

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, Hawthorne Avenue, Lowestoft, NR33 9BB** at 19:30 on 22 June 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 link: <https://us02web.zoom.us/j/89221255078>. The meeting can also be observed via the following link: <https://youtu.be/FiLtVQG9lok>. *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 June 2021

Lowestoft Town Council

Full Council Meeting

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

19:30 on 22 June 2021

AGENDA

33. Welcome

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

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

35. Declarations of Interests and dispensations

35.1. 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

36. To consider the draft minutes of the Annual Meeting on 18 May 2021 and the Full Council meeting on 25 May 2021

37. 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.

38. Finance

38.1. To receive the draft minutes of the meeting on 10 June 2021

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

38.2a. To adopt the following Town Council policies:

38.2ai Social Media Protocol

38.2aii Sponsorship and Advertising Policy

38.2aiii Toilet Strategy, including to note that a comprehensive review will follow

38.2aiv Training and Development Policy

38.2av Whistleblowing Policy, as amended

38.2avi Wildflower Meadows Policy

38.2avii Cycling Pledge, as amended

38.2aviii To incorporate the Tablet Policy into the existing IT, Internet, Social Media, Email and Secure Use of USB Memory Sticks Policy

38.2b. To amend the Grant Awarding Policy as follows:

38.2bi To enable applications to be considered at each meeting of the Finance and Governance Committee, rather than quarterly

38.2bii To increase the standard maximum of a single grant award from £500 to £1,500 (as per the Covid-19 Grant Awarding Policy)

38.2biii To remove the reference to sports clubs at paragraph 1.4

38.2c. To approve the following grant applications:

38.2ci The Promoting Pakefield Group for £1,920

38.2cii South Pier Lowestoft Limited for £1,050, subject to there being no statutory reason why the grant cannot be awarded, and subject to the remainder of the funding being secured from other sources to realise the project

38.2d. To support the recommendation from the Budget and Loan Sub-Committee regarding earmarked reserves positions and targets

38.3. To receive and consider the following:

38.3a. 2021 – 2022 budget position

38.3b. To note any bank reconciliations

38.3c. Payments, including those made under delegated authority, any payments for approval,

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and income and expenditure reports for the month ending 31 May 2021 and June 2021 to date, including the following:

- 38.3ci To consider £6,671+VAT expenditure on neighbourhood planning consultancy for consultation stage (total cost is £7,875 +VAT including grant-funded work)
- 38.3d. Delegations and additional costs for the development of the Whitton Green play area (some aspects may be confidential)

39. Governance

- 39.1. To consider actions by the Town Council in response to the Covid-19 pandemic
- 39.2. To note progress with preparations for the External Audit
- 39.3. To consider the start time of Full Council meetings
- 39.4. To consider meeting arrangements subsequent to 21 June 2021

40. Assets, Inclusion and Development

- 40.1. To receive the draft minutes of the meeting on 7 June 2021
- 40.2. To consider the following recommendations from the AID Committee:
 - 40.2a. To grant permission to the Friends of Fen Park to proceed with their planting plans, with delegated authority to the Clerk to ensure all necessary pre-requisites are in place
 - 40.2b. To give permission to the Friends of Kensington Gardens to paint a wall in Kensington Gardens with the design as supplied, and grant delegated authority to the Clerk to agree any modifications to the design if necessary and to agree the type of paint to be used
 - 40.2c. To progress a professional survey of a wall in Kensington Gardens, within a maximum budget of £1,200 and with delegated authority to the Clerk to progress
 - 40.2d. To progress the purchase of benches as per the Council's five-year plans, at a cost not exceeding the underspend from the Parks Development budget in 2020 – 2021, and the installation costs to not exceed the Parks Development earmarked reserve total
 - 40.2e. To approve a request for a memorial bench in Normanston Park, subject to officers amending the terms for placement of the bench, including removal of the clause that the bench would be removed after ten years
 - 40.2f. To approve in principle a request from a school to hire the Kensington Gardens tennis courts for one morning per week
 - 40.2g. To progress a sign at the Gainsborough Drive pond, within a maximum budget of £100, to warn motorists of ducks crossing
 - 40.2h. To delegate authority to officers, in conjunction with Cllr Pearce, to liaise with the Jack Rose Old Lowestoft Society to progress ordering and installation of heritage plaques, including seeking landowner permissions where necessary
- 40.3. To consider submitting an application to the Queen's Platinum Jubilee Civic Honours Competition for City Status
- 40.4. To consider funding recommendations from the Triangle Market Working Group for safety improvements and market infrastructure
- 40.5. To consider additional works on The Ness and consider the update from East Suffolk Council on the development of this site (some aspects might be confidential)
- 40.6. To consider the costs of repair and legal advice regarding the Jubilee Bridge (some aspects may be confidential)
- 40.7. To consider the position regarding the civic artefacts transferred from East Suffolk Council (confidential)

41. Planning

- 41.1. To receive the draft minutes of the meetings on 25 May 2021 and 8 June 2021
- 41.2. To consider a request from Cllr Amanda Frost to join the Planning Committee

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42. Climate Emergency and Ecological

- 42.1. To receive the draft minutes of the meeting on 14 June 2021
- 42.2. To consider the following recommendations from the Climate Emergency and Ecological Committee:
 - 42.2a. To adopt the Selection of Materials for Site Development Procedure

43. Community Safety

- 43.1. To receive the draft minutes of the meeting on 15 June 2021
- 43.2. To consider the following recommendations from the Community Safety Committee:
 - 43.2a. To amend the Terms of Reference of the Community Safety Committee to include the management of defibrillators, and transfer of the £10,000 defibrillator budget previously delegated to the Assets, Inclusion and Development Committee

44. Outside Bodies

- 44.1. To review and appoint representatives of the Council on other bodies
- 44.2. To appoint a representative and substitute representative to Lowestoft South Pier Limited's Management Committee

45. Legal

- 45.1. To consider issues relating to the subletting of the Uplands Children's Centre (confidential)
- 45.2. To consider land transfers (confidential) in respect of:
 - 45.2a. Land off Raphael Walk
 - 45.2b. Land off Cotman Close
 - 45.2c. Great Eastern Linear Park (3 transfers)
 - 45.2d. Whitton Green play area
 - 45.2e. London Road Play Area
 - 45.2f. Public Conveniences at Normanston Drive Cemetery
- 45.3. To consider issues relating to the assignment of a tenant's lease (confidential)

46. Date of next meeting

27 July 2021 19:30

47. Items for the next agenda and close

- 48. 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:**

- 48.1. Any matters, including those above as required