

# Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend the Full Council Meeting of the Lowestoft Town Council at Waveney District Council's office at **Riverside, 4 Canning Road, Lowestoft, NR33 0EQ as specified in the attached agenda.**

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

*S. Bendix*

.....  
Shona Bendix, Town Clerk  
3 July 2018

**Lowestoft Town Council**  
**Full Council Meeting**  
**Riverside, 4 Canning Road, Lowestoft, NR33 0EQ**  
**19:00 on Tuesday 10 July 2018**

**AGENDA**

**334. Welcome**

To welcome to meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

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

**336. Declarations of Interests and dispensations**

- a) To receive Declarations 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

**337. To consider the accuracy of the Minutes:**

- a) 5 June 2018

**338. Presentation from OneLife Suffolk**

**339. Public Forum**

An opportunity for the public to make comments on any matters on this agenda. Includes receipt of any written District and County Councillor and Police reports.

**340. Finance:**

**340.1** To receive the minutes of the previous Finance and Governance Committee Meeting (26 June 2018) and, in particular, to consider the following matters:

**340.1a** To note that seven spaces shall be reserved for the National Association of Local Councils' Annual Conference in Milton Keynes 30 – 31 October 2018 for the Mayor, the Chair of Each Committee, two other Councillors and the Clerk

**340.1b** To consider the recommendation to adopt a Privacy Notice and register each Councillor as a Data Controller

**340.1c** To consider granting delegated authority to the Finance and Governance Committee of virement up to £10,000

**340.1d** To note that enquiries are being made to Waveney District Council for five staff car parking spaces in the Battery Green or Whapload Road car parks

**340.1e** To consider the relocation of two CCTV cameras from the Great Eastern Linear Park to London Road North and the introduction of five new cameras at the Great Eastern Linear Park, at an overall cost of up to £25,000

**340.2** To note any payments approved or made, including:

**340.2a** Repair work at the Denes Oval Tennis Court (using delegated authority to the Clerk) - £2,240 (+ VAT)

**340.2b** Repair work to tarmac at Belle Vue Park - £1,300

**340.2c** Rialtas Business Solutions Ltd for on-site assistance and training - £399 (+£79.80 VAT)

**340.2d** Waveney District Council national non-domestic rate demand 2017/18 (for Triangle Market Public Conveniences) - £1,095.10

**340.2e** Waveney District Council national non-domestic rate demand 2018/19 (for Triangle Market Public Conveniences) - £1,128 (to be paid as a direct debit of nine instalments of £113 and one of £111)

**340.2f** Lowestoft Vision BID Levy 2018/19 - £511.40

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- 340.2g** Grant application from Heritage Open Days (Lowestoft) Steering Group – up to £500
- 340.2h** Funding to support the Plaisir Twinning Association with a civic occasion – up to £1,000
- 340.2i** Additional office fittings and resources for Hamilton House, including signs – up to £5,000
- 340.3** To consider any payments for approval by Full Council, including:
- 340.3a** The associated schedule of payments
  - 340.3b** Grant application from Gritfest of up to £1,500
  - 340.3c** Invoice from S. Michlmayr & Company Ltd for repair work to the Town Hall clock - £652.80 (no VAT)
  - 340.3d** Invoice from Nicholsons Solicitors for professional fees relating to trespass proceedings - £559.10 (no VAT)
  - 340.3e** For asbestos surveys to be completed at a cost of £5,470 (plus VAT of £1,094)
- 340.4** To note the expenditure and income reports for the month ending 31 May 2018
- 340.5** To consider finance and lease arrangements for Hamilton House, including the following:
- 340.5a** To consider signing the Heads of Terms and agree signatories for the Heads of Terms and subsequent lease
  - 340.5b** To consider glass exterior signage designs and associated cost and designs for additional signage and to delegate authority to the Clerk
  - 340.5c** To consider expenditure of up to £20,000 for airflow systems and to delegate authority to the Clerk
  - 340.5d** To consider the options for financing the lease arrangements, including options for borrowing
  - 340.5e** To consider the closure of the '.uk' email addresses and the transition to '.gov.uk'
- 340.6** To note any progress with condition surveys for the Town Hall and Marina Theatre
- 340.7** To consider the following in relation to the Marina Theatre:
- 340.7a** The receipt of a draft Deed of Novation for provision of management services and the need to consider the arrangements for 18-19 including payment of the remaining £75,000 (+ VAT) to the Marina Theatre Trust
  - 340.7b** To consider the supplemental agreement
  - 340.7c** To consider a recharge notice from Waveney District Council for £150,000 (+VAT) for the payment for theatre management services
- 341. Governance:**
- 341.1** To consider the following Governance matters:
- 341.1a** To consider the internal audit report for 17-18 and recommended action plan from the RFO
  - 341.1b** To note any feedback from the external audit
- 342. Assets and Contracts:**
- 342.1** To receive the minutes of the previous Assets, Inclusion and Development Committee Meetings (4 June 2018 and 25 June 2018) and, in particular, to consider the following matters:
- 342.1a** To consider the recommendation to adopt the framework for requests for Freedom of the Town
  - 342.1b** To consider the recommendation to adopt the toilet strategy
  - 342.1c** To consider the recommendation to adopt the allotments asset record
- 342.2** To consider adoption of the amended Incident Reporting forms and procedure
- 342.3** To consider any updates regarding land registration or land transfer issues, including the following:
- 342.3a** Cotman Close
  - 342.3b** Gunton Warren
  - 342.3c** Walmer Road
  - 342.3d** Normanston Allotments

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- 342.4** Any further developments on charity registration (Arnold's Bequest)
- 342.5** To consider signing a Memorandum of Understanding with East Coast College for work they are to be involved with at Hamilton House
- 342.6** To resolve ownership issues regarding the Lowestoft Collection
- 342.7** To note the latest legal advice on the Triangle Market area and consider adoption of the asset record
- 342.8** To consider signing the agreement for the management of coastal erosion and flood risk works
- 342.9** To consider the plans for the East of England Park and related governance arrangements

**343. Planning and Environment:**

- 343.1** To receive the minutes of the previous Planning and Environment Committee meetings (22 May 2018, 5 June 2018 and 26 June 2018)

**344. Personnel:**

- 344.1** To receive the minutes of the previous Personnel Committee meeting (21 June 2018), and, in particular, to consider the following matters:
  - 344.1a** To consider staff policies
  - 344.1b** To consider the staffing structure
  - 344.1c** To note that staff appraisals have been completed and any training requirements identified
  - 344.1d** To consider staff terms and conditions (confidential)

**345. Policy and consultation matters**

How to take forward the following matters:

- 345.1** Concerns about the threatened closure of the Records Office
- 345.2** A strategy for dealing with litter in Lowestoft
- 345.3** To consider a consultation on draft recommendations for East Suffolk ward boundaries

**346. Written reports from Councillors and any new representative roles**

- 346.1** Report on the Coastal Communities Team
- 346.2** Report on the Kirkley People's Forum
- 346.3** Report on the Lowestoft Development Group
- 346.4** Report on the Transport Steering Group
- 346.5** Report on the Plaisir Twinning Association
- 346.6** Report on the Cefas neighbourhood group
- 346.7** Report on the Lowestoft Transport Infrastructure Partnership
- 346.8** Report on the Lowestoft Railway Partnership
- 346.9** Report on First Light Festival Board
- 346.10** Report on the Lowestoft Museum
- 346.11** Report from the Pre-Consultation Committee for the Lowestoft Records Office Closure
- 346.12** Report from the New East Suffolk Council
- 346.13** Report from the Third Crossing Group
- 346.14** Report from the Heritage Action Zone
- 346.15** Report from the Kirkley Business Association
- 346.16** Report from the SCC A47 Improvement Scheme
- 346.17** Report from the Lowestoft Summer Festival
- 346.18** Report from the Community Enabler Project Board
- 346.19** Any other reports and attendance
- 346.20** Any Councillor membership on the Anglian (Eastern) Regional Flood and Coastal Committee (in a personal capacity)

**347. To note the current position for filling a Councillor vacancy (Pakefield)**

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**348. Date of the next meeting**

7 August 2018 19:30

**349. Items for the next agenda**

**350. 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, namely any legal issue relating to the matters on this agenda, including the following:**

**350.1 Staffing**