

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

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Shona Bendix, Clerk
19 November 2019

Lowestoft Town Council

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AGENDA

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

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- 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

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- 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