

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 **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 18:30 on 22 February 2022.

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/81941747090>. The meeting can also be observed via the following link: <https://youtu.be/M7Qf9bk0bkU>. *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
15 February 2022

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
18:30 on 22 February 2022

AGENDA

160. Welcome

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

161. To consider apologies for absence from any Councillors not in attendance, and to note Cllr David Youngman's resignation

162. Declarations of Interests and dispensations

162.1. 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

163. To consider the draft minutes of the meeting on 25 January 2022

164. 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.

165. To receive a report from the Lowestoft Hospital Contact Group

166. To consider Councillor attendance at meetings

167. Finance

167.1. To receive the draft minutes of the meeting on 10 February 2022

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

167.2a. To appoint the Council's existing Internal Auditor for 2022 – 2023 and 2023 – 2024

167.2b. To withdraw the Triangle Market from the Historic Quarter (Scores and Triangle Market) Feasibility Study

167.2c. To request an update from East Suffolk Council on the development of a traffic management system including the Triangle Market area, seeking input from Suffolk County Councillor James Reeder

167.2d. Allocating a £1,000 annual budget to the Lowestoft and Plaisir Twinning Association

167.2e. To note the decision of the Finance and Governance Committee to award grant funding of £6,000 to First Light Festival C.I.C. in support of the event

167.2f. To consider a recommendation regarding handling event applications and any other enquiries involving First Light Festival C.I.C. and Lowestoft Town Council assets (some aspects may be confidential)

167.3. To receive and consider the following:

167.3a. 2021 – 2022 budget position

167.3b. To note any bank reconciliations

167.3c. Payments, including those made under delegated authority, income and expenditure reports for the month ending 31 January 2022 and February 2022 to date, and any payments for approval, including the following:

167.3ci A request from the Lowestoft Cricket Club for the Town Council to fund the cost of pre-planning advice for the Denes Oval, totalling £148

167.4. To appoint an additional bank reconciliation signatory

167.5. To consider removal of the petty cash system

167.6. To consider capital works expenditure

167.7. To consider agreeing a maximum budget of £60,000 to replace the windows in the Sparrows Nest building complex

167.8. To consider the redevelopment of the Town Hall and report from the Project Board

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- 167.9. To consider the governance and financing of the feasibility study and Towns Fund funding for the Marina Theatre
- 167.10. To consider the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential)
- 167.11. To receive an update on the Hamilton House lease and business rates (confidential)
- 167.12. To consider arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential)
- 167.13. To consider grounds maintenance resourcing at Normanston Park (confidential)

168. Audit

- 168.1. To receive and note the Second Interim Internal Audit Report 2021 – 2022

169. Assets, Inclusion and Development

- 169.1. To receive the draft minutes of the meeting on 7 February 2022
- 169.2. To receive an update on amplification and recording equipment options for the Council Chamber
- 169.3. To consider a request from the Lowestoft and District Allotment Association to use the Town Council's postal address to register a domain name for their website
- 169.4. To consider recommendations from the Toilet Strategy Working Group regarding capital works at the Triangle Market
- 169.5. To consider recommendations from the Triangle Market Working Group regarding capital works at the Sails, purchase of four wooden market stalls, any related planning permissions and to agree terms and conditions for temporary trading
- 169.6. To receive an update on Fen Park and Gainsborough Drive pond dredging, and to consider a way forward including whether to appoint a Project Manager
- 169.7. To consider providing a response to East Suffolk Council's request for feedback on its Community Governance Review
- 169.8. To consider capital works to a building in Normanston Park (confidential)
- 169.9. To consider lease arrangements for tenants in Sparrows Nest (confidential)

170. Personnel

- 170.1. To receive the draft minutes of the meeting on 3 February 2022
- 170.2. To note the recruitment decisions
- 170.3. To consider staff terms and conditions (confidential)
- 170.4. To consider staff remuneration (confidential)

171. Planning

- 171.1. To receive the draft minutes of the meetings on 1 and 15 February 2022

172. Climate Emergency and Ecological

- 172.1. To receive the draft minutes of the meeting on 1 February 2022
- 172.2. To appoint the Chair of the Climate Emergency and Ecological Committee

173. Outside Bodies

- 173.1. To receive and note Cllr Butler's report from the Lowestoft Place Board meeting on 18 January 2022
- 173.2. To receive and note Cllr Barker's report from the Marina Theatre Trust meeting on 21 January 2022
- 173.3. To receive and note Cllr Barker's report from the Gull Wing Key Stakeholder Group meeting on 11 February 2022
- 173.4. To consider Lowestoft Town Council and East Suffolk Council Quarterly Liaison Meetings
- 173.5. To consider appointing representatives to hold a stall at East Suffolk Council's Mentally Healthy Communities conference on 4 March 2022

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174. Legal

174.1. To consider legal issues relating to land transfers, including the following (confidential):

174.1a. The application of s.127 of the Local Government Act 1972 to the Raphael Walk transfers

174.1b. The footprint of the retained land at Whitton Green

174.2. 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)

175. Date of next meeting

22 March 2022 18:30

176. Items for the next agenda and close

177. 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:

177.1. Any matters, including those above as required