

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 March 2021. **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/ucBLgvcYaFM>. **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 March 2021

Lowestoft Town Council

Full Council Meeting

Held via Video Meeting

19:30 on 23 March 2021

AGENDA

178. 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.

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

180. Declarations of Interests and dispensations

180.1. 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

181. To receive any comments and note that the draft minutes of the meeting on 23 February 2021 will be considered at the next appropriate meeting

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

183. Finance

183.1. To receive the draft minutes of the meeting on 11 March 2021

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

183.2a. For the quorum of the Town Council's Committees to be four Councillors and the quorum of the Town Council's Sub-Committees to be three Councillors

183.2b. For the Deputy Mayor to have ex-officio membership to all of the Town Council's Committees and Sub-Committees for the 2021 – 2022 civic year, without voting rights unless they become a member of that Committee or Sub-Committee

183.2c. To delegate the horticultural budget and the ordering of bulbs for annual planting each year to the Parks and Open Spaces Sub-Committee

183.2d. To amend the Assets, Inclusion and Development Committee's Terms of Reference to enable it to grant delegated budgets to the Events and Communications Sub-Committee and the Parks and Open Spaces Sub-Committee

183.2e. For Committees with a delegated budget to have a per-item expenditure limit of £5,000, not exceeding the available budget delegated to that Committee, and not affecting existing officer delegations

183.2f. For Sub-Committees with a delegated budget to have a per-item expenditure limit of £2,500, not exceeding the available budget delegated to that Sub-Committee, and not affecting existing officer delegations

183.2g. That Chairs and Deputy Chairs of the Town Council's Committees should not hold the position of Chair or Deputy Chair of any of that Committee's Sub-Committees

183.2h. To adopt the following Town Council policies:

183.2hi Grievance Procedure

183.2hii Memory Stick Policy (incorporated into the existing IT, Internet, Social Media and Email Policy)

183.2hiii Noticeboard Protocol

183.2hiv Pandemic Contingency and Recovery Policy

183.2hv Personal Use of the Telephone Policy, as amended

183.2hvi Petty Cash Policy

183.2hvi Pond Policy, as amended

183.2i. To agree the Town Council's insurance provider

183.3. To receive and consider the following:

183.3a. The 2020 – 2021 budget position

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183.3b. To note any bank reconciliations

183.3c. Payments, including those made under delegated authority, any Covid-19 grant awards and any for approval, and income and expenditure reports for the month ending 28 February 2021 and March 2021 to date

184. Governance

184.1. To consider actions by the Town Council in response to the Covid-19 pandemic

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

184.3. To consider whether all Town Council video meetings should be held in a webinar format

184.4. To consider the legal position regarding holding of Council meetings in May and thereafter

184.5. To consider progress with the review of the Equality Policy and practice, following a complaint from a member of the public

184.6. To confirm arrangements for the Normanston Park Tenancy Arrangements Sub-Committee

185. Assets, Inclusion and Development

185.1. To receive the draft minutes of the meeting on 1 March 2021

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

185.2a. To adopt the draft five-year plans for the Town Council's parks and open spaces as working/discussion documents

185.2b. To agree in principle to pledge land to the WildEast project

185.2c. Subject to the approval of item 185.2b, to pledge land at Clarkes Lane, the North Denes and Fen Park for re-wilding, for an initial trial period of two years, and with the installation of appropriate signage

185.2d. For the Council to use its discretion to authorise additional markets in Lowestoft should it approve of the proposals, including indoor markets, subject to the Council having the legal right to do so

185.2e. To approve a request to trade at the Links Road car park (confidential)

185.3. To consider a request from a member of the public for tree works at the Great Eastern Linear Park

185.4. To note progress and consider endorsement of the Shaping Places for Healthier Lives bid

185.5. To consider a request from the Marina Theatre to open an outdoor café space

185.6. To consider replacement of the Mayoral robes

185.7. To consider arrangements for procurement of additional items of the Lowestoft Collection

186. Planning and Environment

186.1. To receive the draft minutes of the meetings on 23 February 2021 and 9 March 2021

187. Climate Emergency

187.1. To receive the draft minutes of the meeting on 10 March 2021

188. Community Safety

188.1. To consider the insufficiency of membership to the Community Safety Committee and to appoint additional members and/or review its status

189. Representative Roles

189.1. To appoint a substitute representative to the Pakefield Coast Protection Steering Group

189.2. To appoint a representative and a substitute representative to the Britten as a Boy Statue Steering Committee

189.3. To review the HAZ representation and substitute arrangements

190. Date of next meeting

27 April 2021 19:30

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191. Items for the next agenda and close

192. 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:

192.1. Any legal matters, including those above as required