

# 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 held at **Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB** at 18:30 on 21 December 2021.

**The meeting is open to the public and press to attend** and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following <https://us02web.zoom.us/j/86038888536>. The meeting can also be observed via the following link: <https://youtu.be/Gtp-av7-524>. *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 be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

*S. Bendix*

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Shona Bendix, Town Clerk  
21 December 2021

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 21 December 2021**

**AGENDA**

**129. Welcome**

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.

**130. To consider apologies for absence from any Councillors not in attendance**

**131. Declarations of Interests and dispensations**

131.1. 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

**132. To consider the draft minutes of the meeting on 23 November 2021**

**133. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

**134. Finance**

134.1. To receive the draft minutes of the meeting on 30 November 2021

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

134.2a. To adopt the Financial Regulations, as amended

134.2b. To review the following Town Council policies:

134.2bi. Financial Risk Assessment

134.2bii. Investment Policy

134.3. To receive and consider the following:

134.3a. 2021 – 2022 budget position

134.3b. To note any bank reconciliations

134.3c. Payments, including those made under delegated authority, income and expenditure reports for the month ending 30 November 2021 and December 2021 to date, and any payments for approval, including the following:

134.3ci Society of Local Council Clerks subscription for the Deputy Clerk (£289, noting £144.50 will be reimbursed)

134.4. To consider a budget and delegation for office equipment for new staff

134.5. To seek policy steer regarding the following in consideration of the draft budget recommendations from the Budget and Loan Sub-Committee:

134.5a. Capital funding provision for the septic tank at Uplands (confidential)

134.5b. Continued membership of Lowestoft Rising beyond 2021 – 2022 (confidential)

134.5c. Capital funding provision for thatching and other works on the Belle Vue Park cottage (confidential)

134.6. To consider updates to the Reserves document to reflect the previous decisions of the Council (some aspects may be confidential)

134.7. To consider and determine the 2022 – 2023 budget and precept and to consider the recommendation from the Budget and Loan Sub-Committee to demand a £1,867,228 precept for 2022 - 2023, Band D Council Tax equivalent £146.63 (equating to a 2.77% increase on the Band D Council Tax equivalent for 2021 – 2022), and to consider arrangements for any adjustments

134.8. To consider whether to progress a leaflet to accompany the Council Tax bill, within a maximum budget of £2,000 plus VAT

134.9. To consider the process for determining the governance and finance arrangements for the feasibility study and other work for the Marina Theatre development under the Towns Fund, including to appoint representatives to the Marina Theatre Towns Fund Working Group and

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- to consider appointing a VAT consultant
- 134.10. To receive an update on the supply of laptops to Councillors who have requested them, and to consider a suitable recipient of the tablets that will be surplus to requirements
- 134.11. To receive an update on the Hamilton House lease and business rates (confidential)
- 134.12. To consider arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential)
- 134.13. To consider the contract with East Suffolk Norse for grounds maintenance in 2022 - 2023, and the recent East Suffolk Council announcement, including the implications for the Lowestoft Town Council participation in the cross-jurisdictional Environment and Waste Working Group (confidential)

**135. Governance**

- 135.1. To consider meeting arrangements/protocol during current Covid-19 guidance/rules

**136. Assets, Inclusion and Development**

- 136.1. To receive the draft minutes of the meeting on 6 December 2021
- 136.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
- 136.2a. To delegate authority to officers to respond to any urgent enquiries from the press
- 136.2b. To retain the Pakefield Street public conveniences as part of the Town Council's portfolio of public conveniences, following preliminary advice from the Planning Authority
- 136.2c. To include the public conveniences at the Denes Oval with the wider refurbishment of the pavilion, but address any immediate health and safety concerns in the interim
- 136.2d. For the five remaining public conveniences in the Town Council's portfolio, to refurbish three in year one (subject to budget provision) and two in year two
- 136.2e. To prioritise the refurbishment of the Normanston Park, Kirkley Cliff Road and Lowestoft Cemetery public conveniences in year one, and Kensington Gardens and Pakefield Street in year two, with any immediate health and safety concerns or minor improvements at any site to be progressed as a priority
- 136.2f. To approve the purchase of a bus shelter at Harris Avenue, within a maximum budget of £7,500, and delegate authority to officers, in conjunction with Cllr Butler, to select a quotation and progress the works
- 136.3. To receive an update on amplification and recording equipment options for the Council Chamber
- 136.4. To consider conclusions from the handover of The Ness, following further works
- 136.5. To review the Town Council's position on 'living memorials' (including memorial tree planting), and to consider a specific request
- 136.6. To consider extreme weather impacts on use of facilities
- 136.7. To note the position regarding the civic artefacts transferred from East Suffolk Council (confidential)
- 136.8. To consider lease arrangements for a property in Kensington Gardens, and storage of canoes (confidential)
- 136.9. To receive a progress update on approved capital projects which are awaiting implementation (confidential)

**137. Personnel**

- 137.1. To receive the draft minutes of the meeting on 13 December 2021
- 137.2. To consider the following recommendations from the Personnel Committee:
- 137.2a. A confidential recommendation regarding staff pay (confidential)

**138. Planning**

- 138.1. To receive the draft minutes of the meeting on 30 November 2021
- 138.2. To consider the consultation on the diversion (not closure) of footpath 52 across The Ness

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**139. Climate Emergency and Ecological**

139.1. To receive the draft minutes of the meeting on 7 December 2021

**140. Outside Bodies**

140.1. To receive and note Cllr Barker's report from the Marina Theatre Trust Board meeting on 25 November 2021

140.2. To receive and note Cllr Barker's report from the Gull Wing Key Stakeholder Group meeting on 3 December 2021

**141. Legal**

141.1. To consider legal issues relating to land transfers (confidential)

141.2. To receive an update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to 'Phase 3' (confidential)

**142. Date of next meeting**

25 January 2022 18:30

**143. Items for the next agenda and close**

**144. 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:**

144.1. Any matters, including those above as required