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

........................................................................

Shona Bendix, Clerk
15 October 2019
Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
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 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
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
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