

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 23 June 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/g1Sv38mWaR0>. **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
16 June 2020

Lowestoft Town Council

Full Council Meeting

Held via Video Meeting

19:30 on 23 June 2020

AGENDA

33. 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.

34. To consider apologies for absence from any councillors not in attendance, and to consider whether blanket apologies will be accepted for Zoom meetings

35. Declarations of Interests and dispensations

35.1. 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

36. To receive any comments and note that the draft minutes of the meeting on 26 May 2020 will be considered at the next appropriate meeting

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

38. Finance

38.1. To receive the draft minutes of the meeting on 11 June 2020

38.2. To receive and consider the following:

38.2a. The 2020 – 2021 budget position and to note any bank reconciliations

38.2b. Payments, income and expenditure reports for the month ending 31 May 2020 and June 2020 to date, including any payments made under delegated authority

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

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

38.4a. To note that a review of signatory delegations has taken place and to consider a recommendation to approve the current position

38.4b. To progress letters of thanks, in line with any advice received, to local keyworkers for their efforts during the COVID-19 pandemic and to defer a decision on any further actions

38.4c. To adopt the Infrastructure Investment Plan for CIL and s106 as a working document

38.5. To note the COVID-19 grant applications approved to date

38.6. To note the renewal of the Town Council's corporate registration as a Data Controller with the Information Commissioner's Office, as of 24 May 2020

39. Governance

39.1. To consider actions by the Town Council in response to the COVID-19 pandemic, including the implementation of recovery measures and the Reopening High Streets Safely Fund

39.2. To consider the following regarding policies and procedures:

39.2a. A review of the Equality Policy and practice

39.2b. The Video Meeting Protocol, in relation to:

39.2bi Retention of recordings for the civic year

39.2bii Whether to allow Councillors to participate in video meetings via telephone by sound only

39.2biii To consider recording face-to-face meetings, once these resume, and make recordings publicly available for a civic year

40. Assets, Inclusion and Development

40.1. To receive the draft minutes of the meeting on 1 June 2020

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- 40.2. To confirm the composition of the Assets, Inclusion and Development (AID) Committee, with retrospective effect from 1 June 2020
- 40.3. To consider the following recommendations from the AID Committee:
 - 40.3a. To adopt the Terms of Reference of the AID Committee
 - 40.3b. Approval of the register of land and assets, including building and office equipment, following its review
 - 40.3c. To adopt the Defibrillator Policy

41. Planning

- 41.1. To receive the draft minutes of the meeting on 26 May and 9 June 2020

42. Representative Roles

- 42.1. To formalise officer representation and clarify Councillor representation on The Ness Steering Group
- 42.2. To consider a request from Cllr Frost to step down as the Council's representative to the Fen Park Friends, and for Cllr Hardie to be appointed in her place
- 42.3. To consider a recommendation from the AID Committee to appoint Cllr Coleby as the Town Council's representative to ParksEast

43. Legal

- 43.1. To consider a wayleave request for the Uplands Children's Centre
- 43.2. To consider the design and construction features for completion of The Ness (confidential)
- 43.3. To consider legal issues relating to the Northern coastal land transferred, including Ness Point and The Ness (confidential)
- 43.4. To further consider transfer issues relating to the Normanston Allotments (confidential)
- 43.5. To consider a transfer request from East Suffolk Council regarding land transferred in error (confidential)
- 43.6. To confirm the final transfers of land relating to the Town Hall (SK313856 and SK261491) (confidential)

44. Date of next meeting

28 July 2020 19:30

45. Items for the next agenda and close

- 46. 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:**

- 46.1. Any legal matters, including those at item 43 above as required