

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 24 September 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
13 September 2019

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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

107. Welcome

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

108. To receive and consider acceptance of apologies for absence

109. Declarations of Interests and dispensations

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

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

110. To consider the accuracy of the Minutes

20 August 2019

111. 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.

112. Finance:

112.1. To receive and accept the minutes of the previous Finance and Governance Committee Meeting (12 September 2019) and, in particular, to consider the following matters:

112.1a. To monitor the 2019-20 budget and note any bank reconciliations

112.1b. To note any payments previously approved and the expenditure and income reports for the month ending 31 August 2019 and September 2019 to date, including the petty cash log (see schedule)

112.1c. Any payments for approval (see schedule), including the following:

112.1ci Quarterly Management Fee for the Marina Theatre from 1 October 2019 – 31 December 2019 £37,500 (plus £7,500 VAT) = £45,000 and to consider delegating authority to the Clerk to pay future invoices as they are received

112.1cii A recommendation to proceed with the removal of asbestos from the allotment sites, at a cost not exceeding £30,000 (plus VAT), to be taken from reserves in the 2019-20 budget and recouped in the 2020-21 budget

112.1ciii A recommendation to pay the sum of £112 for additional insurance cover for the Remembrance Sunday service

112.1d. The cost of additional planting and tending to plants, within a maximum budget of £1,200

112.1e. Progress with budget scrutiny for 2020 – 21, including a report from the Budget and Loan Working Group, and including the following

112.1di A recommendation for leisure fees for 2020-21 to be waived for clubs and for the facilities to remain free of charge for members of the public to use

112.1f. A recommendation to adopt the Sponsorship Policy

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112.1g. A recommendation not to individually register Councillors as Data Controllers, following receipt of advice from the Information Commissioner's Office

112.1h. Options for an amplification system in the Council Chamber

112.2. To consider the purchase of a Lowestoft Porcelain item (confidential)

113. Governance

113.1. To consider progress with the external audit and to consider a report, if available

113.2. To note completion of the interim internal audit and to consider a report, if available

113.3. To consider the Standing Orders Working Group becoming a sub-committee of the Finance and Governance Committee

113.4. To appoint two substitutes to the Events and Communications Sub-Committee

114. Assets, Inclusion and Development

114.1. To receive and accept the minutes of the previous Assets, Inclusion and Development Committee meetings (19 August and 9 September 2019) and, in particular, to consider the following matters:

114.1a. A recommendation to adopt the Noticeboard Protocol

114.1b. To consider making a proposal to East Suffolk Council regarding a land transfer (confidential)

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

115. Planning and Environment

115.1. To receive and accept the minutes of the previous Planning and Environment Committee meetings (20 August, 3 September and 10 September) and consideration of any matters arising

116. Climate Emergency

116.1. To receive and accept the minutes of the previous Climate Emergency Committee meeting (16 September 2019) and consideration of any matters arising, including the following:

116.1a. To consider a recommendation regarding the appointment of two non-Councillor members to the Climate Emergency Committee

116.1b. To consider recommendations on how to further define the actions in respect of the Council's climate emergency declaration

117. Policy and consultation matters

117.1. To consider an offer from Together Against Sizewell C to provide a screening of their film 'The Nuclear Trap' to Lowestoft Town Council

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

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

118.1. Report from the Coastal Communities Team

118.2. Report from the Community Enabler Project Board

118.3. Report from the Culture Board

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

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

118.6. Report from Fen Park Friends

118.7. Report from the Heritage Action Zone and Heritage Champions

118.8. Report from the Jack Rose Old Lowestoft Society

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

118.10. Report from the Lowestoft and Plaisir Twinning Association

118.11. Report from the Lowestoft Charity Board

118.12. Report from the Lowestoft Development Group

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- 118.13. Report from the Lowestoft Flood Risk Management Project's Strategic Steering Group
- 118.14. Report from Lowestoft in Bloom
- 118.15. Report from the Lowestoft Museum
- 118.16. Report from the Lowestoft Regeneration and Growth Board
- 118.17. Report from the Lowestoft Station Partnership Group
- 118.18. Report from the Lowestoft Transport Infrastructure Partnership
- 118.19. Report from the Lowestoft Vision Board
- 118.20. Report from the Lowestoft Voluntary and Community Sector Workshop
- 118.21. Report from the Marina Theatre Trust Board
- 118.22. Report from the SCC A47 Improvement Scheme
- 118.23. Report from the Sunrise Coast Heritage Guild
- 118.24. Report from The Ness Steering Group and to consider officer representation on The Ness Steering Group
- 118.25. Report from the Third Crossing Bridge Naming Competition Judging Panel
- 118.26. Report from the Third Crossing Stakeholders' Group
- 118.27. Report from the Waveney Disability Forum

119. Legal:

- 119.1. To consider any legal matters affecting the Council, including the following:
 - 119.1a. The Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council and governance arrangements for the Marina Theatre (confidential)
 - 119.1b. The Hamilton House lease between East Point Business Services Ltd and Lowestoft Town Council, including the following (confidential):
 - 118.1ci. To consider options for alternative office space and any associated changes to the cost (confidential)
 - 118.1cii. To agree the lease and associated cost (confidential)
 - 119.1c. The CCTV service (confidential)
 - 119.1d. To appoint signatories for the lease and Land Registry of the Marina Theatre Box Office building

120. Date of the next meeting

22 October 2019 19:30

121. Items for the next agenda and close

122. 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:

- 122.1. Any legal issues including those at 112.2, 114.1b and 119 above as required
- 122.2. Any employment matters