

# 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. 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  
5 March 2019

# Lowestoft Town Council

## Full Council Meeting

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

19:30 on Tuesday 12 March 2019

Councillors will be arriving between 19:00 and 19:30 should any member of the public wish to discuss anything during this period. Please look at our website if you would like contact details for any particular councillor to arrange to see them during this time.

Public entry through reception permitted between 19:00 – 19:30 only.

### AGENDA

#### 510. 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.

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

#### 512. 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

#### 513. To consider the Minutes:

- a) To consider the accuracy of the Town Council minutes of 26 February 2019
- b) To note the draft minutes of the Annual Assembly of the Town 5 March 2019

#### 514. 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.

#### 515. Finance:

##### 515.1 To consider the following matters:

**515.1a** The 2018-19 budget, monitoring and note the bank reconciliation

**515.1b** To note the expenditure and income reports for the month ending 28 February 2019 and March 2019 to date, including the petty cash log (schedule)

**515.1c** To note any payments previously approved (schedule and see **515.1b**)

**515.1d** To note the receipt of the audited accounts for Tingdene for the purpose of rent (confidential)

**515.1e** To consider any payments for approval (see schedule), including the following:

515.1ei Grant application from the Royal Philharmonic Orchestra

515.1eii Invoice from Rialtas Business Solutions Ltd for £1,111.20 for the Annual User Licence of the RBS software and to consider an annual budget of £1,000 with delegated authority to the Clerk

515.1eiii Business Improvement District Bill 2019/20 for £1,185

515.1eiv National Non Domestic Rate Demand 2019/20 for the Kensington Gardens Public Conveniences for £2,062.20

515.1ev National Non Domestic Rate Demand 2019/20 for the Pakefield Street Public Conveniences for £1,202.95

515.1evi National Non Domestic Rate Demand 2019/20 for the Sparrows Nest Bowls Club for £1,080.20

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**515.1f** To note the receipt of the audited accounts for Tingdene for the purpose of rent (confidential)

**515.1g** Any updates with the 2019-20 budget

**515.1h** Progress with preparation for external audit and documentation and procedure reviews

**515.1i** Recommendations regarding leisure fees for 2019-20

**515.1j** To note the Order of Costs and Priority Table from the Marina Theatre Condition Survey Report

**515.1k** To consider approval of the purchase of twenty tablets for Councillors, an associated budget and any recommendations from the Assets, Inclusion and Development Committee regarding a specification

**515.1l** To note that a review of Standing Orders has taken place

### **516. Assets, Inclusion and Development:**

**516.1** To receive the minutes of the previous Assets, Inclusion and Development Committee meetings (11 March 2019), including the following:

**516.1a** To consider a recommendation for a stall on the Triangle Market

**516.1b** To consider any recommendations regarding the Acquisitions and Disposals Policy

**516.2** To consider whether to contact Waveney District Council regarding incidents of theft and vandalism in cemeteries

**516.3** To consider the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential)

**516.4** To consider the CCTV contract (confidential)

**516.5** To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)

**516.6** To consider legal issues affecting leased land on North Denes (confidential), including the following:

**516.6a** Compensation relating to utilities (confidential)

**516.6b** Legal disputes over 'Phase 3' (confidential)

**516.6c** Legal disputes over rent (confidential)

**516.6d** To consider a recommendation to write to the leaseholder of the caravan site (confidential)

**516.7** To consider legal matters relating to any other open spaces, including the Normanston Park Skate Park (confidential)

**516.8** To consider progress with The Ness, including the following:

**516.8a** To consider a licence to occupy The Ness for Waveney District Council (confidential)

### **517. Planning and Environment:**

**517.1** To receive the minutes of the previous Planning and Environment Committee meetings (12 March 2019)

**517.2** To consider any recommendations regarding Suffolk County Council's Big Yellow Fish Project

**517.3** To consider the reporting and governing structure of the Sub-Committee looking at proposals to protect the North Denes land

### **518. To consider matters arising from the Annual Assembly of the Town, including the following:**

**518.1** Speakers for the 2020 Annual Assembly of the Town

**518.2** A request for a Lowestoft Town Council time capsule

**518.3** The offer of a gift to Lowestoft Town Council of a mahogany display case

### **519. Policy and consultation matters**

**519.1** The Records Office

**519.2** Lowestoft Hospital

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

- 520.1 Report on the Coastal Communities Team
- 520.2 Report on the Kirkley People's Forum
- 520.3 Report on the Lowestoft Development Group
- 520.4 Report on the Plaisir Twinning Association
- 520.5 Report on the Cefas neighbourhood group
- 520.6 Report on the Lowestoft Transport Infrastructure Partnership
- 520.7 Report on First Light Festival Board
- 520.8 Report on the Lowestoft Museum
- 520.9 Report from the Records Office meetings
- 520.10 Report from the new East Suffolk Council
- 520.11 Report from the Third Crossing Group
- 520.12 Report from the Heritage Action Zone
- 520.13 Report from the Kirkley Business Association
- 520.14 Report from the Community Enabler Project Board
- 520.15 Report from The Ness Steering Group
- 520.16 Report from the Lowestoft Regeneration and Growth Board meeting
- 520.17 Report from the Cultural Board
- 520.18 Report from Lowestoft Photo Project
- 520.19 Report from Lowestoft Members Focus Group
- 520.20 Report from Sunrise Coast Heritage Guild
- 520.21 Report from the Waveney Parishes Forum
- 520.22 Report from the Waveney Disability Forum and to consider a formal representative
- 520.23 Any other reports

### **521. Legal:**

- 521.1 To consider any legal matters affecting the Council, including those at 516 above as required

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

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

**524. 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:**

- 524.1 Any legal issues including those at 515.1d, 515.1f, 516.3 – 516.8 and 521 above as required
- 524.2 Any employment matters