

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 24 August 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/81183931211>. The meeting can also be observed via the following link: <https://youtu.be/ek05ma5tzew>. *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
17 August 2021

Lowestoft Town Council
Full Council Meeting
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB
18:30 on 24 August 2021

AGENDA

64. Welcome

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

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

66. Declarations of Interests and dispensations

66.1. 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

67. To consider the draft minutes of the meeting on 27 July 2021

68. Public forum and presentation from the Lowestoft Town Tennis Club

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public. Includes a short presentation from Lowestoft Town Tennis Club on their proposals for the Denes Oval.

69. Finance

69.1. To receive the draft minutes of the meeting on 12 August 2021

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

69.2a. To adopt the draft commentaries for the budget and general and earmarked reserves, and the added appendices to the Reserves Policy

69.2b. To support the proposals from the Budget and Loan Sub-Committee (see meeting paper) regarding budgets and reserves

69.2c. To adopt the outline draft format of the reserves document

69.2d. To adopt the outline draft format of the 2022 – 2023 budget document

69.2e. To create a new budget and earmarked reserve for Community Halls, and to transfer the underspend of £1,635 against Whitton Residents' Hall's repairs and maintenance to the new Community Halls earmarked reserve (previously allocated to the general repairs and maintenance reserve)

69.2f. To transfer the underspend from the 2020 – 2021 community safety budget to the community safety earmarked reserve (previously allocated to general reserves)

69.2g. To transfer the underspend from the 2020 – 2021 grants budget to the grants earmarked reserve

69.2h. To transfer the underspend from the 2019 – 2020 and 2020 – 2021 budgets for The Ness to the ring-fenced budget for The Ness within the parks and open spaces budget (previously allocated to general reserves)

69.2i. To transfer the property lettings and tenant rental income from Normanston Park (£4,800 in 2017 – 2018, £6,250 in 2018 – 2019, £6,250 in 2019 – 2020 and £6,250 in 2020 – 2021) from general reserves to the parks and open spaces budget, earmarked for expenditure in Normanston Park, particularly the capital expenditure of a replacement conservatory

69.2j. To approve the recommendation from the Assets, Inclusion and Development Committee to proceed with a decorative refurbishment of the Britten Road play area and installation of Matta Safer Surfacing, within a maximum budget of £18,000

69.2k. To give delegated authority to the Clerk to appoint project managers for the Sparrows Nest and Fen Park public conveniences refurbishment and the 2021 – 2022 play areas refurbishments, with costs to be covered within the relevant budgets for those projects if possible, with any additional funding to come from the staff reserve

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- 69.2l. To approve the recommendation from the Climate Emergency and Ecological Committee to take expenditure for the Council's carbon footprint assessment from the Climate Emergency budget, rather than the consultancy budget
- 69.2m. To adopt the following Town Council policies:
 - 69.2ji Adverse Weather Policy, as amended
 - 69.2jii IT Policy, as amended
 - 69.2jiii Acquisitions and Disposal Policy, noting that a further review will follow in six months' time
- 69.2n. To progress the replacement conservatory for a Normanston Park tenant as a priority (confidential)
- 69.2o. To proceed with matters regarding the Jubilee Bridge in line with legal advice sought (confidential)
- 69.3. To receive and consider the following:
 - 69.3a. 2021 – 2022 budget position
 - 69.3b. To note any bank reconciliations
 - 69.3c. Payments, including those made under delegated authority, any payments for approval, and income and expenditure reports for the month ending 31 July 2021 and August 2021 to date, including the following:
 - 69.3ci Three officer car parking permits for the Whapload Road car park, at a cost of £650 each
- 69.4. To consider setting a budget of up to £20,000 for infrastructure for the Triangle Market
- 69.5. To consider a wayleave request from City Fibre for the Great Eastern Linear Park
- 69.6. To consider funding arrangements for Whitton Green (confidential)
- 69.7. To receive an update on progressing the bipartite agreement with the Marina Theatre Trust and costs of a new flying system (confidential)

70. Governance

- 70.1. To consider actions by the Town Council in response to the Covid-19 pandemic

71. Assets, Inclusion and Development

- 71.1. To receive the draft minutes of the meeting on 2 August 2021
- 71.2. To consider the following recommendations from the AID Committee:
 - 71.2a. To progress over-entrance archway signs incorporating the Borough of Lowestoft insignia
 - 71.2b. To decline a request for sale/transfer of land at Britten Road (confidential)
- 71.3. To consider whether to reinstate the 'Rope Walk', or an alternative representation of the historic activities at The Ness
- 71.4. To consider contacting East Suffolk Council, Great Yarmouth Borough Council and Oulton Broad Parish Council to develop a Banksy tourist art trail throughout the four respective areas of responsibilities
- 71.5. To consider management of trees at two sites along the Great Eastern Linear (some aspects may be confidential)
- 71.6. To consider any further development and funding options regarding the Denes Oval (confidential)
- 71.7. To consider the position regarding the civic artefacts transferred from East Suffolk Council (confidential)
- 71.8. To consider a request for sale/transfer of land at Uplands (confidential)

72. Personnel

- 72.1. To receive the draft minutes of the meeting on 12 August 2021
- 72.2. To consider the following recommendations from the Personnel Committee:

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- 72.2a. If required, to proceed with the recruitment of a temporary employee for a period of five months, within a budget of £10,000, with delegated authority to the Clerk to make arrangements, including any additional hours required of existing staff, subject to their agreement, with funds to come from the staffing earmarked reserve
- 72.2b. Staffing arrangements and office closure over the Christmas and New Year period
- 72.2c. To amend the Appraisals Guidance to cross-reference the Equality Statement and for discussions about training and development to incorporate aspirations for future roles
- 72.2d. To agree the recruitment process and recruitment timetable for new staff (confidential)

73. Planning

- 73.1. To receive the draft minutes of the meetings on 27 July 2021 and 10 August 2021
- 73.2. To consider a recommendation from the Planning Committee regarding the scheduling of its meetings

74. Climate Emergency and Ecological

- 74.1. To receive the draft minutes of the meeting on 3 August 2021
- 74.2. To consider the following recommendations from the Climate Emergency and Ecological Committee:
 - 74.2a. An in-principle commitment to progress on-street cycle storage for residents in areas of high occupancy, and offering support to those who are economically disadvantaged in terms of purchasing a bicycle and appropriate storage, through partnership working with other authorities
- 74.3. To discuss a recommendation to Suffolk County Council to reinstate a recycle and waste disposal centre in North Lowestoft, to complement the facility on Haddenham Road

75. Community Safety

- 75.1. To receive the draft minutes of the meeting on 28 July 2021

76. Outside Bodies

- 76.1. To appoint a representative to the Lowestoft Food Network (next meeting 7 September at 11:00)
- 76.2. To appoint a representative to the Board of Trustees of Lowestoft Charity Board Charities (Trustee position)
- 76.3. To appoint a representative to the Lowestoft Sea Festival and Smack Race Steering Group
- 76.4. To appoint a representative to the Lowestoft Vision Board
- 76.5. To appoint a representative to ParksEast

77. Legal

- 77.1. To consider the land transfers in relation to the North Denes and other Northern coastal Town Council assets (confidential)
- 77.2. To consider the lease at Uplands Children's Centre (confidential)

78. Date of next meeting

28 September 2021 18:30

79. Items for the next agenda and close

- 80. 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:
 - 80.1. Any matters, including those above as required