

# 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 at 19:30 on 17 December 2019.**

**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 cases 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 S Bendix*

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Shona Bendix, Clerk  
10 December 2019

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on 17 December 2019

### AGENDA

#### 156. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.

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

#### 158. Declarations of Interests and dispensations

158.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda

158.2. To note written requests and grants of dispensations for Disclosable Pecuniary Interests

#### 159. To consider the accuracy of the Minutes

26 November 2019 – *Circulated and uploaded to Members' Area*

#### 160. 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.

#### 161. Finance:

161.1. To receive and accept the minutes of the previous Finance and Governance Committee Meeting (12 December 2019) and to consider the following matters: - *Minutes circulated and uploaded to Members' Area*

161.1a. To monitor the 2019-20 budget and note any bank reconciliations – *Budget monitoring paper circulated and on Members' Area*

161.1b. To note any payments previously approved and the expenditure and income reports for the month ending 30 November 2019 and December 2019 to date, including the petty cash log (see schedule) – *Reports circulated and uploaded to Members' Area*

161.1c. Any payments for approval (see schedule), including the following: - *Schedule of payments for approval uploaded to Members' Area*

161.1ci A payment of £13,331.87 to East Suffolk Council for election costs (contested wards)

161.1d. Progress with budget scrutiny for 2020 – 21, including the draft budget and a report from the Budget and Loan Working Group, and any recommendations (some items may be confidential) – *Draft budget circulated and uploaded to Members' Area*

161.1e. To consider the precept for 2020 - 21

161.2. To consider the following relating to pocket park funding for Whitton Green:

161.2a. Agreeing the Pocket Parks application, up to £30,000 of additional expenditure and signatories for any documents connected to the application

161.2b. Agreeing that Cllrs Green, Lang and Parker can progress development and agreement to any plans for which Pocket Parks funding is obtained

161.2c. Giving delegated authority to the Clerk to make applications for locality funding in connection with the application

161.3. To consider agreement to the East Suffolk Norse grounds maintenance contract sum for 2020 – 21 and to delegate authority to the Clerk to make the monthly payments to not exceed the total annual sum agreed of £438,300

#### 162. Governance

162.1. To consider a recommendation from the CCTV Committee to change its name to the Community Safety Committee

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162.2. To consider a recommendation from the Personnel Committee to change its name to the Human Resources Committee

### 163. Assets, Inclusion and Development

163.1. To receive and accept the minutes of the previous Assets, Inclusion and Development Committee meetings (4 November 2019 and 2 December 2019) – *Minutes circulated and uploaded to the Members' Area*

163.2. To consider the Historic England commissioned report into the options for the Lowestoft Town Council Town Hall and East Suffolk Council land to the rear, and determine whether Lowestoft Town Council has a preferred option to pursue and how to take this forward, including any needed delegations (confidential) – *Confidential Feasibility Study uploaded to the Members' Area and previously circulated*

### 164. Planning and Environment

164.1. To receive and accept the minutes of the previous Planning and Environment Committee meetings (12 November 2019, 26 November 2019 and 10 December 2019) – *Minutes circulated and uploaded to the Members' Area*

### 165. Climate Emergency

165.1. To receive and accept the minutes of the previous Climate Emergency Committee meeting (11 December 2019)

### 166. Personnel

166.1. To receive and accept the minutes of the previous Personnel Committee meeting (18 November 2019) – *Minutes circulated and uploaded to the Members' Area*

### 167. External bodies

167.1. Written reports from Councillors (to be circulated in advance and noted):

167.1a. Report from the Coastal Communities Team – *Circulated and uploaded to the Members' Area*

167.1b. Report from the Lowestoft Transport Infrastructure Partnership – *Circulated and uploaded to the Members' Area*

167.2. To consider the appointment of a Lowestoft Recorder(s) to the Suffolk Local History Council

### 168. Date of the next meeting

21 January 2020 19:30

### 169. Items for the next agenda and close

**170. 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 issues relating to the matters on this agenda, including the following:**

170.1. Any legal issues including those at 161.1d and 163.2 above as required

170.2. Any employment matters – *Further confidential information will be presented at the meeting*