

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend the Full Council Meeting of the Lowestoft Town Council 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

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Shona Bendix, Town Clerk

31 July 2018

Lowestoft Town Council
Full Council Meeting
Riverside, 4 Canning Road, Lowestoft, Suffolk, NR33 0EQ
19:00 on Tuesday 7 August 2018

AGENDA

351. 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.

352. To receive and consider acceptance of apologies for absence

353. 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
- d) To consider delegations to make decisions regarding dispensations

354. To consider the accuracy of the Minutes:

- a) 10 July 2018

355. Presentation from Sharon Bleese regarding the Lowestoft Flood Risk Management Project

356. 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.

357. Finance:

357.1 To receive the minutes of the previous Finance and Governance Committee Meeting (24 July 2018) and, in particular, to consider the following matters:

357.1a To consider a Recycling Policy for adoption

357.1b To consider the recommendation that Councillor Parker be confirmed as a bank signatory

357.1c To note the overview of the grants budget

357.1d To note that the draft supplemental agreement for the provision of theatre management services by the Marina Theatre Trust has been reviewed under delegated authority and the payment of £75,000 (+VAT) made to the Trust

357.1e To consider signing the agreement for the management of coastal erosion and flood risk works

357.2 To note any payments approved or made, including:

Amount	Detail	Paid/Approved
£1,000 (+ £200 VAT)	Purchase of compliance WEB software and databases from Quickcom	Paid
£200 per annum	An agreement with East Coast Community Healthcare to run the software as specified above	Approved
£875 (£125 per room)	One night's hotel accommodation covering 7 delegates at the NALC conference	Paid
£500 maximum budget	Additional items for Hamilton House	Approved

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£3,558.31 (using available s106 funds)	Relocation of the fence surrounding the play area at Normanston Park	Approved		
£1,092.50 (+£218.50 VAT)	Legal fees relating to the purchase of the Marina Theatre Box Office building to Nicholsons Solicitors	Paid		
£323 (+£64.60 VAT)	Legal fees relating to CCTV to Nicholsons Solicitors	Paid		
£27.47	Reimbursement to the Facilities and Contracts Manager for LTC travel expenses	Paid		
£6,250	Stamp Duty fee for the purchase of the Marina Theatre Box Office building	Approved		
£270	Land Registry fee for the purchase of the Marina Theatre Box Office	Approved		
maximum budget of £500 per annum	website hosting costs to Claranet (to be paid via direct debit)	Approved		
maximum budget of £1,500 per annum	Photocopier fees	Approved		
£275	Grant application from the Lowestoft Art Group	Approved		
£1,500	Grant Application from GritFest	Approved		
£28	CHAPS payment to process the purchase of the Marina Theatre Box Office building	Paid		
£28	CHAPS payment to transfer funds to the Debt Management Office savings account	Paid		
Total salaries, pension and NI paid				
	Salaries (Net)	Pension	NI	Paid/Approved
April	£9,130.88	£4,062.61	£1,262.28	Paid
May	£9,385.35	£4,225.13	£1,332.16	Paid
June	£9,257.91	£4,143.88	£1,297.22	Paid

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

357.3a The associated schedule of payments

357.3b Electrical testing to be completed by Pearce and Kemp - £2,235 (+VAT)

357.3c National Non Domestic Rate Demand 2018/19 from Waveney District Council for Kensington Gardens public conveniences - £2,016 (payable in monthly instalments of £288)

357.3d National Non Domestic Rate Demand 2018/19 from Waveney District Council for public conveniences located on Pakefield Street, Lowestoft - £1,176 (payable in monthly instalments of £168)

357.3e Invoice from Nicholsons Solicitors relating to trespass proceedings - £4,360 (+ £850 VAT)

357.4 To note the expenditure and income reports for the month ending 31 July 2018

357.5 To consider finance and lease arrangements for Hamilton House, including the following:

357.5a To consider the options for financing the lease arrangements, including options for borrowing and/or partially funding from reserves

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

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358. Governance:

358.1 To consider the following Governance matters:

358.1a To note any feedback from the external audit

359. Assets and Contracts:

359.1 To receive the minutes of the previous Assets, Inclusion and Development Committee Meetings (9 July 2018 and 24 July 2018) and a report from the meeting of 6 August 2018. To consider the following matters in particular:

359.1a To consider the recommendation to adopt the North Denes Asset Records

359.1b To consider the recommendation to adopt the Community Halls Asset Record

359.1c To consider the recommendation to prohibit the use of bouncy castles and similar equipment until revised safety advice has been issued by the Government

359.1d To consider the recommendation that Lowestoft Town Council becomes the responsible body regarding road closures for the World War 1 Maritime Parade and to consider any related budget requirements

359.1e To consider any updates regarding land registration or land transfer issues, including the following:

359.1ei Cotman Close

359.1eii Gunton Warren

359.1eiii Walmer Road

359.1eiv Normanston Allotments

359.1ev Arnolds Bequest

360. Planning and Environment:

360.1 To receive the minutes of the previous Planning and Environment Committee meetings (10 July 2018 and 24 July 2018)

361. Policy and consultation matters

How to take forward the following matters:

361.1 Concerns about the threatened closure of the Records Office

362. Written reports from Councillors and any new representative roles

362.1 Report on the Coastal Communities Team

362.2 Report on the Kirkley People's Forum

362.3 Report on the Lowestoft Development Group

362.4 Report on the Transport Steering Group

362.5 Report on the Plaisir Twinning Association

362.6 Report on the Cefas neighbourhood group

362.7 Report on the Lowestoft Transport Infrastructure Partnership

362.8 Report on the Lowestoft Railway Partnership

362.9 Report on First Light Festival Board

362.10 Report on the Lowestoft Museum

362.11 Report from the Consultation Committee for the Lowestoft Records Office Closure

362.12 Report from the New East Suffolk Council

362.13 Report from the Third Crossing Group

362.14 Report from the Heritage Action Zone

362.15 Report from the Kirkley Business Association

362.16 Report from the SCC A47 Improvement Scheme

362.17 Report from the Lowestoft Summer Festival

362.18 Report from the Community Enabler Project Board

362.19 Report from the East of England Park Steering Group and to consider the appointment of a substitute

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362.20 Any other reports and attendance

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

363. Date of the next meeting

4 September 19:30

364. Items for the next agenda

365. 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:

365.1 To consider the CCTV Out of Hours Service

365.2 To consider a recharge notice from Waveney District Council for £150,000 (+VAT) for the payment for theatre management services