

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

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Shona Bendix, Town Clerk
14 January 2019

Lowestoft Town Council

Full Council Meeting

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

19:30 on Tuesday 22 January 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.

No public entry through reception after 19:30. Please arrive beforehand.

AGENDA

481. 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.

482. To receive and consider acceptance of apologies for absence

483. 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

484. To consider the accuracy of the Minutes:

- a) 16 January 2019

485. 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.

486. Finance:

486.1 To receive the minutes of the previous Finance and Governance Committee Meeting (10 January 2019) and, in particular, to consider the following matters:

486.1a To consider the 2018-19 budget, monitoring and note the bank reconciliation

486.1b To note the expenditure and income reports for the month ending 31 December 2018 and January 2019 to date

486.1c To note any payments previously approved (schedule and see **486.1b**), including:

Amount	Payee	Detail	Approved/Paid
£2,000	Allsorts Support Services CIC and Allsorts Community	Grant	Approved
£500	Gunton Community News	Grant	Approved
£2,000	Lowestoft Boxing Academy	Grant	Approved
£500	Lowestoft and Plaisir Twinning Association	Grant	Approved

486.1d To note income received (schedule) and the transfer of £300,434.71 from the Debt Management Office account to the current account

486.1e To consider any payments for approval (see schedule).

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- 486.1f** To consider a recommendation to apply the Real Living Wage to contractual arrangements (confidential)
- 486.1g** To note changes to staff terms and conditions (confidential)
- 486.1h** To confirm the budget for 2019-20
- 486.1i** To confirm the precept demand for 2019-20
- 486.1j** To consider a recommendation to open a savings account with CCLA or Unity Trust
- 486.1k** To consider a recommendation to select Bulb as the gas and electricity supplier for Lowestoft Town Council's assets
- 486.1l** To note the interim internal audit report and consider a recommendation to implement the RFO's action plan
- 486.1m** To consider the following recommendations regarding petty cash:
 - 486.1mi Adoption of the petty cash policy and procedure
 - 486.1mii Amendment of the Financial Regulations regarding petty cash

487. Assets, Inclusion and Development:

- 487.1** To receive the minutes of the previous Assets, Inclusion and Development Committee meetings (7 and 21 January 2019), including the following:
 - 488.1a** To consider an offer of items from CEFAS
- 487.2** To consider progress with The Ness
- 487.3** To consider Terms of Reference for the Heritage Action Zone Partner Board and Delivery meetings

488. CCTV:

- 488.1** To receive the minutes of the previous CCTV Committee meeting (16 January 2019)
- 488.2** To consider any recommendations from the above meeting

489 Planning and Environment:

- 489.1** To receive the minutes of the previous Planning and Environment Committee meetings (18 December, 8 January and 22 January), including the following:
 - 487.1a** To note progress with registering Dip Farm (Pitch and Putt) as an Asset of Community Value

490. Policy and consultation matters

- 490.1** The Records Office
- 490.2** Lowestoft Hospital

491. Written reports from Councillors and any new representative roles

- 491.1** Report on the Coastal Communities Team
- 491.2** Report on the Kirkley People's Forum
- 491.3** Report on the Lowestoft Development Group
- 491.4** Report on the Plaisir Twinning Association
- 491.5** Report on the Cefas neighbourhood group
- 491.6** Report on the Lowestoft Transport Infrastructure Partnership
- 491.7** Report on First Light Festival Board
- 491.8** Report on the Lowestoft Museum
- 491.9** Report from the Records Office meetings
- 491.10** Report from the new East Suffolk Council
- 491.11** Report from the Third Crossing Group
- 491.12** Report from the Heritage Action Zone
- 491.13** Report from the Kirkley Business Association
- 491.14** Report from the SCC A47 Improvement Scheme
- 491.15** Report from the Lowestoft Summer Festival

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- 491.16** Report from the Community Enabler Project Board
- 491.17** Report from the East of England Park Steering Group
- 491.18** Report from the Lowestoft Regeneration and Growth Board meeting
- 491.19** Report from the Cultural Board
- 491.20** Report from Lowestoft Photo Project
- 491.21** Any other reports
- 491.22** To consider a representative for the Lowestoft Members Focus Group

492. Legal:

- 492.1** To consider the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council (confidential)
- 492.2** To consider the CCTV contract (confidential)
- 492.3** To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)
- 492.4** To consider legal issues relating to the North Denes land (confidential)
- 492.5** To consider a licence to occupy The Ness for Waveney District Council (confidential)

493. Date of the next meeting

26 February 2019 19:30

494. Items for the next agenda

495. 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:

- 495.1** Any legal issues including those at 490 above as required.
- 495.2** Any employment matters including 486 above as required.