

# 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. Bendix*

.....  
Shona Bendix, Town Clerk  
30 May 2018

**Lowestoft Town Council**  
**Full Council Meeting**  
Riverside, 4 Canning Road, Lowestoft, NR33 0EQ  
19:30 on Tuesday 5 June 2018

*Some Councillors and the Clerk will be present from 19:00 if any members of the public wish to discuss any of the items on the agenda*

**AGENDA**

**318. 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.

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

**320. 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

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

- a) 8 May 2018
- b) 21 May 2018

**And to note the Minutes from the Annual Assembly of the Town 17 May 2018**

**322. 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.

**323. Finance:**

**323.1** To receive the minutes of the previous Finance and Governance Committee Meeting (22/05/2018) and, in particular, to consider the following matters:

**323.1a** To consider the recommendation not to renew the subscription to the Suffolk Association of Local Councils

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

**323.2a** SLCC GDPR Webinar completed by the Deputy Clerk - £30 (from the training budget)

**323.2b** Renewal of the Facilities and Contracts Manager's subscription to the British Institute of Facilities Management - £202

**323.2c** New equipment for Sparrows Nest Bowls Club - £370 (six gatherers at £270 total, eight delivery mats £80 total and one first aid kit £20 total)

**323.2d** Grant Application from St. Andrew's Church Council - £498.93

**323.2e** Grant Application from The Lowestoft Players - £730

**323.2f** Grant Application from Lowestoft in Bloom - £500

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

**323.3a** A Grant Application from Gritfest – up to £1,000

**323.3b** The associated schedule of payments

**323.4** To note the expenditure and income reports for the month ending 30 April 2018

**323.5** To consider finance and lease arrangements for Hamilton House:

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

**323.7** To consider the following in relation to the Marina Theatre:

**323.7a** The receipt of a draft Deed of Novation for provision of management services and the need to consider the arrangements for 18-19 including payment of the remaining £75,000

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(+ VAT) to the Marina Theatre Trust

**323.7b** Receipt of borrowing approval from the Secretary of State for the 'Zenith' building and the related application for a loan of £200,000 to the Public Works Loan Board

**323.7c** An invoice received from Waveney District Council for £150,000 paid by them to the Marina Theatre Trust for 17-18

**324. Governance:**

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

**324.1a** To consider and approve the reviewed Code of Conduct

**324.1b** To consider the internal audit report for 17-18 and recommended action plan from the RFO

**324.1c** To note the Annual Governance and Accountability Return (AGAR) for 17-18 and associated papers

**324.1d** To consider and approve Section 1 of the AGAR 17-18: Approval of the Annual Governance Statement

**324.1e** To consider and approve Section 2 of the AGAR 17-18: Accounting Statements

**324.1f** To note the external audit process

**324.1g** To consider revising the Standing Orders to note that Town and Parish Councils do not require a Data Protection Officer

**324. Assets and Contracts:**

**324.1** To receive the minutes of the previous Assets, Inclusion and Development Committee Meetings (23/04/2018, 11/05/2018 and 21/05/2018) and, in particular, to consider the following matters:

**324.1a** Papers from Waveney District Council on Normanston Allotments and Gunton Warren

**324.1b** That toilets at Fen Park have been fenced off owing to health and safety concerns

**324.2** Any further land registration or land transfer issues, including Cotman Close

**324.3** Any further developments on charity registration (Arnold's Bequest)

**324.4** The minutes of the previous CCTV Committee (13/04/2018, 26/04/2018 and 14/05/2018)

**324.5** The approach to Waveney District Council threatened closure of their public conveniences

**324.6** To note the project proposals submitted as part of the Community Infrastructure Levy Consultation.

**324.7** To consider adoption of the 'Friends Of' Groups Protocol

**324.8** To consider adoption of the Incident Reporting forms and procedure

**324.9** To resolve ownership issues regarding the Lowestoft Collection

**324.10** To consider the recommendation that the Normanston Park play area is relocated and the fencing reinstated

**324.11** To consider the response to the Waveney District Council Civic Artefacts Consultation

**324.12** To approve the supplemental lease for Royal Naval Patrol Service Association

**324.13** To note the latest legal advice on the Triangle Market area

**325. Planning and Environment:**

**325.1** To receive the minutes of the previous Planning and Environment Committee (08/05/2018)

**326. Policy and consultation matters**

How to take forward the following matters:

**326.1** Concerns about the disadvantageous position of the Lowestoft taxpayer compared to other areas of Suffolk, in relation to access to services

**326.2** Concerns about the threatened closure of the Records Office

**326.3** Incidents of antisocial behaviour in Kensington Gardens and other parks and open spaces

**326.4** The report of increased crime in Lowestoft

**326.5** A strategy for dealing with litter in Lowestoft

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**326.6** To consider the review of District Ward Boundaries and the development of an East Suffolk Council

**327. To note the resignation of a Councillor**

**328. To consider whether to separate the Mayoral roles of presiding at meetings and fulfilling civic duties**

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

- 329.1** Report on the Coastal Communities Team
- 329.2** Report on the Kirkley People's Forum
- 329.3** Report on the Lowestoft Development Group
- 329.4** Report on the Transport Steering Group
- 329.5** Report on the Plaisir Twinning Association (report has been circulated)
- 329.6** Report on the Cefas neighbourhood group
- 329.7** Report on the Lowestoft Transport Infrastructure Partnership
- 329.8** Report on the Lowestoft Railway Partnership
- 329.9** Report on First Light Festival Board
- 329.10** Report on the Lowestoft Museum
- 329.11** Report from the Pre-Consultation Committee for the Lowestoft Records Office Closure
- 329.12** Report from the New East Suffolk Council
- 329.13** Report from the Third Crossing Group
- 329.14** Report from the Heritage Action Zone
- 329.15** Report from the Kirkley Business Association
- 329.16** Report from the SCC A47 Improvement Scheme
- 329.17** Report from the Lowestoft Summer Festival (report has been circulated)
- 329.18** Any other reports and attendance
- 329.19** Selection of a representative for the Community Enabler Project Board
- 329.20** Any Councillor membership on the Anglian (Eastern) Regional Flood and Coastal Committee (in a personal capacity)

**330. To note the current position for filling a Councillor vacancy (Pakefield)**

**331. Date of the next meeting**

**332. Items for the next agenda**

10 July 2018 19:30

**333. 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 issue relating to the matters on this agenda, including the following:**

**333.1** Proposed land transfers and environmental issues