

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
19 February 2019

Lowestoft Town Council

Full Council Meeting

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

19:30 on Tuesday 26 February 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

496. 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.

497. To receive and consider acceptance of apologies for absence

498. 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

499. To consider the accuracy of the Minutes:

- a) 22 January 2019

500. 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.

501. Finance:

501.1 To receive the minutes of the previous Finance and Governance Committee Meeting (12 February 2019) and, in particular, to consider the following matters:

501.1a To consider the 2018-19 budget, monitoring and note the bank reconciliation

501.1b To note the expenditure and income reports for the month ending 31 January 2019 and February 2019 to date, including the petty cash log (schedule)

501.1c To note any payments previously approved (schedule and see **501.1b**), including:

Amount	Payee	Detail	Approved/Paid
£9,335.41	Various	2018-19 cyclical testing	Approved
Up to £100	Various	Items for monitoring of Marina Theatre rear wall	Approved
£2,000 (with £2,000 match funding from 2019-20 budget)	East Point Academy Duke of Edinburgh Award Scheme	Grant	Approved
£38 (in addition to £695 previously agreed)	East Point Business Services Ltd	Hamilton House kitchen work surfaces	Approved
£250	-	10 black umbrellas for civic events	Approved
£395	Lowestoft Art Group	Grant	Approved

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£500	Catch22 Suffolk Positive Futures	Grant	Approved
£1,750	Anglia Locksmiths	Installation of new fire doors and door closers at Whitton Residents Meeting Hall (and removal of existing doors by Waveney Norse)	Approved
Up to £4,000	-	For garden designer to design Winter Garden for the Sparrows Nest old rose garden	Approved
£1,000 for 2018-19 (then annual budget of £400)	-	For new and replacement heritage plaques	Approved

501.1d To note income received (schedule)

501.1e To consider any payments for approval (see schedule), including the following:

501.1ei Invoice from Waveney District Council in the sum of £4,093.71 for the Pakefield By-Election

501.1eii Setting up a direct debit for a Land Registry account, with a delegated budget of £300 to the Clerk

501.1f To consider any updates with the 2019-20 budget

501.1g To note the decision regarding further investment of the sum of £300,434.71 transferred from the Debt Management Office account to the current account.

501.1h To consider progress with preparations for the external audit

501.1i To consider a recommendation for expenditure of up to £35,000 for urgent repair work to the Nightingale Road play area, and up to £15,000 for an extra piece of play equipment at Stoven Close, using CIL and S.106 funding

501.1j To consider recommendations regarding leisure fees for 2019-20

501.1k To consider a recommendation to write to Lowestoft Rising

501.1l To consider whether to fund the sitting of an Independent Remuneration Panel, at a cost of £300, and progressing Councillor expenses

501.1m To consider a budget for a group photograph of the Councillors to be taken

501.1n To consider a recommendation to apply the Real Living Wage to contractual arrangements (confidential)

501.1o To consider a confidential recommendation relating to staffing (confidential)

501.1p To consider an intended auction acquisition (confidential)

502. Assets, Inclusion and Development:

502.1 To receive the minutes of the previous Assets, Inclusion and Development Committee meetings (11 and 25 February 2019), including the following:

502.1a To consider a recommendation to write to the leaseholder of the caravan site advising that Lowestoft Town Council is unhappy with the current construction work and requests that it be suspended

502.1b To consider a recommendation to allow the use of indoor inflatable equipment on Lowestoft Town Council land, subject to specific conditions

502.1c To consider a recommendation to loan the Mayoral Board to the Lowestoft Museum on a temporary basis, and to request the return of the Mace and Mayoral Chain to Lowestoft Town Council to display at Hamilton House

502.2 To consider progress with The Ness

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503. Planning and Environment:

503.1 To receive the minutes of the previous Planning and Environment Committee meetings (12 and 26 February 2019), including the following:

503.1a An application to register the North Denes as a Village Green

503.1b A request from Waveney District Council to name a new road as a result of the Third Crossing Project

504. Policy and consultation matters

504.1 The Records Office

504.2 Lowestoft Hospital

504.3 To consider the presentation of the Modern Anti-Slavery Charter

504.4 To consider signing a Charter with the Woodland Trust

504.5 To consider the following regarding policies:

504.5a A recommendation from the Assets, Inclusion and Development Committee to adopt the Heritage Plaques Policy

504.5b A recommendation from the Finance and Governance Committee to adopt the Memory Stick Policy

504.5c Proposed amendments to the Grant Awarding Policy, as recommended by the Finance and Governance Committee

505. Written reports from Councillors and any new representative roles

505.1 Report on the Coastal Communities Team

505.2 Report on the Kirkley People's Forum

505.3 Report on the Lowestoft Development Group

505.4 Report on the Plaisir Twinning Association

505.5 Report on the Cefas neighbourhood group

505.6 Report on the Lowestoft Transport Infrastructure Partnership

505.7 Report on First Light Festival Board

505.8 Report on the Lowestoft Museum

505.9 Report from the Records Office meetings

505.10 Report from the new East Suffolk Council

505.11 Report from the Third Crossing Group

505.12 Report from the Heritage Action Zone

505.13 Report from the Kirkley Business Association

505.14 Report from the Community Enabler Project Board

505.15 Report from The Ness Steering Group, including the monthly Highlight Report

505.16 Report from the Lowestoft Regeneration and Growth Board meeting

505.17 Report from the Cultural Board

505.18 Report from Lowestoft Photo Project

505.19 Report from Lowestoft Members Focus Group

505.20 Report from Sunrise Coast Heritage Guild

505.21 Report from NALC Spring Conference

505.22 Report from the Waveney Parishes Forum

505.23 Report from the East Suffolk Communities Team – Whitton event

505.24 Any other reports

506. Legal:

506.1 To consider any legal matters affecting the Council, including the following:

506.1a To consider the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential)

506.1b To consider the CCTV contract (confidential)

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506.1c To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)

506.1d To consider legal issues relating to the North Denes land (confidential)

506.1e To consider a licence to occupy The Ness for Waveney District Council (confidential)

507. Date of the next meeting

Annual Assembly of the Town Tuesday 5 March 19:00

Full Council Meeting Tuesday 12 March 19:30

508. Items for the next agenda

509. 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:

509.1 Any legal issues including those at 506 above as required.

509.2 Any employment matters including 501.1o above as required.