

Lowestoft Town Council

For the attention of all Committee Members

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 20 August 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

.....
Shona Bendix, Clerk
13 August 2019

Lowestoft Town Council

Full Council Meeting

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

19:30 on 20 August 2019

Councillors will be arriving between 19:00 and 19:30 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.

Public entry through reception permitted between 19:00 – 19:30 only.

AGENDA

92. Welcome

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

93. To receive and consider acceptance of apologies for absence

94. Declarations of Interests and dispensations

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

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

95. To consider the accuracy of the Minutes

13 August 2019

96. 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.

97. Finance:

97.1. To receive and accept the minutes of the previous Finance and Governance Committee Meeting (11 July 2019 and 8 August 2019) and, in particular, to consider the following matters:

97.1a. To monitor the 2019-20 budget

97.1b. A recommendation to appoint Cllr Coleby as the bank reconciliation signatory

97.1c. To note any payments previously approved and the expenditure and income reports for the month ending 31 July 2019 and August 2019 to date, including the petty cash log (see schedule)

97.1d. To consider any payments for approval (see schedule)

97.1e. To note the commencement of budget scrutiny for 2020 – 21 and to note the merging of the Budget and Loan Working Groups

97.1f. A recommendation to adopt the pre-existing East Suffolk Council policy forbidding traders to trade in public car parks

97.1g. A recommendation to give the Marina Theatre approval to replace the dressing room heaters, subject to the provision of a suitable contract and appropriate guarantees for the work

97.1h. A recommendation to delegate authority to the Clerk for the arrangement and management of Hamilton House room bookings

97.1i. A recommendation regarding staff training requirements (confidential)

97.2. To consider delegating authority to the Finance and Governance Committee to consider options for an amplification system in the Council Chamber within a maximum budget of £1,000 (plus VAT)

97.3. To consider delegating authority to the Clerk to make any payments relating to the Hamilton House lease, including rent, capital repayments, services and IT charges

Lowestoft Town Council

Full Council Meeting

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

19:30 on 20 August 2019

98. Governance

98.1. To consider progress with the external audit

98.2. To consider a recommendation from the Events and Communications Sub-Committee for it to become a Sub-Committee of the Finance and Governance Committee

99. Assets, Inclusion and Development

99.1. To receive and accept the minutes of the previous Assets, Inclusion and Development Committee meetings (22 July and 5 August 2019) and, in particular, to consider the following matters:

99.1a. An alternative location for the noticeboard removed from the Denes Oval (the Assets, Inclusion and Development Committee selected Rosedale Park as its preference)

99.1b. A recommendation to extend the trial of free wi-fi provision to Kensington Gardens

100. Planning and Environment

100.1. To receive and accept the minutes of the previous Planning and Environment Committee meetings (9 July, 23 July and 6 August 2019) and consideration of any matters arising

101. Climate Emergency Working Group

101.1. A report from the Climate Emergency Working Group, including the following:

101.1a. To accept the notes from the meeting of 30 July 2019

101.1b. A recommendation from the Working Group to become the Climate Emergency Committee and to consider the draft Terms of Reference

101.1c. Subject to the approval of item 101.1b, to elect a Chair of the Climate Emergency Committee (Cllr Lang was previously elected Chair of the Working Group)

102. Written reports from Councillors and matters relating to representative roles

102.1. Report from the Coastal Communities Team

102.2. Report from the Community Enabler Project Board

102.3. Report from the Culture Board

102.4. Report from the East Suffolk Communities Team (Whitton)

102.5. Report from the First Light Festival Board or any feedback from the Festival

102.6. Report from Fen Park Friends

102.7. Report from the Heritage Action Zone and Heritage Champions

102.8. Report from the Jack Rose Old Lowestoft Society

102.9. Report from the Kirkley Business Association and Kirkley Peoples Forum

102.10. Report from the Lowestoft and Plaisir Twinning Association

102.11. Report from the Lowestoft Charity Board

102.12. Report from the Lowestoft Development Group

102.13. Report from the Lowestoft Flood Risk Management Project's Strategic Steering Group

102.14. Report from Lowestoft in Bloom

102.15. Report from the Lowestoft Museum

102.16. Report from the Lowestoft Regeneration and Growth Board

102.17. Report from the Lowestoft Station Partnership Group

102.18. Report from the Lowestoft Transport Infrastructure Partnership

102.19. Report from the Lowestoft Vision Board

102.20. Report from the Marina Theatre Trust Board

102.21. Report from the SCC A47 Improvement Scheme

102.22. Report from the Sunrise Coast Heritage Guild

102.23. Report from The Ness Steering Group

102.24. Report from the Third Crossing Bridge Naming Competition Judging Panel

102.25. Report from the Third Crossing Stakeholders' Group

102.26. Report from the Waveney Disability Forum

Lowestoft Town Council

Full Council Meeting

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

19:30 on 20 August 2019

103. Legal:

103.1. To consider any legal matters affecting the Council, including the following:

103.1a. The Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council and governance arrangements for the Marina Theatre (confidential)

104. Date of the next meeting

24 September 2019

105. Items for the next agenda and close

106. 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:

106.1. Any legal issues including those at 103 above as required

106.2. Any employment matters including those at 97.1i above as required