

# 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 March 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 they would 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  
28 February 2018

# Lowestoft Town Council

## Full Council Meeting

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

### AGENDA

**219. Fire evacuation procedure and welcome**

**220. 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.

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

**222. Declarations of Interests and dispensations**

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

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

222.3 To note any dispensations previously granted.

**223. Minutes**

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

- 6 February 2018.

**224. 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.

**225. Finance:**

225.1 To note the minutes of the previous Finance and Governance Committee (20/02/2018), in particular the following financial matters:

225.1a To note the recommendation that an application is to be made on 1 April 2018 for two credit cards; one with £5,000 limit and delegated authority to the Clerk, one with £500 limit and delegated authority to the Deputy Clerk.

225.1b To note that the Debt Management Office short-term account is now open and consider the recommendation that £300,000 is deposited for a period of four months or nearest.

225.1c To note that for banking and official purposes, the postal address remains Riverside, 4 Canning Road

225.1d To note that the s.113 agreement continues and has been in place from 1 April 2017 and enables Waveney District Council to progress payments, banking, invoicing and other financial support arrangements under their safeguarded arrangements

225.1e To consider a recommendation to obtain pre-paid credit card/s for small purchases, with an available funds limit maximum of £100 and overall budget of £500 for the year to avoid cash handling

225.1f To consider a recommendation for a stationery budget of £3,000, with delegated authority to the Clerk.

225.1g To note a schedule of s.106 and CIL payments

225.1h To note that the Durrants valuation for the Lowestoft Collection has been received

225.1i To consider progress with a condition survey and a recommendation of a contingency fund of £3,000 for repairs to be carried out at the Town Hall as the issues are

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discovered; and to consider whether delegated authority should be authorised to the Clerk and Facilities and Contracts Manager

225.1j To consider a recommended budget of £5,000 for reimbursement of staff mileage and other related expenditure, with delegated authority to the Clerk (excludes payments to the Clerk).

225.1k To consider the recommendation that payments are not authorised to Norse until a suitable breakdown is provided

225.1L To note that bank reconciliations have occurred and to note the bank balance  
To agree the recommendation to lead local mourning protocol and related civic duties with a budget of £2,000 and delegated authority to the Clerk and Deputy Clerk.

225.1m To note that salary checks are being conducted (two bank signatories)

225.1n To consider the recommendation that the Council progresses Remembrance arrangements (including centenary of the end of World War 1) with a budget of £5,000 with delegated authority to the Clerk and Deputy Clerk.

225.1o To note that Waveney Norse are progressing an 'In bloom' entry for Kensington Gardens

225.1p To consider a recommendation that the costs for eviction are progressed against the legal budget with delegated authority to the Clerk to progress eviction work as required

225.2 To consider any payments made by Finance and Governance Committee (associated schedule with one amendment (reduction from £78.50 to £24.95)

225.3 To note payments for consideration by Full Council (associated schedule)

225.4 To note income (associated schedule)

225.5 To consider progress of lease, costs and design for temporary office location at Hamilton House

225.6 To consider appointment of an Internal Auditor and internal audit arrangements

225.7 To consider the statement of internal controls

225.8 To consider the risk assessments

225.9 To consider the insurance arrangements

225.10 To note the current position with finance officer support to the Council

### **226. Assets and contracts**

226.1 To note the minutes of the Implementation Committee (19/02/2018) (and 5/3/2018 if available) and in particular in relation to the following matters:

226.1a To note that leases are being progressed for the community halls

226.1b To note the ongoing work and recommendations on asset plans, protocols and strategies and that consideration for adoption will be on the next agenda

226.1c To note that noticeboards of the Council are being progressed and that the Triangle Market noticeboard is not located on Town Council land

226.1d To consider whether commemorative plaques should be progressed

226.1e To consider next steps for CCTV following the public meeting and in relation to the recommendations to form a sub-committee and visit CCTV elsewhere

226.1f To consider agreement to continuing the loan of the Lowestoft Collection to the Lowestoft Museum by way of a one year extension to the existing loan agreement

226.1g To consider whether the proposed Marina Theatre survey budget can include the exploration of development options

226.1h To note ongoing asset concerns and the need to agree related policy positions

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226.1i To consider progressing applications to list assets as of community value

226.1j To consider a recommendation that authority to approve events on council land is delegated to the Clerk and Deputy Clerk

226.1k To note any progress on the Lowestoft Vision Service Level Agreement

226.2 To consider any further land registration issues

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

226.4 To note that a proposed Deed of Novation with the Marina Theatre has been provided by Waveney District Council

### **227. Planning and Environment**

227.1 To note the minutes of the Planning and Environment Committee (20/02/18) (plus 6/3/2018 if available)

227.2 To consider planning application DC/18/0789/FUL

227.3 To consider any planning use issues regarding Council land including Certificate of Lawfulness of Use or Development applications.

### **228. To note any update with the threatened closure of Lowestoft Records Office**

### **229. To consider the reported increase in crime in Lowestoft**

### **230. To consider a Lowestoft Town Council Visitors Book**

### **231. To consider a strategy for dealing with litter in Lowestoft**

### **232. Recommendation that Cllrs Taylor and Knight be authorised signatories for the Heritage Action Zone Memorandum of Understanding**

### **233. Consultations**

233.1 To consider the Informal Electoral Review Consultation

### **234. Regulatory and risk management**

234.1 To consider the following matters:

230.1a Data Protection requirements

230.1b Training and adoption of the Safeguarding Policy

### **235. Service Level Agreement**

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

### **236. Other Committee and Governance Matters**

236.1 To note any changes in the membership of Committees

### **237. Written reports from Councillors and any new representative roles**

237.1 To consider any report on the Coastal Communities Team

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

237.3 To consider any report on the Lowestoft Development Group

237.4 To consider any report on the Transport Steering Group

237.5 To consider any report on the Plaisir Twinning Association

237.6 To consider any report on the Cefas neighbourhood group

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- 237.7 To consider any report on the Lowestoft Transport Infrastructure Partnership
- 237.8 To consider any report on the Lowestoft Railway Partnership
- 237.9 To consider any report on First Light Festival Board
- 237.10 To note any other reports and attendance
- 237.11 To consider appointing a trustee to the Lowestoft Museum
- 237.12 To consider a Lowestoft Town Council representative on the Pre-Consultation Committee for the Lowestoft Records Office closure
- 238. Date of next Council Meeting and other key meetings**
- 3 April 2018 Full Council
- 29 March 2018 Local Plan Meeting
- 239. Items for the next Agenda**
- 240. 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:**
- 240.1 Employment matters relating to members of staff
- 240.2 Legal matters relating to the council's assets including:
- i) Consideration of application for a certificate of lawful use in relation to council land
- ii) Consideration of land ownership issues in relation to planning application DC/18/0789/FUL
- iii) Consideration of policy positions relating to the WDC transfer of assets to LTC (confidential paper)
- iv) Consideration of applying to list assets of community value
- v) Consideration of Marina Theatre survey proposals
- vi) Consideration of Marina Theatre deed of novation
- vii) Consideration of an extension to the loan agreement of the Lowestoft Collection
- viii) Consideration of a draft Deed of Novation in relation to the Marina Theatre.