

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 24 November 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/L9PRI8dIY_o. **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
17 November 2020

Lowestoft Town Council

Full Council Meeting

Held via Video Meeting

19:30 on 24 November 2020

AGENDA

119. 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.

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

121. Declarations of Interests and dispensations

121.1. 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

122. To receive any comments and note that the draft minutes of the meeting on 27 October 2020 will be considered at the next appropriate meeting

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

124. Finance

124.1. To receive the draft minutes of the meeting on 12 November 2020

124.2. To receive and consider the following:

124.2a. The 2020 – 2021 budget position

124.2b. The 2021 – 2022 budget position, including the following:

124.2bi To consider the budget provision for Christmas lights (or an alternative)

124.2bii To consider whether to include provision for measures to improve the safety of the Town Council's assets, such as CCTV

124.2biii To consider whether to progress a loan application for capital works

124.2c. To note any bank reconciliations

124.2d. Payments, income and expenditure reports for the month ending 31 October 2020 and November 2020 to date, including any payments made under delegated authority and any COVID-19 grant awards

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

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

124.4a. To ringfence funds in the play areas budget reserve for outdoor fitness equipment (some aspects may be confidential)

124.4b. To ringfence funds in the play areas budget reserve for improvement work to Whitton Green (some aspects may be confidential)

124.4c. To adopt the Data Retention Policy, as amended

124.4d. To adopt the Data Protection Policy, as amended

124.4e. To adopt the Anti-Harassment and Bullying Policy, as amended

124.4f. To adopt the Appraisals Guidance

124.4g. To adopt the Code of Conduct

124.4h. To adopt the Complaints Procedure

124.5. To consider further a recommendation regarding nesting prevention measures at the Marina Theatre

125. Governance

125.1. To consider actions by the Town Council in response to the COVID-19 pandemic, and to consider related expenditure on meals for vulnerable people

125.2. To consider the Internal Auditor's Interim Audit Report and related Action Plan from the Responsible Financial Officer, following their review by the Finance and Governance Committee

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126. Assets, Inclusion and Development

126.1. To receive the draft minutes of the meeting on 2 November 2020

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

126.2a. A lockable bollard trial at Sparrows Nest until January 2021

126.3. To consider whether to continue to provide a facility for a market in 2021

126.4. To consider supporting the use of bollards to restrict traffic access through the Triangle Market area

126.5. To consider issues arising from the anticipated Practical Completion of The Ness and the potential handover to Lowestoft Town Council (confidential)

127. Planning and Environment

127.1. To receive the draft minutes of the meetings on 27 October and 10 November 2020

128. Climate Emergency

128.1. To receive the draft minutes of the meeting on 3 November 2020

129. Community Safety

129.1. To receive the draft minutes of the meeting on 19 November 2020 and note that any recommendations will be considered at December's Full Council meeting

130. Representative Roles

130.1. To review the Representation on Outside Bodies Protocol and arrangements for representation on outside bodies

130.2. To receive a report from the Cultural Leadership Group meeting of 22 October 2020

130.3. To consider appointing a representative to the East Suffolk Community Partnership

131. Date of next meeting

15 December 2020 19:30

132. Items for the next agenda and close

133. 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:

133.1. Any legal matters, including those above as required