

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 23 November 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/89215049247>. The meeting can also be observed via the following link: <https://youtu.be/EvDrN3HQ-0U>. *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
16 November 2021

Lowestoft Town Council
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18:30 on 23 November 2021

AGENDA

114. Welcome

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

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

116. Declarations of Interests and dispensations

116.1. 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

117. To consider the draft minutes of the meeting on 26 October 2021

118. 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.

119. Finance

119.1. To receive the draft minutes of the meeting on 4 November 2021

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

119.2a. To adopt the following Town Council policies:

119.2ai Disciplinary Procedure, as amended

119.2aii Equality and Diversity Policy

119.2aiii Noticeboard Protocol, as amended

119.2aiv Grant Awarding Policy, as amended

119.2av Grievance Procedure, as amended

119.2avi Freedom of Information Publication Scheme, as amended

119.2avii Health and Safety Policy, as amended, including to incorporate the Incident Reporting Procedure as an appendix

119.2aviii Heritage Plaques Policy, as amended

119.2b. To retain the Council's current policy for at least another year of not charging sports clubs for use of the Town Council's leisure facilities, subject to receipt of a satisfactory end of season report, detailing how funds saved have been reinvested

119.3. To receive and consider the following:

119.3a. 2021 – 2022 budget position

119.3b. To note any bank reconciliations

119.3c. Payments, including those made under delegated authority, income and expenditure reports for the month ending 31 October 2021 and November 2021 to date, and any payments for approval

119.4. To consider recommendations arising from the Budget and Loan Sub-Committee meetings on 15 November and 22 November 2021 (see accompanying meeting paper)

119.5. To consider updates to the Reserves document to reflect the previous decisions of the Council

119.6. To agree a budget for the reinstatement of the Sparrows Nest beacon

119.7. To consider the advice from East Suffolk Council regarding the Council Tax base for 2022 - 2023

119.8. To agree a response to the East Suffolk Council Local Council Tax Reduction Scheme consultation

119.9. To receive and note the interim Internal Audit report

119.10. To consider arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential)

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120. Assets, Inclusion and Development

- 120.1. To receive the draft minutes of the meeting on 1 November 2021
- 120.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 120.2a. To approve an application for regular trading at the Triangle Market (confidential)
- 120.3. To receive an update on amplification and recording equipment options for the Council Chamber
- 120.4. To consider conclusions from the handover of The Ness, following further works
- 120.5. To consider whether to proceed with capital investment at the Denes Oval sports facilities, and if so to consider the project timeframe and budget, and clarification from East Suffolk Council regarding leaseback arrangements (confidential)
- 120.6. To consider Marina Theatre leases and funding (confidential)
- 120.7. To note the position regarding the civic artefacts transferred from East Suffolk Council (confidential)
- 120.8. To consider lease arrangements for a property in Kensington Gardens (confidential)

121. Personnel

- 121.1. To receive the draft minutes of the meeting on 4 November 2021
- 121.2. To consider the following recommendations from the Personnel Committee:
 - 121.2a. To increase the budget for advertising the Town Council's vacancies
 - 121.2b. To re-advertise the Climate and Planning Officer vacancy as a full-time Committee Clerk position, with due consideration given to applicants seeking a part-time position (confidential)
 - 121.2c. To re-advertise the Events and Communications Officer vacancy as a full-time Communications Officer position, with due consideration given to applicants seeking a part-time position (confidential)
- 121.3. To consider granting delegated authority to the Personnel Committee and the Clerk to appoint new members of staff

122. Planning

- 122.1. To receive the draft minutes of the meeting on 19 October, 2 November and 16 November 2021

123. Climate Emergency and Ecological

- 123.1. To receive the draft minutes of the meeting on 2 November 2021

124. Outside Bodies

- 124.1. To receive and note Cllr Patience's report from the Lowestoft Flood Risk Management project meeting on 28 October 2021
- 124.2. To receive and note Cllr Patience's report from the Lowestoft Rising Sponsorship Group meeting on 21 October 2021
- 124.3. To receive and note Cllr Barker's report from the Gull Wing Stakeholder Group meeting on 15 October 2021
- 124.4. To appoint a representative to the Friends of Fen Park
- 124.5. To appoint representatives to the Lowestoft Youth Strategy Working Group

125. Legal

- 125.1. To consider legal issues relating to land transfers (confidential)
- 125.2. 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)

126. Date of next meeting

21 December 2021 18:30

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127. Items for the next agenda and close

128. 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:

128.1. Any matters, including those above as required