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 26 November 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
19 November 2019
139. Welcome
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.

140. To receive and consider acceptance of apologies for absence

141. Declarations of Interests and dispensations
141.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda
141.2. To note written requests and grants of dispensations for Disclosable Pecuniary Interests

142. To consider the accuracy of the Minutes
22 October 2019

143. 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.

144. Finance:
144.1. To receive and accept the minutes of the previous Finance and Governance Committee Meeting (19 November 2019) and to consider the following matters:
   144.1a. To monitor the 2019-20 budget and note any bank reconciliations
   144.1b. To note any payments previously approved and the expenditure and income reports for the month ending 31 October 2019 and November 2019 to date, including the petty cash log (see schedule)
   144.1c. Any payments for approval (see schedule)
   144.1d. Progress with budget scrutiny for 2020 – 21, including a report from the Budget and Loan Working Group, and any recommendations
   144.1e. To consider the precept for 2020 - 21
144.2. To consider accessing pocket park funding for Whitton Green and up to £7,500 match funding
144.3. To consider the cost of repairs to the Town Hall and whether any extension in delegated budget is needed

145. Governance
145.1. To consider approval for Councillor Pitts to join the Assets, Inclusion and Development Committee, the Parks and Open Spaces Sub-Committee and the Events and Communications Sub-Committee
145.2. To consider adoption of the following policies:
   145.2a. Adverse Weather Policy
   145.2b. IT, Internet, Social Media, Email Policy
   145.2c. Personal Use of the Telephone Policy
   145.2d. Redundancy Policy
145.3. To consider adoption of the following policies, following review by the Personnel Committee:
   145.3a. Anti-Harassment and Bullying Policy
   145.3b. Data Protection Policy
   145.3c. Data Retention Policy
   145.3d. Disciplinary Procedure
   145.3e. Disciplinary Rules
145.3f. Equality and Diversity Policy
145.3g. Health and Safety Policy
145.3h. Media Policy
145.3i. Lone Worker Policy
145.3j. Member Officer Protocol
145.3k. Safeguarding Policy
145.3l. Social Media Protocol
145.3m. Training and Development Policy
145.3n. Whistleblowing Policy

145.4. To consider adoption of a Wild Flower Meadows Policy, following a recommendation by the Parks and Open Spaces Sub-Committee

146. Assets, Inclusion and Development
146.1. To receive and accept the minutes of the previous Assets, Inclusion and Development Committee meeting (4 November 2019)
146.2. To consider how to progress exploring options for future uses of the Town Hall, including to receive the feasibility study (if available)
146.3. To consider a recommendation from the Parks and Open Spaces Sub-Committee to appoint Goose Green Nurseries as Lowestoft Town Council’s preferred plant supplier
146.4. To consider the following matters relating to The Ness:
  146.4a. To consider progress at The Ness Out of Scope meetings, including:
    146.4ai The play area surface
    146.4aii A project plan for the artwork on Ness Point and the related financial implications
    146.4aiii Public conveniences provision
  146.5. To consider a recommendation from the Parks and Open Spaces Sub-Committee to appoint Cllr Coleby as Lowestoft Town Council’s representative on ParksEast, at a cost of £100 per annum

147. Planning and Environment
147.1. To receive and accept the minutes of the previous Planning and Environment Committee meetings (22 October and 12 November), and, in particular to consider the following matters:
  147.1a. A recommendation to adopt the traditional red telephone kiosk on Gunton Drive and decline adoption of ‘modern’ telephone kiosks at other locations

148. Climate Emergency
148.1. To receive and accept the minutes of the previous Climate Emergency Committee meeting (12 November 2019)

149. Personnel
149.1. To receive and accept the minutes of the previous Personnel Committee meetings (6 and 18 November), and to consider the following matters:
  149.1a. A staffing proposal (confidential)
  149.1b. Staffing issues (confidential)

150. Policy and consultation matters
150.1. To consider what policy should apply to the retention of email accounts for ex-councillors
150.2. To consider the latest position on Lowestoft Records Office

151. Written reports from Councillors and matters relating to representative roles
151.1. Report from the Coastal Communities Team
151.2. Report from the Community Enabler Project Board
151.3. Report from the Culture Board
151.4. Report from the East Suffolk Communities Team (Whitton)
151.5. Report from the First Light Festival Board or any feedback from the Festival
151.6. Report from Fen Park Friends
151.7. Report from the Heritage Action Zone and Heritage Champions
151.8. Report from the Jack Rose Old Lowestoft Society
151.9. Report from the Kirkley Business Association and Kirkley Peoples Forum
151.10. Report from the Lowestoft and Plaisir Twinning Association
151.11. Report from the Lowestoft Charity Board
151.12. Report from the Lowestoft Development Group
151.13. Report from the Lowestoft Flood Risk Management Project’s Strategic Steering Group
151.14. Report from Lowestoft in Bloom
151.15. Report from the Lowestoft Museum
151.16. Report from the Lowestoft Regeneration and Growth Board
151.17. Report from the Lowestoft Station Partnership Group
151.18. Report from the Lowestoft Transport Infrastructure Partnership
151.19. Report from the Lowestoft Vision Board
151.20. Report from the Lowestoft Voluntary and Community Sector Workshop
151.21. Report from the Marina Theatre Trust Board
151.22. Report from the SCC A47 Improvement Scheme
151.23. Report from the Sunrise Coast Heritage Guild
151.24. Report from The Ness Steering Group
151.25. Report from the Third Crossing Bridge Naming Competition Judging Panel
151.26. Report from the Third Crossing Stakeholders’ Group
151.27. Report from the Waveney Disability Forum
151.28. Report from the Shine a Spotlight on Lowestoft event

152. Legal:
152.1. To consider any legal matters affecting the Council, including the following:
   152.1a. The Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council and governance arrangements for the Marina Theatre (confidential)
   152.1b. The Hamilton House lease between East Point Business Services Ltd and Lowestoft Town Council (confidential)
   152.1c. The contract between East Suffolk Norse and Lowestoft Town Council (confidential)
   152.1d. The CCTV service (confidential)
   152.1e. The purchase of a business property (confidential)
   152.1f. Land registry issues (confidential)

153. Date of the next meeting
   17 December 2019 19:30

154. Items for the next agenda and close

155. 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:
   155.1. Any legal issues including those at 152.1 above as required
   155.2. Any employment matters, including those at 149.1 above as required