £69960	June Waveney Norse Payment	Paid
11 <sup>th</sup> October 2018	Waveney Norse	£58,300 + £11660 VAT = £69960	July Waveney Norse Payment	Paid
11 <sup>th</sup> October 2018	HMRC	£12045.40	HMRC Repayment July – September	Paid
11 <sup>th</sup> October 2018	Waveney District Council	£875 + £175 VAT = £1050	3 x Yearly Parking Permits for Whapload Road Car Park	Paid

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11 <sup>th</sup> October 2018	Sarah Foote	£81.04	Reimbursement for Stationery and Meeting expenses	Paid
11 <sup>th</sup> October 2018	Shona Bendix	£22.44	Reimbursement for Meeting expenses	Paid
11 <sup>th</sup> October 2018	Nicholsons Solicitors	£2219 + £443.80 VAT = £2662.50	Marina Theatre Management Agreement Professional Fees	Paid
11 <sup>th</sup> October	Mark Speller	£33.85	Reimbursement for Travel expenses and meeting expenses	Paid

<b>Payments approved at Finance and Governance Committee Meeting 11 October 2018</b>		
<b>Amount</b>	<b>Detail</b>	<b>Paid/Approved</b>
£695 (+VAT)	Alteration work to the 'Ness Point' breakout area	Approved
£240 (+VAT) x2	Two CCTV monitors	Approved
£150 (+VAT)	Radar keys and associated lock mechanisms	Approved
£200 (+VAT)	To install the window graphics over the mullions	Approved
£159.61 (+£31.98 VAT)	Reimbursement to Cllr Alice Taylor for .uk domain and emails	Approved but n.b incorrect amount (see payments 394.4a)
£40 maximum	Setting up of ICO DD	Approved
£51.75 (+ £4.35 VAT)	Claranet annual fee (n.b direct debit and transfer agreement completed)	Approved
£3.50 per employee per month	Pension payroll administration	Approved
£910	Lowestoft Community Church's Conversational English Group grant application	Approved
£200	Lowestoft Players grant application	Approved
£5,891.50	Asbestos surveys and analysis of samples	Approved
£2,000 (+VAT)	Any additional asbestos survey and analysis work	Approved
Up to £22,796.70 (+VAT) (year one), £4,821.70 (+VAT) (year two), £4,821.70 (+VAT) (year three)	Blachere Illuminations for Christmas lights	Approved

**394.3** To note income received, including:

<b>Income noted at Finance and Governance Committee Meeting 11 October 2018</b>			
<b>Date</b>	<b>Person</b>	<b>Amount</b>	<b>Description</b>
13 <sup>th</sup> August 2018	Tenant	£213.16	Rental Income from Tenant

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17 <sup>th</sup> August 2018	Waveney Norse	£1600.50	Leisure Income Q4 17-18 (Accrual from last year)
31 <sup>st</sup> August 2018	HMRC	£41598.67	VAT Repayment Q1 18-19
3 <sup>rd</sup> September 2018	Tenant	£6125.00	Rental Income from Tenant
10 <sup>th</sup> September 2018	Tenant	£213.16	Rental Income from Tenant
17 <sup>th</sup> September 2018	Tenant	£4273.97	Rental Income from Tenant
18 <sup>th</sup> September 2018	Tenant	£775	Rental Income from Tenant
26 <sup>th</sup> September 2018	Waveney District Council	£804424.00	Precept 18-19 2 <sup>nd</sup> Instalment
28 <sup>th</sup> September 2018	Tenant	£5000 + £1000 VAT = £6000	Rental Income from Tenant
28 <sup>th</sup> September 2018	Tenant	£6000	Double Payment from Tenant
8 <sup>th</sup> October 2018	Tenant	£213.16	Rental Income from Tenant

Other Income			
Date	Person	Amount	Description
12 <sup>th</sup> October 2018	Tenant	£625	Rental Income from Tenant (Charity Accrual)
12 <sup>th</sup> October 2018	Tenant	£1562.50	Rental Income from Tenant

**394.4** To consider any payments for approval by Full Council, including:

**394.4a** The associated schedule of payments including:

Person	Amount	Description
Cllr Alice Taylor	£163.60+ £32.78 VAT = £196.38	Repayment of the .uk domain and emails
RICOH UK Ltd	£244.24 + £48.85 VAT = £293.09	Rent of Multi-Functional Device for 1 <sup>st</sup> October 2018 to 31 <sup>st</sup> December 2018.
The Royal British Legion	£33.00 (Recommend £50.00 donation)	Donation for 2x Poppy Wreaths for 6 <sup>th</sup> October 2018 and 7 <sup>th</sup> October 2018
Tenant	£6000.00	Reimbursement of Double Payment of Rent

**394.4b** A budget of £1,500 for the 2018/19 financial year to work with Pathways Care Farm to decide which seeds and mother plants the Council would like

**394.4c** £86,000.01 (including VAT) to East Coast Community Healthcare for contribution to refurbishment

**394.4d** To consider the following expenditure relating to extra provision for the Normanston Park play area:

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394.4di £450 (+VAT) x2 for two picnic benches and £300 (+VAT) x2 for the two hardstanding areas to secure the benches

394.4dii £350 (+VAT) x2 for two bins

**394.5** To note the expenditure and income reports for the month ending 30 September 2018 and October 2018 to date

**394.6** To note any progress with condition surveys for the Town Hall and Marina Theatre

### **395. Governance:**

**395.1** To consider the following Governance matters:

**395.1a** To note the external audit report

**395.1b** To note the interim internal audit

**395.1c** To consider the Recommended Finance Action Plan from the Responsible Financial Officer, including recommendations relating to the Internal and External Audit findings 2018

**395.1d** To consider acceptance of the recommendation to adopt the following policies and procedures:

395.1di Equality and Diversity Policy

395.1dii Complaints Procedure

395.1diii Member Officer Protocol

395.1div Grievance Procedure

395.1dv Disciplinary Procedure and Rules

**395.1e** To consider adoption of the following policies and procedures:

395.1ei Recycling Policy

395.1ei Reserves Policy

395.1eii Investment Policy

395.1eiv Lone Working Policy

395.1ev Safeguarding Policy

395.1evi Data Retention Policy

395.1evii Data Protection Policy

395.1eviii Social Media Policy

395.1eix Media Policy

395.1ex Health and Safety Policy

395.1exi Incident Reporting Procedure and associated forms

395.1exii Anti-Bullying and Harassment Policy

395.1exiii Whistleblowing Policy

**395.1f** To consider the revised list of representatives and arrangements for substitutions

**395.1g** To consider any proposed changes to committee composition, including a request from Cllr Parker to join the Assets, Inclusion and Development Committee

### **396. Assets:**

**396.1** To receive the minutes of the previous Assets, Inclusion and Development Committee meetings (24 September and 8 October 2018) and a report from the meeting of 22 October 2018. To consider the following matters in particular:

**396.1a** Acceptance of the recommendation to adopt the Legionella Control and Water Hygiene Policy

**396.1b** The recommendation to adopt the Marina Theatre Asset Record (confidential)

**396.1c** To note the programme for Remembrance Sunday

**396.2** To consider a report regarding adult outdoor gym equipment

### **397. Legal:**

**397.1** To note any progress with the Gunton Warren land transfer from Lowestoft Town Council to Waveney District Council (confidential)



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- 397.2** To consider the draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land ("East of England Park") (confidential)
- 397.3** To consider signing documents relating to the land registration of Gunton Estate Residents Meeting Hall and Whitton Residents Meeting Hall (confidential)
- 397.4** To consider the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council (confidential)
- 397.5** To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)
- 397.6** To consider an agreement between Waveney District Council and Lowestoft Town Council in respect of coastal erosion/flood risk works (confidential)
- 397.7** To consider a deed of transfer and release between the Big Lottery Fund, Waveney District Council and Lowestoft Town Council in relation to Normanston Skateboard Park (confidential)
- 397.8** To consider legal issues relating to the North Denes land (confidential)
- 397.9** To consider progress with the CCTV contract and out of hours service (confidential)
- 397.10** To note progress with the assessment of the Normanston Allotments site and recent meetings with Lowestoft and District Allotments Ltd (confidential)
- 397.11** To note progress with the domain transfer for the website

### **398. Planning and Environment:**

**398.1** To receive the minutes of the previous Planning and Environment Committee meetings (4 September, 18 September and 9 October 2018). To consider the following matters in particular:

**398.1a** The Waveney Local Plan hearing

**398.1b** The Lowestoft Hospital position statement

### **399. Policy and consultation matters**

How to take forward the following matters:

**399.1** Concerns about the threatened closure of the Records Office and related consultation

**399.2** The consultation for Waveney District Council's review of all Parliamentary polling districts and polling places

**399.3** The outcome of the civic artefacts consultation

**399.4** Suffolk Constabulary's reply to Lowestoft Town Council's response to consultation for proposed changes to policing in Suffolk

**399.5** The consultation regarding changes to the operation of the Lowestoft Post Office

### **400. Written reports from Councillors and any new representative roles**

**400.1** Report on the Coastal Communities Team

**400.2** Report on the Kirkley People's Forum

**400.3** Report on the Lowestoft Development Group

**400.4** Report on the Plaisir Twinning Association

**400.5** Report on the Cefas neighbourhood group

**400.6** Report on the Lowestoft Transport Infrastructure Partnership

**400.7** Report on First Light Festival Board

**400.8** Report on the Lowestoft Museum

**400.9** Report from the Records Office meetings

**400.10** Report from the new East Suffolk Council

**400.11** Report from the Third Crossing Group

**400.12** Report from the Heritage Action Zone

**400.13** Report from the Kirkley Business Association

**400.14** Report from the SCC A47 Improvement Scheme

**400.15** Report from the Lowestoft Summer Festival

**400.16** Report from the Community Enabler Project Board

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**400.17** Report from the East of England Park Steering Group

**400.18** Report from the Lowestoft Regeneration and Growth Board meeting and to consider a representative on the Board

**400.19** Any other reports

**400.20** To consider a representative for the Waveney Disability Forum meeting on Thursday 29 November

**401. Date of the next meeting**

27 November 19:30

**402. Items for the next agenda**

**403. 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, namely any legal and employment issues relating to the matters on this agenda, including the following:**

403.1 The recommendation to adopt the Marina Theatre Asset Record

403.2 To note any progress with the Gunton Warren land transfer from Lowestoft Town Council to Waveney District Council

403.3 To consider the draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land ("East of England Park")

403.4 To consider signing documents relating to the land registration of Gunton Estate Residents Meeting Hall and Whitton Residents Meeting Hall

403.5 To consider the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council

403.6 To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council

403.7 To consider an agreement between Waveney District Council and Lowestoft Town Council in respect of coastal erosion/flood risk works

403.8 To consider a deed of transfer and release between the Big Lottery Fund, Waveney District Council and Lowestoft Town Council in relation to Normanston Skateboard Park

403.9 To consider legal issues relating to the North Denes land

403.10 To consider progress with the CCTV contract and out of hours service

403.11 To note progress with the assessment of the Normanston Allotments site and recent meetings with Lowestoft and District Allotments Ltd