

Lowestoft Town Council Annual Meeting

For the attention of all Councillors

You are summoned to attend the Annual Meeting of 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

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Shona Bendix, Town Clerk
30 April 2018

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Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on Tuesday 8 May 2018

*Some councillors and the Clerk will be present from 18:45 if any members
of the public wish to discuss any of the items on the agenda*

AGENDA

273. Election of the Mayor

To elect the Mayor and receive their Declaration of Acceptance of Office

274. Mayor's Welcome

The Mayor will 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.

275. To receive and consider acceptance of apologies for absence

276. Election of Deputy Mayor

277. 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

278. To consider the accuracy of the Minutes:

3 April 2018 and 20 April 2018

279. To review and adopt Standing Orders

On recommendation of working groups on 2 January 2018 and 26 April 2018

280. To review and adopt Financial regulations

Last reviewed by Full Council 7 July 2018 and on recommendation from the Responsible Financial Officer

281. To review and adopt delegated authority, committee and agency arrangements

281.1 Committees, including terms of reference, composition, appointment of Chairs, any Delegations, and consideration of the Personnel Committee becoming a Finance and Governance Committee Sub-Committee and adopting a new name for the Implementation Committee

281.2 Sub-Committees, including terms of reference, composition and any delegations

281.3 Officer delegations

281.4 Section.113 arrangements for the provision of services by staff working for Waveney District Council

282. To review and appoint representatives of the Council on other bodies and arrangements for reporting back

283. To review and adopt the Council's policies and procedures

284. To review and agree the Full Council meeting schedule for 18-19

285. To review subscriptions

286. To review the register of land and assets including building and office equipment

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287. To confirm the arrangements for insurance cover

288. 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.

289. Finance:

289.1 To receive the minutes of the previous Finance and Governance Committee (24/04/2018) and, in particular, to consider the following financial matters:

289.1a To note that the Clerk and Deputy Clerk are now able to administer the bank account

289.1b To consider the statement that Waveney District Council is prepared to take the Town Hall back into its ownership

289.1c To note the end year position as £701,130, comprising £414,969 of general reserves and £286,161 of earmarked reserves

289.1d To note the current account balance as £842,103

289.1e To note that financial software had been installed and training given

289.1f To consider the recommendation that the parks repairs and maintenance budget is renamed as the general repairs and maintenance budget, and the Clerk is given £10,000 delegated authority for emergency repairs, in addition to £3,000 allocated from the Town Hall repair budget, giving a total of £13,000

289.1g To consider a recommendation to explore the sale of land at Uplands containing the septic tank at the at the Uplands Community Centre, to the leaseholders

289.1h To note that Waveney District Council has approached Lowestoft Town Council to consider the transfer of land at Cotman Close

289.1i To note that Waveney District Council has approached Lowestoft Town Council to consider the transfer of land at Gunton Warren

289.1j To note outcome of the public meeting regarding the consultation on the community engagement mechanisms relating to the disposal of radioactive waste, ratify the response to the consultation, and consider the recommendation from the Committee that the Council does not explore the potential for sites in Lowestoft.

289.2 To note any payments approved or made including:

289.2a ICO data protection registration (direct debit to be set up) £35 (no VAT)

289.2b Legionella monitoring equipment costs of £137.50 plus UKAS calibration of £80 per annum (two sets), plus £4,090 for Legionella risk assessments

289.2c Up to £200 for neighbourhood planning consultancy initial costs

Online compliance software of up to £500 per annum

289.2c Deposit of £10,000 for office costs at Hamilton House

289.2d Expenditure of £152 (+VAT) for work completed so far on the Town Hall clock

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

289.3a Replacement of the Town Hall clock's motor and gear box (£220 - £250 + VAT)

289.3b Annual service of the Town Hall clock (£314 + VAT)

289.3c Additional expenditure options for the centenary installation in Belle Vue Park of up to £10,000

289.3d Deposit of £20,000 for office costs at Hamilton House

289.4 To note expenditure and income reports for the month ending 31 March 2018

289.5 To note the current budget and VAT position, income and expenditure, and any bank reconciliations

289.6 To note the completion of the Internal Controls review

289.7 To note the period for the period set for the Exercise of Electors Rights

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

289.9 To note the published 2018 - 2019 NJC/SLCC/NALC salary scales

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- 289.10** To note the payment of interest over the period of the lease of the Town Council office at Hamilton House and consider the option of a loan being raised by the Town Council
- 289.11** To note the Office Furniture Procurement Report, the receipt of draft Heads of Terms and any updated plans and costs for the Town Council office refurbishment at Hamilton House
- 289.12** To consider the following in relation to the Marina Theatre:
- 289.12a** The receipt of a draft Deed of Novation for provision of management services and the need to consider the arrangements for 18-19 including the anticipated payment of £150,000 to the Marina Theatre Trust
- 289.12b** Any receipt of a draft contract for the purchase of the 'Zenith' building
- 289.12c** Any receipt of a draft lease for the use of the 'Zenith' building
- 289.12d** Any receipt of borrowing approval from the Secretary of State for the 'Zenith' building and any related application for a loan for £200,000 to the Public Works Loan Board
- 289.12e** An invoice received from Waveney District Council for £150,000 paid by them under their agreement with the Marina Theatre Trust for 17-18
- 289.12f** The payment of Stamp Duty Land Tax totalling £6,750 payable upon completion of the freehold
- 289.12g** The payment of Land Registry fees not exceeding £300

290. Assets and contracts:

- 290.1** To receive the minutes of the previous Implementation Committee (23/04/2018) and, in Particular to note:
- 290.1a** Papers from Waveney District Council on Normanston Allotments and Gunton Warren
- 290.1b** That toilets at Fen Park have been fenced off owing to health and safety concerns
- 290.2** To consider any further land registration issues
- 290.3** To consider any further developments on charity registration (Arnold's Bequest)
- 290.4** To note the Flipside artwork designs for the Town Hall
- 290.5** To consider the minutes of the previous CCTV Committee (13/04/2018 and 26/04/2018)
- 290.6** To consider the approach to Waveney District Council threatened closure of their public conveniences

291. Planning and Environment:

- 291.1** To receive the minutes of the previous Planning and Environment Committee (24/04/2018), and, in particular, to consider the recommendation to appoint UVE Consultants to support the Town Council's Local Plan response for £1000 + VAT
- 291.2** To consider providing a response to the Waveney Local Plan's proposal to build houses along the southern shore of Lake Lothing

292. Policy and consultation matters

To consider how to take forward the following matters:

- 292.1** Concerns about the disadvantageous position of the Lowestoft taxpayer compared to other areas of Suffolk, in relation to access to services
- 292.2** Concerns about the threatened closure of the Record Office
- 292.3** Requests to support Lowestoft Town Football Club to improve the ground and its facilities for community use and maintain it as an urban football club
- 292.4** The consultation on the proposed merger of Lowestoft Sixth Form College with East Coast College
- 292.5** Incidents of antisocial behaviour in Kensington Gardens and other parks and open spaces
- 292.6** The report of increased crime in Lowestoft
- 292.7** A strategy for dealing with litter in Lowestoft
- 292.8** Any update on the Informal Electoral Review Consultation
- 292.9** A vote for the ballot for the Lowestoft Vision Business Improvement District Levy and a draft

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Service Level Agreement

292.10 The receipt of the civic artefacts list and the related consultation

293. To note the resignation of a Councillor

294. Written reports from Councillors and any new representative roles

294.1 Report on the Coastal Communities Team

294.2 Report on the Kirkley People's Forum

294.3 Report on the Lowestoft Development Group

294.4 Report on the Transport Steering Group

294.5 Report on the Plaisir Twinning Association

294.6 Report on the Cefas neighbourhood group

294.7 Report on the Lowestoft Transport Infrastructure Partnership

294.8 Report on the Lowestoft Railway Partnership

294.9 Report on First Light Festival Board

294.10 Report on the Lowestoft Museum

294.11 Report from the Pre-Consultation Committee for the Lowestoft Records Office Closure

294.12 Any other reports and attendance

294.13 To consider selection of a representative for the Community Enabler Project Board

294.14 To note any Councillor membership on the Anglian (Eastern) Regional Flood and Coastal Committee (in a personal capacity)

295. Date of the next meeting

17 May 2018 18:30 – Annual Assembly of the Town

5 June 2018 19:30 – Full Council

296. Items for the next Agenda

297. 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 the following:

297.1 Staff salaries

297.2 Proposed land transfers and environmental issues

297.3 Policy positions relating to the Waveney District Council transfer of assets to Lowestoft Town Council

297.4 Heads of Terms and related legal matters for the temporary Town Council office