

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 9 January 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.

SS Bendix

.....
Shona Bendix, Clerk
3 January 2018

Lowestoft Town Council

Full Council Meeting

Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:30 on 9 January 2018

**At 19:00 there will be an half hour presentation by Lowestoft Vision to the Council.
The public are welcome to also be present during this presentation**

AGENDA

- 177. Fire evacuation procedure, welcome and announcement on reporting**
The fire evacuation procedure and the public right to report on meetings will be explained.
- 178. To receive and consider acceptance of apologies for absence**
- 179. Declarations of Interests and dispensations**
- 179.1 To receive Declaration of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the agenda.
- 179.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests.
- 179.3 To note any dispensations previously granted.
- 180. Minutes**
To consider the accuracy and approve the minutes of the previous meeting:
- 5 December 2017.
- 181. 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.**
- 182. Finance:**
- 182.1 To note the minutes of the previous Finance and Governance Committee (15/12/17) and consider the following financial matters:
- 182.1a The agreement to progress a condition survey for the Marina Theatre building
- 182.1b Progress with a condition survey for the Town Hall
- 182.1c Expenditure for further office equipment (including computers and mobile phones) for new staff members
- 182.1c Expenditure for support organisation memberships
- 182.1d Expenditure for Certificate of Lawful Use applications
- 182.1e Agreement and delegation for an office credit card
- 182.1f Delegation of training budget
- 182.1g To note the finalisation of the grant awarding policy
- 182.1h To consider whether to lease temporary office space for the Town Council
- 182.1i To consider whether to enter a long-term lease for bespoke office space
- 182.1j To consider the Budget monitoring report and budget 2017-18
- 182.1k To consider the draft budget 2018-19 and to note a special meeting of the Council to set the budget and precept for 2018-19 on 23 January at 18:30.
- 182.2 Payments
Payments to consider for approval:
- 182.2a Replacement sales invoice for insurances for approval: Invoice 0007272831: £26,316.11 (£22,485.68 as previously agreed)(new recharge for agreement £3,830.43 in place for 1 April).
- 182.2b Travel and expenses reimbursement to Clerk £135.80
- 182.2c Invoice 10304 Bugle 12 editions advert: £1953 (+no VAT)
- 182.2d Invoice 0007272857 August WDC recharge for Norse Management £81600

182.2e Invoice 0007272899 September WDC recharge for Norse Management £79200
 182.2f Invoice 0007272886 October WDC recharge for Norse Management £44400 (adjusted downwards to take account of duplicate charge)
 182.2g Invoice 0007272873 November WDC recharge for Norse Management £67200
 182.2h Invoice 0007272860 December WDC recharge for Norse Management £63600
 To note the following payments which have been agreed (Finance and Governance Committee):
 182.2i Invoice 0007272446 £72.61 (no VAT) recruitment advertisement
 182.2j Invoice 0007272815 £61.02 (+VAT £12.20), £126.15 (+VAT £6.31), £177.12 (no VAT) utilities totalling £364.29 (+VAT £18.51) = £382.80
 182.2k Invoice 0007272433 fire service, WDC expenditure including ID badges, domain name) £1378.97 (+VAT£275.79) = £1654.76
 182.2l Invoice 0007272462 Town Hall contract/fire alarm/valuation £3035 (+VAT £607) = £3642
 182.2m Invoice 00007272828 utilities £1561.29 (+VAT £312.26), £730.44 (+VAT £36.52), £268.40 (+VAT) £13.42), £2389.43 (no VAT) totalling £4949.56 (+VAT £362.20) = £5,311.76
 182.2n Invoice 0007272844 business rates £5219.20 (+no VAT), allotment grant £900 (+no VAT), totalling £6119.20
 182.2o Invoice 0007272459 utilities £2353.55 (+VAT £470.71), £856.92 (+ VAT £42.85), £480.05 (+VAT £24), £2380.78 (+no VAT), totalling £6071.30 (+VAT £537.56) = £6608.86.
 To note the following payments have been made in addition to monthly salary payments:
 182.2p Invoice 19831 £1,647.59 to SALC (recruitment adverts £1555 with £311 VAT)(Publication – Local Councils Explained £14.99, Local Council Administration £72.60, postage £5 with £1 VAT)
 182.2q Meeting expenses (delegated to Clerk), reimbursement to Clerk £156.50
 182.2r Office laptop and software (Finance and Governance Committee), reimbursement to Clerk, £855.96
 182.2s Mayoral expenses, reimbursement to Cllr Graham, £3.20

182.3 To note any income

183. Assets and contracts

183.1 To note the minutes of the Implementation Committee (04/12/17 and 8/1/18) and consider any recommendations from the Committee and the following matters:

- 183.1a Leases for the community halls
- 183.1b Condition surveys for assets
- 183.1c The Christmas market
- 183.1d Fees and charges for 2018
- 183.1e Heritage Lottery Fund submission
- 183.1f Heritage Action Zone bid developments
- 183.1g Public meeting on the future of the CCTV service
- 183.1h Concrete around trees near the sails on Triangle Market
- 183.1i Concerns about tree inspection programme
- 183.1j Any land registration issues

184. Planning and Environment

184.1 To note the minutes of the Planning and Environment Committee (15/12/17 and 9/01/18) and any related recommendations and developments.

185. Personnel

185.1 To consider the latest position regarding recruiting staff

186. Other Committee and Governance Matters

186.1 To note any changes and consider any proposed changes in the membership of Committees

187. Written reports from Councillors including from representative roles

- 187.1 To consider any update on the Charter Tree initiative
- 187.2 To consider any report on the Coastal Communities Team
- 187.3 To consider any report on the Kirkley People's Forum
- 187.4 To consider any report on the Lowestoft Development Group

- 187.5 To consider any report on the Transport Steering Group
- 187.6 To consider any report on the Plaisir Twinning Association
- 187.7 To consider any report on the Cefas neighbourhood group
- 187.8 To consider any report on the Lowestoft Transport Infrastructure Partnership
- 187.9 To consider any report on the Lowestoft Railway Partnership
- 187.10 To consider any report on the First Light Festival Board
- 187.11 To note any other reports and attendance/representation requests including:
 - i) Meeting with Peter Aldous
 - ii) Lowestoft Collaboration Academy
 - iii) NALC Larger Council's Conference

188. Date of next Council Meeting and other key meetings

- 23 January 2018 Full Council
- 26 January 2018 Planning Training
- 8 February CCTV meeting TBC

189. Items for the next Agenda

190. 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:

- 190.1 Employment matters relating to members of staff
- 190.2 Legal matters relating to the council's assets