

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 as specified in the attached agenda.**

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 case 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. Bendix

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Shona Bendix, Town Clerk
20 May 2019

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 28 May 2019

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 between 19:00 – 19:30 only.

AGENDA

27. Welcome

To welcome the meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

28. To receive and consider acceptance of apologies for absence

29. Declarations of Interests and dispensations

- a) To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from councillors on items on the Agenda
- b) To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
- c) To note any dispensations previously granted

30. To consider the accuracy of the Minutes:

14 May 2019

31. 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.

32. Co-option of a Councillor for the Elmtree ward vacancy

33. Finance:

33.1 To receive and accept the minutes of the previous Finance and Governance Committee Meeting (16 May 2019) and, in particular, to consider the following matters:

33.1a To monitor the 2019-20 budget and note any bank reconciliations

33.1b To consider a recommendation for adherence to the policy of grant applications to be considered twice a year (June and December) and whether to delegate responsibility to the Finance and Governance Committee

33.1c To note the expenditure and income reports for the month ending 30 April 2019 and May 2019 to date, including the petty cash log (see schedule)

33.1d To note any payments previously approved (see schedule), including the following:

33.1di Invoice from Trevor Brown, in the sum of £450, for internal audit services

33.1e To consider any payments for approval (see schedule), including the following:

33.1ei Grant application from the Lowestoft Sea Cadets, up to £2,764

33.1eii Invoice from Need2store Ltd in the sum of £240 for rental of a storage container, and to consider delegating authority to the Clerk to set up regular monthly payments

33.1f To consider the following recommendations relating to adjustments to the budget:

33.1fi Virement of £4,859.50 from the Grants Budget to cover the shortfall in the budget for leisure fees

33.1fii Virement of £5,750 from the General Reserves to cover the shortfall in the budget for the payment of Business Rates for Public Conveniences

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33.1g To consider a recommendation to establish a Compliance Budget, with virement of £20,000 from the General Repairs and Maintenance Budget Reserves and delegated authority to officers

33.1h To consider attendance at the NALC Annual Conference 2019 (28 – 29 October, Milton Keynes), delegates and a budget (£246 +VAT per delegate to attend, plus one night's hotel accommodation at £125 per delegate. Car hire last year was £369.25)

33.1i To confirm bank signatory arrangements

34. Governance:

34.1 To consider progress with preparations for the external audit

34.2 To consider the revised Reporting Procedure for Facilities and Maintenance

35. Assets, Inclusion and Development:

35.1 To receive and accept the minutes of the previous Assets, Inclusion and Development Committee meeting (20 May 2019) and consideration of any matters arising

35.2 To consider a specification for tablets for Councillors

35.3 To consider progress with The Ness

36. Planning and Environment:

36.1 To receive the minutes of the previous Planning and Environment Committee meeting (16 May 2019)

37. CCTV

37.1 To receive and accept the minutes of the previous CCTV Committee meeting (22 May 2019) and consideration of any matters arising (some aspects may be confidential)

38. Policy and consultation matters

39. Written reports from Councillors and any new representative roles

39.1 Report from the CEFAS Neighbourhood Group

39.2 Report from the Coastal Communities Team

39.3 Report from the Community Enabler Project Board

39.4 Report from the Culture Board

39.5 Report from the East Suffolk Communities Team (Whitton)

39.6 Report from the First Light Festival Board

39.7 Report from the Friends of Fen Park

39.8 Report from the Heritage Action Zone and Heritage Champions

39.9 Report from the Kirkley Business Association and Kirkley People's Forum

39.10 Report from the Lowestoft and Plaisir Twinning Association

39.11 Report from the Lowestoft Development Group

39.12 Report from the Lowestoft Flood Risk Management Project's Strategic Steering Group

39.13 Report from Lowestoft in Bloom

39.14 Report from the Lowestoft Museum

39.15 Report from the Lowestoft Regeneration and Growth Board

39.16 Report from the Lowestoft Station Partnership Group

39.17 Report from the Lowestoft Transport Infrastructure Partnership

39.18 Report from the Lowestoft Vision Board

39.19 Report from the Marina Theatre Trust Board

39.20 Report from the SCC A47 Improvement Scheme

39.21 Report from the Sunrise Coast Heritage Guild

39.22 Report from The Ness Steering Group

39.23 Report from the Third Crossing Bridge Naming Competition Judging Panel

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39.24 Report from the Third Crossing Stakeholders' Group

39.25 Report from the Waveney Disability Forum

39.26 Any other reports

40. Legal:

40.1 To consider any legal matters affecting the Council, including the following:

40.1a To consider the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential)

40.1b To consider the CCTV contract (confidential)

40.1c To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)

40.1d To consider legal issues relating to the North Denes land (confidential)

40.1e To consider a licence to occupy The Ness for Waveney District Council (confidential)

41. Date of the next meeting

Tuesday 25 June 19:30

42. Items for the next agenda

43. 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 and employment issues relating to the matters on this agenda, including the following:

43.1 Any legal issues including those at 37.1 and 40.1 above as required

43.2 Any employment matters