

# Lowestoft Town Council

For the attention of all councillors

You are summoned to attend the Full Council Meeting of Lowestoft Town Council at Waveney District Council's office at **Riverside, 4 Canning Road, Lowestoft, NR33 0EQ at 19:30 on 18 July 2017.**

**The meeting is open to the public and press to attend.** 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.

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, and 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.

Any candidates appointed as part of the co-option process will need to ensure that their Declaration of Acceptance of Office has been duly signed and provided to the Clerk before they take part in any meetings, unless agreed by the Council at this meeting.

*SS Bendix*

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Shona Bendix, Clerk  
12 July 2017

# Lowestoft Town Council

## Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ  
19:30 on 18 July 2017

### AGENDA

**65. Welcome**

**66. Announcement on Reporting**

Councillors and members of the public will be reminded that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

**67. To receive and consider acceptance of apologies for absence**

**68. Declarations of Interests and dispensations**

- a) To receive Declaration of Disclosable Pecuniary and 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.

**69. Minutes**

To consider the accuracy and approve the minutes of the previous meeting.

**70. Public Forum and Public Service Report**

An opportunity for members of the public to make comments on any matters on this agenda. This includes **receipt of any written District Council, County Council and Police reports.**

**71. To consider co-opting to the vacancy for Elmtree**

**72. Finance:**

- a) To consider the current budget position to date
- b) To consider the budget monitoring report
- c) To note the bank reconciliations
- d) To make any payments including to consider recommendations on purchase of office hardware and software at the following costs

Laptop	£699.99
Hard drive	£82.98
Mouse	£6.59
Anti-virus	£22.99
Software	£173.46
Carrying case/storage	£43.07
Total	£1029.08

- e) To note progress with bank accounts and signatories
- f) To note progress with VAT registration
- g) To note the current s.106 and CIL funds list
- h) To consider committing s.106 funds (Rosedale Park (18k), Stoven Close (18k) and noting the expenditure previously agreed for Normanston Park (25k))
- i) To consider the budgetary impact of choice of pension schemes for staff on the budget

### **73. Assets**

- a) To note the meetings with Sentinel and Waveney Norse.
- b) To note the meetings on the Marina Theatre and North Denes areas.
- c) To note the asset tour on 2 and 3 August.
- d) To note any progress with the s.113 agreement with WDC for compliance work.
- e) To consider any progress with the Wayfinder proposals.
- f) To consider any progress with Waveney District Council in an application for a Heritage Action Zone for the historic High Street Area, consider the meeting report and consider the following resolution:  
“that the Lowestoft Town Council supports the efforts of the Waveney District Council in its bid to secure a grant from Heritage England for historic High Street, scores and parks within the North Lowestoft Conservation Area. The Lowestoft Town Council understands this grant application is part of the Heritage Action Zone Plan and will feed into the brief for a regeneration/masterplan for the wider town centre, to include the Town Hall and the Triangle area. The LTC reserves the right to withdraw from the grant bid if the bid is not in the best interests of the Council.”
- g) To consider the circumstances of the play ground off the Parklands, Lowestoft.
- h) To consider whether the Council will confirm the application of the terms of a 1952 grant with the War Commission permitting erection and maintenance of a war memorial in Belle Vue Park.
- i) To note the procedures for dealing with unauthorised encampments on Council land and preventative measures.
- j) To note the need to progress trustee arrangements for Arnold’s Bequest.

### **74. Community engagement:**

- a) To note the meeting of the Community Survey Group
- b) To consider engagement with young people
- c) To note the meeting of the Council Branding Group (including branding and noticeboards)
- d) To note the completion of councillor email addresses
- e) To note progress with the social media presence for the Council

### **75. Recruitment**

- a) To note progress with recruitment of the Clerk and a Deputy Clerk
- b) To consider further recruitment processes

### **76. Committee Minutes and matters relevant to committees**

- a) To note the minutes of the Planning and Environment Committee (if available).
- b) To note any minutes received from other Committees
- c) To consider revised terms of reference for the Council’s Implementation Committee
- d) To consider the Council appointment of substitutes to Committees

### **77. Charter Tree**

- a) To consider the update on the Charter Tree initiative

### **78. Plaque in memory of Mr Coleman**

- a) To receive any update on the consideration of a plaque

### **79. Date of next Council Meeting**

22 August 2017

### **80. Items for the next Agenda**

- 81. 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: No matters advised at time of publication.**