

# 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.**

**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. Bendix*

.....  
Shona Bendix, Town Clerk  
28 August 2018

# Lowestoft Town Council

## Full Council Meeting

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

19:30 on Tuesday 4 September 2018

### AGENDA

**For practical reasons the confidential session is being held towards the start of the meeting, during which it is anticipated that members of the public will be asked to leave the meeting**

#### **375. 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.

#### **376. To receive and consider acceptance of apologies for absence**

#### **377. 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
- d) To consider delegations to make decisions regarding dispensations

#### **378. To consider the accuracy of the Minutes:**

- a) 7 August 2018
- b) 16 August 2018

#### **379. 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.

#### **380. 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:**

- 380.1 Discussion with representative from Waveney District Council
- 380.2 Staff salaries

#### **381. Finance:**

**381.1** To receive the minutes of the previous Finance and Governance Committee Meeting (21 August 2018) and, in particular, to consider the following matters:

**381.1a** The budget, monitoring and bank reconciliation

**381.1b** To consider establishing an Events Sub-Committee

**381.1c** To consider a recommendation to continue Lowestoft Town Council's information page in The Bugle at a cost of £2,208 (no VAT)

**381.1d** To note that events to formally open Lowestoft Town Council's new premises will be arranged, within an overall maximum budget of £1,000

**381.1e** To note the agreement that Lowestoft Town Council will be the lead body if required and will provide the insurance cover and/or other related expenditure for the Royal Naval Maritime event, with a maximum associated budget of £2,000 plus reserves, and delegated authority to the Clerk

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

Amount	Detail	Paid/Approved
£645.46	Salaries July 2018 adjustment	Paid
£226	WDC NNDR Triangle Market Aug 2018	Paid
£500	Lowestoft in Bloom grant	Paid
£1,075.70	July Pensions Employee	Paid
£3,847.22	July Pensions Employer	Paid
£75,000 (+ £15,000 VAT)	Marina Theatre grant 18/19 (second)	Paid
£41,598.67	HMRC VAT repayment	Paid
£350 (+VAT)	Repair work to Marina Theatre sub-station doors	Approved
£270	Land Registry fee for purchase of Marina Theatre Box Office building	Paid
£6,250	Stamp Duty fee for purchase of Marina Theatre Box Office building	Paid
£9,118.17	Salaries August 2018	Paid
£4,173.88	Pensions August 2018	Paid
£344 (+VAT)	Installation of Heras fencing at Denes Oval	Approved
£584 (+VAT)	One year's hire fee for Heras fencing at Denes Oval	Approved
£58,300 x 5	Waveney Norse invoices April – August 2018	Approved
£46.65	Reimbursement of Council expenses to Deputy Clerk	Approved
£14.36	Mileage and parking reimbursement to Deputy Clerk	Approved
£788.92	Bid Levy second instalment	Approved
£3,241.20 (+VAT)	Fire protection Building Control requirement for Hamilton House	Approved
£2,737 (+VAT)	Induction loop Hamilton House	Approved
£750	Gunton Residents Association grant	Approved

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

**381.3a** The associated schedule of payments

**381.4** To note the expenditure and income reports for the month ending 30 August 2018

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

### **382. Governance:**

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

**382.1a** To note any feedback from the external audit

**382.1b** To note progress with the interim internal audit

**382.1c** To consider the proposed amendments to Standing Orders

**382.1d** To consider the proposed amendments to the meeting schedules

### **383. Assets and Contracts:**

**383.1** To receive the minutes of the previous Assets, Inclusion and Development Committee Meeting (20 August 2018) and a report from the meeting of 3 September 2018. To consider the following matters in particular:

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**383.1a** To consider the recommendation that Lowestoft Town Council's position regarding the Record Office be that Suffolk County Council's decision to move records out of Lowestoft is not respectful of the consultation process

**383.1b** To consider the draft lease for the Normanston Park Skate Park

**383.1c** To consider the introduction of defibrillators at all of Lowestoft Town Council's assets, and an associated budget

**383.1d** To consider any contractual and financial matters connected with the Town Council's offices at Hamilton House

### **384. Planning and Environment:**

**384.1** To receive the minutes of the previous Planning and Environment Committee meetings (7 August and 21 August 2018). To consider the following matters in particular:

**384.1a** To note that assistance is being sought from a Planning Barrister at a cost of £500 (+VAT)

### **385. Policy and consultation matters**

How to take forward the following matters:

**385.1** Concerns about the threatened closure of the Records Office and to consider a response to the consultation

**385.2** To consider the results of the community survey and recommendations from the Community Survey Working Group

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

**386.1** Report on the Coastal Communities Team

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

**386.3** Report on the Lowestoft Development Group

**386.4** Report on the Transport Steering Group

**386.5** Report on the Plaisir Twinning Association

**386.6** Report on the Cefas neighbourhood group

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

**386.8** Report on the Lowestoft Railway Partnership

**386.9** Report on First Light Festival Board

**386.10** Report on the Lowestoft Museum

**386.11** Report from the Consultation Committee for the Lowestoft Records Office Closure

**386.12** Report from the New East Suffolk Council

**386.13** Report from the Third Crossing Group

**386.14** Report from the Heritage Action Zone

**386.15** Report from the Kirkley Business Association

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

**386.17** Report from the Lowestoft Summer Festival

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

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

**386.20** Any other reports and attendance

**386.21** Any Councillor membership on the Anglian (Eastern) Regional Flood and Coastal Committee (in a personal capacity)

### **387. Date of the next meeting**

9 October 19:30

### **388. Items for the next agenda**