

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a Full Council Meeting of Lowestoft Town Council, which will be a video meeting via Zoom, at 19:30 on 23 February 2021. **Members of the public are welcome to observe the meeting and submit comments regarding any item on the agenda in advance of the meeting. The link to observe the meeting is as follows:** <https://youtu.be/jNzlf2tcoa8>. **Councillors will be sent an email with the link to access the Zoom meeting. The minutes and all public documents associated with this agenda will be published as usual.** In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments 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 cases 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 S Bendix

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Shona Bendix, Clerk
16 February 2021

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AGENDA

164. Welcome and one minute's silence to be observed in respect of the passing of Councillor Sue Barnard

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol.

165. To consider apologies for absence from any councillors not in attendance

166. Declarations of Interests and dispensations

166.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

167. To receive any comments and note that the draft minutes of the meeting on 26 January 2021 will be considered at the next appropriate meeting

168. To consider any advance comments from the public on any matters on this agenda

169. Finance

169.1. To receive the draft minutes of the meeting on 11 February 2021

169.2. To consider the following recommendations from the Finance and Governance Committee:

169.2a. To rename the Planning and Environment Committee as the Planning Committee, but to retain the existing Terms of Reference

169.2b. To rename the Climate Emergency Committee as the Climate Emergency and Ecological Committee, and for it to remain as a standalone Committee reporting to Full Council

169.2c. To adopt the following meeting arrangements for the Town Council's Committees:

169.2ci For the Assets, Inclusion and Development, Finance and Governance, Climate Emergency and Planning and Environment Committees continue to meet as per their current schedules

169.2cii For the Community Safety Committee to meet every other month

169.2ciii For the Personnel Committee to meet twice a year, with additional meetings as required

169.2d. To adopt the following meeting arrangements for the Town Council's Sub-Committees:

169.2di For the Parks and Open Spaces Sub-Committee to continue to meet monthly

169.2dii For the Terms of Reference of the Budget and Loan Sub-Committee to remain the same to allow the flexibility for that Sub-Committee to meet more regularly during the budget setting process, then less frequently through the rest of the year, unless required

169.2diii For the Neighbourhood Development Plan Sub-Committee to meet as and when required

169.2div For the Allotments Sub-Committee to meet once every six months

169.2dv For the rest of the Sub-Committees, such as the Events and Communications Sub-Committee, to meet every other month

169.2e. For the Events and Communications Sub-Committee to report to the Assets, Inclusion and Development Committee, rather than the Finance and Governance Committee, but retain its delegated budget

169.2f. To remove item 6d ('To review the Council's policies and develop and recommend new policies (i.e. "Youth Engagement", "Communities Engagement") and, once approved,

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enact them) from the Assets, Inclusion and Development Committee's Terms of Reference, as the responsibility of reviewing the Town Council's policies is now with the Standing Orders and Policies Sub-Committee

169.2g. To adopt the following Town Council policies:

169.2gi Tree Policy (also supported by the Assets, Inclusion and Development Committee)

169.2gii Cycling Strategy

169.2giii Environmental Policy

169.2giv Adverse Weather Policy

169.2gv Conferring of the Title of Honorary Freeman and Freewomen policy

169.2gvi Grant Awarding Policy, with a recommendation that grant applications be considered quarterly rather than twice per year

169.2gvii Health and Safety Policy

169.2gviii Heritage Plaques Policy

169.2gix Incident Reporting Procedure

169.2gx IT, Internet, Social Media and Email Policy

169.2gxi Lone Working Policy and Risk Assessment, with a recommendation that it is reviewed again ahead of the Annual Meeting, particularly with regard to staff working outdoors primarily

169.2gxii Media Policy

169.2gxiii Member Officer Protocol

169.2h. To consider any further recommendations from the Standing Orders and Policies Sub-Committee meeting of 17 February 2021 relating to the review of Committee and Sub-Committee structure review

169.2i. To appoint seasonal workers (also supported by the Assets, Inclusion and Development Committee) (some aspects may be confidential)

169.3. To receive and consider the following:

169.3a. The 2020 – 2021 budget position

169.3b. To note any bank reconciliations

169.3c. Payments, including those made under delegated authority, any Covid-19 grant awards and any for approval, and income and expenditure reports for the month ending 31 January 2021 and February 2021 to date

169.3d. The Second Interim Internal Audit Report 2020 – 2021 and the Responsible Financial Officer's Action Plan

169.4. To consider the appointment of an Internal Auditor for 2021 – 2022

169.5. To consider insurance arrangements

169.6. To consider the agreement with the Marina Theatre Trust for the management of Theatre services (confidential)

170. Governance

170.1. To consider actions by the Town Council in response to the Covid-19 pandemic

171. Assets, Inclusion and Development

171.1. To receive the draft minutes of the meeting on 1 February 2021

171.2. To consider the following recommendations from the AID Committee:

171.2a. To not reinstate the pedestrian gate removed from the footpath alongside The Ravine (also supported by the Climate Emergency Committee)

171.2b. To adopt the Friends Groups Policy and appendices as amended

171.2c. To adopt the report on information boards and/or signage for the Town Council's parks as a working document

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171.2d. To prioritise the Sparrows Nest play area for refurbishment in 2021 – 2022, and make improvements to the St Margaret's Plain and Britten Road play areas

171.2e. To approve the request to install 'Happy to Chat' signs in Kensington Gardens and Fen Park, so long as they are not attached to existing memorial benches

171.3. To consider the loan agreement for the Lowestoft Collection (confidential)

172. Planning and Environment

172.1. To receive the draft minutes of the meetings on 26 January 2021 and 9 February 2021

172.2. To consider a request from Cllr Lang to join the Planning and Environment Committee

173. Community Safety

173.1. To consider the following recommendations from the Community Safety Committee:

173.1a. To amend the Terms of Reference so that Committee membership is no less than six Councillors (currently seven), with a quorum of three Councillors (currently four) and an addition to the Committee's responsibilities to progress the Town Council's health emergency declaration

174. Representative Roles

174.1. To appoint a representative and a substitute representative to the Cultural Leadership Group

174.2. To appoint a representative to the East Suffolk Community Partnership

174.3. To appoint a representative to the Sunrise Coast Heritage Guild

174.4. To appoint a representative and a substitute representative to the London Road Lowestoft High Street Heritage Action Zone

174.5. To appoint a representative and a substitute to the High Street Heritage Action Zone and Seafront Masterplan

174.6. To appoint a representative and a substitute representative to the Pakefield Coast Protection Steering Group (monthly meetings, next meeting date is Monday 1 March at 10:00)

174.7. To appoint a representative to the Lowestoft Place Board

174.8. To receive and note Cllr Patience's report from the Lowestoft Flood Risk Management Strategic Steering Group meeting

174.9. To receive and note Cllr Frost's report from the Gull Wing Stakeholder Group meeting

175. Date of next meeting

23 March 2021 19:30

176. Items for the next agenda and close

177. 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:

177.1. Any legal matters, including those above as required