

# Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a Full Council Meeting of Lowestoft Town Council, which will be a video meeting via Zoom, at 19:30 on 22 September 2020. **Members of the public are welcome to observe the meeting and submit comments regarding any item on the agenda in advance of the meeting. The link to observe the meeting is as follows:**

**[https://youtu.be/\\_x5vW5\\_OrBQ](https://youtu.be/_x5vW5_OrBQ). Councillors will be sent an email with the link to access the Zoom meeting. The minutes and all public documents associated with this agenda will be published as usual.** In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments 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  
15 September 2020

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 22 September 2020

### AGENDA

#### 86. Welcome

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol.

#### 87. To consider apologies for absence from any councillors not in attendance

#### 88. Declarations of Interests and dispensations

88.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

#### 89. To receive any comments and note that the draft minutes of the meetings on 25 August and 17 September 2020 will be considered at the next appropriate meeting

#### 90. To consider any advance comments from the public on any matters on this agenda

#### 91. Finance

91.1. To receive the draft minutes of the meeting on 10 September 2020

91.2. To receive and consider the following:

91.2a. The 2020 – 2021 budget position

91.2b. To note any bank reconciliations

91.2c. Payments, income and expenditure reports for the month ending 31 August 2020 and September 2020 to date, including any payments made under delegated authority and any COVID-19 grant awards

91.3. To consider any payments for approval (see schedule)

91.4. To consider the following recommendations from the Finance and Governance Committee:

91.4a. To amend the COVID-19 grant awarding policy to include a 90 day deadline to progress and receive funds

91.5. To consider amplification and recording options for face-to-face meetings at Hamilton House

91.6. To consider whether there has been any changes to the advice previously given regarding offering thanks to keyworkers and appropriate ways to commemorate the impact of COVID-19, including Suffolk County Council plans for a memorial woodland

91.7. To note that a 2.75% agreement on salary increases has been agreed and applies to all staff backdated to 1 April 2020

#### 92. Governance

92.1. To consider actions by the Town Council in response to the COVID-19 pandemic

92.2. To consider whether to extend the Town Clerk's emergency delegated authority

92.3. To consider partnering with the Friends of Dip Farm

#### 93. Assets, Inclusion and Development

93.1. To receive the draft minutes of the meeting on 7 September 2020

93.2. To consider the following recommendations from the AID Committee:

93.2a. To approve a request from the Suffolk County Councillors (Guntton Division) to install a bench in Belle Vue Park

93.2b. To approve Kensington Gardens as the location for the 'Talking Bench' (note this is contrary to the decision of Full Council)

93.3. To consider a request for tree works at the Great Eastern Linear Park (note this is contrary to the Town Council's Tree Policy), taking account of the conclusions of the AID Committee

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### 94. Planning and Environment

- 94.1. To receive the draft minutes of the meeting on 25 August and 8 September 2020
- 94.2. To consider the following recommendation from the Planning and Environment Committee:
  - 94.2a. To provide a response to East Suffolk Council's consultation on cemetery/burial availability in East Suffolk as follows:
    - 1. The maintenance and upkeep of the existing ESC run cemeteries in Lowestoft needs to be reviewed. Better communication of re-wilding areas is needed including why areas are being left longer and explanation of ESC environmental policy.
    - 2. New cemetery land for the people of Lowestoft does not need to be in the LTC parish area. Any spare land within the Lowestoft parish boundary should be kept as public open space and/or allotments and cemeteries should be provided in neighbouring parishes where there is more available open space.

### 95. Climate Emergency

- 95.1. To receive the draft minutes of the meeting on 1 September 2020

### 96. Community Safety

- 96.1. To receive the draft minutes of the meeting on 1 September 2020
- 96.2. To consider the following recommendations from the Community Safety Committee:
  - 96.2a. To adopt the Terms of Reference, with amendments to the Committee's responsibilities

### 97. Personnel

- 97.1. To receive the draft minutes of the meetings on 24 August and 17 September 2020
- 97.2. To consider the following recommendations from the Personnel Committee:
  - 97.2a. To adopt the Terms of Reference, with an amendment regarding the appointment of substitutes

### 98. Representative Roles

- 98.1. To appoint a representative from the Town Council to attend a Zoom meeting (7 October 17:30 – 20:00) with Peter Aldous MP for Town and Parish Councils in Waveney, to discuss the effects of the pandemic
- 98.2. To receive a report on the Lowestoft Place Board including consideration of the Town Investment Plan (confidential)

### 99. Consultations

- 99.1. To consider the Local Government Boundary Commission draft recommendations for new division boundaries across Suffolk County Council.  
<https://consultation.lgbce.org.uk/node/18495>

### 100. Date of next meeting

27 October 2020 19:30

### 101. Items for the next agenda and close

**102. 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:**

- 102.1. Any legal matters, including those above as required