

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 22 October 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
15 October 2019

Lowestoft Town Council

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19:30 on 22 October 2019

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

AGENDA

123. Welcome

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

124. To receive and consider acceptance of apologies for absence

125. Declarations of Interests and dispensations

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

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

126. To consider the accuracy of the Minutes

24 September 2019

127. 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.

128. Finance:

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

128.1a. To monitor the 2019-20 budget and note any bank reconciliations

128.1b. To note any payments previously approved and the expenditure and income reports for the month ending 30 September 2019 and October 2019 to date, including the petty cash log (see schedule)

128.1c. Any payments for approval (see schedule)

128.1d. Progress with budget scrutiny for 2020 – 21, including a report from the Budget and Loan Working Group, and any recommendations

128.1e. A recommendation for the Clerk's delegated authority for expenditure for legal matters of up to £50,000 to include expenditure from the earmarked legal reserves if necessary

128.2. To consider the purchase of replacement play area signage at a cost of £832 (+VAT) for the signs and £485 (+VAT) to install

128.3. To consider a recommendation from the Assets, Inclusion and Development Committee to purchase an additional item of play equipment for Stoven Close from Kompan, at a cost of £15,102.25 (+VAT) (budget previously agreed by Full Council was £15,000)

128.4. To consider sponsorship of the Lowestoft Sea Festival and Smack Race

128.5. To consider how to progress arrangements for a Lowestoft town time capsule, including to consider the offer of a donation of £500

128.6. To consider the appointment of an additional Councillor bank reconciliation signatory

129. Governance

129.1. To consider revisions to the Terms of Reference for each Committee and Sub-Committee, to accommodate climate emergency actions

129.2. To receive and consider adopting an Action Plan from the Clerk, as Responsible Financial Officer, following receipt of the internal audit report, and note that it has been adopted by the Finance and Governance Committee

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129.3. To consider approval for Councillors Eastwood and Green to join the Personnel Committee

130. Assets, Inclusion and Development

130.1. To receive and accept the minutes of the previous Assets, Inclusion and Development Committee meeting (30 September 2019) and to consider any matters arising:

130.2. To consider how to progress exploring options for future uses of the Town Hall

131. Planning and Environment

131.1. To receive and accept the minutes of the previous Planning and Environment Committee meetings (24 September and 8 October) and consideration of any matters arising

131.2. A recommendation from the Neighbourhood Plan Sub-Committee that the Town Council compiles a local list of heritage assets

132. Climate Emergency

132.1. To receive and accept the minutes of the previous Climate Emergency Committee meeting (7 October 2019) and consideration of any matters arising, including the following:

132.1a. To consider a recommendation regarding the appointment of two non-Councillor members to the Climate Emergency Committee

132.1b. To consider a recommendation for Lowestoft Town Council to support the formation of the Lowestoft Climate Action Group

132.1c. To consider a recommendation to adopt the Climate Emergency Structure as a working document

133. Policy and consultation matters

133.1. A recommendation from the Finance and Governance Committee to adopt the pre-existing East Suffolk Council policy forbidding traders to trade in public car parks (wording altered to suit the Town Council's requirements)

133.2. To consider what policy should apply to the retention of email accounts for ex-councillors

133.3. To consider a response to The Local Government Boundary Commission's consultation on division boundaries for Suffolk County Council

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

134.1. Report from the Coastal Communities Team

134.2. Report from the Community Enabler Project Board

134.3. Report from the Culture Board

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

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

134.6. Report from Fen Park Friends

134.7. Report from the Heritage Action Zone and Heritage Champions

134.8. Report from the Jack Rose Old Lowestoft Society

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

134.10. Report from the Lowestoft and Plaisir Twinning Association

134.11. Report from the Lowestoft Charity Board

134.12. Report from the Lowestoft Development Group

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

134.14. Report from Lowestoft in Bloom

134.15. Report from the Lowestoft Museum

134.16. Report from the Lowestoft Regeneration and Growth Board

134.17. Report from the Lowestoft Station Partnership Group

134.18. Report from the Lowestoft Transport Infrastructure Partnership

134.19. Report from the Lowestoft Vision Board

134.20. Report from the Lowestoft Voluntary and Community Sector Workshop

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- 134.21. Report from the Marina Theatre Trust Board
- 134.22. Report from the SCC A47 Improvement Scheme
- 134.23. Report from the Sunrise Coast Heritage Guild
- 134.24. Report from The Ness Steering Group
- 134.25. Report from the Third Crossing Bridge Naming Competition Judging Panel
- 134.26. Report from the Third Crossing Stakeholders' Group
- 134.27. Report from the Waveney Disability Forum
- 134.28. Report from the Society of Local Council Clerks Conference 2019
- 134.29. To consider the appointment of a representative to attend the Community Partnership Workshop at Riverside on Monday 28 October at 17:30
- 134.30. To consider the appointment of representatives to the Lowestoft Master Plan Project Team
- 134.31. To consider the appointment of a representative to the Steering Group for the Lowestoft Sea Festival and Smack Race
- 134.32. To consider the appointment of a Lowestoft Recorder(s) to the Suffolk Local History Council
- 134.33. To consider the appointment of a representative to ParksEast, at a cost of £100 per annum

135. Legal:

- 135.1. To consider any legal matters affecting the Council, including the following:
 - 135.1a. The Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council and governance arrangements for the Marina Theatre (confidential)
 - 135.1b. The Hamilton House lease between East Point Business Services Ltd and Lowestoft Town Council (confidential)
 - 135.1c. The CCTV service (confidential)
 - 135.1d. The purchase of a business property (confidential)
 - 135.1e. The loan agreement with the Lowestoft Museum Trust (confidential)
 - 135.1f. A recommendation from the Finance and Governance Committee to make a proposal to East Suffolk Council regarding a land transfer (confidential)

136. Date of the next meeting

26 November 2019 19:30

137. Items for the next agenda and close

138. 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:

- 138.1. Any legal issues including those at 135 above as required
- 138.2. Any employment matters