

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a Full Council Meeting of Lowestoft Town Council at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE at 19:30 on 21 January 2020.**

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
14 January 2020

Lowestoft Town Council

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19:30 on 21 January 2020

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

17 December 2019

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 Meetings (16 December 2019 and 9 January 2020) and to consider the following matters:

161.1a. To monitor the 2019-20 budget and note any bank reconciliations

161.1b. To note any payments previously approved and the expenditure and income reports for the month ending 31 December 2019 and January 2020 to date, including the petty cash log (see schedule)

161.1c. Any payments for approval, including the following

161.1ci An invoice from Ricoh in the sum of £361.75 (including VAT) for ink charges for the period 1 October 2019 – 31 December and rent for the period 1 January 2020 – 31 March 2020 and to consider delegating authority to the Clerk to pay quarterly invoices up to the contract end date of September 2021

161.1cii See schedule

161.1d. To agree the budget for 2020 – 21, including to consider any recommendations from the Budget and Loan Working Group and Finance and Governance Committee, including the following:

161.1di A recommendation from the Finance and Governance Committee to rationalise the layout of the Budget to reflect the Council's decision to waive leisure fees in 2020 – 2021 and future years (this action will not have any financial impact on the budget)

161.1e. To agree the precept for 2020 – 21

161.1f. To agree that the application can be made to establish a CCLA Public Sector Deposit Fund account with a sum of £200,000, drawn from sums currently deposited in the Unity Trust Current Account.

161.1g. To agree the application can be made to establish a CCLA Local Authorities' Property Fund account with a sum of £100,000 deposited for a minimum of 5 years, drawn from sums currently deposited in the Unity Trust Current Account

161.1h. To agree that the authorising signatories for all CCLA accounts and any related transactional matters for both of the above accounts be Cllrs Alan Green, Alice Taylor, Peter Knight and Peter Lang (two signatories required for each authorisation), with the Clerk as the contact for correspondence

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- 161.1.i. To note that the Clerk is authorised to transfer between Unity Trust accounts including to ensure cashflow if necessary, including following drawing of the CCLA funds from the Current Account, with normal safeguards applying for transfers outside of the Unity Accounts
- 161.1.j. A confidential recommendation relating to current staffing arrangements (confidential)
- 161.2. To receive any updates on the pocket park funding application for Whitton Green
- 161.3. To consider delegating authority to the Clerk to arrange inclusion of a leaflet detailing the budget, precept setting and the Council's achievements and plans, with Council tax bills to all households in the town, at a cost not exceeding £4,000 (+VAT)
- 161.4. To note the report provided by Cllr Taylor, pursuant to Council's request, and to consider delegating authority to the Clerk to progress Mayoral and Deputy Mayoral robes and headwear, within a budget not exceeding £6,000 (+VAT)

162. Governance and Health and Safety

- 162.1. To consider the appointment of a Health and Safety Consultant
- 162.2. To consider the following risk assessments:
 - 162.2a. The fire risk assessment for the Town Hall
 - 162.2b. The risk assessment for the Council's office at Hamilton House
 - 162.2c. The lone working risk assessment
- 162.3. To consider arrangements for the Annual Assembly of the Town on 3 March 2020, including a focus on the climate emergency
- 162.4. To note the schedule of meetings for 2020 - 2021

163. Assets, Inclusion and Development

- 163.1. To receive and accept the minutes of the previous Assets, Inclusion and Development Committee meeting (6 January 2020) and to consider the following matters:
 - 163.1a. A recommendation to adopt the Wildflower Policy as an 'in principle' commitment, on the basis that individual proposals with cost implications would need to be considered separately
 - 163.1b. A recommendation to upgrade the Nightingale Road play area boundary fencing to metal bow top fencing, at a cost of £3,700 (+ VAT), following advice received from East Suffolk Norse

164. Planning and Environment

- 164.1. To receive and accept the minutes of the previous Planning and Environment Committee meetings (17 December 2019 and 7 January 2020)

165. Climate Emergency

- 165.1. To receive and accept the minutes of the previous Climate Emergency Committee meeting (13 January 2020)

166. Personnel

- 166.1. To receive and accept the minutes of the previous Personnel Committee meetings (6 January 2020), and to consider the following matters:
 - 166.1a. A recommendation to adopt the following policies and procedures:
 - 166.1ai Disciplinary Procedure
 - 166.1aii Disciplinary Rules
 - 166.1aiii Lone Worker Policy
 - 166.1aiv Safeguarding Policy
 - 166.1b. A recommendation relating to staffing proposals (confidential)

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167. External bodies

167.1. To note any written reports from Councillors (to be circulated in advance)

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

168. Legal:

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

168.1a. Progressing the acquisition of the freehold interest in land on the High Street
(confidential)

168.1b. Land registration and ownership/lease issues (confidential), including:

168.1bi Kirkley Community Sports and Social Club and Recreational Ground at Walmer Road and Little Stars Pre School at Walmer Road

168.1bii Uplands Community Centre and Uplands Childrens Centre and Sure Start at Uplands Community Centre

169. Date of the next meeting

25 February 2020 19:30

170. Items for the next agenda and close

171. 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:

171.1. Any legal issues including those at 168.1 above as required

171.2. Any employment matters, including those at 161.1j and 166.1b above as required