

# 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 26 May 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/DcDzblkqCM>. 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 May 2020

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 26 May 2020

### AGENDA

#### **20. 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.

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

#### **22. Declarations of Interests and dispensations**

22.1. 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

#### **23. To receive any comments and note that the draft minutes of the Annual Meeting on 12 May 2020 will be considered at the next appropriate meeting**

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

#### **25. Finance**

25.1. To receive the draft minutes of the meeting on 14 May 2020

25.2. To receive and consider the following, which have been considered by the Finance and Governance Committee:

25.2a. The 2020 – 2021 budget position and to note any bank reconciliations

25.2b. Payments, income and expenditure reports for the month ending 30 April 2020 and May 2020 to date, including any payments made under delegated authority

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

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

25.4a. To appoint Cllrs Page and Youngman as the bank reconciliation signatories

25.4b. To change the name of the Standing Orders Sub-Committee to the Standing Orders and Policies Sub-Committee, and extend its responsibilities to include reviewing the Town Council's policies at least annually

25.4c. For the Budget and Loan Working Group to become the Budget and Loan Sub-Committee

25.4d. To adopt the following policies and procedures:

25.4di The Appraisals Guidance, as amended

25.4dii The Grant Awarding Policy (Post COVID-19), with delegated authority to the Mayor and Chair of Finance and Governance Committee, working with the Clerk, to make decisions on any applications received

25.4e. Granting delegated authority to the Mayor and Chair of the Finance and Governance Committee, working with the Clerk, to agree the Town Council's electricity supplier

25.4f. To consider a maximum budget of £14,000 for EDF Energy to supply electricity to The Ness, subject to the Clerk having received clarification over which items are in and out of scope

25.4g. To continue using BACs and CHAPs as payment methods, without invalidating any other accepted payment method

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25.5. To note an application has been submitted to Architectural Heritage Fund for the first development stage of the Town Hall grant for £35,775, based on a budget which includes a 10% commitment totalling £3,975 from the Town Council (total budget £39,750), and to consider delegation to the Town Clerk to progress this and with signatories being the Mayor and Chair of the Finance and Governance Committee

25.6. To determine the scope of additional Christmas lights

### **26. Governance**

26.1. To appoint a substitute Internal Controller

26.2. To consider arrangements for non-Councillor members of the Climate Emergency Committee

26.3. To consider whether audio or video recordings of video meetings of the Town Council should be made available to the public after the meetings

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

26.5. To note Committee composition

### **27. Audit**

27.1. To note progress with preparations for the External Audit

### **28. Planning**

28.1. To receive the draft minutes of the meeting on 12 May 2020

### **29. Consultation**

29.1. To consider a response to the East Suffolk Council Dog Control proposed Public Space Protection Order consultation

29.2. To consider engagement with East Suffolk Council's Environmental Protection Officer on Dog Control Orders for other Town Council owned land

29.3. To consider engagement with East Suffolk Council's Regeneration Projects Manager on the Town Investment Plan

### **30. Legal**

30.1. To note the execution of the deed of assignment in relation to CCTV

30.2. To consider a recommendation from the Assets, Inclusion and Development Committee to grant landowner permission for access and parking at the Normanston Allotments site

30.3. To consider the design and construction features for completion of The Ness and consider engagement with East Suffolk Council's Environmental Protection Officer (confidential)

### **31. Date of next meeting**

23 June 2020 19:30

**32. 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:**

32.1. Any legal matters, including those at item 30.3 above as required