

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 25 August 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/_ISgQ8egARs. 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
18 August 2020

Lowestoft Town Council

Full Council Meeting

Held via Video Meeting

19:30 on 25 August 2020

AGENDA

61. 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.

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

63. Declarations of Interests and dispensations

63.1. 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

64. To receive any comments and note that the draft minutes of the meeting on 28 July 2020 will be considered at the next appropriate meeting

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

66. Finance

66.1. To receive the draft minutes of the meeting on 13 August 2020

66.2. To receive and consider the following:

66.2a. The 2020 – 2021 budget position

66.2b. To note any bank reconciliations

66.2c. Payments, income and expenditure reports for the month ending 31 July 2020 and August 2020 to date, including any payments made under delegated authority and any COVID-19 grant awards

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

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

66.4a. To adopt the amended Complaints Procedure (amended so that the three references to timescales are standardised to ten working days, and the list represented by bullet points is represented by numbers or letters)

66.4b. To seek outline planning permission for the change of use of a Town Council property (confidential)

66.5. To consider a mains water supply to The Ness, at a cost of £912 (incl VAT)

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

66.7. To consider additional costs for the installation of Christmas lights in 2020

66.8. To agree the contract for the Architectural Heritage Fund and Lowestoft Town Council funded business planning and audience development work at the Town Hall (confidential)

67. Governance

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

67.2. To consider adoption of the Equality Working Group's Terms of Reference

68. Assets, Inclusion and Development

68.1. To receive the draft minutes of the meeting on 3 August 2020

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

68.2a. To purchase a wheelchair accessible picnic bench for the Stoven Close play area

68.2b. To ringfence funds in the play parks budget to purchase a bus shelter for Harris Avenue

68.3. To consider the promotion of apprenticeships

68.4. To note that the Primary Care Trust will be naming their building on Gordon Road the 'Ness Point School'

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69. Planning and Environment

69.1. To receive the draft minutes of the meeting on 7 July 2020, 28 July and 11 August

70. Climate Emergency

70.1. To receive the draft minutes of the meeting on 4 August 2020

70.2. To consider the following recommendations from the Climate Emergency Committee:

70.2a. To provide additional bin/s at Fen Park (50L)

70.2b. To declare a Health Emergency and adopt the Health and Wellbeing Emergency Declaration as a working document

71. Representative Roles

71.1. To note that Cllr Taylor has stepped down as the substitute representative for the Lowestoft Vision Board, and to consider the Town Council's representation

71.2. To note Cllr Patience's report from the Lowestoft Place Board meeting on 17 July

72. Date of next meeting

22 September 2020 19:30

73. Items for the next agenda and close

74. 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:

74.1. Any legal matters, including those above as required