

# Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend the Full Council Meeting of the Lowestoft Town Council at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** as specified in the attached agenda.

**Please be advised that there will be a presentation for the 'East of England Park' project at 18:30 – 19:00. This will be followed by a Charity Board Meeting relating to Arnold's Bequest at 19:00 – 19:30.**

**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. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly. 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*

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Shona Bendix, Town Clerk  
12 December 2018

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## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE  
19:30 on Tuesday 18 December 2018 (preceded by presentation at 18:30 and Charity Board Meeting at 19:00)

**There will be a presentation for the 'East of England Park' project at 18:30 – 19:00. This will be followed by a Charity Board Meeting relating to Arnold's Bequest at 19:00 – 19:30.**

**Councillors will be arriving between 18:00 and 18:30 should any member of the public wish to discuss anything during this period. Please look at our website if you would like contact details for any particular councillor to arrange to see them during this time.**

**No public entry through reception after 18:30. Please arrive beforehand.**

### AGENDA

#### 456. Welcome

To welcome the 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.

#### 457. To receive and consider acceptance of apologies for absence

#### 458. Declarations of Interests and dispensations

- a) To receive Declarations of Disclosable Pecuniary and Local 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

#### 459. To consider the accuracy of the Minutes:

- a) 27 November 2018
- b) 4 December 2018

#### 460. 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.

#### 461. Finance:

**461.1** To receive a report from the previous Finance and Governance Committee Meeting (13 December 2018) and, in particular, to consider the following matters:

**461.1a** The 2018-19 budget, monitoring and bank reconciliation

**461.1b** To note the expenditure and income reports for the month ending 30 November 2018 and December 2018 to date

**461.1c** To confirm the provisional budget for 2019-20

- i. To consider capital expenditure of up to £1,665,274
- ii. To consider whether a loan should be raised to cover capital expenditure cost of up to £1,665,274

Period of loan	Total cost of loan	Year one payment	Increase in total precept demand from 2018-19	Annual Band D equivalent	Increase from 2018-19 on Band D

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10 year loan fixed at 1.9% (as at 10 December 2018)	£1,839,295.13	£189,972	8.86% (£142,605)	£139.51	7.65% (£9.91)
20 year loan fixed at 2.29% (as at 10 December 2018)	£2,065,689.13	£118,903	4.48% (£72,023)	£133.89	3.31% (£4.29)

iii. To consider whether the precept should be raised to cover the loan above

iv. To consider community engagement on the capital works, loan and precept impact

**461.1d** To confirm the provisional precept demand for 2019-20

**461.2** To note any payments previously approved (schedule and see **461.1b**), including:

Amount	Payee	Detail	Approved/Paid
£740	8 <sup>th</sup> Lowestoft Girl Guides	Grant	Approved
£300	8 <sup>th</sup> Lowestoft Girl Guides	Grant	Approved
£500	London Road Baptist Church	Grant	Approved
£2,000	DIAL Lowestoft and Waveney	Grant	Approved
£500	Lowestoft Shopmobility	Grant	Approved
£1,360	Friends of Kensington Gardens	Grant	Approved

**461.3** To note income received (schedule) and the transfer of £300,434.71 from the Debt Management Office account to the current account and a recommendation regarding any further investment

**461.4** To consider any payments for approval by Full Council:

**461.4a** The associated schedule of payments

**461.5** To note any progress with condition surveys for the Town Hall and Marina Theatre

**461.6** To consider progress with a feasibility study for the Town Hall and whether to conduct this as part of a joint study with Waveney District Council for their site behind the Town Hall and consider delegating authority for agreement of the tender process

**461.7** To note the 2019/20 payscales

### **462. Governance:**

**462.1** To consider signing the Modern Anti-Slavery Charter

### **463. Assets, Inclusion and Development:**

**463.1** To receive the minutes of the previous Assets, Inclusion and Development Committee meeting (26 November 2018) and a report from the meeting of 10 December 2018, including the following:

**463.1a** To consider a recommendation to make further enquiries into geotagging or siting of QR codes at Lowestoft Town Council's assets

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**463.2** To consider progress with the 'East of England Park' project, including the naming of the park

**463.3** To consider the appointment of two Trustees from Lowestoft Town Council to the Board of Trustees for the Lowestoft Charity Board Charities

### **464. Legal:**

**464.1** To note progress with the assessment of the Normanston Allotments site

**464.2** To note progress with the domain transfer for the website

**464.3** To consider arrangements with Waveney and District Council and British Gas in relation to Whitton Residents Meeting Hall

**464.4** To consider signing documents relating to the land registration of Gunton Estate Residents Meeting Hall and Whitton Residents Meeting Hall (confidential)

**464.5** To consider the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council (confidential)

**464.6** To consider the 2019 – 20 contract with Waveney Norse (confidential)

**464.7** To consider progress with the CCTV contract and out of hours service (confidential)

**464.8** To consider the application of the Living Wage to contractual arrangements (confidential)

**464.9** To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)

**464.10** To consider an agreement between Waveney District Council and Lowestoft Town Council in respect of coastal erosion/flood risk works (confidential)

**464.11** To consider a deed of transfer and release between the Big Lottery Fund, Waveney District Council and Lowestoft Town Council in relation to Normanston Skateboard Park (confidential)

**464.12** To consider legal issues relating to the North Denes land (confidential)

**464.13** To consider a lease for the Lowestoft Tennis Association (confidential)

**464.14** To consider a review of utilities and payment of utility bills (confidential)

**464.15** To consider a commercial matter (confidential)

### **465. Planning and Environment:**

**465.1** To receive the minutes of the previous Planning and Environment Committee meetings (27 November)

### **466. Policy and consultation matters**

**466.1** The Records Office

**466.2** Lowestoft Hospital

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

**467.1** Report on the Coastal Communities Team

**467.2** Report on the Kirkley People's Forum

**467.3** Report on the Lowestoft Development Group

**467.4** Report on the Plaisir Twinning Association

**467.5** Report on the Cefas neighbourhood group

**467.6** Report on the Lowestoft Transport Infrastructure Partnership

**467.7** Report on First Light Festival Board

**467.8** Report on the Lowestoft Museum

**467.9** Report from the Records Office meetings

**467.10** Report from the new East Suffolk Council

**467.11** Report from the Third Crossing Group

**467.12** Report from the Heritage Action Zone

**467.13** Report from the Kirkley Business Association

**467.14** Report from the SCC A47 Improvement Scheme

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- 467.15** Report from the Lowestoft Summer Festival
- 467.16** Report from the Community Enabler Project Board
- 467.17** Report from the East of England Park Steering Group
- 467.18** Report from the Lowestoft Regeneration and Growth Board meeting and to consider a representative on the Board
- 467.19** Report from the NALC Annual Conference
- 467.20** Report from the Cultural Board, and to consider a further representative from Lowestoft Town Council
- 467.21** Any other reports

### **468. Date of the next meeting**

22 January 2019 19:30

### **469. Items for the next agenda**

**470. 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 and employment issues relating to the matters on this agenda, including the following:**

**470.1** Any legal issues including those **431** above as required.