

Lowestoft Town Council Town Hall Project Committee

For the attention of all Committee Members

You are summoned to attend a meeting of the Town Hall Project Committee of Lowestoft Town Council, which will be held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 10:00 on Thursday 15 February 2024.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting.

Members of the public can join the meeting remotely via the following link:

<https://us02web.zoom.us/j/87621710024>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/o88q3mGs4LI>.

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 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 **relevant interests** in matters on the Agenda cannot take part or vote on those matters, 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.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

S L Foote

.....
Sarah Foote, Acting Town Clerk
8 February 2024

Lowestoft Town Council
Meeting of the Town Hall Project Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on 15 February 2024

AGENDA

45. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

46. To receive and consider approval of apologies for absence

47. Declarations of Interests and dispensations

47.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors and members on items on the agenda

47.2. To consider written requests for dispensations for interests and note dispensations granted

48. To consider the draft notes of the meeting on 11 January 2023

49. Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

50. Finance, budget monitoring and payments (see report):

50.1. To note and consider income and expenditure, including:

50.2. To monitor the budget

50.3. To consider any payments for approval

50.4. To consider any reporting and work required for the completion of the Towns Fund Agreement

51. To consider a report from the Project Manager, including progress with the following:

51.1. An update on the procurement of the Construction Design Manager

51.2. Interpretation and Activity Plan

52. To note procurement and invitation to tender for Renovation, Conversion and Extension

53. To receive a list of planned actions from the Project Manager to be authorised for progression

54. To receive an update on the boundary agreement and the process of registering with the Land Registry

55. To receive an update on the Heads of Terms for the Registrars

56. To consider future governance arrangements for this Committee

57. To consider any recommendations to Full Council

58. Date of the next meeting

Thursday 14 March 2024 – 10:00

59. Items for the next agenda and close

60. 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

Lowestoft Town Council

Meeting of the Town Hall Project Committee

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

10:00 on 15 February 2024

interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda:

60.1. To consider any legal issues, including those above as required