

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 25 February 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
18 February 2020

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on 25 February 2020

AGENDA

172. Welcome

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

173. To receive and consider acceptance of apologies for absence

174. Declarations of Interests and dispensations

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

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

175. To consider the accuracy of the Minutes

21 January 2020

176. Public Forum

An opportunity for the public to make comments on any matters on this agenda.

177. Finance:

177.1. To receive and accept the minutes of the previous Finance and Governance Committee Meetings (20 February 2020) and to consider the following matters:

177.1a. To monitor the 2019-20 budget and note any bank reconciliations

177.1b. To note any payments previously approved and the expenditure and income reports for the month ending 31 January 2020 and February 2020 to date, including the petty cash log (see schedule)

177.1c. Any payments for approval, including the following:

177.1ci See schedule

177.2. To determine the scope of additional Christmas lights

178. Audit

178.1. To consider the internal audit report and any recommendations

178.2. To consider the audit report/action plan from the Responsible Financial Officer

179. Assets, Inclusion and Development

179.1. To receive and accept the minutes of the previous Assets, Inclusion and Development Committee meeting (3 February 2020) and to consider the following matters:

179.1a. A recommendation to make a proposal to East Suffolk Council that it establishes full ownership of the Jubilee Bridge, via a transfer back from Lowestoft Town Council

179.1b. To note consent to adopt the red telephone kiosk on Gunton Drive, to agree its purchase, at the cost of £1, and to appoint signatories to sign the contract of acceptance

179.1c. A confidential recommendation regarding the loan agreement for the Lowestoft Collection to the Lowestoft Museum (confidential)

180. Planning and Environment

180.1. To receive and accept the minutes of the previous Planning and Environment Committee meetings (21 January 2020 and 4 February 2020) and to consider the following matters:

180.1a. To consider a proposal relating to the purchase and development of an area of the North Denes (confidential)

181. Climate Emergency

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181.1. To receive and accept the minutes of the previous Climate Emergency Committee meeting (17 February 2020)

182. Personnel

182.1. To receive and accept the minutes of the previous Personnel Committee meeting (18 February 2020), and to consider the following matters:

182.1a. To consider the recruitment process for new staff

183. External bodies

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

183.2. To consider appointing a representative from Lowestoft Town Council to the Lowestoft Place Board

184. Legal:

184.1. To consider any legal matters affecting the Council

185. Date of the next meeting

24 March 2020 19:30

186. Items for the next agenda and close

187. 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:

187.1. Any legal issues including those at 180.1a and 184.1 above as required

187.2. Any employment matters