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 19:00 on 6 February 2018.**

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.

S S Bendix

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Shona Bendix, Clerk
31st January 2018

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on 6 February 2018

AGENDA

201. Fire evacuation procedure and welcome

202. Announcement on Reporting
Councillors and members of the public will be reminded that in the interests of openness and transparency, the law permits reporting of meetings.

203. To receive and consider acceptance of apologies for absence

204. Declarations of Interests and dispensations

204.1 To receive Declaration of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the agenda.

204.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests.

204.3 To note any dispensations previously granted.

205. Minutes
To consider the accuracy and approve the minutes of the previous meeting:

- 23 January 2018.

206. Public Forum and Public Service Reports
An opportunity for members of the public to make comments on any matters on this agenda. Includes **receipt of any written District and County Council and Police reports**.

207. Finance:

207.1 To note the minutes of the previous Finance and Governance Committee (23/01/2018), in particular the following financial matters:
207.1a To note agreed delegated expenditure of £2000 to the Clerk for Town Council public events material (including gazebo, banners and flags)
207.1b To note agreed delegated expenditure of £250 to the Clerk for the Charter Tree initiative
207.1c To note agreed expenditure of £408 for the Survey Monkey annual fee
207.1d To note that the bank reconciliation has been completed

207.2 To consider any payments, including the following:
207.2a An application for a grant of £5000 for Lowestoft Summer Festival
207.2b A donation of £500 to North East Suffolk Citizens Advice
207.2c A donation of £100 to Lowestoft in Bloom for the Mayor's Shield

207.3 To note payments (associated schedules)

207.4 To note any income

207.5 To consider progress of lease for temporary office location at Hamilton House for the Town Council

207.6 To consider costs and office design for the temporary office location at Hamilton House

207.7 To consider progress with a Town Hall condition survey

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208. Assets and contracts

208.1 To note the minutes of the Implementation Committee (22/01/2018), in particular the following matters:
208.1a Leases being progressed for the community halls
208.1b Ongoing work and recommendations on asset plans and strategies
208.1c Possible closure of the Lowestoft Records Office
208.1d Procedure for bestowing Freedom of the Town
208.1e Recommendation that Cllrs Taylor and Knight be authorised signatories for the Heritage Action Zone Memorandum of Understanding

208.2 To consider any further land registration issues

208.3 To consider any further developments on Charity registration (Arnold's Bequest)

208.4 To consider any progress with the Wayfinder proposals

208.5 To note any progress with the Heritage Action Zone and Heritage Lottery Fund bid

209. Planning and Environment

209.1 To note the minutes of the Planning and Environment Committee (23/01/18)

210. Personnel

210.1 To note the latest staffing position

211. Consultations

211.1 To consider the Informal Electoral Review Consultation

212. Regulatory and risk management

212.1 To consider the following matters:
212.1a Data Protection requirements
212.1b Training and adoption of the Safeguarding Policy
212.1c Approaches from street sellers in the town centre

213. Service Level Agreement

213.1 To consider content and signatories for the Lowestoft Vision Service Level Agreement

214. Other Committee and Governance Matters

214.1 To note any changes in the membership of Committees

215. Written reports from Councillors including from representative roles

215.1 To consider any update on the Charter Tree initiative

215.2 To consider any report on the Coastal Communities Team

215.3 To consider any report on the Kirkley People's Forum

215.4 To consider any report on the Lowestoft Development Group

215.5 To consider any report on the Transport Steering Group

215.6 To consider any report on the Plaisir Twinning Association

215.7 To consider any report on the Cefas neighbourhood group

215.8 To consider any report on the Lowestoft Transport Infrastructure Partnership

215.9 To consider any report on the Lowestoft Railway Partnership

215.10 To consider any report on First Light Festival Board (17 January 9:30-11:00 meeting)

215.11 To note any other reports and attendance

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216. Date of next Council Meeting and other key meetings

6 March 2018 Full Council
16 February 2018 CCTV Meeting
28 February 2018 Local Plan Meeting

217. Items for the next Agenda

218. 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, including:

218.1 Employment matters relating to members of staff
218.2 Legal matters relating to the council's assets
218.3 Consideration of application for a certificate of lawful use in relation to council land